



Canadian Radio-television and
Telecommunications Commission

Conseil de la radiodiffusion et des
télécommunications canadiennes

Canada

Access to Information Act

CRTC Annual Report

2015-2016

CRTC.GCC.A

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Introduction

The Canadian Radio-television and Telecommunications Commissioner (CRTC) is pleased to present to Parliament, in accordance with section 72 of the *Access to Information Act* (the *Act*), its Annual Report¹. The report describes the activities that support compliance with the *Act* for the fiscal year commencing April 1, 2015 and ending March 31, 2016.

Section 2 of the *Act* provides Canadians with a right of access to federal government records under the control of a government institution. The *Act* further states that it is intended to complement and not replace existing procedures for access to government information, and is not intended to limit in any way access to the type of government information that is normally available to the general public.

CRTC Mandate and Responsibilities

The CRTC is an administrative tribunal that regulates and supervises broadcasting and telecommunications in the public interest.

We are dedicated to ensuring that Canadians - as citizens, creators and consumers - have access to a world-class communication system that promotes innovation and enriches their lives

Our mandate is entrusted to us by the Parliament of Canada, and administered through the Minister of Canadian Heritage. It focuses on achieving policy objectives established in the [Broadcasting Act](#), [Telecommunications Act](#) and [Canada's anti-spam legislation \(CASL\)](#)

We do not intervene in newspapers, magazines, the quality and content of TV and radio programs or the retail rates for most communication services.

We deliver our mandate from offices in the National Capital Region and regional offices throughout Canada.

At the CRTC, we engage in a wide range of activities. We supervise and regulate over 2,000 broadcasters, including TV services, AM and FM radio stations, and the companies that bring these services to you. We also regulate telecommunications carriers, including major telephone companies.

Our activities include:

- **Licensing.** We issue, renew and amend broadcasting licences. We also issue licences for international telecommunications services whose networks allow telephone users to make and receive calls outside of Canada.

¹ As stated in Subsection 72(1) of the *ATI Act*, "The head of every government institution shall prepare for submission to Parliament an annual report on the administration of this *Act* within the institution during each financial year." *Access to Information Act* R.S., 1985, Chapter A-1, p.45

- **Promoting compliance with regulations.** We promote compliance with the Unsolicited Telecommunications Rules, including the National Do Not Call List, and Canada's anti-spam legislation.
- **Making ownership decisions.** We make decisions on mergers, acquisitions and changes of ownership in the broadcasting sector.
- **Approving tariffs.** We approve tariffs and certain agreements for the telecommunications sector.
- **Encouraging competition.** We encourage competition in telecommunications markets to ensure that Canadians have a choice of innovative and affordable services.
- **Providing information.** We respond to requests for information and concerns about broadcasting and telecommunications issues.

Administration

The CRTC's Access to Information and Privacy (ATIP) Office is located within the Information Management section of the Information Management and Information Technologies Directorate.

The activities of the ATIP Office include:

- receiving and processing requests in accordance with the *Act*;
- promoting awareness of the *Act* within the Commission;
- preparing the annual report to Parliament, the annual statistical report and maintaining the Department's *Info Source* chapter;
- monitoring Commission compliance with the *Act*; and
- providing professional advice and guidance to senior management and all Commission staff on the *Act*.

The ATIP Office uses the AccessPro Case Management system and an imaging and electronic redaction software solution, AccessPro Redaction.

The ATIP Office works closely with 13 departmental ATIP Liaison officers who are appointed by the sectors. The liaison officers are responsible for ensuring that requests tasked to their groups are handled promptly and that relevant records are forwarded to the ATIP Office on time.

Delegation Order

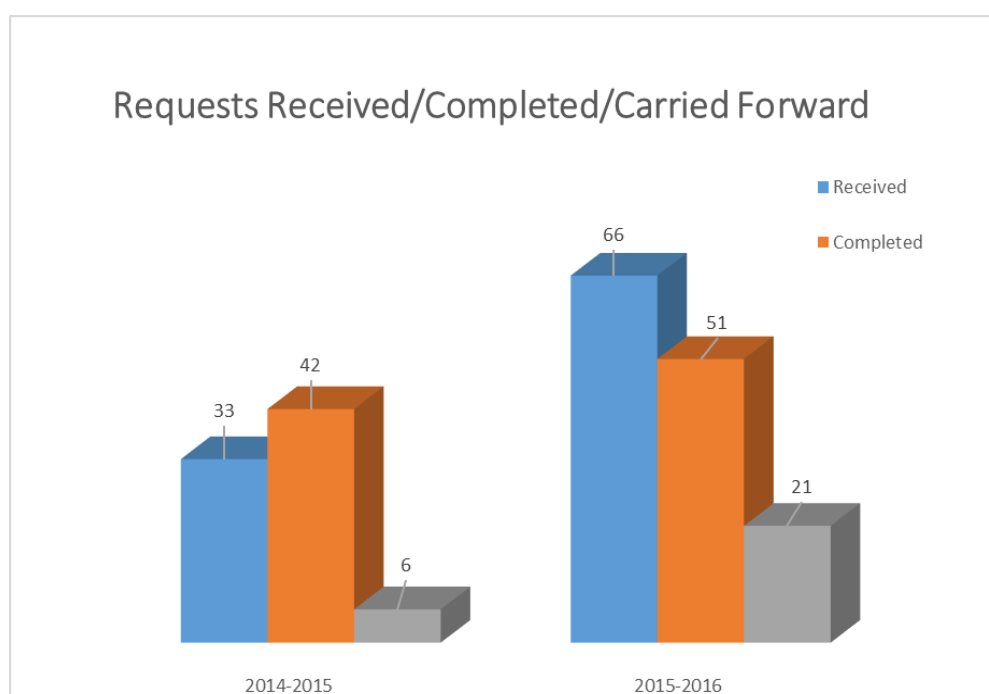
Decision-making responsibility for the application of the various provisions of the *Access to Information Act* has been formally established and is outlined in the Delegation Order approved by the Chairman of the CRTC on June 1, 2016. A copy of the delegation order is in [Appendix A](#) of this Report.

