



Public Prosecution  
Service of Canada

Service des poursuites  
pénales du Canada

# Annual Report on the *Access to Information Act*

2014-2015

Canada

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## INTRODUCTION

The *Access to Information Act* (the *Act*) came into force on July 1, 1983. The purpose of the *Act* is to provide a right of access to information in records under the control of a government institution in accordance with the principles that government information should be available to the public, that necessary exceptions to the right of access should be limited and specific, and that decisions on the disclosure of government information should be reviewed independently of government.

The Public Prosecution Services of Canada (PPSC) became subject to the *Act* when it was established as an independent organization on December 12, 2006, with the coming into force of the *Director of Public Prosecutions Act* (Part 3 of the *Federal Accountability Act*).

Pursuant to section 72 of the *Act*, the PPSC has prepared this 2014-2015 *Annual Report on the Access to Information Act* for tabling in the House of Commons and the Senate. This Report provides an analysis of the information contained in the PPSC's *Statistical Report on the Access to Information Act*. In addition, it reports on emerging trends, training activities and newly implemented or revised internal policies, guidelines and procedures with respect to the PPSC's administration of the *Act*.

## MANDATE OF THE PUBLIC PROSECUTION SERVICE OF CANADA

The PPSC's mandate is set out in the *Director of Public Prosecutions Act* (DPPA). The DPPA empowers the Director of Public Prosecutions (DPP) as Deputy Attorney General of Canada to:

- initiate and conduct federal prosecutions;
- intervene in proceedings that raise a question of public interest that may affect the conduct of prosecutions or related investigations;
- issue guidelines to federal prosecutors;
- advise law enforcement agencies or investigative bodies on general matters relating to prosecutions and on particular investigations that may lead to prosecutions;
- communicate with the media and the public on all matters that involve the initiation and conduct of prosecutions;
- exercise the authority of the Attorney General of Canada in respect of private prosecutions; and
- exercise any other power or carry out any other duty or function assigned by the Attorney General of Canada that is compatible with the office of the DPP.

The DPPA also empowers the DPP to:

- initiate and conduct prosecutions under the *Canada Elections Act*; and
- act, when requested by the Attorney General of Canada, in matters under the *Extradition Act* and the *Mutual Legal Assistance in Criminal Matters Act*.

The DPP has the rank and status of a deputy head of a department, and in this capacity is responsible for the management of the PPSC as a distinct governmental organization.

## COMMISSIONER OF CANADA ELECTIONS

The Commissioner of Canada Elections (CCE) is responsible for ensuring that the *Canada Elections Act* and the *Referendum Act* are complied with and enforced. On October 1, 2014, following passage of Bill C-23, *An Act to amend the Canada Elections Act and other Acts and to make consequential amendments to certain Acts*, the Office of the CCE was transferred from Elections Canada to the PPSC. As a result, the CCE reports to the DPP, but remains operationally independent.

As of October 1, 2014, all access to information requests and consultations regarding the Office of the CCE are processed by the PPSC's Access to Information and Privacy Office. Any requests prior to this date would have been processed by Elections Canada.

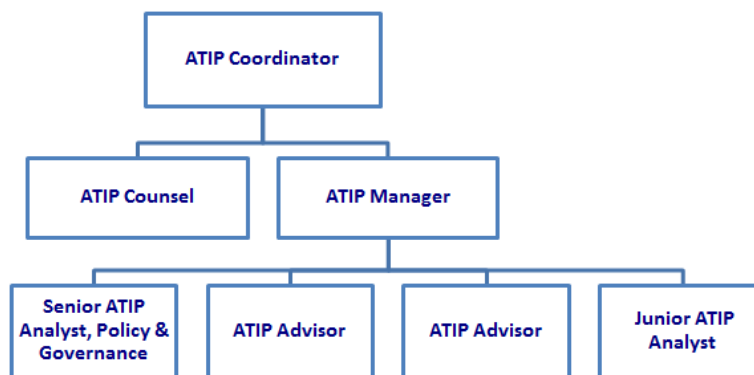
## ACCESS TO INFORMATION AND PRIVACY (ATIP) OFFICE

The ATIP Office holds primary responsibility for the implementation and administration of the *Act*. The Office deals directly with the public in relation to access to information (ATI) requests, liaises with its points of contact to prepare responses, and serves as the centre of expertise for ATIP within the PPSC.

