



Indigenous and
Northern Affairs Canada

Affaires autochtones
et du Nord Canada

ACCESS TO INFORMATION ACT



ANNUAL REPORT TO PARLIAMENT 2015-2016



Canada 

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Access to Information and Privacy Directorate
Indigenous and Northern Affairs Canada
18th Floor, Room 18D, Les Terrasses de la Chaudière
10 Wellington Street
Hull QC K1A 0H4

Tel.: 819-997-8277
Fax: 819-953-5492

Email: ATIP-AIPRP@aadnc-aandc.gc.ca
Website: www.aadnc-aandc.gc.ca/eng/1100100010871

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INTRODUCTION

I. Introduction

The purpose of the *Access to Information Act (ATIA)* is to provide Canadians with access to records under the control of federal institutions, except for records subject to limited and specific exemptions and exclusions.

The annual report, submitted to Parliament pursuant to section 72 of the *ATIA*, describes the activities of Indigenous and Northern Affairs Canada (INAC) that support compliance with access to information legislation. The report details the activities and accomplishments of INAC's Access to Information and Privacy (ATIP) Directorate, including highlights such as:

- ▶ Creation of the ATIP Liaison Officer Manual;
- ▶ Creation of the Privacy Breach Manual;
- ▶ Posting of Summaries of Completed Access to Information requests on the Government of Canada website; and
- ▶ Continued training initiatives to increase departmental *ATIA* capacity and awareness.

Indigenous and Northern Affairs Canada's Mandate

INAC's mission is working together to make Canada a better place for Indigenous and northern people and communities.

INAC's mandate is to support Indigenous peoples (First Nations, Inuit and Métis) and Northerners in their efforts to:

- ▶ Improve their social well-being and economic prosperity;
- ▶ Develop healthier, more sustainable communities; and
- ▶ Participate more fully in Canada's political, social and economic development – to the benefit of all Canadians.

INAC is the federal department primarily responsible for meeting the Government of Canada's obligations and commitments to First Nations, Inuit and Métis, and for fulfilling the federal government's constitutional responsibilities in the North. INAC's overall mandate and wide-ranging responsibilities are shaped by centuries of history and unique demographic and geographic challenges. The mandate is derived from the *Constitution Act 1982*, the *Indian Act*, the *Department of Indian Affairs and Northern Development Act*, territorial Acts, treaties, comprehensive claims and self-government agreements, as well as various other statutes affecting Indigenous Peoples and the North.

Most of the Department's programs, representing a majority of its spending, are delivered through partnerships with First Nation and Indigenous communities and federal-provincial or federal-territorial agreements. INAC also works with urban Indigenous people, Métis and Non-Status Indians (many of whom live in rural areas).

II. Organization

ATIP Directorate at INAC

The ATIP Directorate is responsible for the administration of requests made under the *ATIA* and the *Privacy Act (PA)*. It was established within the Corporate Secretariat and reports to the Corporate Secretary, who is directly accountable to the Deputy Head and is a member of the INAC Senior Management Committee (SMC). The Directorate also coordinates and implements policies, guidelines and procedures to ensure departmental compliance with the *ATIA* and *PA*. Workshop presentations, training courses and awareness sessions designed to increase access to information and privacy capacity across the Department are also provided by the ATIP Directorate.

ATIP Analysts process requests of varying volume and complexity based on their classification level. They also provide critical privacy advice for new initiatives, resulting in privacy protection in departmental programs. Policies and procedures continue to be established to ensure that privacy is considered throughout the life cycle of INAC's programs and that informed policy decisions are made concerning the collection, sharing and/or use of personal information.

They provide advice and guidance to the Department on a number of topics:

- i. The application of the *ATIA* and *PA*;
- ii. The release of sensitive or protected information to the public;
- iii. Departmental Privacy Impact Assessments (PIAs);
- iv. Permissible disclosures of personal information pursuant to subsection 8(2) of the *PA*;
- v. Appropriate *PA* Statements on Data Collection Instruments (DCIs), i.e. forms, surveys, etc.;

- vi. Updates to Info Source and the preparation and registration of Personal Information Banks (PIBs) and their related Classes of Records (CORs);
- vii. Protocols surrounding privacy breaches;
- viii. Education and awareness of access to information and privacy issues throughout the Department; and
- ix. The preparation of Memoranda of Understanding (MOUs).

Director's Office

The **Director** (EX-01), as institutional ATIP Coordinator, holds full delegated authority under the Act. The Director is supported in day-to-day administrative tasks by the **Deputy Director** (PM-06), **Administrative Assistant** (AS-01) and in reporting and policy initiatives by the **Reporting Analyst** (PM-03).

Intake Team

The **Intake Team** is comprised of one **Intake Officer** (PM-01) and one **Clerk** (CR-04), who enter all applications into the electronic case management system, acknowledge receipt of requests, perform imaging services, interact with and respond to inquiries from the public, and are responsible for other administrative tasks.

Operations Team

The **Operations Team** is led by two **Team Leaders** (PM-05), who are responsible for the oversight of request processing by their team, including the review of completed requests. The Ops Team consists of **Analysts** (a varying mix of PM-04, PM-03 and one PM-02 level), who process Access and Privacy requests of varying volume and complexity, respond to Privacy matters (such as breaches), provide training and provide Access and Privacy advice.

Within each of the sectors and regional offices of INAC are ATIP Liaison Officers (ALOs) who receive callouts from the ATIP Directorate and subsequently task the request to appropriate areas within their sector. ALOs play a crucial role in ensuring requests are clear to the record retrievers and that the appropriate records, impact statements and approvals are obtained and communicated to ATIP Directorate officials in a timely manner.

The Intake Team triages and coordinates the receipt of requests for information under the control of the Department made pursuant to the *Access to Information Act* and the *Privacy Act*. The Operations Team ensures that a response is provided **within the legislated timeframe** (30 days). All requests are monitored using the tracking system AccessPro Case Management. To do so, ATIP analysts work closely with the relevant program areas in order to ensure that all responsive documents are provided and to ensure that the information contained within those documents is treated in accordance with the Acts to allow for government records to be safely disclosed to the Canadian public.

