



Canadian Air Transport  
Security Authority

Administration canadienne  
de la sûreté du transport aérien

# Annual Report on the Administration of the *Access to Information Act*

Canadian Air Transport Security Authority

2016-2017





## INTRODUCTION

The purpose of the *Access to Information Act* is to provide a right of access to information in records under the control of federal departments and agencies of government. The *Act* responds to the principle that government information should be available to the public with limited exceptions to the right of access and that the disclosure of government information should be evaluated independently of the executive arm of government.

This Annual Report on the Canadian Air Transport Security Authority's administration of the *Access to Information Act* has been prepared in accordance with Section 72(1) and is hereby submitted for tabling in Parliament under Section 72(2) of the *Access to Information Act*.

This is the fourteenth annual report on the administration of the *Access to Information Act* that has been tabled in Parliament. The previous such reports are available at the "Corporate Publications" section of the CATSA Web site: [www.catsa.gc.ca](http://www.catsa.gc.ca).

## II – THE CANADIAN AIR TRANSPORT SECURITY AUTHORITY - MANDATE

Established as an agent Crown Corporation on April 1, 2002, the Canadian Air Transport Security Authority's (CATSA) mission is to protect the public by securing critical elements of the air transportation system as assigned by the Government of Canada.

Fully funded by parliamentary appropriations, CATSA is accountable to Parliament through the Minister of Transport. CATSA is governed by a board of directors and operations are directed by a senior management team. CATSA currently contracts security screening to third-party contractors.

CATSA's key role in securing Canada's air transportation system is established by the delivery of the following four mandated responsibilities at 89 designated airports across Canada.

1. **Pre-Board Screening (PBS)** - The screening of passengers and their belongings prior to their entry into the secure area of an air terminal building;
2. **Hold Baggage Screening (HBS)** - The screening of passengers' checked (or hold) baggage to prevent the boarding of prohibited items;
3. **Non-Passenger Screening (NPS)** - The random screening of non-passengers accessing restricted areas; and
4. **Restricted Area Identity Card (RAIC)** - The program which uses iris and fingerprint biometric identifiers to allow non-passenger access to the restricted areas of airports.

In addition, under an agreement concluded with Transport Canada in 2010, CATSA is authorized to conduct screening, where capacity exists, of cargo at smaller airports. Each of these activities is carried out effectively, efficiently, consistently, and in the public interest, as required by the *CATSA Act*.



## IMPLEMENTATION OF THE *ACCESS TO INFORMATION ACT* AT CATSA

Responsibility for processing requests received under the *Access to Information Act* rests with the Manager, Information Management, Privacy and ATIP, who is also the organization's Access to Information and Privacy (ATIP) Coordinator. The ATIP function is supported by the ATIP Coordinator, and a Senior ATIP Advisor. The ATIP Coordinator reports directly to the Director, Legal and Corporate Services. The Vice – President, Corporate Services and Corporate Secretary serves as CATSA's Chief Privacy Officer (CPO). The Vice-President reports directly to the President and Chief Executive Officer.

CATSA's ATIP office responsibilities regarding the *Access to Information Act* are as follows:

- receive and process all requests in accordance with the *Act*;
- assist requesters in formulating their requests when required;
- gather all pertinent records and ensure that the search for information is rigorous and complete;
- conduct the initial record review and provide recommendations to the program areas;
- conduct all internal and external consultations;
- consolidate the recommendations and apply all discretionary and mandatory exemptions under the *Act*;
- assist the Office of the Information Commissioner (OIC) in all access to information related matters including complaints against the Authority;
- prepare annual reports on the administration of the *Act*;
- provide ongoing advice and guidance to senior management and staff on matters related to access to information;
- promote access to information awareness and training sessions to ensure that all staff are aware of the obligations imposed by the legislation;
- respond to consultations received from external organizations;
- develop and maintain access to information policies and guidelines; and,
- participate in ATIP community activities and ATIP community meetings.



### III - DELEGATION OF SIGNING AUTHORITY

In accordance with section 73 of the *Access to Information Act*, a delegation order, signed by CATSA's President and Chief Executive Officer (CEO) designates the person holding the position of ATIP Coordinator to exercise and perform the access to information duties on behalf of the organization. The delegation order was issued on May 3, 2017.