The ATIP Office carries out its responsibilities by:

- processing ATI requests in accordance with the *Act*, its Regulations and the Treasury Board of Canada Secretariat (TBS)'s policies, directives and guidelines;
- responding to consultations submitted by other federal institutions or other levels of government on PPSC records being considered for release;
- providing advice to PPSC managers and employees regarding the application and interpretation of the *Act*, its Regulations and relevant case law;
- responding to requests received from other federal institutions for the review of solicitor-client privilege in records related to criminal proceedings in which the PPSC is involved;
- reviewing PPSC policies, procedures and agreements to ensure that they comply with the requirements of the *Act* and making recommendations for amendments;
- monitoring the PPSC's compliance with the *Act*, its Regulations and the TBS's policies, directives and guidelines;
- communicating with investigators of the Office of the Information Commissioner of Canada to resolve complaints filed against the PPSC;
- reviewing documents relevant to proactive disclosure, such as audits and evaluations and contracts over \$25,000 prior to their publication on the PPSC's website, in order to ensure that they do not contain information that is subject to exemptions or exclusions under the *Act*;
- delivering training sessions intended to familiarize PPSC managers and employees with the requirements of the *Act*, its Regulations and the TBS's policies, directives and guidelines;
- updating the PPSC's chapter of the federal government's *Info Source* publication;
- submitting an annual statistical report on the administration of the *Act* to the TBS;
- preparing an annual report on the administration of the *Act* for tabling in both Houses of Parliament; and
- posting summaries of completed ATI requests on the PPSC's website.

## Organization Structure



As of March 31, 2014, the ATIP Office is comprised of a Manager, a Senior Analyst, two Advisors and one Junior Analyst. The Executive Director and Senior Counsel, Ministerial and External Relations Secretariat, serves as the organization's ATIP Coordinator. Counsel for the Ministerial and External Relations Secretariat serves as ATIP Counsel and provides legal advice to the ATIP Coordinator, the ATIP Office and PPSC managers on the application and interpretation of the *Act* and relevant case law.

## DELEGATED AUTHORITIES

Pursuant to section 73 of the *Act*, the head of a government institution may, by order, designate one or more officers or employees of that institution to exercise or perform any of the powers, duties or functions of the head of the institution under the *Act*.

The DPP, as the "head of institution", has designated the authority to exercise the powers and to perform the duties and functions conferred to him under the *Act* to the Executive Director and Senior Counsel, Ministerial and External Relations Secretariat, and the ATIP Manager (see Delegation Order in Appendix A). The ATIP Manager exercises this authority in the absence of the Executive Director and Senior Counsel.

## INTERPRETATION OF THE STATISTICAL REPORT

The following section provides a summary and analysis of the information contained in the *Statistical Report on the Access to Information Act* located in Appendix B of this report. It also compares statistical data from 2014-2015 with data from previous reporting periods in order to identify possible trends.

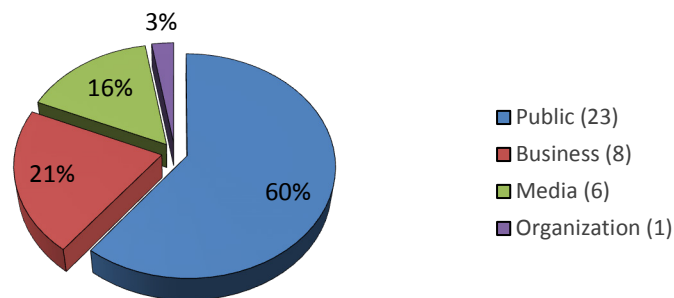
### PART 1 – Requests Under the *Access to Information Act*

#### Number of requests

The PPSC received 38 formal ATI requests in 2014-2015, which represents a 14% decrease in the number of requests received from the previous reporting period. In addition, seven (7) requests were carried forward from fiscal year 2013-2014.