2015-2016 Statistical Report: Interpretation

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

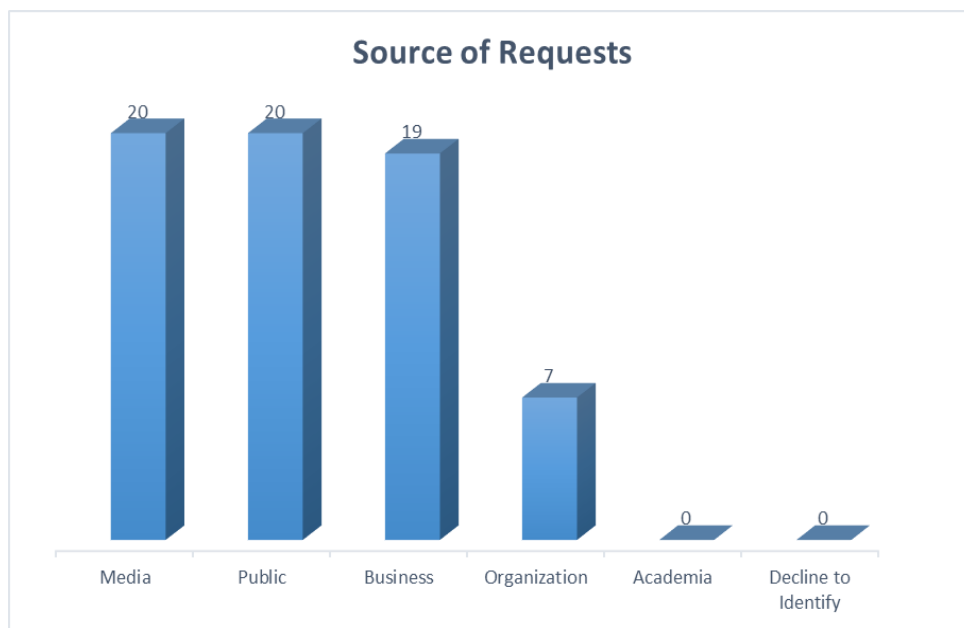
1.1. Number of Requests

The CRTC ATIP Office carried forward 6 requests from 2014-2015 and received 66 new access requests in fiscal year 2015-2016. A total of 51 ATI requests were closed. Overall 72 access requests were processed in this fiscal year which is a significant increase to the previous year of 49 processed files (processed files includes completed and carried forward files).



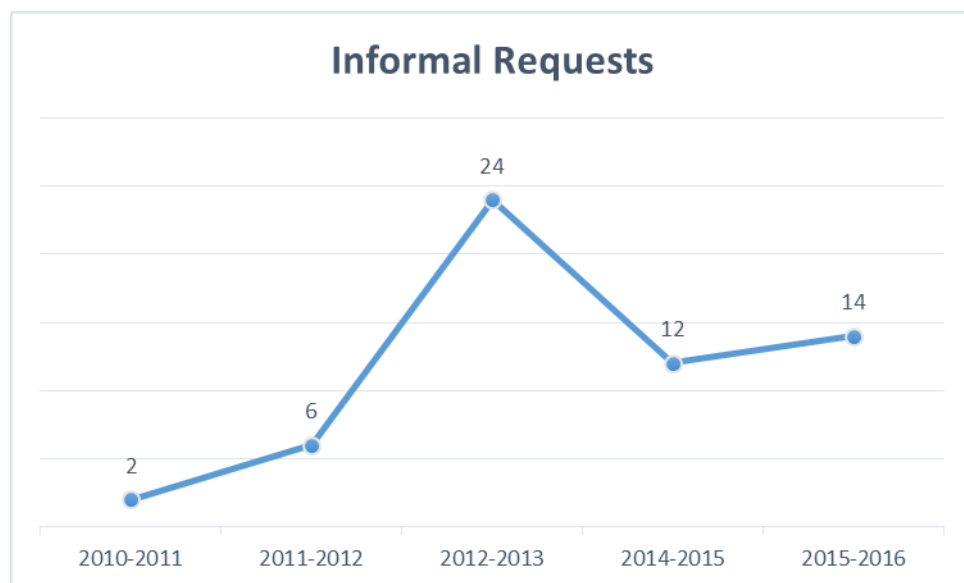
1.2. Sources of Request

The three most significant categories of requesters by number of requests received are media with 20; public with 20; and business with 19.



