



Public Prosecution
Service of Canada

Service des poursuites
pénales du Canada

Annual Report on the *Access to Information Act*

2016-2017

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 Service 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 2016-2017 *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*.

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. While the CCE is part of the PPSC, it remains operationally independent.

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.

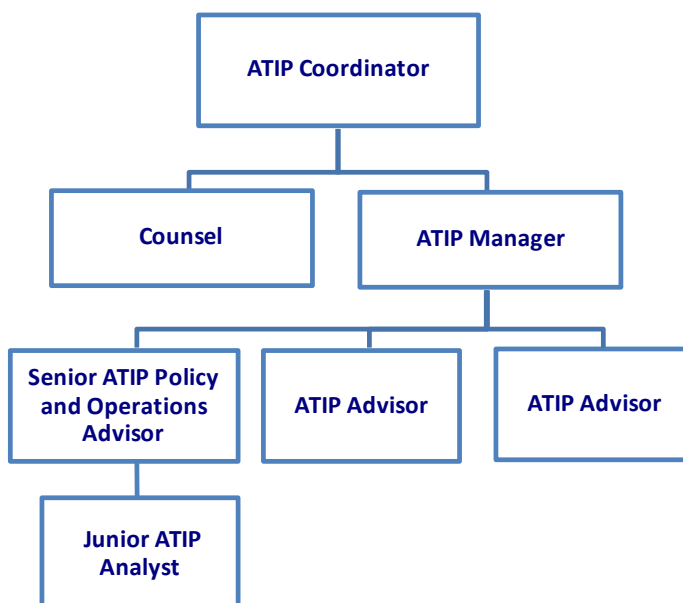
ACCESS TO INFORMATION AND PRIVACY (ATIP) OFFICE

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 Offices of Primary Interest to prepare responses, and serves as the centre of expertise for ATIP within the PPSC.

The ATIP Office fulfills 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 Open Government portal.

Organization Structure



As of March 31, 2016, the ATIP Office is composed of a Manager, a Senior Advisor, two Advisors and one Junior Analyst. The Director, Corporate Planning and External Relations Division, is also the organization's ATIP Coordinator. Counsel for the Corporate Planning and External Relations Division 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. During this fiscal year, the ATIP Office had the additional support of a student.

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 Director, Corporate Planning and External Relations Division, and the ATIP Manager (see Delegation Order in Appendix A). The ATIP Manager exercises this authority in the absence of the Director.

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* in Appendix B of this report.

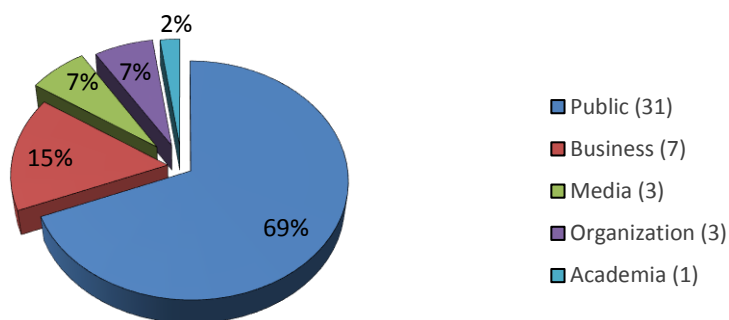
Requests Under the *Access to Information Act*

Number of requests

The PPSC received 45 formal ATI requests in 2016-2017, which reflects a 45% increase from the number of formal requests received in the previous reporting period. In addition, two (2) requests were carried forward from fiscal year 2015-2016.

Sources of requests

In fiscal year 2016-2017, 69% of all requests received by the PPSC originated from the general public. Private sector (business) enquiries comprised the second largest source category, accounting for 15% of requests received. The media and organizations accounted for 7% of requests each, while requests from academia accounted for 2%.



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.

A monthly summary of completed access to information (ATI) requests is published by the PPSC through the Open Government Portal. Seven (7) informal requests were processed by the PPSC during the 2016-2017 reporting period for previously released ATI packages. This represents a 22% decrease in informal requests received by the PPSC since the previous reporting period.

Throughout the year, the ATIP Office provides advice to PPSC staff with respect to informal requests, parliamentary questions as well as draft audit, evaluation, security and harassment reports.