III. Delegation Order

Under section 73 of the *ATIA*, the Minister's authority may be delegated to departmental officials in order to administer the *Act* within INAC.

During the reporting period, the delegation order signed by former Minister John Duncan on August 30, 2011, and by Minister Carolyn Bennett on March 14, 2016, were in effect (Appendix A). Under section 73 of the *Act*, the order delegates full authority and responsibility for the *ATIA* to the following positions:

- Deputy Minister
- Associate Deputy Minister
- Corporate Secretary
- Departmental ATIP Coordinator

The ATIP Coordinator can also sub-delegate to either one of the Team Leader positions.

STATISTICS

IV. Interpretation of the Statistical Report

INAC's Statistical Report was submitted to the Treasury Board Secretariat (TBS) on May 2, 2016 (Appendix B). The Report details various aspects of the requests INAC received and processed during the period of April 1, 2015 to March 31, 2016.

Part 1. Requests under the Access to Information Act

1.1 Number of requests

In 2015-2016, INAC received 652 requests under the *ATIA*, in addition to 123 requests that were carried over from the previous year (Table 1.1). Of these 775 requests, the ATIP Directorate completed 627 requests and carried 148 requests over into the next reporting period 2016-2017.

Table 1.1 Number of Requests from 2015-2016

Number of Requests	2014-2015	2015-2016
Received during reporting period	720	652
Outstanding from previous reporting period	72	123
Total	792	775
Closed during reporting period	667	627
Carried over to next reporting period	125	148

1.2 Sources of requests

Of the 652 requests received during the reporting period, 252 (39%) were from the general public, followed by 176 (27%) from the media, and 101 (15.5%) from businesses (Table 1.2).

Table 1.2 Sources of Requests

Source	2014-2015	2015-2016
Public	144 (20%)	252 (39%)
Media	377 (52.4%)	176 (27%)
Business	88 (12.2%)	101 (15.5%)
Organization	71 (9.9%)	81 (12.4%)
Academia	40 (5.6%)	42 (6.4%)
Total	720	652

INAC continues to receive requests predominantly from the public and media. Requests from the public, in particular, became more frequent.

1.3 Informal Requests

During the 2015-2016 reporting period, INAC received and completed 40 informal requests. Seventy five percent of these informal requests were completed in less than 60 days.

Part 2. Requests closed During the Reporting Period

2.1 Disposition and completion time

Of the 627 requests closed during the reporting period (Table 2.1), INAC was able to fully or partially disclose records in 450 cases; that is, 72% of the time a request was submitted to INAC, the result was a disclosure of records. Overall, 324 (52%) of the 627 requests were closed within the statutory 30 day timeframe.

Seven percent of requests were abandoned by the requester, treated informally, or transferred to the appropriate government institution. Only in 26 cases (4% of all requests) were the relevant records fully exempted or excluded under provisions of the *ATIA*.

There were 303 requests that required greater than 30 days to process, 67 of which took greater than 120 days to complete.

The most frequent outcome of the requests processed during the reporting period was 'Disclosed in part', which was the result of 310 requests (49.4%), followed by 'All disclosed' which was the result of 140 requests (22.3%).

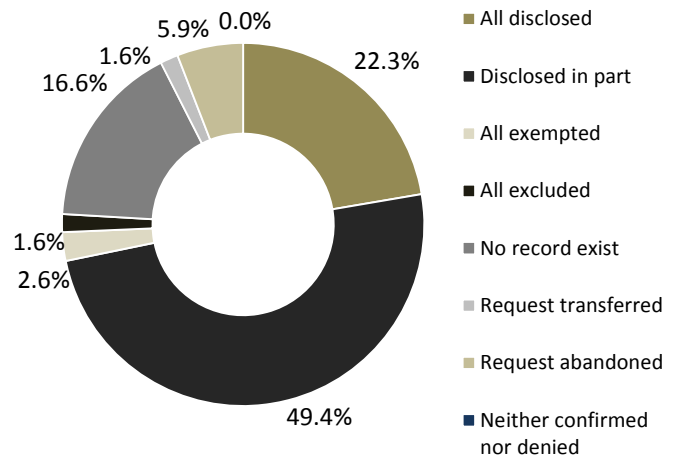


Table 2.1 Disposition and completion time of requests made under the *Access to Information Act*

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	9	68	40	17	6	0	0	140
Disclosed in part	16	82	52	101	46	13	0	310
All exempted	1	6	1	8	0	0	0	16
All excluded	0	1	2	7	0	0	0	10
No records exist	29	67	5	1	1	1	0	104
Request transferred	10	0	0	0	0	0	0	10
Request abandoned	26	9	2	0	0	0	0	37
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	91	233	102	134	53	14	0	627

2.2 Exemptions

As seen in previous years, the most commonly invoked exemption during the reporting period was the severing of government operations information pursuant to subsection 21(1) of the *ATIA*, which was cited in 269 requests (Table 2.2). The next most common exemptions applied were under subsections 19(1) which was cited in 224 instances, and 20(1) (167 instances) which protect personal information and certain third party information, respectively.

Table 2.2 Number of requests closed where exemption provisions were invoked

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	1	16(2)	31	18(a)	2	20.1	0
13(1)(b)	1	16(2)(a)	0	18(b)	4	20.2	0
13(1)(c)	20	16(2)(b)	0	18(c)	0	20.4	0

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(d)	4	16(2)(c)	0	18(d)	4	21(1)(a)	96
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	67
14	21	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	91
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	15
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	4
15(1)	0	16.1(1)(d)	0	19(1)	224	22.1(1)	0
15(1) – I.A.*	0	16.2(1)	0	20(1)(a)	7	23	59
15(1) – Def.*	3	16.3	0	20(1)(b)	56	24(1)	1
15(1) – S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	1
16(1)(a)(i)	1	16.4(1)(b)	0	20(1)(c)	43	Total: 822	
16(1)(a)(ii)	0	16.5	0	20(1)(d)	61		
16(1)(a)(iii)	0	17	2				
16(1)(b)	1						
16(1)(c)	2						
16(1)(d)	0						

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

2.3 Exclusions

In 2015-2016, 84 requests applied exclusion provisions. The most commonly applied exclusion was 69(1)(g), which applied to 58 of those 84 requests. These exclusions generally contained references to records related to funding via TBS Submissions and Memoranda to Cabinet.

