



Department of Justice  
Canada

Ministère de la Justice  
Canada

# **ANNUAL REPORT TO PARLIAMENT 2017-18**

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## INTRODUCTION

The *Access to Information Act* (ATIA) was proclaimed into force on July 1, 1983.

The ATIA gives Canadian citizens, permanent residents and any person and corporation present in Canada a right of access to information contained within government records, subject to specific and limited exceptions. The ATIA complements but does not replace existing procedures for obtaining government information. It is not intended to limit in any way the access to government information that is normally available to the public upon request.

Section 72 of the ATIA requires that the head of every government institution prepare for submission to Parliament an annual report on the administration of the ATIA within the institution during each fiscal year.

This thirty-fifth Annual Report on the Administration of the ATIA is prepared in accordance with section 72 of the Act. It is intended to describe how the Department of Justice administered its responsibilities during 2017-18 fiscal year.

## ***PART I – GENERAL INFORMATION***

### *DEPARTMENT OF JUSTICE*

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To better understand the context within which the ATIA is administered, this section provides background information about the Department of Justice.

The Department of Justice has a dual mandate. This mandate stems from the dual role of the Minister of Justice, who is also the Attorney General of Canada.

In support of the Minister of Justice, the Department is responsible for providing policy and program advice and direction through the development of the legal content of bills, regulations and guidelines. In support to the Attorney General of Canada, the Department is responsible for litigating civil cases by, or on behalf of the Federal Crown and for providing legal advice to federal law enforcement agencies and other government departments.

### *ACCESS TO INFORMATION ACTIVITIES*

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The Access to Information and Privacy (ATIP) Coordinator is accountable for the development, coordination and implementation of effective policies, guidelines, systems and procedures in order to enable efficient processing of requests under the ATIA. The Coordinator is also responsible for related policies, systems and procedures stemming from the ATIA.

#### **Activities of the ATIP Office include:**

- Processing requests under the ATIA;
- Acting as spokesperson for the Department of Justice in dealing with the Treasury Board Secretariat, the Information Commissioner and other government departments and agencies regarding the application of the ATIA;
- Responding to consultation requests submitted by other federal institutions on Department of Justice documents located in their files and on records that may be subject to solicitor-client privilege;
- Coordinating, reviewing, approving and publishing new entries and modifications to Info Source, an annual Government of Canada resource that describes its organization and information holdings;

- Preparing the Annual Report to Parliament and other statutory reports, as well as other materials that may be required by central agencies;
- Developing policies, procedures and guidelines for the orderly implementation of the ATIA by the Department;
- Providing advice regarding the ATIA, as well as promoting awareness, to ensure Departmental respect of the obligations imposed on the government; and
- Monitoring Departmental compliance with the ATIA, its regulations and relevant procedures and policies.