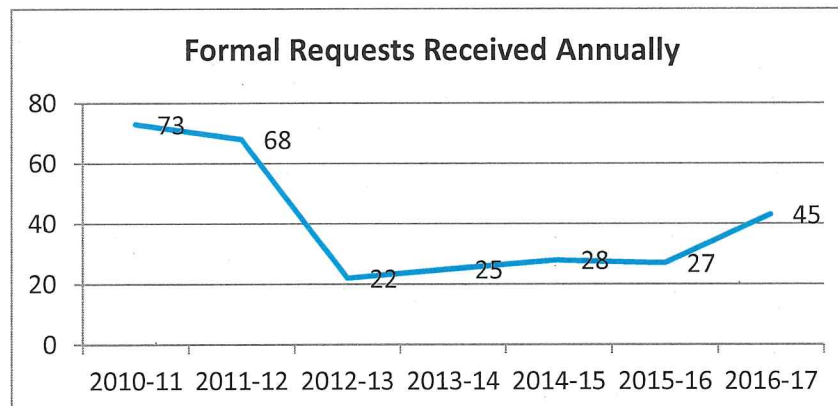
The signed and dated delegation order is attached to this report as Annex A.

### IV- STATISTICAL REPORT INTERPRETATION

#### **Access to Information Act Requests Received and Completed**

In 2016-2017 CATSA received 45 *Access to Information Act* requests, an increase of 18 over the 27 requests received in the previous year. Seven files were also carried over from 2015-2016. When added to the files received in the period under review, CATSA was responsible for 52 files in 2016-2017.

For this reporting period, of the 49 files completed during fiscal year 2016-2017, CATSA processed 8,823 pages, an average of 180 pages per completed request. To summarize, CATSA received 18 additional *Access to Information* files in 2016-2017 compared to the previous year, and the amount of pages processed increased by 6,467 for an increase of 274% over last fiscal year.



In addition to these requests, CATSA received 56 informal<sup>1</sup> *Access to Information Act* requests that were previously released. This reflects a significant increase of requests compared to the previous year. CATSA is pleased to report that 100% of these requests were completed within 15 days after they were received. CATSA regards this as a positive result of pro-active release of information on closed *Access to Information Act* files.

<sup>1</sup> Informal requests are defined as previously released *Access to Information Act* request packages.



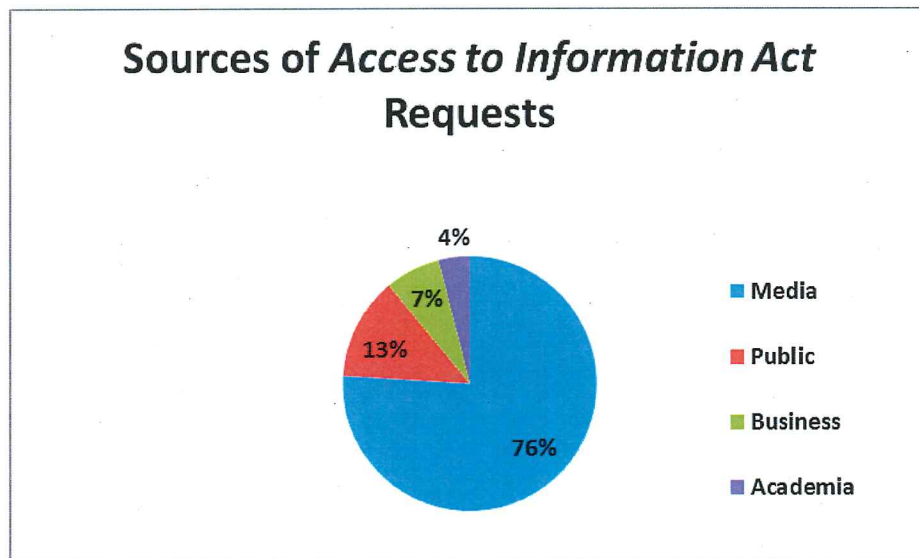
## Completion Time

Of the 49 *Access to Information Act* requests completed during the 2016-2017 fiscal year, 32 requests (65%) were completed within 30 days or less. The other requests were completed within the following time frames:

- 4 completed in 31 to 60 days;
- 6 completed in 61 to 120 days; and
- 7 completed in 121 days or more.