This is the first time since the 2011-2012 reporting period that there has been a decrease in the number of ATI requests received. Otherwise, the number of ATI requests to the PPSC has typically increased year over year, reaching an all-time high of 44 requests last fiscal year.

#### Sources of requests



In fiscal year 2014-2015, 60% of all requests received by the PPSC originated from the general public. Private sector enquiries comprised the second largest source category, accounting for 21% of requests received. An additional 16% of requests originated from the media, while requests from organizations accounted for 3% of those received.

#### Informal requests

An informal request is any request for information made to the ATIP Office of a government institution that is not made or processed under the *Act*. Fees cannot be charged for informal requests, and there are no deadlines for response. In addition, the applicant has no statutory right of complaint to the Office of the Information Commissioner.

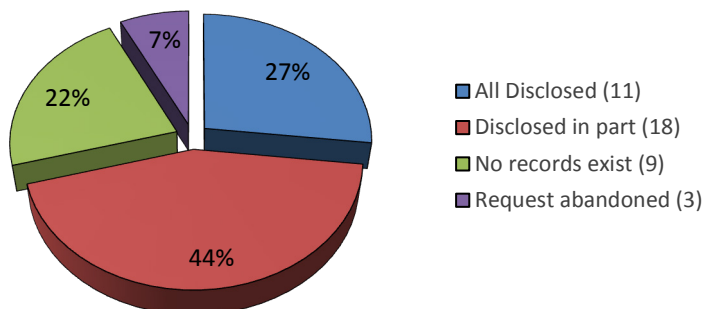
Eight (8) informal requests were processed by the PPSC during the 2014-2015 reporting period. Seven (7) of these requests were responded to within 15 days, while one (1) request was responded to within 16 to 30 days of receipt.

## PART 2 – Requests Closed During the Reporting Period

### Disposition of requests

The PPSC responded to 41 formal ATI requests during the 2014-2015 reporting period. A total of 7,560 pages were reviewed, which represents a 9% increase in volume from the previous reporting period. Four (4) outstanding requests were carried over to the next reporting period.

The 41 completed requests can be categorized as follows:



Requests which resulted in no disclosure of records fell into the following categories:

#### No Records Exist

- A total of 22% of requests could not be processed as no relevant records existed under the control of the PPSC. Where possible, applicants were advised of other government institutions that may have records and provided with the contact information of those institutions for the purpose of submitting a request.

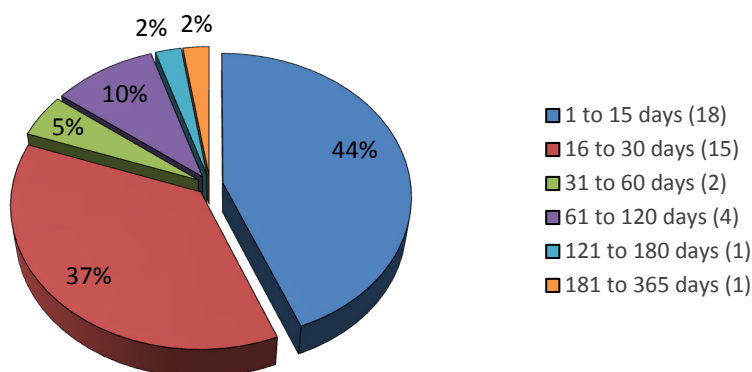
#### Request abandoned

- In addition, 7% of requests were abandoned by the applicants. In most cases, receipt of clarification from applicants was necessary. Where no clarification was provided, the applicant's request was deemed abandoned.