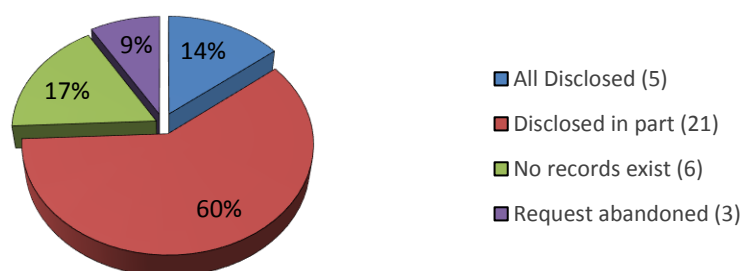
The ATIP Office also reviews various documents such as Investigation Reports and Harassment Complaint files in order to ensure that exemptions, such as personal information and information that is subject to solicitor-client privilege, are properly identified.

Requests Closed During the Reporting Period

Disposition of requests

The PPSC responded to 35 formal ATI requests during the 2016-2017 reporting period. A total of 14,675 pages were reviewed, representing a 76% increase in volume over the previous reporting period. Twelve (12) outstanding requests were carried over to the next reporting period.

The disposition of the 35 completed requests is broken down as follows:



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

No Records Exist

- A total of six (6) 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 were provided with the contact information of those institutions for the purpose of submitting a request.

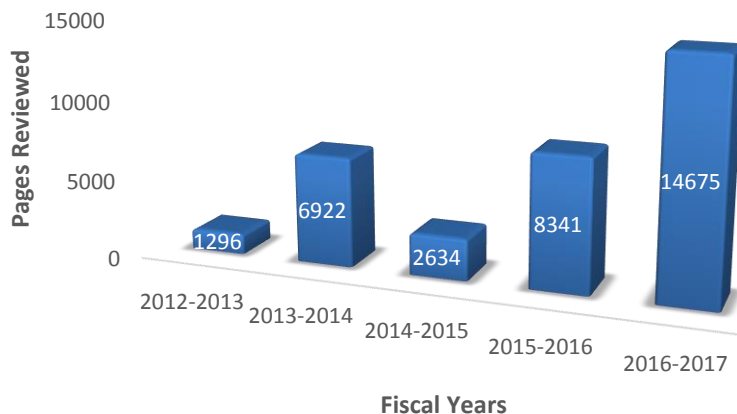
Request abandoned

- Three (3) 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.

During 2016-2017, full or partial disclosure of the information requested was provided in 74% of cases. The PPSC's disclosure rate in 2016-2017 represents a modest increase compared to the average rate of 61% for the previous five (5) years (fiscal years 2012-2013 to 2016-2017). During that five-year period, the PPSC processed a total of 187 formal ATI requests.

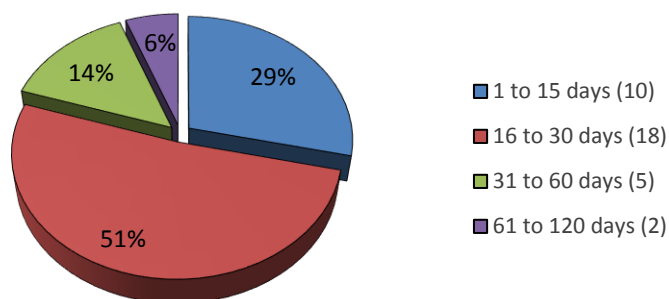
Number of Pages Reviewed

The following represents the number of pages reviewed by the PPSC during the last five (5) fiscal periods:



Completion time

The chart below represents the time (in days) required to process formal ATI requests during the 2016-2017 reporting period.