## Source of *Access to Information Act* Requests

Statistics for files received in the period under review reveal that the main source of requests, the media, was unchanged. Of the 45 new requests received, 34 (76%) originated from the media, 6 (13%) were from the public, 3 (7%) from business (private sector) and 2 (4%) from academia. The media also represents the major source of informal *Access to Information Act* requests.



## Disposition of Completed *Access to Information Act* Requests

Of the 49 completed requests:

- 4 files were fully disclosed;
- 33 were disclosed in part ;
- 10 files could not be processed as CATSA did not have any of the requested information; and
- 2 requests were abandoned by the requestors.



## Exemptions Invoked

Where access exemptions were invoked, these reasons were cited:

<u>Reason</u>		<u>Number of Cases</u>
Information obtained in confidence	S. 13	1
Subversive Activities	S. 15	7
Investigations	S. 16(1)	10
Security	S. 16(2)	15
Economic interests of Canada	S. 18	2
Personal information	S. 19	8
Third- party commercial information	S. 20	10
Operations of government	S. 21	10
Testing/auditing procedures	S. 22	3
Solicitor/client privilege	S. 23	2

## Extensions

For the 49 *Access to Information Act* requests completed in 2016-2017, it was necessary to extend the time frame of 11 requests:

Four files were extended due to the potential for serious interference with the operation of the Organization;

- 1 extension was for a period of between 31 and 60 days
- 3 extensions were for a period of between 61 and 120 days

Five files were extended for other government department consultations;

- 1 of the extensions was for a period of 31 to 60 days,
- 3 of the extensions were for a period of 61 to 120 days and
- 1 extension was for the period of 121 to 180 days.

Two files were extended for third party consultations;

- 1 of the extensions were for a period of 31 to 60 days,
- 1 extension was for the period of 121 to 180 days.



## Consultations Received from Other Government Departments

During this reporting period, CATSA received 10 consultations from other government departments and were all completed within the agreed deadlines. One consultation file was carried over from the previous year.

The full Statistical Report on the Administration of the *Access to Information Act* is attached as Annex B.

## V- TRAINING

Over the course of the reporting period, ATIP related training was delivered to 69 participants in 11 training sessions. Ad hoc training on a variety of subjects was also provided as needed to individuals throughout the organization. The following describes the training activities related to Access to Information and Privacy with respective participants and sessions for each:

### Information Management, Privacy and ATIP Orientation 45 Participants in seven Sessions

The training session is offered to all new CATSA employees upon entering the organization and then at periodic intervals. The purpose of these sessions is to provide participants with an overview of the *ATIP legislation*, Information Management, security classification and Privacy.

### ATIP Office of Primary Interest Sessions 24 Participants in four Sessions

The sessions provide an overview of the *Access to Information Act*, the *Privacy Act*; the duty to Assist; exemptions and exclusions; steps in processing an ATIP request and the role and responsibilities of the ATIP Office and all CATSA employees. These targeted training sessions were offered to groups including Service Delivery, Corporate Services, Technology and Human Resources.

## VI- POLICIES, GUIDELINES AND PROCEDURES

CATSA's ATIP manual is being continually updated, providing a detailed view of CATSA's ATIP processes. These regular updates ensure that the CATSA ATIP Office continues to keep the manual current with the most recent practices as offered by the Treasury Board Secretariat in their training and information sessions. The objective of creating, maintaining and updating this ATIP manual is directed toward the continued improvement of CATSA's treatment of access to information files and ongoing focus on the reduction of their processing time.



## VII – RESPONSE TO KEY ISSUES RAISED

No complaints were received by the Information Commissioner during the reporting period.

## VIII – MONITORING

There are only two employees that are involved directly in the processing of Access to Information requests. Therefore, a formal monitoring procedure to oversee the time taken to complete the requests has not been established. However, the ATIP Coordinator signs all outgoing correspondence regarding the ongoing processing of the files and, therefore is aware of the status of the files. Also, a weekly report is sent to senior management with a list of current files and a brief description of the status of each file.