Table 2.3 Number of requests closed where exclusion provisions were applied

Section	Number of requests	Section	Number of requests	Section	Number of requests
68(a)	5	69(1)	0	69(1)(g) re (a)	58
68(b)	0	69(1)(a)	7	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	0
68.1	0	69(1)(c)	2	69(1)(g) re (d)	0
68.2(a)	0	69(1)(d)	4	69(1)(g) re (e)	0
68.2(b)	0	69(1)(e)	6	69(1)(g) re (f)	0
Total: 84		69(1)(f)	2	69.1(1)	0

2.4 Format of information released

Over the course of this reporting period, the majority of responses were provided to the requester in CD ROM format. In total, INAC conveyed response packages electronically in 380 requests (84.4% of all responses) where records were disclosed.

Table 2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	28	112	0
Disclosed in part	42	268	0
Total	70	380	0

2.5 Complexity

The following sections detail several factors affecting the complexity of requests that were completed throughout 2015-2016.

2.5.1 Relevant pages processed and disclosed

During the reporting period, the ATIP Directorate retrieved and reviewed 257,927 pages across 513 requests of records under the control of the Department (Table 2.5.1). To view the full listing of INAC's completed access to information requests since 2010, go to:

<http://www.aadnc-aandc.gc.ca/eng/1392740423294/1392740855490>

In addition, 156,961 pages of the total records processed during the reporting period were disclosed partially, or in their entirety.

Table 2.5.1 Relevant pages processed and disclosed

Disposition of requests	Number of pages processed	Number of pages disclosed	Number of requests
All disclosed	33,144	25,538	140
Disclosed in part	220,829	131,423	310
All exempted	2,683	0	16
All excluded	352	0	10
Request abandoned	919	0	37
Neither confirmed or denied	0	0	0
Total	257,927	156,961	513

2.5.2 Relevant pages processed and disclosed by size of requests

Over half of the requests (289 or 46%) processed 100 pages or less (Table 2.5.2). At the other end of the spectrum, 44 requests required the review of over 1,000 pages, including 11 requests of over 5,000 pages to process. These 55 high-volume requests accounted for 120,289 (77%) pages of records released over the course of 2015-2016.

Table 2.5.2 Relevant pages processed and disclosed by size of request

Disposition	Less than 100 pages processed		101-500 pages processed		501-1000 pages processed		1001-5000 pages processed		More than 5000 pages processed	
	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed
All disclosed	98	1,599	28	4,138	6	3,771	7	11,033	1	4997
Disclosed in part	135	2,563	105	14,937	24	9,670	36	37,481	10	66,772
All exempted	11	0	4	0	8	0	1	0	0	0
All excluded	9	0	1	0	0	0	0	0	0	0
Abandoned	36	0	1	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	289	4,162	139	19,075	30	13,441	44	48,514	11	71,769

2.5.3 Other complexities

During the reporting period, INAC faced several challenges that contributed to the complexity of its requests. Such requests sought records pertaining to high-profile issues in the media, budget and spending information related to Indigenous groups, and allegations and complaints.

Consultations with stakeholders remained an important factor for the processing of requests at INAC. INAC most frequently consulted with the Departmental Legal Services Unit (DLSU) regarding potential Cabinet Confidences and the Department of Justice (DOJ) regarding information that is subject to solicitor-client privilege. INAC also frequently consulted with Canada Post Corporation (CPC), Environment Canada (EC), the Department of Foreign Affairs and International Trade (DFAIT), Health Canada (HC), Natural Resources Canada (NRCAN), Public Works and Government Services Canada (PWGSC) and the Royal Canadian Mounted Police (RCMP).

INAC continued to collect application fees with most new requests (see Part 4).

Table 2.5.3 Other complexities related to requests closed during the reporting period

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	29	0	2	0	31
Disclosed in part	159	3	47	0	209
All exempted	6	0	3	0	9
All excluded	8	0	8	0	16
Abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	202	3	60	0	265

As it did in 2015-2016, INAC continued to encounter complex files with a high number of pages for review. One approach that was taken in previous years was used once more, and proved successful yet again in 2015-2016: namely, when multiple

requesters made identical or similar requests for the same large set of records, INAC obtained consent from each of the requesters to apply an extension to their file and administered all requests as one single file. In return, INAC committed to waiving all search and retrieval fees and making interim releases to the requesters if possible. The approach was well-received and each of these files were closed during 2015-2016 with no subsequent complaint filed.

2.6 Deemed refusals

During the reporting period, INAC failed to comply with statutory deadlines on ten occasions. Six were due to external consultations, one due to workload, and the other three were due to operational limitations.

2.7 Requests for translation

During the reporting period, there were no instances where a requester asked that responsive records be translated to another official language.

Part 3. Extensions

3.1 Reasons for extensions and disposition of requests

A total of 307 extensions under section 9(1) of the ATIA were applied in 2015-2016. The most prevalent reason for extending deadlines this reporting period was for consultation with Other Government Departments (OGDs) (135 times, or 44% of all extensions) and to obtain Legal advice regarding possible Cabinet Confidence (60 times, or 19.5% of all extensions).

In cases where extensions pursuant to 9(1)(a) were taken, and records existed, the requests resulted in dispositions of 'Disclosed in part' 76% of the time. Where an extension was taken under either 9(1)(a), (b) or (c), records were fully or partially disclosed in 281 out of 307 (92%) instances (Table 3.1). Only in 1 case were extensions applied for external consultations with OGDs or third parties where no records were released due to exemptions.