1.3. Informal Requests

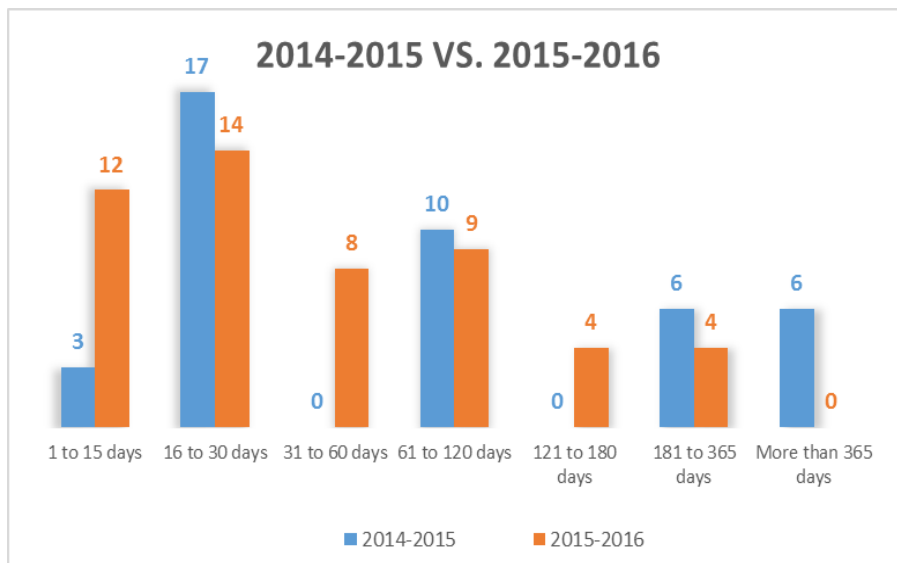
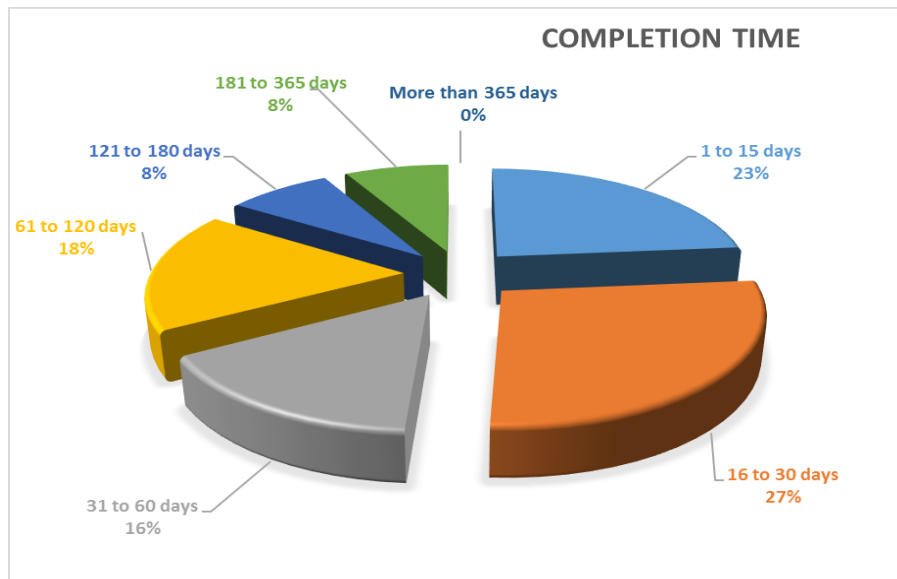
Informal requests have stayed stagnant from the previous year, however since the informal requests are made on the basis of the posted summaries of ATI releases, which are available on the [CRTC website](#). The Commission anticipates the number of informal requests to continue to grow as a result.