### **Monitoring Compliance**

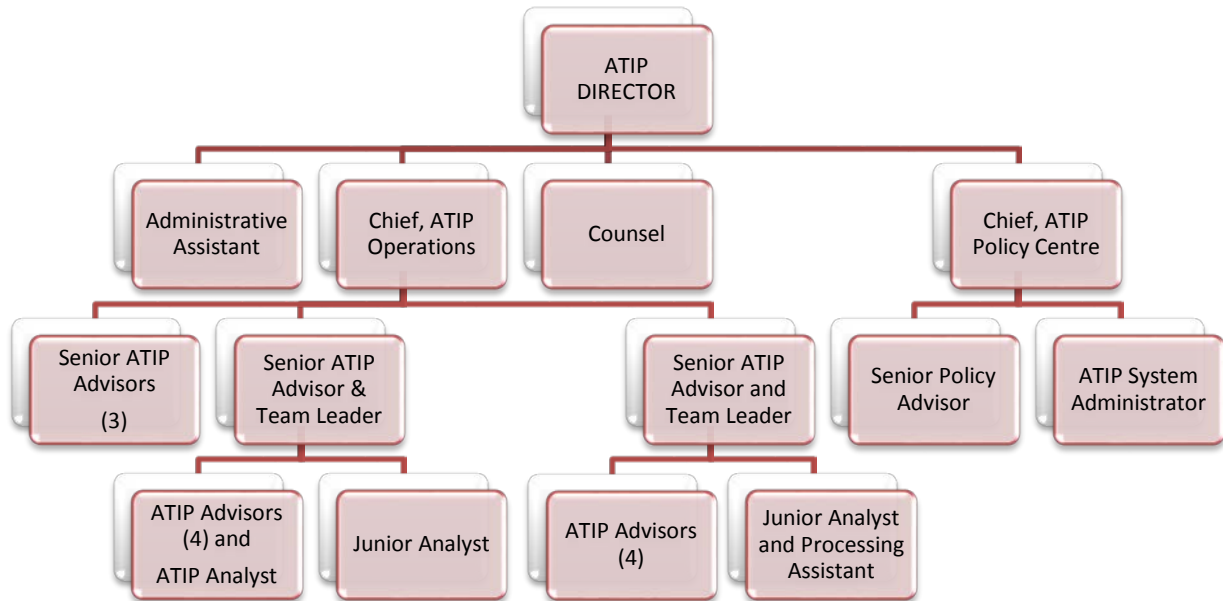
The workload is assessed, through the ATIP Case Management System, on a daily basis in order to ensure that workload is evenly distributed and effectively managed to meet statutory deadlines. Various reports are produced on a weekly, bi-weekly, monthly and quarterly basis to ensure that all levels of officials are advised.

*ORGANIZATION FOR THE IMPLEMENTATION OF ACCESS TO INFORMATION  
ACTIVITIES*

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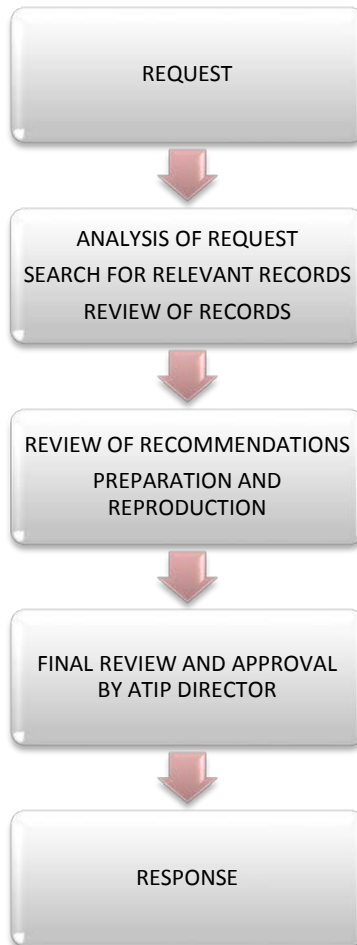
The ATIP Coordinator, who is also referred to as the ATIP Director, has full authority delegated by the Minister for the administration of the Act. For the purpose of increased executive oversight, full authority is also conferred to the Assistant Deputy Minister and Chief Financial Officer, Management Sector and the Chief Information Officer. The Delegation Order can be found at **Appendix A** of this report.

Within the ATIP Office, 19.5 employees were dedicated on a full-time basis to the administration of the ATIA and related functions. The organizational chart of the ATIP Office is as follows:



Officials of the Department were directly involved in the application of the ATIA by making recommendations concerning the disclosure of records and by ensuring compliance with the provisions of the Act.

The stages for processing requests are as follows:



The reading rooms at the Department of Justice headquarters and those located in the regional offices across Canada make available to the public the most recent published version of Info Source, as well as Departmental publications and manuals. Many of these publications can be found on the Department of Justice and the Treasury Board Secretariat's websites.



### **Salary and Administrative Expenditures**

A total of 19.5 full-time equivalents were utilized on a full-time basis in the administration of the ATIA. The salary expenditures amounted to \$1,603,158.

The administrative expenditures amounted to \$238,307 which included professional services contracts.

These costs do not include resources expended by the Department's other sectors to meet the requirements under the ATIA.