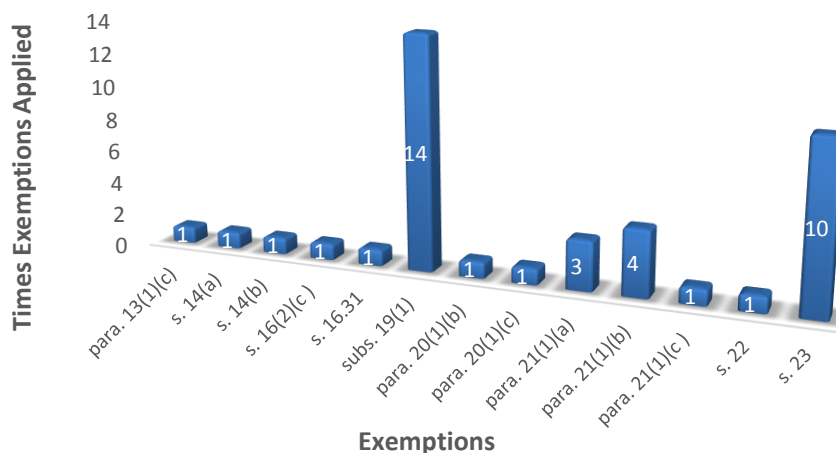
Of the 35 requests that were completed in fiscal year 2016-2017, 28 were processed within the 30-day statutory response period. Five (5) requests were responded to within 31 to 60 days, and two (2) requests were responded to within 61 to 120 days.

Over the last five (5) reporting periods, 70% 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 applied by the PPSC during the 2016-2017 reporting period.



This is the first reporting period in which the PPSC exercised its authority under section 16.31 of the *Access to Information Act* to refuse disclosure. Section 16.31 was enacted on October 1, 2014 and authorizes the Director of Public Prosecutions to refuse the disclosure of any records requested under the *Act* that contains information that was obtained or created by or on behalf of a person who conducts an investigation, examination or review in the performance of the functions of the Commissioner of Canada Elections under the *Canada Elections Act*.

Over the last five (5) reporting periods, subsection 19(1) [Personal information] and section 23 [Solicitor-client privilege] of the *Act* are the exemptions that were most often applied. This reflects the mandate of the PPSC which is to conduct federal prosecutions and advise law enforcement agencies and investigative bodies on matters relating to prosecutions.

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 2016-2017 reporting period, no exclusions pursuant to sections 68 and 69 of the *Act* were applied by the PPSC.

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 50% of cases. Paper copies of records were provided in 50% of cases either at the request of the individual or where the amount of records released were small in volume.

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 can be 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. In addition, the ATI requests that the PPSC processes regularly involve retrieving records from its regional offices, and which can often pertain to high-profile or sensitive matters.

During the 2016-2017 reporting period, the PPSC consulted with other government institutions on four (4) occasions. Legal advice was sought in order to respond to six (6) requests. There were 10 instances in which the PPSC retrieved records from its regional offices and/or dealt with a request related to a high-profile matter.

Deemed refusals

The PPSC was in deemed refusal on one (1) occasion during the 2016-2017 reporting period due to the ATIP Office's workload.

Requests for translation

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

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 six (6) extensions were taken during the 2016-2017 reporting period, which is a 14% decrease in the number of extensions taken in 2015-2016. In two (2) 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) occasions, consultations with another level of government 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 six (6) extensions taken during the 2016-2017 reporting period, two (2) were for a period less than 30 days, two (2) were for a duration of 31 to 60 days, one (1) was for a duration of 181 to 365 days, and one (1) was for a period of 365 days or more. The extension of 365 days or more was required due to the volume of records that needed to be processed.

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*.

It should be noted that the Treasury Board Secretariat's *Interim Directive on the Administration of the Access to Information Act*, which took effect on May 5, 2016, directs federal institutions to waive all fees prescribed by the *Act* and the *Access to Information Regulations*, other than the application fee set out in section 7(1)(a) of the *Regulations*.

During 2016-2017, the PPSC collected a total of \$200 in application fees. The PPSC waived the \$5 application fee in two (2) instances, as the requests were identical to ones that were previously processed during the same fiscal year.

No production, programming, preparation or search fees were charged during this reporting period.