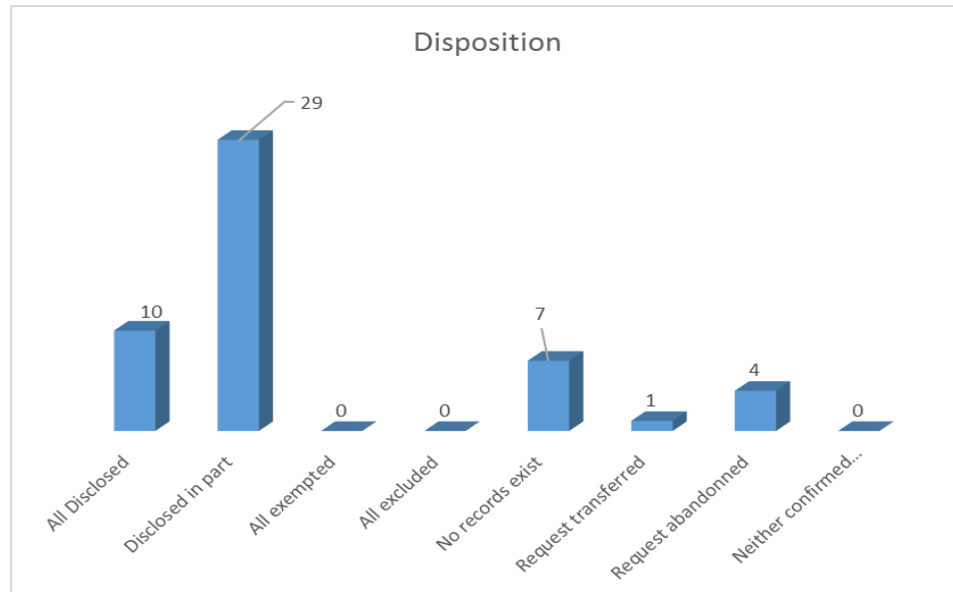
Part 2: Requests Closed during the Reporting Period

2.1 Disposition and completion time

Of the 51 requests completed in the reporting period, 26 (50%) were closed within 30 days, comparing to the previous reporting year when 20 (24%) were closed within 30 days, showing an improvement of 26%. 66% of all requests were closed within the first 60 days, while the last year it was 24%. While this demonstrates an improvement from last reporting year, the fact that 16% of requests were closed in 121 days or more, is indicative of the volume of records and complexity of files processed by the CRTC over the reporting period.



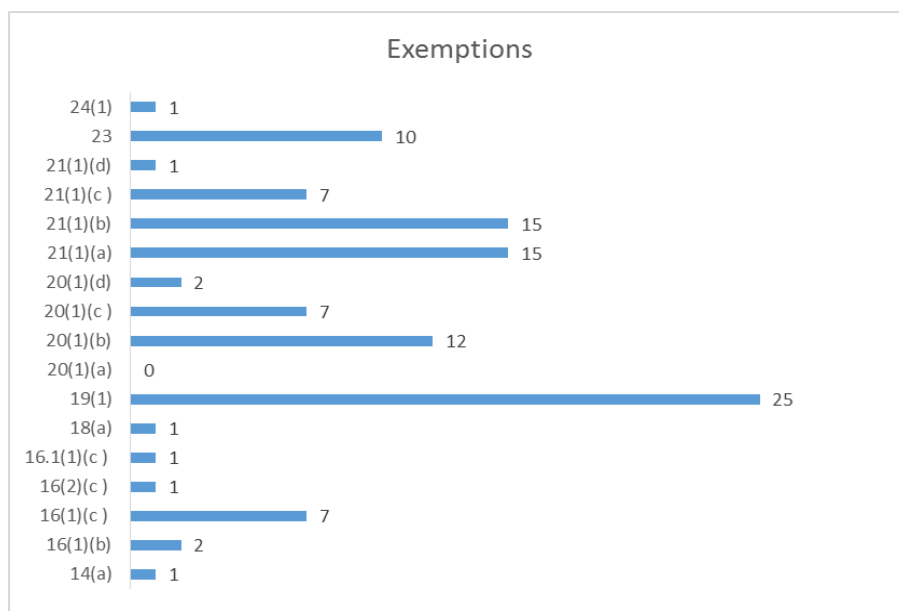
With respect to disposition, 76% of the CRTC's releases were fully disclosed, or disclosed in part. One request was transferred to another institution. No records existed in response to 7 (or 13%) requests, and 4 requests (or 8% of the total) were abandoned.



2.2 Exemptions

Sections 13 through 24 of the *Act* set out the specific and limited exemptions that may be applied to protect information pertaining to a particular public or private interest. Section 26 of the *Act* is an administrative exemption relating to the publication of information.

The CRTC makes every effort to disclose as much information as possible and uphold the spirit of the *Act* and the severability provision of Section 25. The majority of the exemptions invoked by the CRTC fell under three Sections of the *Act*: Section 19, which protects personal information, was used in 25 different files, Section 21, which is related to the operations of government, was used in 38 different files and Section 20, which protects a third party's information, was used in 21 different files.



2.3 Exclusions

Paragraph 68(a) of the *Act* was invoked in 6 instances. Paragraph 68(a) specifies that the *Act* does not apply to published material or material available for purchase by the public.

Paragraph 68(1) of the *Act* was not invoked. Paragraph 68(1) specifies that the *Act* does not apply to information that is under the control of the Canadian Broadcasting Corporation that relates to its journalistic, creative or programming activities, other than information that relates to its general administration.