The PPSC's disclosure rates in 2014-2015 are significantly higher than the average over the previous five (5) years. The PPSC processed a total of 165 formal ATI requests from fiscal year 2010-2011 to 2014-2015. In 58% of cases, the PPSC responded by releasing information in whole or in part. During 2014-2015, full or partial disclosure of the information requested was provided in 71% of cases.

## Completion time

The chart below provides a breakdown of length of time (in days) required to process formal ATI requests during the 2014-2015 reporting period.



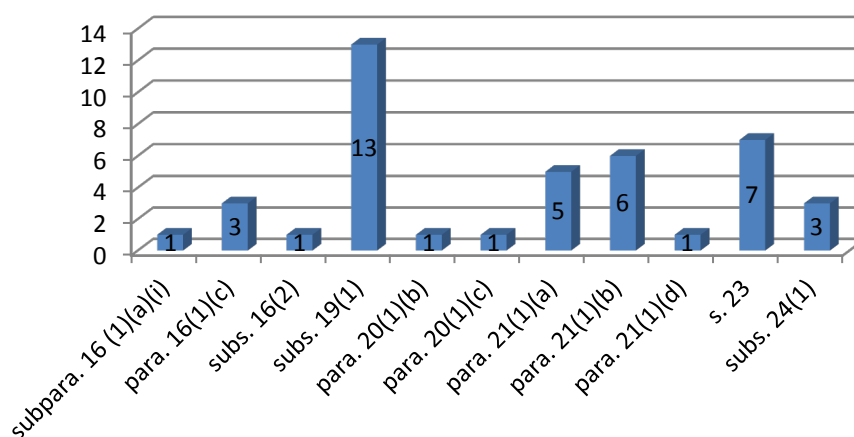
Of the 41 requests that were completed in fiscal year 2014-2015, 33 were processed within the 30-day statutory response period. Two (2) requests were responded to within 31 to 60 days, and four (4) others were responded to within 61 to 120 days. The remaining two (2) requests required between 121 to 365 days to complete.

Over the last five (5) reporting periods, 73% of the PPSC's formal ATI requests were responded to within the 30-day statutory deadline.

## Exemptions

The right of access to information in government records is subject to limited and specific exceptions. Limitations to the right of access are set out in sections 13 through 24 of the *Act*. Section 26 also sets out an administrative exception relating to the publication of information.

The following is a breakdown of the exemptions that were invoked by the PPSC during the 2014-2015 reporting period.





## Exclusions

Records or parts thereof to which the *Act* does not apply are considered to be “excluded”. Pursuant to section 68, the *Act* does not apply to published material or material available for purchase by the public, library or museum material preserved solely for public record, and material placed in Library and Archives Canada. Records containing Confidences of the Queen's Privy Council for Canada that have been in existence for less than 20 years are also excluded from the *Act* pursuant to section 69.

During the 2014-2015 reporting period, the PPSC applied exclusions under subsection 69(1) of the *Act* in two (2) instances. No exclusions pursuant to section 68 were applied.

## Format of information released

For responses in which information was disclosed, the information was provided to the applicant electronically by e-mail or on a compact disk in 55% of cases. Paper copies of records were provided in 45% of cases.

## Complexity

The mandate of the PPSC is to prosecute offences under federal jurisdiction and to provide advice on prosecution-related matters to investigative agencies. Due to the nature of the organization's work, processing ATI requests is challenging. Records held by the PPSC often contain information relating to criminal or regulatory investigations or prosecutions that also frequently involve other organizations and government departments at the federal, provincial or territorial level.

During the 2014-2015 reporting period, the PPSC consulted with other government institutions on five (5) particularly complex requests. Legal advice was sought in order to respond to two (2) requests.

## Deemed refusals

The PPSC was in deemed refusal on one (1) occasion during the 2014-2015 reporting period. This was due to the ATIP Office having inadvertently omitted to obtain a necessary extension within the initial 30-day statutory deadline.

## Requests for translation

The PPSC received no requests from applicants for translation from one official language to the other.