Of the 60 requests where extensions were taken for the purpose of consulting the DLSU on potential Cabinet confidences, 49 resulted in the disclosure of records (for more on DLSU consultations, see Part 6).

Figure 3.1 Extensions and workload over the past three years

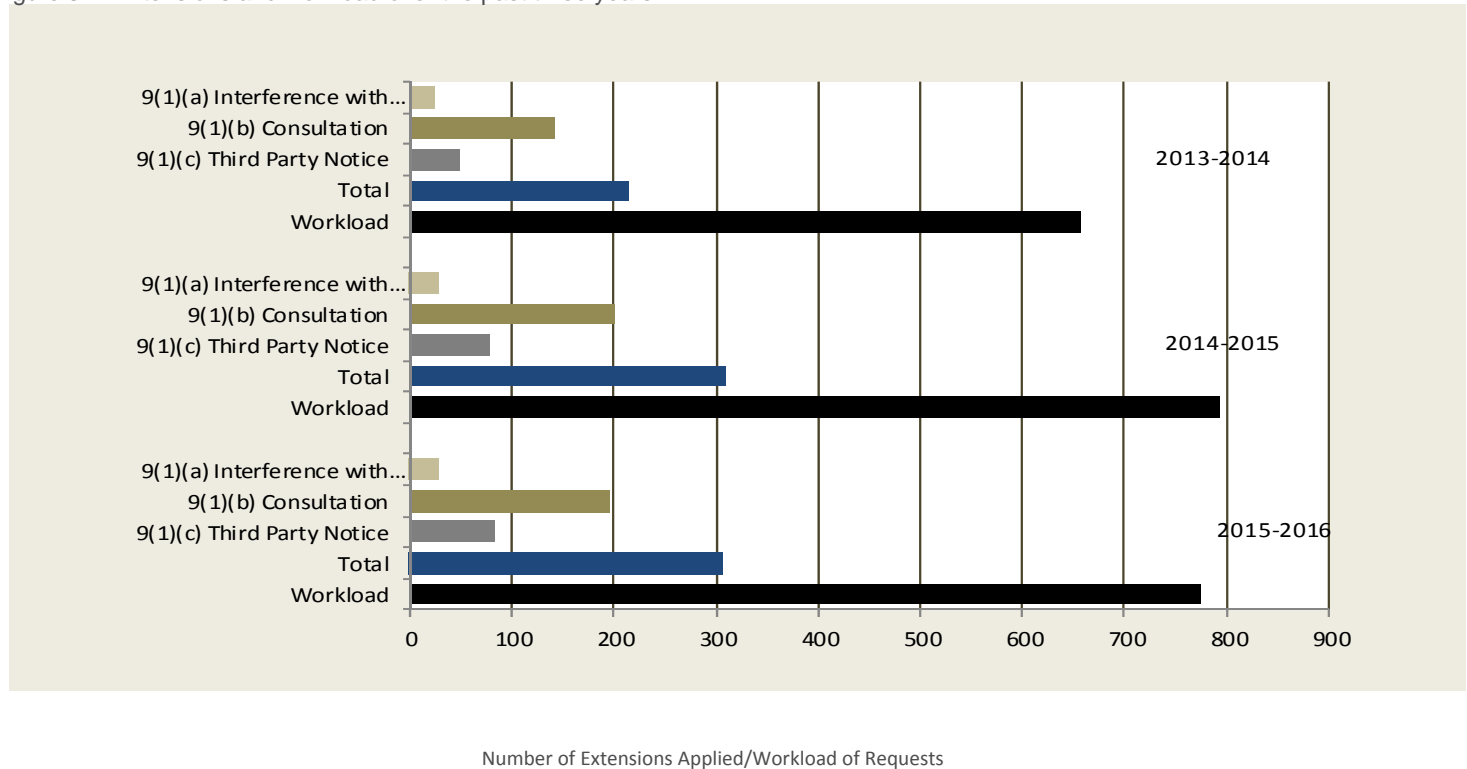


Table 3.1 Reasons for extensions and disposition of requests

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	1	2	34	8
Disclosed in part	22	47	95	72
All exempted	1	3	5	2
All excluded	0	8	1	0
No records exist	5	0	0	1
Request abandoned	0	0	0	0
Total	29	60	135	83

Table 3.2 Length of extensions

Length of extension	9(1)(a) Interference with Operations	9(1)(b) Consultation		9(1)(c) Third Party Notice
		Section 69	Other	
30 days or less	1	5	61	0
31 to 60 days	4	5	20	42
61 to 120 days	15	45	48	38
121 to 180 days	7	5	5	2
181 to 365 days	2	0	1	1
365 days or more	0	0	0	0
Total	29	60	135	83

3.2 Length of extensions

The majority of extensions applied during the reporting period were less than 120 days (92%).

Extensions greater than 121 days were only taken on 23 requests. In addition to this, in 2015-2016, INAC never took an extension greater than 365 days.

The length of extensions applied under paragraph (b) was largely dependent on timeframes decided by the other organization. Whenever an extension of over 30 days was applied, INAC notified the Office of the Information Commissioner (OIC).

Part 4. Fees

INAC collected \$3,190 in application fees and waived \$300 in fees over the course of the reporting period (Table 4). For five requests, search fees were assessed and collected for a total of \$500.

The movement toward electronic release of information has allowed the Department to avoid assessing fees for reproduction and preparation costs in most scenarios. INAC will continue to emphasize electronic release of records wherever possible.

Table 4. Fees collected and waived

Fee Type	Fee Collected		Fee Waived or Refunded	
	# of Requests	Amount	# of Requests	Amount
Application	629	\$3,190	0	\$0
Search	3	\$500	2	\$300
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
Total	632	\$3,690	2	\$300

Part 5. Consultations Received from other Institutions and Organizations

5.1 Consultations received from other Government of Canada institutions and organizations

INAC received 156 consultations for a total of 6,450 pages from other government institutions. INAC carried over another 5 files from last year, for a total of 161 consultations in 2015-2016 (Table 5.1).