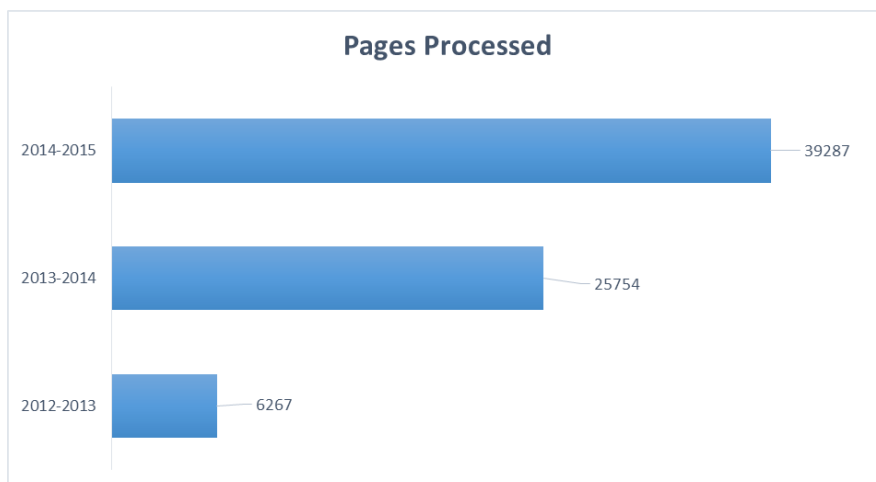
2.4 Format of information released

Of the 51 completed files in 2015-2016, (24) were released in electronic format, and 15 were released in paper format. There were 12 nil responses.

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

In 2015-2016, the CRTC's ATIP Office processed 39,287 pages compared to 25,754 pages of the previous reporting period.

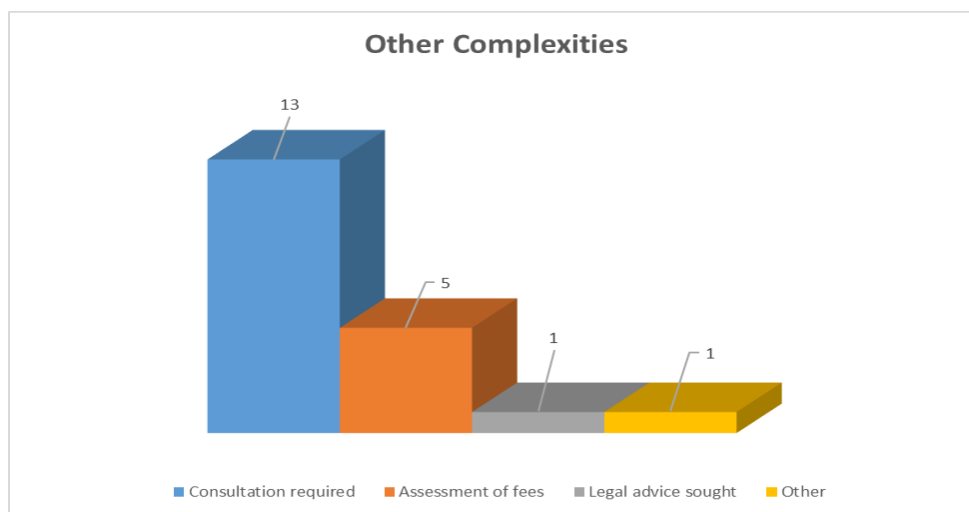


2.5.2 Relevant pages processed by size of requests

While most of the requests (20) contained less than one hundred pages, the average was 770 pages per closed request, an increase of 157 pages per request. The previous year the CRTC ATIP Office had closed 42 files with a total of 25,754 pages representing an average of 613 pages per request.

2.5.3 Other complexities

For the purposes of the report, CRTC's ATIP Office used the "other" designation to track the number of requests that had either: received a notice of complaint filed with the Office of Information Commissioner; a legal opinion was sought; an assessment of fees was undertaken; or a notice pursuant to subsection 28² was sent to the third party.



² 28 (1) Where a notice is given by the head of a government institution under subsection 27(1) to a third party in respect of a record or a part thereof,

(a) the third party shall, within twenty days after the notice is given, be given the opportunity to make representations to the head of the institution as to why the record or the part thereof should not be disclosed; and

(b) the head of the institution shall, within thirty days after the notice is given, if the third party has been given an opportunity to make representations under paragraph (a), make a decision as to whether or not to disclose the record or the part thereof and give written notice of the decision to the third party.

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadlines

During the reporting period, 5 requests were closed past the statutory deadline due to heavy workload. However, 90% of requests were closed on time. This demonstrates the CRTC's commitment to ensuring timely access be provided to the records.

2.6.2 Number of days past deadline

Of the 51 requests, 46 were completed within allowable time limits. The completion time of 1 request was affected by the need for third party consultations. The completion time for 4 requests was prolonged due to workload.

2.7 Requests for translation

There were no requests for translation made during the reporting period.