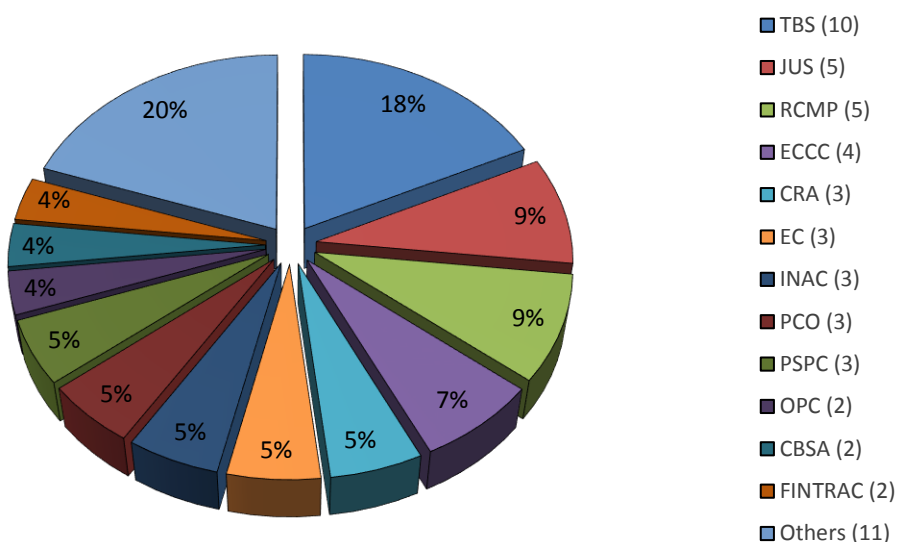
Consultations Received From Other Institutions and Organizations

Number of consultations

The PPSC received 56 ATI consultations in 2016-2017, which represents a sharp 81% increase in the number of consultations received during the previous reporting period. In addition, two (2) consultations were carried forward from fiscal year 2015-2016.

Sources of consultations

During this reporting period, the PPSC received the most number of ATI consultations, namely ten (10), from the Treasury Board of Canada Secretariat (TBS). Justice Canada (JUS) and the Royal Canadian Mounted Police (RCMP) followed with five (5) consultations each and Environment and Climate Change Canada (ECCC) with four (4) consultations. The Canada Revenue Agency (CRA), Elections Canada (EC), Indigenous and Northern Affairs Canada (INAC), Privy Council Office (PCO), and Public Services and Procurement Canada (PSPC) forwarded three (3) consultations each while the Office of the Privacy Commissioner (OPC), Canada Border and Security Agency (CBSA) and Financial Transactions and Reports Analysis Centre of Canada (FINTRAC) each forwarded two (2). Institutions which sent one (1) consultation are grouped as “Others” in the chart below.

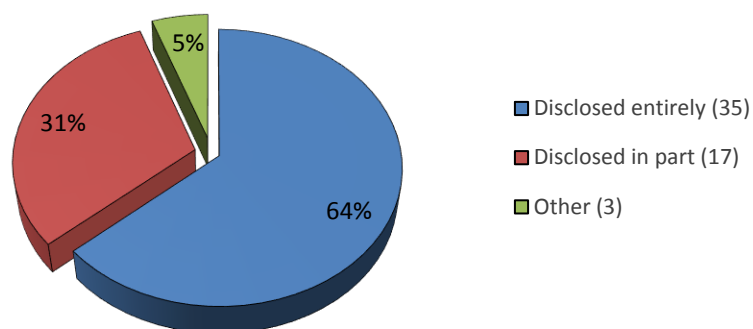


The number of consultations forwarded by any given institution or organization does not reflect the actual amount of work required to process them. Such consultations often involve records pertaining to complex prosecution files.

Recommendations

The PPSC responded to 55 consultations during the 2016-2017 reporting period. A total of 2,604 pages were reviewed, representing a 7% increase in volume from the previous reporting period. Three (3) consultations remained outstanding and were carried over to the next reporting period.

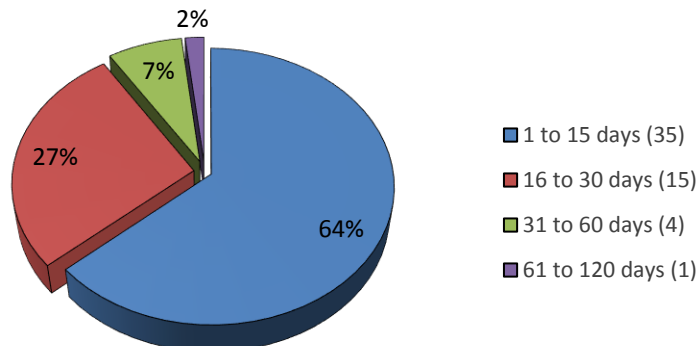
Recommendations made by the PPSC in respect of completed consultations during the reporting period can be broken down as follows:



The PPSC's disclosure rates in 2016-2017 increased from the average rate over the five (5) previous years. The PPSC processed 199 consultations from fiscal years 2012-2013 to 2016-2017. In 90% of cases, the PPSC recommended that information be released in whole or in part. During 2016-2017, full or partial disclosure of information was recommended in 93% 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 2016-2017 reporting period.