## COLLABORATION

CATSA is a strong advocate of collaboration, both internally within the organization as well as within the ATIP Community.

**CATSA** – The ATIP office regularly engages with various internal groups to provide advice, ideas and best practices. One example of this collaboration is how the ATIP office engages representatives from across the organization upon receipt of particularly complex requests. This is implemented as needed in order to reduce, as much as possible, the impact on CATSA's daily operations.

**Transport Canada** - CATSA and Transport Canada work closely to ensure that any similar requests for activities that both organizations perform are treated consistently. CATSA continues to look forward to future opportunities to work together with colleagues in Transport Canada's ATIP office.

**ATIP Community** – CATSA's ATIP office regularly engages with other Crown corporation ATIP office which has considerable value. Treasury Board Secretariat quarterly ATIP community meetings provided the ATIP Coordinator and the Senior ATIP Advisor the opportunity to enable a sharing of knowledge and experience with all members of the community.

## ANNEXES

A: Delegation Order

B: Statistical Report on the Administration of the *Access to Information Act*





Canadian Air Transport  
Security Authority

Administration canadienne  
de la sûreté du transport aérien

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Ottawa, Ontario  
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99, rue Bank  
13<sup>e</sup> étage  
Ottawa (Ontario)  
K1P 6B9

Our file / Notre référence  
RDIMS # 63578

*Access to Information Act*  
Delegation of Authority

Délégation en vertu de la  
*Loi sur l'accès à l'information*

I, Mike Saunders, President and CEO of CATSA, pursuant to section 73 of the *Access to Information Act*, designate the persons holding the positions set out in the attached Schedule 'A', or persons acting in those positions, to exercise the powers and perform the duties and functions that have been given to me as head of a government institution under the sections of the *Access to Information Act*, as set out in the Schedule.

Je, Mike Saunders, Président et Chef de la direction de l'Administration canadienne de la sûreté du transport aérien, en vertu de l'article 73 de la *Loi sur l'accès à l'information*, délègue aux titulaires des postes mentionnés à l'annexe A, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont je suis, en qualité de responsable d'une institution fédérale, investi par les articles de la *Loi*, tel qu'indiqué dans l'annexe.

Mike Saunders

President and Chief Executive Officer Canadian Air Transport Security Authority /  
Président et Chef de la Direction de l'Administration canadienne de la sûreté du transport aérien

Signed in Ottawa, Ontario, Canada this  
Signé à Ottawa, Ontario, Canada le

3rd day of May 2017  
3eme jour de mai 2017

Canada





**ANNEXE A / SCHEDULE 'A'**

**DELEGATION PURSUANT TO S.73 OF THE ACT  
DÉLÉGATION EN VERTU DE L'ARTICLE 73 DE LA LOI**

Section	Description	ATIP Coordinator	Senior ATIP Advisor
7(a)	To give notice to applicant that access will be given / Notification au requérant de la communication	X	X
8(1)	To transfer to another institution or to accept transfer from another institution and to give notice to applicant / Transmission de la demande ou acceptation d'une transmission d'une autre institution et notification au requérant	X	X
9	To extend time limit and give notice / Prorogation du délai et avis au requérant	X	X
11(2)	To require payment of additional fees / Exiger le versement d'un montant supplémentaire	X	X
11(3)	To require payment for machine readable record / Exiger le versement pour des documents issus d'un document informatisé	X	X
11(4)	To require payment of a deposit / Exiger le versement d'un acompte	X	X
11(5)	To give notice / Aviser	X	X
11(6)	To waive the requirement to pay a fee / Dispenser le versement de frais	X	X
12(2)	To determine whether a record should be translated / Communication d'un document dans la langue officielle choisie	X	X
12(3)	To determine whether a record should be provided in an alternative format / Communication d'un document sur un support de substitution	X	X
13	To refuse to disclose a record referred to in that section / Refuser la communication de documents contenant des renseignements visés par cet article	X	
14	To refuse to disclose a record referred to in that section / Refuser la communication de documents contenant des renseignements visés par cet article	X	
15	To refuse to disclose a record referred to in that section / Refuser la communication de documents contenant des renseignements visés par cet article	X	
16	To refuse to disclose a record referred to in that section / Refuser la communication de documents contenant des renseignements visés par cet article	X	
17	To refuse to disclose a record referred to in that section / Refuser la communication de documents contenant des renseignements visés par cet article	X	
18	To refuse to disclose a record referred to in that section / Refuser la communication de documents contenant des renseignements visés par cet article	X	
19	To refuse to disclose a record referred to in that section / Refuser la communication de documents contenant des renseignements visés par cet article	X	
20(1)	To refuse to disclose a record referred to in that subsection / Refuser la communication de documents contenant des renseignements visés par ce paragraphe	X	