Part 3: Extensions

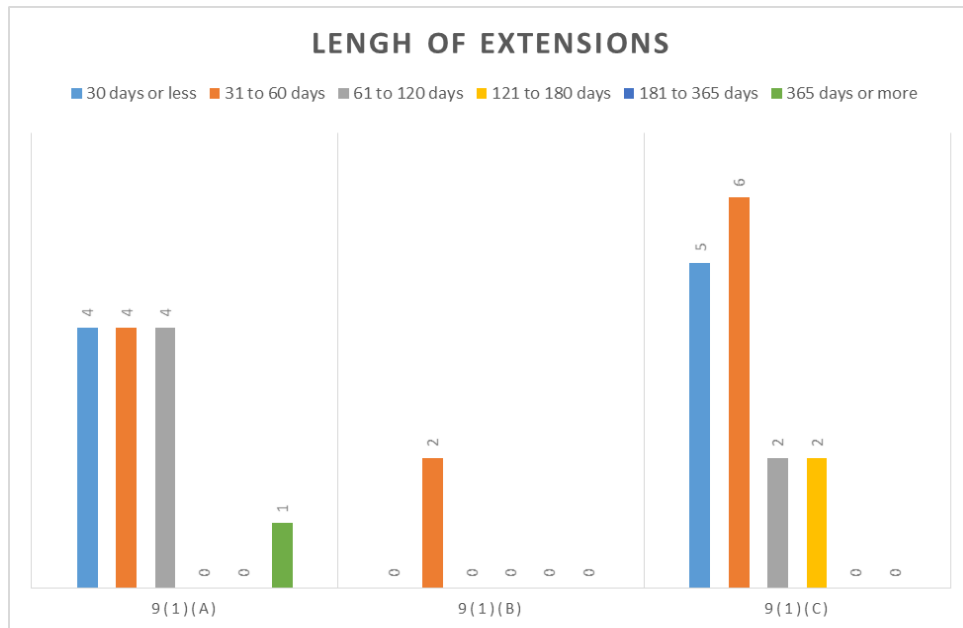
3.1 Reasons for extensions and disposition of requests

[Subsection 9\(1\) of the Access to Information Act](#) allows the head of a government institution to extend the initial period under the following three circumstances:

- 9(1)(a): large number of records or requires a search through a large number of records and meeting the original time limit, would interfere unreasonably with the institution's operations;
- 9(1)(b): consultation is necessary and it cannot be completed within the 30-day statutory deadline;
- 9(1)(c): notice is given to a third party under [subsection 27\(1\) of the Access to Information Act](#).

3.2 Length of extensions

A total of 30 extensions were taken to requests closed during the reporting period. When taking an extension beyond 30-days, the ATIP Office notifies the Office of Information Commissioner of Canada (OIC) and the requester.



Part 4: Fees

Of the 51 closed files, application fees were collected for 42 requests, and search fees were limited to 2 files. In addition fees were waived for on the application on 3 files. The remaining balance (4) are files that were transferred in from another organization, therefore the CRTC had not collected the fees for these requests.

Part 5: Consultations Received from Other Institutions and Organizations

5.1 Consultations received from other Government of Canada institutions and organizations

CRTC received and processed 14 files with a total count of 449 pages reviewed. However, one consultation remained opened at the end of the reporting period.

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

The majority (13) of the files, the ATIP Office was able to provide a response within 15 days, the remaining one was provided within 30 days.

5.3 Recommendations and completion time for consultations received from other organizations

No consultations were received from other organizations.

Part 6: Completion Time of Consultations on Cabinet Confidences

No consultations on Cabinet Confidences were necessary during the reporting period.

Part 7: Complaints and Investigations

Two new complaints were received during the reporting period. One of these complaints was resolved as “not well founded” in May 2016. The CRTC ATIP Office is committed in resolving these complaints in addition to those remaining open from previous reporting period.

Part 8: Court Action

The CRTC was not involved in Federal Court cases during this reporting period.

Part 9: Resources Related to the Access to Information Act

The CRTC ATIP Office is resourced with 5 indeterminate resources, which one is devoted on a part-time basis to activities related to the *Act*. In addition, the ATIP Office had an additional resource for a limited time during the reporting period, representing 0.25 of the year. During 2015-2016, the ATIP Office incurred an estimated \$371,866 in salary costs and \$2,402 in administrative costs to administer this *Act*. These costs do not include the resources expended by the program areas of the CRTC to meet the requirements of this *Act*.

5. Training

During 2015–2016, several training sessions were offered to new ATIP Liaisons. The CRTC has also developed three new presentation decks (OPI, ATIP Liaison and Senior Management) in order to increase awareness within the Commission and also to strengthen the internal process. These sessions will be delivered mid-year 2016-2017.

The intranet for the ATIP Office is a tool that is accessible to all employees which describes the ATIP Office’s roles and responsibilities and provides information on the *Access to Information Act* and related Commission policies and procedures. Following the implementation of a new process for treating Access to Information requests, the ATIP Office has updated its policy documents on the intranet.

6. Institution Specific Policies, Guidelines and Procedures

Info Source is a series of publications containing information on the Government of Canada and on the government’s data collection activities. Info Source is intended to help the public access government information and to exercise their rights under the *Privacy Act* and *Access to Information Act*.