Of the 55 consultations that were completed, 50 were processed within 30 days or less, while four (4) were processed within 31 to 60 days. One (1) consultation required between 61 to 120 days to complete. Of the 50 consultations processed within 30 days or less, 35 were completed in 15 days or less.

During the preceding five (5) reporting periods, 88% of ATI consultations received by the PPSC were responded to within 30 days. From 2012-2013 to 2016-2017, 65% of all consultations completed were processed in 15 days or less while an additional 22% were completed within 16 to 30 days.

Completion Time of Consultations on Cabinet Confidences

No consultations on the application of subsection 69(1) [Cabinet confidence] of the *Act* were carried out during the 2016-2017 reporting period.

Resources Related to the *Access to Information Act*

During this reporting period, the PPSC spent a total of \$190, 936 administering the *Act*, of which salaries accounted for \$185, 647 and Goods and Services accounted for \$5, 289. No overtime expenditures were incurred.

TRAINING ACTIVITIES

The ATIP Office provides advice on a regular basis to PPSC officials regarding the processing of ATI requests and interpretation of the *Act* to ensure the efficient and consistent processing of requests received by the PPSC.

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

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 six (6) employees of the PPSC's Labour Relations and Classification Sections of Human Resources.

POLICIES, GUIDELINES, PROCEDURES AND INITIATIVES

ATIP Governance Structure

The PPSC *ATIP Governance Structure* was approved by the PPSC's Executive Council in October 2011. The Governance Structure outlines the reporting relationships within the PPSC and establishes clear responsibilities for decision-making for the purposes of administering the *Act*.

Info Source

Info Source is published on the Open Government Portal and provides information about the functions, programs, activities and related information holdings of government institutions subject to the *Access to Information Act* and the *Privacy Act*.

Each year, the ATIP Office provides updates on the PPSC's activities and information holdings for publication in Info Source. In 2016-2017, the PPSC's Info Source chapter was revised to reflect changes to its Program Alignment Architecture.

Initiatives

The PPSC did not implement any new policies or initiatives related to access to information during the 2016-2017 reporting period. The PPSC expects to develop new and revised policies related to access to information during the next fiscal year. To assist in this endeavor, the PPSC's ATIP Office is in the process of staffing a full-time ATIP Policy and Operations Advisor.

COMPLAINTS, AUDITS AND INVESTIGATIONS

Decisions made under the *Act* are subject to a right of review. This ensures both compliance by government institutions of their ATI obligations and the fair treatment for all requesters. 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 eleven (11) new complaints against the PPSC were filed with the OIC in 2016-2017. The PPSC received findings or recommendations from the Commissioner in connection with one (1) of these complaints. During this same period, there were three (3) complaints carried over from a previous reporting period for which the Commissioner issued findings or recommendations to the PPSC.

The following table sets out 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	6	0	1	0	5
Refusal/General	3	0	0	0	3
Miscellaneous	2	0	1	0	1
Delay	1	0	0	0	1
Fees	2	0	2	0	0

With respect to four (4) not well-founded complaints, the OIC found that the PPSC applied the *Act* correctly.

The PPSC reviews the outcomes of all of the Information Commissioner investigations and where appropriate, incorporates lessons learned into business processes. There were no recommendations raised by other Agents of Parliament during the reporting period.

COURT ACTION

During this reporting period, no applications for judicial review were filed with the Federal Court pursuant to section 41 of the *Act* with respect to ATI requests submitted to the PPSC.

T-1602-10 – RPR Environmental Inc. v. Mr. Brian J. Saunders, Director of Public Prosecutions

In 2010, RPR Environmental Inc. (the Applicant) filed an application for judicial review pursuant to section 41 of the *Access to Information Act*. During this reporting period, a notice of discontinuance was filed in this matter, and the PPSC considers this file to be closed.

MONITORING COMPLIANCE

The ATIP Office maintains a comprehensive statistical reporting and performance measurement system. The ATIP Office provides reports 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

The Director of Public Prosecutions, pursuant to section 73 of the *Access to Information Act* and of the *Privacy Act*, hereby designates the persons appointed to the positions of:

Director, Corporate Planning and External Relations Directorate; and

Manager, ATIP, Access to Information and Privacy Office;

to exercise the powers, duties and functions of the Director as the head of the Office of the Director of Public Prosecutions, under the provisions of the *Access to Information Act* and of the *Privacy Act* and related regulations.