Section	Description	ATIP Coordinator	Senior ATIP Advisor
20(2)	To disclose part of a record referred to in that subsection / Communication partielle de documents contenant des renseignements visés par ce paragraphe	X	
20(5)	To disclose, with the consent of third party, a record referred to in subsection 20(1) / Communication de documents visés par le paragraphe 20(1), avec le consentement du tiers	X	X
20(6)	To disclose, in the public interest, a record referred to in paragraphs 20(1)(b),(c) or (d) / Communication, dans l'intérêt public, de documents visés par les paragraphes 20(1)(b), (c) ou (d)	X	
21(1)	To refuse to disclose a record referred to in that subsection / Refuser la communication de documents visés par ce paragraphe	X	
22	To refuse to disclose a record referred to in that section / Refuser la communication de documents visés par cet article	X	
23	To refuse to disclose a record referred to in that section / Refuser la communication de documents visés par cet article	X	
24	To refuse to disclose a record referred to in that section / Refuser la communication de documents visés par cet article	X	
25	To disclose any part of the record that does not contain information referred to by an exemption / Communication des parties de documents dépourvus de renseignements visés par une exception	X	
26	To refuse to disclose a record referred to in that section / Refuser la communication de documents visés par cet article	X	
27(1)	To give to third party notice of intent to disclose / Avis aux tiers de l'intention de donner communication	X	X
27(4)	To extend time limit set out in 27(1) / Prorogation de délai visé au paragraphe 27(1)	X	X
28(1)	To decide on disclosure after third party representation and to give notice of decision to third party / Décision quant à la communication de documents, après la présentation des observations du tiers, et donner avis de la décision au tiers	X	X
28(2)	To waive requirement for <u>written</u> representations / Dispenser de l'obligation de faire des observations écrites	X	X
28(4)	To give access unless review of decision is requested / Communication du document, sauf si un recours en révision a été exercé	X	
29(1)	To give notice to applicant and to third party of decision to disclose the record where the Information Commissioner recommends disclosure / Avis au requérant et au tiers de la décision de communiquer les renseignements suite aux recommandations du Commissaire à l'information	X	
33	To advise the Information Commissioner of any third party who received notification or, if the document would have been disclosed, would have received notification / Avis au Commissaire à l'information du nom des tiers à qui il a donné l'avis prévu au paragraphe 27(1) ou à qui il l'aurait donné s'il avait eu l'intention de donner communication du document	X	X
35(2)(b)	To make representations to the Information Commissioner / Droit de présenter des observations au Commissaire à l'information	X	X
37(4)	To give notice to the Information Commissioner that access to a record will be given / Avis au Commissaire à l'information qu'il donnera communication d'un document	X	X