Each year, the ATIP Office prepares updates on the CRTC’s activities and information holdings for publication in Info Source which is published on the Commission’s website. During 2015–2016, the Commission continued to revise its Info Source chapter based on the Strategic Outcomes and Program Alignment Architecture.

The CRTC's comprehensive website provides information on the Commission's policies, its organizational structure and the means to contact Commission officials. In accordance with the federal government's policy on proactive disclosure, the CRTC's website also allows access to travel and hospitality expenses, contracts and grants and contribution.

During 2014-2015, the CRTC continued to post summaries of completed Access to Information requests on its website.

7. Complaints

Seven complaints were carried forward to 2015-2016. Of these, three were filed in 2010-2011, one was filed in 2011-2012 and three were filed in 2013-2014. Four complaints are awaiting findings from the Office of the Information Commissioner of Canada. The Office of the Information Commissioner filed two results of findings during the reporting year, which were resolved-well founded.

8. Monitoring of Processing Time

The CRTC is committed in responding to every ATI request completely and in a timely matter. Therefore, the ATIP Office meets as a group on a weekly basis in order to go through priorities and any issues. In addition, the Coordinator meets weekly with each of the analyst to review on-time performance.

Appendix A: Delegation Order

Access to Information Act Delegation Order

I, the undersigned, Chairman and Chief Executive Officer of the Canadian Radio-Television and Telecommunications Commission (CRTC), pursuant to section 73 of the **Access to Information Act***, hereby designate the person or persons holding the position or positions set out in the schedule hereto to exercise and perform the powers, duties and functions of the Chairman, as the head of the government institution, under the sections of the Act set out in the attached schedule for each position.

This Delegation Order supersedes all previous Delegation Orders with respect to the CRTC, or any portion thereof.


Jean-Pierre Blais
Chairman and Chief Executive Officer

1^{er} juin 2016
Date

*R.S.C. 1985, Ch. A-1

SCHEDULE

Access to Information Act Designation Order

| Position | Sections of Access to Information Act |
|----------------------|---|
| 1. Secretary General | 7, 8(1), 9, 10, 11, 12(2), 12(3), 13(1), 13(2), 14, 15(1), 16(1), 16(2), 16(3), 17, 18, 18.1, 19, 20, 21, 22, 22.1, 23, 24(1), 25, 26, 27(1), 27(4), 28(1), 28(2), 28(4), 29, 33, 35(2), 37(1), 37(4), 43(1), 44(2), 52(2), 52(3), 68, 69, 71(1), 71(2), 72 |
| 2. ATIP Coordinator | 7, 8(1), 9, 10, 11, 12(2), 12(3), 13(2), 19, 20, 25, 26, 27(1), 27(4), 28(1), 28(4), 29, 33, 37(4), 43(1), 44(2), 68 |

Appendix B: Statistical Report



Government
of Canada

Gouvernement
du Canada

Statistical Report on the *Access to Information Act*

Name of institution: CRTC

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 | 66 |
| Outstanding from previous reporting period | 6 |
| Total | 72 |
| Closed during reporting period | 51 |
| Carried over to next reporting period | 21 |

1.2 Sources of requests

| Source | Number of Requests |
|---------------------------|--------------------|
| Media | 20 |
| Academia | 0 |
| Business (private sector) | 19 |
| Organization | 7 |
| Public | 20 |
| Decline to Identify | 0 |
| Total | 66 |

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 | |
| 9 | 3 | 1 | 1 | 0 | 0 | 0 | 14 |

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 | 4 | 5 | 1 | 0 | 0 | 0 | 0 | 10 |
| Disclosed in part | 1 | 5 | 7 | 9 | 4 | 3 | 0 | 29 |
| All exempted | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| No records exist | 3 | 4 | 0 | 0 | 0 | 0 | 0 | 7 |
| Request transferred | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Request abandoned | 3 | 0 | 0 | 0 | 0 | 1 | 0 | 4 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 12 | 14 | 8 | 9 | 4 | 4 | 0 | 51 |