This order replaces all previous delegation orders made pursuant to the Acts by the Director.

Dated, at the City of Ottawa,
this 30 day of October, 2015



Brian Saunders
Director of Public Prosecutions
Directeur des poursuites pénales

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

En vertu de l'article 73 de la *Loi sur l'accès à l'information* et de la *Loi sur la protection des renseignements personnels*, le Directeur des poursuites pénales délègue aux personnes nommées aux postes de :

Directeur, Direction de la planification ministérielle et des relations externes; et

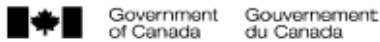
Gestionnaire, AIPRP, Bureau de l'accès à l'information et de la protection des renseignements personnels;

les attributions dont le Directeur est, en qualité de responsable du Bureau du directeur des poursuites pénales, investi par les dispositions de la *Loi sur l'accès à l'information* et de la *Loi sur la protection des renseignements personnels* ou de son règlement.

Le présent document remplace et annule tout arrêté antérieur fait conformément aux Lois par le Directeur.

Daté, en la ville d'Ottawa,
ce 30 jour de octobre 2015

APPENDIX B – STATISTICAL REPORT ON THE ACCESS TO INFORMATION ACT



Government of Canada
Gouvernement du Canada

Statistical Report on the Access to Information Act

Name of institution: Public Prosecution Service of Canada

Reporting period: 2016-04-01 to 2017-03-31

Part 1: Requests Under the Access to Information Act

1.1 Number of requests

	Number of Requests
Received during reporting period	45
Outstanding from previous reporting period	2
Total	47
Closed during reporting period	35
Carried over to next reporting period	12

1.2 Sources of requests

Source	Number of Requests
Media	3
Academia	1
Business (private sector)	7
Organization	3
Public	31
Decline to Identify	0
Total	45

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	
6	1	0	0	0	0	0	7

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	2	2	1	0	0	0	0	5
Disclosed in part	5	12	2	2	0	0	0	21
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	2	3	1	0	0	0	0	6
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	1	1	1	0	0	0	0	3
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	10	18	5	2	0	0	0	35

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)	0	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)	3
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	4
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	1
14(a)	1	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	1	16.1(1)(c)	0	18.1(1)(d)	0	22	1
15(1)	0	16.1(1)(d)	0	19(1)	14	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)	1	24(1)	0
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)	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)	0						
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)	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	3	2	0
Disclosed in part	10	11	0
Total	13	13	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	202	202	5
Disclosed in part	14473	3382	21
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	5	202	0	0	0	0	0	0	0	0
Disclosed in part	13	243	4	277	1	185	2	1849	1	828
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
Total	21	445	4	277	1	185	2	1849	1	828

2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	1	1	2
Disclosed in part	3	0	5	9	17
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	1	0	0	0	1
Neither confirmed nor	0	0	0	0	0
Total	4	0	6	10	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
1	1	0	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	1	1
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	0	0	0
More than 365 days	0	0	0
Total	0	1	1

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	1	0	3	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	1	0	1	0
Total	2	0	4	0

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	1	0
31 to 60 days	0	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	1	0
365 days or more	1	0	0	0
Total	2	0	4	0

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	40	\$200	2	\$10
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	13	\$30
Total	40	\$200	15	\$40

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	54	2614	2	18
Outstanding from the previous reporting period	2	13	0	0
Total	56	2627	2	18
Closed during the reporting period	53	2586	2	18
Pending at the end of the reporting period	3	41	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	26	7	0	0	0	0	0	33
Disclose in part	6	6	4	1	0	0	0	17
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	2	1	0	0	0	0	0	3
Total	34	14	4	1	0	0	0	53

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	1	0	0	0	0	0	2
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	1	1	0	0	0	0	0	2

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
11	0	4	15

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		\$178,870
Overtime		\$0
Goods and Services		\$5,289
• Professional services contracts	\$0	
• Other	\$5,289	
Total		\$184,159

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	2.43
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.12
Total	2.55

Note: Enter values to two decimal places.