The ATIP Directorate completed 155 consultations, reviewing 5,512 pages in the process, and carried over 6 into the 2016-2017.

Consultations	Other government institutions	# Pages to review	Other organizations	# Pages to review
Received during reporting period	156	6,450	0	0
Outstanding from the previous reporting period	5	142	0	0
Total	161	6,592	0	0
Closed during the reporting period	155	5,512	0	0
Pending at the end of the reporting period	6	1,080	0	0

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

For the purposes of this section, "other government institutions" are other institutions subject to the *Access to Information Act*. In the majority of cases (114 consultation requests, or 74% of all consultation requests) INAC recommended that the government institution disclose the consulted pages in their entirety (Table 5.2).

The bulk of consultations processed by the ATIP Directorate (147 consultation requests, or 95% of all consultation requests) were completed within 30 days of their receipt (Table 5.2). There were no occurrences where INAC required longer than 60 days providing a response to the consulting institution.

Table 5.2 Recommendations and completion time for consultations received from other government institutions

Recommendations	Number of days required to complete consultations							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	74	37	3	0	0	0	0	114
Disclose in part	13	14	4	0	0	0	0	31
Exempt entirely	2	0	1	0	0	0	0	3
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	2	0	0	0	0	0	0	2
Other	5	0	0	0	0	0	0	5
Total	96	51	8	0	0	0	0	155

5.3 Recommendations and completion time for consultations received from other organizations

In 2015-2016, INAC received no consultation requests from other organizations. For the purposes of this section, other organizations include the governments of the provinces, territories and municipalities and of other countries.

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

Recommendations	Number of days required to complete consultations							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	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
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
Total	0	0	0	0	0	0	0	0

Part 6. Completion time of Consultations on Cabinet Confidences

During 2015-2016, INAC sent 60 consultations on the application of section 69 of the *ATIA* to DLSU for Cabinet confidences Consultation (Table 6). Only three consultations on Cabinet confidences took greater than 180 days to complete

Throughout 2015-2016, INAC did not send any consultation requests to the Privy Council Office.

Table 6.1 Requests with Legal Services

Disposition	Less than 100 pages processed		101-500 pages processed		501-1000 pages processed		1001-5000 pages processed		More than 5000 pages processed	
	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	1	84	0	0	0	0	0	0
31 to 60	2	0	0	0	0	0	0	0	0	0
61 to 120	20	99	10	769	1	510	2	1309	0	0
121 to 180	4	16	8	1261	2	668	5	5201	0	0
181 to 365	0	0	0	0	2	742	2	1865	0	0
More than 365	0	0	1	341	0	0	0	0	0	0
Total	26	115	20	2455	5	1920	9	8375	0	0

Table 6.2 Requests with Privy Council Office

Disposition	Less than 100 pages processed		101-500 pages processed		501-1000 pages processed		1001-5000 pages processed		More than 5000 pages processed	
	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed	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
Total	0	0	0	0	0	0	0	0	0	0

Part 7. Complaints and Investigations

During the 2015-2016 reporting period, there were 16 new complaints registered with the Office of the Information Commissioner (OIC).

The reasons for the new complaints were as follows:

- Three complaints related to the exclusions of Cabinet Confidence
- Two complaints referred to No Records and Incomplete Search
- Ten complaints pertained to time limits (i.e., extensions taken or time taken to respond to requests).

At present, the totals for outstanding complaints are as follows:

Table 7.1 Complaints and Investigation

Section 32	Section 35	Section 37	Total
31	57	28	116

Part 8. Court Action

During 2015-2016, the ATIP Directorate within INAC did not partake in any court action.

Part 9. Resources related to the Access to Information Act

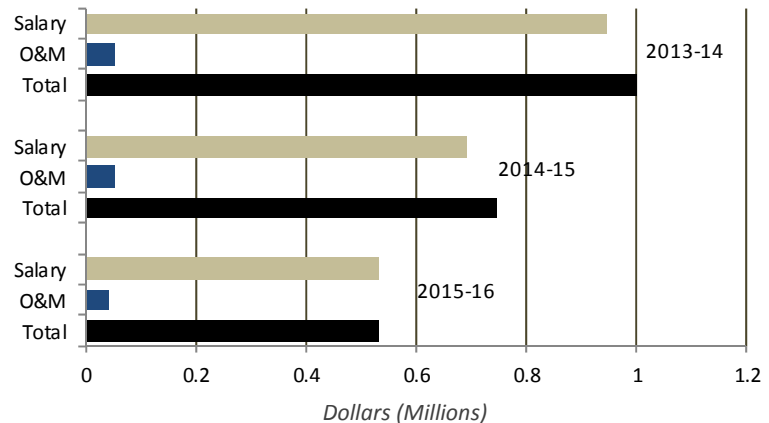
9.1 Costs

Table 9.1 Costs for the administration of the ATIA

Expenditures	Amount
Salaries	\$534,195
Overtime	\$0
Goods and Services	\$42,361
▶ Professional services contracts	\$42,361
▶ Other	\$0
Total	\$576,556

In 2015-2016, INAC spent \$576,556 on the administration of the ATIA, which is a decrease of \$173,144 (or 30%) from the \$749,700 expended in 2014-2015 (Table 9.1). In particular, \$161,999 less was devoted to salary.

Figure 9.1 Budget figures for the administration of the Access to Information Act over the previous four years



9.2 Human Resources

The Operations Unit within the ATIP Directorate consisted of 6.00 full-time equivalents (FTEs) dedicated to access to information activities (Table 9.2). All 6.00 FTEs were dedicated fully to access to information activities. Over the course of the reporting period, INAC hired 2.00 FTEs of students or agency personnel.