## PART 3 – Extensions

Section 9 of the *Act* allows government institutions to extend the 30-day statutory time limit for processing a request in cases where institutions are required to review or search through a large number of records or when consultations with other institutions or third parties are necessary.

### **Reason for extensions**

A total of nine (9) extensions were taken during the 2014-2015 reporting period. In five (5) instances, the search through or review of a large number of records could not be completed within the original time limit without unreasonably interfering with the operations of the PPSC. On four (4) other occasions, consultations with other government institutions were necessary to comply with the request, and could not reasonably be completed within the original 30-day time limit.

### **Length of extensions**

Of the nine (9) extensions taken during the reporting period, six (6) were for a duration of 31 to 60 days. The remaining three (3) instances required extensions of 30 days or less.

## **PART 4 – Fees**

The *Act* authorizes the collection of fees for certain activities related to the processing of formal requests for information. In addition to the \$5.00 application fee, costs related to the search, preparation and reproduction of records may be recovered in accordance with the *Access to Information Regulations*.

During 2014-2015, the PPSC collected a total of \$145 in application fees. No production, programming, preparation or search fees were charged during this reporting period.

The PPSC waived \$20 dollars in application fees as well as \$426 in reproductions fees. It is the practice of the organization to waive reproduction fees that are \$40 or less.

## **PART 5 – Consultations Received From Other Institutions and Organizations**

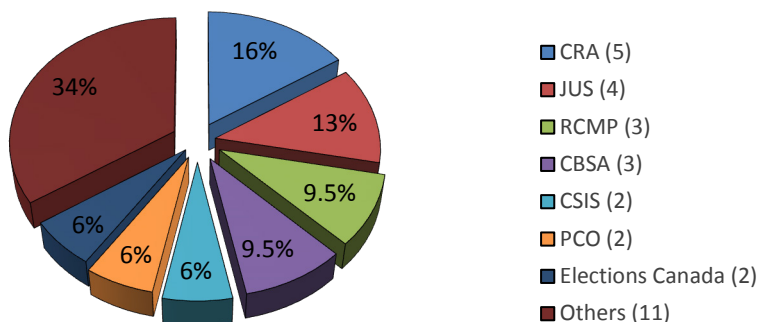
### **Number of consultations**

The PPSC received 32 ATI consultations in 2014-2015, which represents a 29% decrease in the number of consultations received during the previous reporting period. In addition, two (2) consultations were carried forward from fiscal year 2013-2014.

This decrease in consultations may be attributed in part to the Treasury Board Secretariat's decision to remove the mandatory requirement of government institutions to consult the PPSC prior to exempting information on the basis of solicitor-client privilege pursuant to section 23 of the *Act*.

## Sources of consultations

The Canada Revenue Agency (CRA) sent five (5) ATI consultations to the PPSC, which is the highest number during this reporting period. The Department of Justice Canada (JUS) follows with four (4) consultations. The Royal Canadian Mounted Police (RCMP) and the Canada Border Services Agency (CBSA) both forwarded three (3) consultations while the Canadian Intelligence Security Agency (CSIS), the Privy Council Office (PCO), and Elections Canada each forwarded two (2). Institutions which sent one (1) consultation are grouped as “Others” in the chart below.

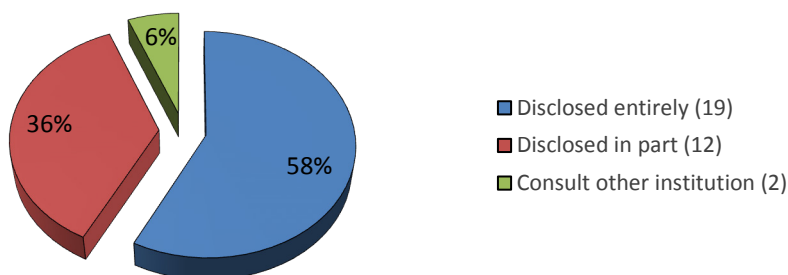


The number of consultations forwarded by any given institution or organization does not reflect the actual amount of work required to process them. For example, although there were only three (3) consultations received from the CBSA, the page count involved in those files accounted for 50% of the consultations material reviewed by the PPSC. This is not uncommon as consultations often involve records in connection with complex prosecution files.