### **Accomplishments**

The Department of Justice continues to strive to provide leadership and improve its performance in order to maintain the highest standards of service. For fiscal year 2017-18, the ATIP Office has accomplished the following:

- As part of the Department of Justice's commitment to increased openness and transparency, the Department is now publishing briefing material titles submitted to the Minister's and Deputy Minister's Office on its website on a monthly basis. The process uses an automated system that streamlines the review process currently used to respond to access to information requests and enables the publication of this information to all Canadians rather than only to individual requesters.
- The Department of Justice continues to post its annual reports to Parliament to the Department's website as well as the summaries of the completed requests on the Open Government Portal, thereby improving communications with requesters and promoting transparency. This practice is in accordance with the Treasury Board Secretariat's directives and policies and with the 10 principles of practice outlined on the ATIP Office's website for the public.
- To reduce internal processing timelines and paper consumption, when appropriate, the ATIP Office used SharePoint, a web application platform, for the transfer of information with the Offices of Primary Interest.
- To better serve Canadians, the Department of Justice continued to be part of the Access to Information and Privacy Online Request Pilot Project. Canadians can continue to

submit requests under the ATIA through an online channel. This channel also incorporates the Receiver General Buy Button service, enabling requesters to pay the requisite \$5.00 application fee for access to information requests, which avoids the need to mail in a personal cheque with their request. The button also allows for substantial economy on the administrative processing of a physical cheque.

- To ensure that the consultation process remains as efficient as possible, the Department developed guidelines for the ATIP community that clarify the ATIP Office's role in requests that have been received by other federal government institutions pursuant to the ATIA. Additionally, the Office has updated and communicated its service standards to assist the community in estimating the turnaround time for consultations with the Department. The timeframes continue to be reviewed periodically to ensure that they remain current.
- Continued to develop internal guidance documents and tools to ensure consistency and to document best practices and lessons learned. These guidance documents are routinely discussed at regular staff meetings and updated as required.
- Continued to update its internal procedures in order to process ATIA requests more efficiently and to share its best practices with other government institutions.
- Continued to reduce paper consumption by printing double-sided, as well as providing release packages electronically to requesters when appropriate.

## **Education and Training**

ATIP officers regularly provide advice and informal training on the application of ATIP legislation to Departmental employees who must review relevant records requested under the ATIA.

Formal awareness information sessions are also offered to other sectors within the Department. Particular emphasis is placed on those aspects of the Act that are directly related to the employees' areas of responsibility. Five sessions were provided this fiscal year (a total of 96 participants):

- Finance Management Team (Travel and Hospitality) – 13 participants
- Human Resources Branch Management Team – 10 participants
- Ministerial Correspondence Unit – 22 participants
- Criminal Law Policy Section – 30 participants
- Finance and Planning Branch – 21 participants

The Centre for Information and Privacy Law (CIPL) also offered training to 330 departmental employees:

- ATIA Reform Proposed Under Bill C-58 – 20 participants
- Public Law and Legislative Services Sector Learning Day 2017 – 200 participants
- Practice Group Meeting on Cabinet Confidences – 20 participants
- Legislative Services Branch Learning Day: Cabinet Confidence and Legislative Process (Panel on Solicitor-Client privilege and Cabinet Confidences) – 90 participants

In addition, formal training was offered through the Department of Justice's Learning Program, to an additional 87 employees:

- ATIP Fundamentals – 2017 (2 sessions for a total of 39 participants)
- Solicitor-Client Privilege Training (2 sessions for a total of 48 participants)

ATIP training is part of the recommended courses under the values and ethics component of the Department's Roadmap for new Managers. An e-orientation deck is posted on the Department's Intranet site for employee consultation.

The CIPL also provided information sessions outside the Department of Justice, to other government institutions:

- Cabinet Confidences – (25 Transport Canada Officials)

ATIP employees regularly participate in collective awareness sessions with ATIP Counsel to review recent jurisprudence and case law related to the ATIA. The ATIP Counsel participates in monthly ATIP Practice Group meetings during which information is exchanged and viable solutions are proposed. The Practice Group is open to all Departmental counsel, including those from Legal Services Units, and its mandate is to discuss questions such as the right of access to information or privacy issues.