Table 9.2 Human resources dedicated to the administration of the Access to Information Act

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	6.00
Part-time and casual employees	0.50
Regional staff	0.00
Consultants and agency personnel	1.00
Students	2.00
Total	9.50

HIGHLIGHTS

V. 2015-2016 Points of Interest

Under the leadership and support of the Corporate Secretary and ATIP Director, the ATIP Directorate focused its business in 2015-2016 upon three key pillars: legislative and policy compliance, modernization, and engagement and support. The following are highlights of some activities undertaken this year under these key areas.

Posting of Completed ATI Request Summaries on Open.Canada.ca

In 2015-2016, INAC continued to post all of its completed Access to Information Summaries on Open.Canada.ca (the Open Government centralized system for posting of all completed ATI request summaries). Users can view the Access to Information Summaries by going to the direct link installed by INAC to Open.Canada.ca. This system supports a standardized search function, and a common look and feel for users.

Ongoing ATIP Online Request Pilot Project

The Access to Information and Privacy Online Request Pilot Project is ongoing. Of the 652 requests received during the reporting period, 428 (66%) were received through the online process. It is expected that the number of online requests will increase significantly over the coming year as applicants become more familiar with the online service.

Education and Training

Educating staff on the *Act* as well as its implications for the Department and its operations continues to be of high importance to INAC.

INAC recognizes that a solid understanding of the *Act* allows analysts to better handle requests for records and respond with greater confidence and efficiency. Ongoing training of ATIP staff

will positively impact how INAC meets its legislative obligations and implements TBS policies and procedures including the "Duty to Assist" requesters.

To this end, several training sessions were offered over the year to ATIP employees regarding jurisprudence and the application of specific sections of the *Act*. ATIP employees are also encouraged to attend ATIP community conferences hosted by TBS or the OIC. In addition, opportunities were given to several ATIP employees to provide training to departmental staff and to build relationships with the various program areas of INAC.

With respect to departmental training, INAC continued its successful training campaign of 2015-2016. In total, the ATIP Directorate held 21 formal training sessions on the *ATIA* to an average of 8 to 10 employees, as well as numerous informal *ad hoc* sessions as requested by INAC program areas.

VI. Changes to the Organization, Policies, Guidelines and Procedures

Organization Changes

The Directorate continued its practice of hiring several Federal Student Work Experience Program (FSWEP) students, providing them with a meaningful work experience, which included a rotation through both the Intake and Operations Units and direct work experience with the Director's Office.

Procedural Changes

Beyond the continued transition to electronic record retrieval, and creation of the ATIP Liaison Shared Drive, no significant procedural changes were undertaken in 2015-2016.

APPENDIX A

Order of Delegation of the *Access to Information Act* dated August 30, 2011.

Ministre des Affaires indiennes et
du Nord canadien et interlocuteur fédéral
auprès des Métis et des Indiens non inscrits



Minister of Indian Affairs and
Northern Development and Federal Interlocutor
for Métis and Non-Status Indians

Ottawa, Canada K1A 0H4

Loi sur l'accès à l'information - Ordonnance de délégation de pouvoirs

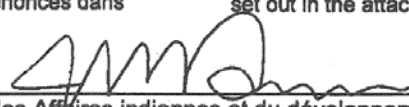
En application des pouvoirs de désignation qui me sont conférés en vertu de l'article 73 de la *Loi sur l'accès à l'information*, j'autorise par les présentes les employés exerçant des fonctions ou occupant le poste de sous-ministre (numéro de poste 00001), sous-ministre délégué(e) (numéro de poste 00000006), bureau du sous-ministre; secrétaire du Ministère, (numéro de poste 12294), secrétariat du Ministère; et le coordonnateur de l'Accès à l'information et de la protection des renseignements personnels (numéro de poste 20003872) et les employés qui les succéderont, y compris les employés qui les remplacent en leur absence, ou toute personne ou agent désigné par écrit pour les remplacer, à exercer ces pouvoirs, responsabilités ou fonctions dévolus au ministre en tant que chef de cette institution administrative en vertu de la Loi, et tel qu'énoncés dans l'annexe A ci-jointe.

J'autorise par la présente les conseillers principaux de l'Accès à l'information et de la protection des renseignements personnels (numéros de postes 62364, 12590 et 12061) et ceux qui les succéderont, y compris, en leur absence, toute personne ou agent désigné par écrit pour agir en son nom, à exercer les pouvoirs, les responsabilités ou les fonctions dévolus au ministre en tant que chef de cette institution administrative du gouvernement en vertu de la Loi, et tel qu'énoncés dans l'annexe B ci-jointe.

Access to Information Act - Delegation Order

Pursuant to the powers of designation conferred upon me by Section 73 of the *Access to Information Act*, the persons exercising the functions or positions of Deputy Minister (position number 00001), Associate Deputy Minister (position number 00000006), Deputy Minister's Office; Corporate Secretary, (position number 12294), Corporate Secretariat; and the departmental Access to Information and Privacy Coordinator (position number 20003872) and their respective successors, including in their absence, a person or officer designated in writing to act in the place of the holder of any such functions or positions are hereby designated to exercise those powers, duties or functions of the Minister as the Head of the government institution under the Act, and as set out in the attached Schedule A.

The departmental Access to Information and Privacy Senior Advisors (position numbers 62364, 12590 and 12061) and their respective successors, including in her/his absence, a person or officer designated in writing as being authorized to act in the place of the holder of any such function or position, are hereby designated to exercise those powers, duties or functions of the Minister as the Head of the government institution under the Act, and as set out in the attached Schedule B.