## Recommendations

The PPSC responded to 33 consultations during the 2014-2015 reporting period. A total of 1,174 pages were reviewed, representing a 67% decrease in volume from the previous reporting period. One (1) consultation remained outstanding and was carried over to the next reporting period.

Recommendations made by the PPSC in respect of completed consultations during the reporting period can be broken down as follows:

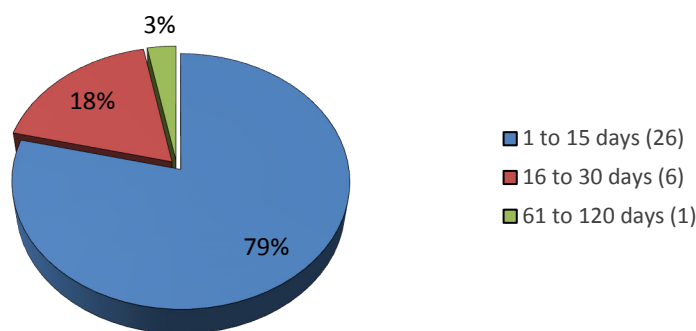


The PPSC's disclosure rates in 2014-2015 are consistent with the average rate over the five (5) previous years. The PPSC processed 231 consultations from fiscal years 2010-2011 to 2014-2015. In 92% of

cases, the PPSC recommended that information be released in whole or in part. During 2014-2015, full or partial disclosure of information was recommended in 94% of cases.

### Completion time

The chart below provides a breakdown of the time (in days) required to complete the processing of consultation requests during the 2014-2015 reporting period.



Of the 33 consultations that were completed, 32 were processed within 30 days or less. One (1) consultation required between 61 to 120 days to complete.

Over the last five (5) reporting periods, more than three quarters of ATI consultations received by the PPSC were responded to within 30 days. From 2010-2011 to 2014-2015, 54% of all consultations completed were processed in 15 days or less while an additional 25% were completed within 16 to 30 days.

### PART 6 – Completion Time of Consultations on Cabinet Confidences

Two (2) consultations on the application of subsection 69(1) [Cabinet confidence] of the *Act* were provided to the ATIP counsel for review. Both requests were responded to within 15 days.

### PART 7 – Complaints and Investigations

To ensure both compliance by government institutions of their ATI obligations and the fair treatment for all requesters, decisions made under the *Act* are subject to a right of review. The first level of review is a formal complaint to the Office of the Information Commissioner (OIC); the second level is an application for judicial review to the Federal Court.

A total of four (4) complaints were filed with the OIC against the PPSC in 2014-2015. Two (2) additional complaints were carried over from previous reporting periods. The PPSC submitted representations in connection with four (4) of these complaints to OIC investigators.

The following table is a breakdown of the reasons for the complaints as well as the findings of the OIC's investigations.

Reason for Complaint	Number of Complaints	Results of OIC Investigations			
		Well Founded	Not Well Founded	Discontinued	OIC has yet to issue its findings
Refusal/Exemptions	5	0	0	2	3
Miscellaneous	1	0	0	1	0

### Explanation of the Results of Investigations

- **Discontinued** – The complaint was withdrawn or abandoned by the complainant before allegations were fully investigated.

## PART 8 – Court Action

During this reporting period, no application for judicial review was filed with the Federal Court pursuant to section 41 of the *Act* with respect to ATI requests submitted to the PPSC. One (1) notice of application for judicial review filed on October 4, 2010, (i.e. T-1602-10 – *RPR Environmental Inc. v. Mr. Brian J. Saunders et al*), was still before the Federal Court at the end of this reporting period.