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) | 0 | 18(a) | 1 | 20.1 | 0 |
| 13(1)(b) | 0 | 16(2)(a) | 0 | 18(b) | 0 | 20.2 | 0 |
| 13(1)(c) | 1 | 16(2)(b) | 0 | 18(c) | 0 | 20.4 | 0 |
| 13(1)(d) | 0 | 16(2)(c) | 1 | 18(d) | 0 | 21(1)(a) | 15 |
| 13(1)(e) | 0 | 16(3) | 0 | 18.1(1)(a) | 0 | 21(1)(b) | 15 |
| 14 | 1 | 16.1(1)(a) | 0 | 18.1(1)(b) | 0 | 21(1)(c) | 7 |
| 14(a) | 1 | 16.1(1)(b) | 0 | 18.1(1)(c) | 0 | 21(1)(d) | 1 |
| 14(b) | 0 | 16.1(1)(c) | 1 | 18.1(1)(d) | 0 | 22 | 0 |
| 15(1) | 0 | 16.1(1)(d) | 0 | 19(1) | 25 | 22.1(1) | 0 |
| 15(1) - I.A.* | 0 | 16.2(1) | 0 | 20(1)(a) | 0 | 23 | 10 |
| 15(1) - Def.* | 0 | 16.3 | 0 | 20(1)(b) | 12 | 24(1) | 1 |
| 15(1) - S.A.* | 0 | 16.4(1)(a) | 0 | 20(1)(b.1) | 0 | 26 | 0 |
| 16(1)(a)(i) | 0 | 16.4(1)(b) | 0 | 20(1)(c) | 7 | | |
| 16(1)(a)(ii) | 0 | 16.5 | 0 | 20(1)(d) | 2 | | |
| 16(1)(a)(iii) | 1 | 17 | 0 | | | | |
| 16(1)(b) | 2 | | | | | | |
| 16(1)(c) | 7 | | | | | | |
| 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) | 6 | 69(1) | 0 | 69(1)(g) re (a) | 0 |
| 68(b) | 0 | 69(1)(a) | 0 | 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) | 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 | 7 | 3 | 0 |
| Disclosed in part | 8 | 21 | 0 |
| Total | 15 | 24 | 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 | 23699 | 23699 | 10 |
| Disclosed in part | 15065 | 12227 | 29 |
| All exempted | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 |
| Request abandoned | 523 | 0 | 4 |
| 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 | 7 | 33 | 2 | 986 | 0 | 0 | 0 | 0 | 1 | 22680 |
| Disclosed in part | 10 | 249 | 8 | 2012 | 6 | 3961 | 5 | 6005 | 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 | 1 | 0 | 0 | 0 | 0 | 0 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 20 | 282 | 10 | 2998 | 7 | 3961 | 5 | 6005 | 1 | 22680 |

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 | 12 | 4 | 1 | 1 | 18 |
| All exempted | 0 | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 | 0 |
| Request abandoned | 1 | 1 | 0 | 0 | 2 |
| Neither confirmed nor | 0 | 0 | 0 | 0 | 0 |
| Total | 13 | 5 | 1 | 1 | 20 |

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 |
| 5 | 4 | 1 | 0 | 0 |

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 | 2 | 2 |
| 61 to 120 days | 0 | 2 | 2 |
| 121 to 180 days | 0 | 0 | 0 |
| 181 to 365 days | 0 | 1 | 1 |
| More than 365 days | 0 | 0 | 0 |
| Total | 0 | 5 | 5 |

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 | 0 | 0 | 0 | 0 |
| Disclosed in part | 13 | 1 | 1 | 14 |
| All exempted | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 |
| No records exist | 0 | 0 | 0 | 0 |
| Request abandoned | 0 | 0 | 0 | 1 |
| Total | 13 | 1 | 1 | 15 |

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 | 4 | 0 | 0 | 5 |
| 31 to 60 days | 4 | 1 | 1 | 6 |
| 61 to 120 days | 4 | 0 | 0 | 2 |
| 121 to 180 days | 0 | 0 | 0 | 2 |
| 181 to 365 days | 0 | 0 | 0 | 0 |
| 365 days or more | 1 | 0 | 0 | 0 |
| Total | 13 | 1 | 1 | 15 |

Part 4: Fees

| Fee Type | Fee Collected | | Fee Waived or Refunded | |
|--------------------|--------------------|--------------|------------------------|-------------|
| | Number of Requests | Amount | Number of Requests | Amount |
| Application | 42 | \$210 | 3 | \$15 |
| Search | 2 | \$220 | 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 | 0 | \$0 |
| Total | 44 | \$430 | 3 | \$15 |

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 | 14 | 449 | 0 | 0 |
| Outstanding from the previous reporting period | 0 | 0 | 0 | 0 |
| Total | 14 | 449 | 0 | 0 |
| Closed during the reporting period | 13 | 147 | 0 | 0 |
| Pending at the end of the reporting period | 1 | 302 | 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 | 10 | 2 | 0 | 0 | 0 | 0 | 0 | 12 |
| Disclose in part | 1 | 0 | 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 |
| Total | 11 | 2 | 0 | 0 | 0 | 0 | 0 | 13 |

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 | 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 | 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 |

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 |
|------------|------------|------------|-------|
| 1 | 1 | 0 | 2 |

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 | | \$371,866 |
| Overtime | | \$0 |
| Goods and Services | | \$2,402 |
| • Professional services contracts | \$0 | |
| • Other | \$2,402 | |
| Total | | \$374,268 |

9.2 Human Resources

| Resources | Person Years Dedicated to Access to Information Activities |
|----------------------------------|--|
| Full-time employees | 4.75 |
| Part-time and casual employees | 0.00 |
| Regional staff | 0.00 |
| Consultants and agency personnel | 0.00 |
| Students | 0.00 |
| Total | 4.75 |

Note: Enter values to two decimal places.