Section	Description	ATIP Coordinator	Senior ATIP Advisor
43(1)	To give notice to a third party of application for Court review / Avis au tiers du recours en révision	X	X
44(2)	To give notice to applicant that third party has applied for Court review / Avis au requérant du recours en révision par le tiers	X	X
52(2)	To request hearing in the National Capital Region / Demande d'audition dans la région de la capitale nationale	X	
52(3)	To request opportunity to make representations <i>ex parte</i> / Demande de présentation d'arguments en l'absence d'une partie	X	
68	To refuse to disclose a record referred to in that section / Refuser la communication de documents visés par cet article	X	X
69	To refuse to disclose a record referred to in that section / Refuser la communication de documents visés par cet article	X	
71(1)	To provide facilities where manuals used by the institution may be inspected by the public / Fournir des installations au public où la consultation de manuels sur les activités de l'institution est possible	X	X
71(2)	To exclude information from manuals referred to in subsection 71(1) / Exclusion des renseignements protégés dans les manuels visés au paragraphe 71(1)	X	X
72(1)	To prepare annual report for submission to Parliament / Préparation du rapport annuel pour soumission au Parlement	X	X
77	To carry out responsibilities conferred on the Head of the institution by regulations made under section 77 which are not included above / Accomplir les attributions visés par règlement, sous cette section, conférés au responsable de l'institution fédérale, qui ne sont pas spécifiés dans la présente délégation	X	



## Statistical Report on the Access to Information Act

Name of institution: Canadian Air Transport Security Authority

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	7
<b>Total</b>	<b>52</b>
Closed during reporting period	49
Carried over to next reporting period	3

#### 1.2 Sources of requests

Source	Number of Requests
Media	34
Academia	2
Business (private sector)	3
Organization	0
Public	6
Decline to Identify	0
<b>Total</b>	<b>45</b>

#### 1.3 Informal requests

Completion Time							Total
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
56	0	0	0	0	0	0	56

**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	0	0	0	0	0	4
Disclosed in part	1	15	4	6	2	3	2	33
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	9	1	0	0	0	0	0	10
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	2	0	0	0	0	0	0	2
Neither confirmed nor denied	0	0	0	0	0	0	0	0
<b>Total</b>	<b>14</b>	<b>18</b>	<b>4</b>	<b>6</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>49</b>

### 2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	2	16(2)	1	18(a)	1	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(b)	1	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	29	18(d)	0	21(1)(a)	12
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	8
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	3
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	1	22	1
15(1)	0	16.1(1)(d)	0	19(1)	12	22.1(1)	1
15(1) - I.A.*	2	16.2(1)	0	20(1)(a)	0	23	2
15(1) - Def.*	2	16.3	0	20(1)(b)	8	24(1)	4
15(1) - S.A.*	3	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)	1						
16(1)(c)	4						
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)	1	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	4	0	0
Disclosed in part	22	11	0
<b>Total</b>	26	11	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	18	18	4
Disclosed in part	8805	6507	33
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	2
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	4	18	0	0	0	0	0	0	0	0
Disclosed in part	23	636	8	1709	0	0	2	4162	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	2	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	29	654	8	1709	0	0	2	4162	0	0

### 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	10	0	0	0	10
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor	0	0	0	0	0
<b>Total</b>	10	0	0	0	10

### 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
2	2	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	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	1	1
181 to 365 days	0	0	0
More than 365 days	0	1	1
<b>Total</b>	0	2	2

### 2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	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	8	0	7	3
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
<b>Total</b>	<b>8</b>	<b>0</b>	<b>7</b>	<b>3</b>

### 3.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	0	0	0	0
31 to 60 days	3	0	2	3
61 to 120 days	3	0	4	0
121 to 180 days	1	0	0	0
181 to 365 days	1	0	1	0
365 days or more	0	0	0	0
<b>Total</b>	<b>8</b>	<b>0</b>	<b>7</b>	<b>3</b>

## Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	39	\$165	6	\$30
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	0	\$0
<b>Total</b>	<b>39</b>	<b>\$165</b>	<b>6</b>	<b>\$30</b>

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

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

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	9	76	0	0
Outstanding from the previous reporting period	1	2	0	0
<b>Total</b>	10	78	0	0
Closed during the reporting period	10	0	0	0
Pending at the end of the reporting period	0	78	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	5	0	0	0	0	0	0	5
Disclose in part	3	2	0	0	0	0	0	5
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	8	2	0	0	0	0	0	10

### 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
<b>Total</b>	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
<b>Total</b>	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
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

**Part 7: Complaints and Investigations**

Section 32	Section 35	Section 37	Total
0	0	0	0

**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		\$120,000
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
<b>Total</b>		<b>\$120,000</b>

**9.2 Human Resources**

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1.20
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
<b>Total</b>	<b>1.20</b>

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