Ministre des Affaires indiennes et du développement du Nord
Minister of Indian Affairs and Northern Development

Signé à Gatineau, le 2011
Dated at Gatineau, the 30 of Aug 2011

Canada

SCHEDULE A

DEPARTMENT OF INDIAN AFFAIRS AND NORTHERN DEVELOPMENT SCHEDULE TO DELEGATION ORDER

DESIGNATION PURSUANT TO SECTION 73 OF THE ACCESS TO INFORMATION ACT

Sections and Powers, Duties or Functions

- 6 Advise requesters that we need additional information to proceed with their request
- 7(a) Give written notice to requestor that we can proceed with the request
- 8(1) Transfer request to another institution or accept transfer from another institution
- 9 Extend time limits
- 10 Refuse to acknowledge or deny the existence of records
- 11 Charge additional fees
- 12(2)(3) Provide access in alternate format
- 13 Exempt information obtained in confidence
- 14 Exempt information pertaining to federal-provincial affairs
- 15 Exempt information pertaining to international affairs and/or defence
- 16 Exempt information pertaining to law enforcement and investigations
- 17 Exempt information pertaining to the safety of individuals
- 18 Exempt information pertaining to the economic interests of Canada
- 19 Exempt personal information
- 20 Exempt or disclose third party information
- 21 Exempt information pertaining to advice, decision-making processes of government plans and positions etc.
- 22 Exempt information pertaining to testing procedures or audits
- 23 Exempt information pertaining to solicitor-client privilege
- 24 Exempt information subject to statutory prohibitions or other Acts of Parliament
- 25 Sever information
- 26 Exempt information to be published within 90 days
- 27(1)(4) Notify third parties of their rights to provide comments/representations regarding the disclosure of their records
- 28(4) Receive third party representations; make a decision as to whether to disclose the record or part thereof; and, notify third party of right to appeal to Federal Court
- 29(1) Disclose information on Information Commissioner's recommendation
- 33 Advise the Information Commissioner of any third party involvement
- 35(2) Make representations to the Information Commissioner during an investigation
- 37(4) Release information to complainant
- 43(1) Issue a notice to a third party of an application for Court review
- 44(2) Issue a notice to an applicant that a third party has applied for Court review
- 52 Request special rules for hearings

- 69 Exclude Cabinet Confidences
- 71 Inspect and exempt information in manuals
- 72(1) Prepare Annual Report to Parliament
- 77 Carry out responsibilities conferred to the Head of the institution by the regulations made under section 77 which are not included in the above

SCHEDULE B

DEPARTMENT OF INDIAN AFFAIRS AND NORTHERN DEVELOPMENT **SCHEDULE TO DELEGATION ORDER**

DESIGNATION PURSUANT TO SECTION 73 OF **THE ACCESS TO INFORMATION ACT**

Sections and Powers, Duties or Functions

- 6 Advise requesters that we need additional information to proceed with their request
- 7(a) Give written notice to requestor that we can proceed with the request
- 8(1) Transfer request to another institution or accept transfer from another institution
- 9 Extend time limits
- 11 Charge additional fees
- 27(1)(4) Notify third parties of their rights to provide comments/representations regarding the disclosure of their records
- 28(1)(2) Receive third party representations.
- 28(4) Make a decision as to whether to disclose the record or part thereof; and, notify third party of right to appeal to Federal Court
- 33 Advise the Information Commissioner of any third party involvement
- 35(2) Make representations to the Information Commissioner during an investigation
- 43(1) Issue a notice to a third party of an application for Court review
- 44(2) Issue a notice to an applicant that a third party has applied for Court review

Order of Delegation of the *Access to Information Act* dated March 14, 2016.

Ministre des Affaires
autochtones et du Nord



Minister of Indigenous and
Northern Affairs

Ottawa, Canada K1A 0H4

Loi sur l'accès à l'information - Ordonnance de délégation de pouvoirs

En application des pouvoirs de désignation qui me sont conférés en vertu de l'article 73 de la *Loi sur l'accès à l'information*, j'autorise par la présente les employés exerçant les fonctions ou occupant le poste de sous-ministre (numéro de poste 00000001), sous-ministre délégué(e) (numéro de poste 00000006), secrétaire du Ministère, (numéro de poste 00012294), coordonnateur/directeur de l'Accès à l'information et de la protection des renseignements personnels (numéro de poste 20003872) et leurs successeurs respectifs et les employés qui les remplacent en leur absence, ou toute personne ou agent désigné par écrit pour les remplacer, à exercer ces pouvoirs, responsabilités ou fonctions dévolus au ministre en tant que chef de cette institution administrative en vertu de la Loi, et tel qu'énoncés dans l'annexe A ci-jointe.

J'autorise par la présente le Directeur adjoint (numéro de poste 20007504) et les Chefs d'équipe de l'Accès à l'information et de la protection des renseignements personnels (numéros de postes 00012590 et 00012061), y compris, en leur absence, toute personne ou agent désigné par écrit pour agir en son nom, à exercer les

Access to Information Act - Delegation Order

Pursuant to the powers of designation conferred upon me by Section 73 of the *Access to Information Act*, the persons exercising the functions or positions of Deputy Minister (position number 00000001), Associate Deputy Minister (position number 00000006), Corporate Secretary (position number 00012294), and the departmental Access to Information and Privacy Coordinator/Director (position number 20003872) and their respective successors, including in their absence, a person or officer designated in writing to act in the place of the holder of any such functions or positions are hereby designated to exercise those powers, duties or functions of the Minister as the Head of the government institution under the Act, and as set out in the attached Schedule A.

The departmental Access to information and Privacy Deputy Director (position number 20007504) and Team Leaders (position numbers 00012590 and 00012061) including in her/his absence, a person or officer designated in writing as being authorized to act in the place of the holder of any such function or position, are hereby

Canada

pouvoirs, les responsabilités ou les fonctions dévolus au ministre en tant que Chef de cette institution administrative du gouvernement en vertu de la Loi, et tel qu'énoncés dans l'annexe B ci-jointe.

Signé le 14 Mars 2016

designated to exercise those powers, duties or functions of the Minister as the Head of the government institution under the Act, and as set out in the attached Schedule B.