## PART 9 – Resources Related to the Access to Information Act

During this reporting period, the PPSC spent a total of \$205,261 administering the *Act* of which salaries accounted for \$193,533 and Goods and Services accounted for \$11,728. There were no overtime expenditures.

## TRAINING ACTIVITIES

During this reporting period, the ATIP Office provided a training and awareness session regarding the PPSC's processes and employee obligations under the *Act* to approximately ten (10) employees of the PPSC's Alberta Regional Office.

ATIP personnel also provided informal training to employees on various ATI-related matters (e.g. preparing a search estimate and determining the relevancy of records) on an *ad hoc* basis.

## NEW OR REVISED POLICIES, GUIDELINES AND PROCEDURES

No new ATI-related policies, guidelines or procedures were developed or adopted during this reporting period.

## MONITORING OF PROCESSING TIME

The ATIP Office maintains a comprehensive statistical reporting and performance measurement system. Monthly reports are provided to the ATIP Coordinator identifying the number of active ATI requests, the sources and due dates of the requests, as well as the length of any extensions taken.

## READING ROOM

Section 8 of the *Access to Information Regulations* requires that institutions maintain a reading room where the public can examine records. The PPSC's main reading room is located at 160 Elgin Street, Ottawa, Ontario. Individuals who wish to examine records must schedule an appointment with the ATIP Office. Individuals located outside of the National Capital Region can make arrangements through the ATIP Office to examine records at one of our regional offices.

## APPENDIX A – DELEGATION ORDER

### *Access to Information Act and Privacy Act Delegation Order*

#### **Arrêté sur la délégation en vertu de la *Loi sur l'accès à l'information* et la *Loi sur la protection des renseignements personnels***

The Director of Public Prosecutions, pursuant to section 73 of the <i>Access to Information Act</i> and the <i>Privacy Act</i> , hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers and functions of the Director as the head of a government institution.	En vertu de l'article 73 de la <i>Loi sur l'accès à l'information</i> et la <i>Loi sur la protection des renseignements personnels</i> , le Directeur des poursuites pénales délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont le Directeur est investi en qualité de responsable d'une institution fédérale.
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#### **Schedule/Annexe**

<b>Position/Poste</b>	<b><i>Privacy Act and Regulations / Loi sur la protection des renseignements personnels et règlements</i></b>	<b><i>Access to Information Act and Regulations / Loi sur l'accès à l'information et règlements</i></b>
Executive Director and Senior Counsel, Ministerial and External Relations Secretariat / Directeur exécutif et Conseiller principal, Secrétariat des relations ministérielles et externes	Full authority/Autorité absolue	Full authority/Autorité absolue
Manager, ATIP, Access to Information and Privacy Office / Gestionnaire, AIPRP, Bureau de l'accès à l'information et de la protection des renseignements personnels	Full authority/Autorité absolue	Full authority/Autorité absolue

Dated, at the City of Ottawa, this 11 day of January, 2010	Daté, en la ville d'Ottawa, ce 11 jour de janvier 2010
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Brian Saunders  
Director of Public Prosecutions  
Directeur des poursuites pénales

## APPENDIX B – STATISTICAL REPORT ON THE ACCESS TO INFORMATION ACT



### Statistical Report on the Access to Information Act

Name of institution: Public Prosecution Service of Canada

Reporting period: 2014-04-01 to 2015-03-31

#### Part 1: Requests Under the Access to Information Act

##### 1.1 Number of requests

	Number of Requests
Received during reporting period	38
Outstanding from previous reporting period	7
<b>Total</b>	<b>45</b>
Closed during reporting period	41
Carried over to next reporting period	4

##### 1.2 Sources of requests

Source	Number of Requests
Media	6
Academia	0
Business (private sector)	8
Organization	1
Public	23
Decline to Identify	0
<b>Total</b>	<b>38</b>

##### 1.3 Informal requests

Completion Time							Total
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
7	1	0	0	0	0	0	8

**Note:** All requests previously recorded as "treated informally" will now be accounted for in this section only.



## Part 2: Requests Closed During the Reporting Period

### 2.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	5	6	0	0	0	0	0	11
Disclosed in part	2	8	2	4	1	1	0	18
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	9	0	0	0	0	0	0	9
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	2	1	0	0	0	0	0	3
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	18	15	2	4	1	1	0	41

### 2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	1	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	0	18(d)	0	21(1)(a)	5
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	6
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	1
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	13	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	7
15(1) - Def.*	0	16.3	0	20(1)(b)	1	24(1)	3
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	0
16(1)(a)(i)	1	16.4(1)(b)	0	20(1)(c)	1		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	17	0				
16(1)(b)	0						
16(1)(c)	3						
16(1)(d)	0						

\* I.A.: International Affairs    Def.: Defence of Canada    S.A.: Subversive Activities

## 2.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	0	69(1)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(a)	0	69(1)(g) re (b)	2
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	0
68.1	0	69(1)(c)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(d)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

## 2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	6	5	0
Disclosed in part	10	8	0
<b>Total</b>	<b>16</b>	<b>13</b>	<b>0</b>

## 2.5 Complexity

### 2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	153	153	11
Disclosed in part	7407	4800	18
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	3
Neither confirmed nor denied	0	0	0

### 2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	11	153	0	0	0	0	0	0	0	0
Disclosed in part	7	177	5	669	4	2063	2	1891	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	3	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>21</b>	<b>330</b>	<b>5</b>	<b>669</b>	<b>4</b>	<b>2063</b>	<b>2</b>	<b>1891</b>	<b>0</b>	<b>0</b>

### 2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	5	0	2	0	7
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor	0	0	0	0	0
<b>Total</b>	<b>5</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>7</b>

### 2.6 Deemed refusals

#### 2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
1	0	0	0	1

#### 2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline Where An Extension Was Taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	1	0	1
More than 365 days	0	0	0
<b>Total</b>	<b>1</b>	<b>0</b>	<b>1</b>

### 2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Part 3: Extensions

### 3.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	5	0	4	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
<b>Total</b>	<b>5</b>	<b>0</b>	<b>4</b>	<b>0</b>

### 3.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	1	0	2	0
31 to 60 days	4	0	2	0
61 to 120 days	0	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
<b>Total</b>	<b>5</b>	<b>0</b>	<b>4</b>	<b>0</b>

## Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	29	\$145	4	\$20
Search	0	\$0	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	16	\$426
<b>Total</b>	<b>29</b>	<b>\$145</b>	<b>20</b>	<b>\$446</b>

## Part 5: Consultations Received From Other Institutions and Organizations

### 5.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	30	1166	2	13
Outstanding from the previous reporting period	2	24	0	0
<b>Total</b>	<b>32</b>	<b>1190</b>	<b>2</b>	<b>13</b>
Closed during the reporting period	31	1161	2	13
Pending at the end of the reporting period	1	29	0	0

### 5.2 Recommendations and completion time for consultations received from other Government of Canada institutions

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	16	2	0	0	0	0	0	18
Disclose in part	9	1	0	1	0	0	0	11
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	2	0	0	0	0	0	2
Other	0	0	0	0	0	0	0	0
<b>Total</b>	<b>25</b>	<b>5</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>31</b>

### 5.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	1	0	0	0	0	0	0	1
Disclose in part	0	1	0	0	0	0	0	1
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>

## Part 6: Completion Time of Consultations on Cabinet Confidences

### 6.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	1	1	1	102	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>102</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 6.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
4	4	3	11

## Part 8: Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0

## Part 9: Resources Related to the Access to Information Act

### 9.1 Costs

Expenditures		Amount
Salaries		\$193,533
Overtime		\$0
Goods and Services		\$11,728
• Professional services contracts	\$8,885	
• Other	\$2,843	
<b>Total</b>		<b>\$205,261</b>

### 9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	2.85
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.05
Students	0.00
<b>Total</b>	<b>2.90</b>

**Note:** Enter values to two decimal places.