Signed on March 14, 2016



L'honorable / The Honourable Carolyn Bennett
Ministre des Affaires indiennes et du Nord canadien
Minister of Indian Affairs and Northern Development

SCHEDULE A

DEPARTMENT OF INDIAN AFFAIRS AND NORTHERN DEVELOPMENT
SCHEDULE TO DELEGATION ORDER

DESIGNATION PURSUANT TO SECTION 73 OF
THE ACCESS TO INFORMATION ACT

Sections and Powers, Duties or Functions

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- 71 Inspect and exempt information in manuals
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- 77 Carry out responsibilities conferred to the Head of the institution by the regulations made under section 77 which are not included in the above

DEPARTMENT OF INDIAN AFFAIRS AND NORTHERN DEVELOPMENT
SCHEDULE TO DELEGATION ORDER

DESIGNATION PURSUANT TO SECTION 73 OF
THE ACCESS TO INFORMATION ACT

Sections and Powers, Duties or Functions

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- 33 Advise the Information Commissioner of any third-party involvement
- 35(2) Make representations to the Information Commissioner during an investigation
- 43(1) Issue a notice to a third party of an application for Court review
- 44(2) Issue a notice to an applicant that a third party has applied for Court review

APPENDIX B



Statistical Report on the *Access to Information Act*

Name of institution: Indigenous and Northern Affairs Canada

Reporting period: 2015-04-01 to 2016-03-31

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

1.1 Number of requests

	Number of Requests
Received during reporting period	652
Outstanding from previous reporting period	123
Total	775
Closed during reporting period	627
Carried over to next reporting period	148

1.2 Sources of requests

Source	Number of Requests
Media	176
Academia	42
Business (private sector)	101
Organization	81
Public	252
Decline to Identify	0
Total	652

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	
22	5	3	9	1	0	0	40

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	9	68	40	17	6	0	0	140
Disclosed in part	16	82	52	101	46	13	0	310
All exempted	1	6	1	8	0	0	0	16
All excluded	0	1	2	7	0	0	0	10
No records exist	29	67	5	1	1	1	0	104
Request transferred	10	0	0	0	0	0	0	10
Request abandoned	26	9	2	0	0	0	0	37
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	91	233	102	134	53	14	0	627

2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	1	16(2)	31	18(a)	2	20.1	0
13(1)(b)	1	16(2)(a)	0	18(b)	4	20.2	0
13(1)(c)	20	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	4	16(2)(c)	0	18(d)	4	21(1)(a)	96
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	67
14	21	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	91
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	15
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	4
15(1)	0	16.1(1)(d)	0	19(1)	224	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	7	23	59
15(1) - Def.*	3	16.3	0	20(1)(b)	56	24(1)	1
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	1
16(1)(a)(i)	1	16.4(1)(b)	0	20(1)(c)	43		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	61		
16(1)(a)(iii)	0	17	2				
16(1)(b)	1						
16(1)(c)	2						
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)	5	69(1)	0	69(1)(g) re (a)	58
68(b)	0	69(1)(a)	7	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	0
68.1	0	69(1)(c)	2	69(1)(g) re (d)	0
68.2(a)	0	69(1)(d)	4	69(1)(g) re (e)	0
68.2(b)	0	69(1)(e)	6	69(1)(g) re (f)	0
		69(1)(f)	2	69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	28	112	0
Disclosed in part	42	268	0
Total	70	380	0

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	33144	25538	140
Disclosed in part	220,829	131423	310
All exempted	2683	0	16
All excluded	352	0	10
Request abandoned	919	0	37
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	98	1599	28	4138	6	3771	7	11033	1	4997
Disclosed in part	135	2563	105	14937	24	9670	36	37481	10	66772
All exempted	11	0	4	0	0	0	1	0	0	0
All excluded	9	0	1	0	0	0	0	0	0	0
Request abandoned	36	0	1	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	289	4162	139	19075	30	13441	44	48514	11	71769

2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	29	0	2	0	31
Disclosed in part	159	3	47	0	209
All exempted	6	0	3	0	9
All excluded	8	0	8	0	16
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	202	3	60	0	265

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
10	1	6	0	3

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	2	1	3
16 to 30 days	1	0	1
31 to 60 days	1	1	2
61 to 120 days	1	1	2
121 to 180 days	0	0	0
181 to 365 days	2	0	2
More than 365 days	0	0	0
Total	7	3	10

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

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	1	2	34	8
Disclosed in part	22	47	95	72
All exempted	1	3	5	2
All excluded	0	8	1	0
No records exist	5	0	0	1
Request abandoned	0	0	0	0
Total	29	60	135	83

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	5	61	0
31 to 60 days	4	5	20	42
61 to 120 days	15	45	48	38
121 to 180 days	7	5	5	2
181 to 365 days	2	0	1	1
365 days or more	0	0	0	0
Total	29	60	135	83

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	629	\$3,190	0	\$0
Search	3	\$500	2	\$300
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
Total	632	\$3,690	2	\$300

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	156	6450	0	0
Outstanding from the previous reporting period	5	142	0	0
Total	161	6592	0	0
Closed during the reporting period	155	5512	0	0
Pending at the end of the reporting period	6	1080	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	74	37	3	0	0	0	0	114
Disclose in part	13	14	4	0	0	0	0	31
Exempt entirely	2	0	1	0	0	0	0	3
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	2	0	0	0	0	0	0	2
Other	5	0	0	0	0	0	0	5
Total	96	51	8	0	0	0	0	155

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		0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
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
Total	0	0	0	0	0	0	0	0

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			0	0	0	0	0	0	0	0
16 to 30			1	84	0	0	0	0	0	0
31 to 60	2	0	0	0	0	0	0	0	0	0
61 to 120	20	99	10	769	1	510	2	1309	0	0
121 to 180	4	16	8	1261	2	668	5	5201	0	0
181 to 365			0	0	2	742	2	1865	0	0
More than 365			1	341	0	0	0	0	0	0
Total	26	115	20	2455	5	1920	9	8375	0	0

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
Total	0	0	0	0	0	0	0	0	0	0

Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
31	57	28	116

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		\$534,195
Overtime		\$0
Goods and Services		\$42,361
• Professional services contracts	\$42,361	
• Other	\$0	
Total		\$576,556

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	6.00
Part-time and casual employees	0.50
Regional staff	1.00
Consultants and agency personnel	0.00
Students	2.00
Total	9.50

Note: Enter values to two decimal places.

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