In addition to mentorship and partnership relationships, workshops and presentations are also regularly provided within the ATIP Office on various topics concerning the application of the ATIA and related policy and procedures. This allows ATIP employees to benefit from each other's respective levels of experience and knowledge.

Finally, ATIP employees participate in training sessions, conferences and seminars organized by the Treasury Board Secretariat or by various associations on matters relating to both access and privacy. These exchanges provide updates for employees in the development of ATIP and upcoming trends in this area.

## **PART II – REPORT ON THE ACCESS TO INFORMATION ACT**

### **REQUESTS UNDER THE ACCESS TO INFORMATION ACT**

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#### **Statistical Report**

The Annual Statistical Report for fiscal year 2017-18 is included at Part III of this report.

#### **Interpretation of the Statistical Report**

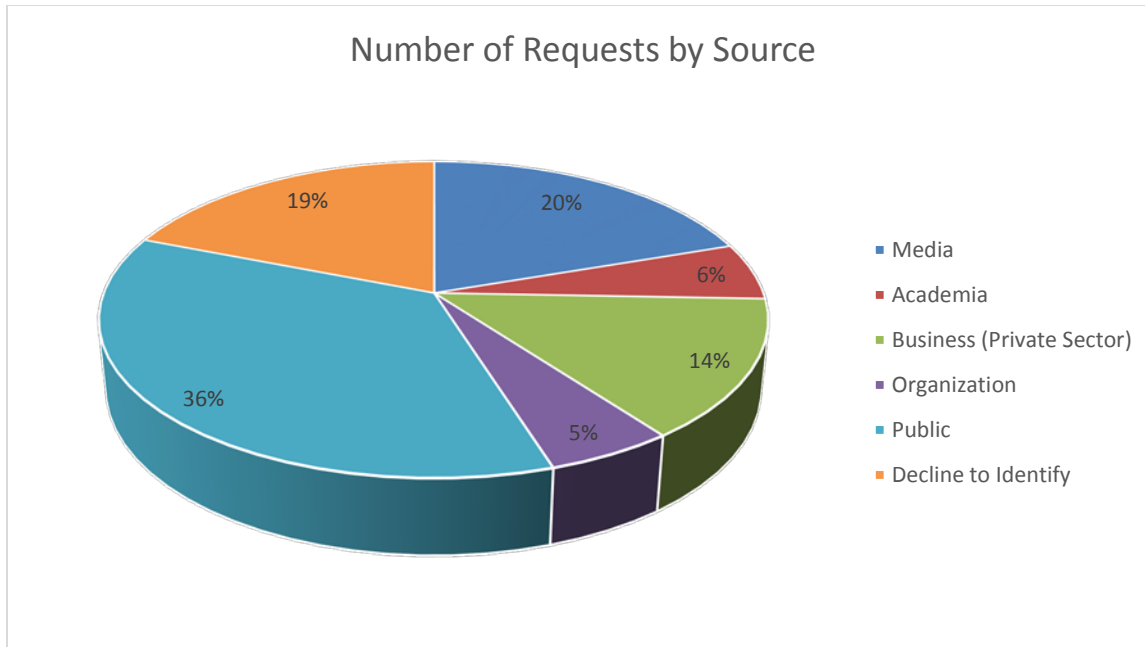
##### **Overview of Requests Pursuant to the Access to Information Act**

<b>Fiscal Year</b>	<b># of Requests Received</b>	<b># of Requests Completed</b>	<b># of Pages Processed</b>	<b># of Pages Released</b>
<b>2017-18</b>	809	702	131,594	32,170
<b>2016-17</b>	676	652	107,983	41,462
<b>2015-16</b>	574	550	162,221	78,472

##### **Request Received Pursuant to the Access to Information Act**

809 requests were received during the period under review. In addition, 130 requests were carried forward from previous years, for a total of 939 requests. The number of requests received represents an increase of 133 requests from last year's total of 676 requests.

The public was the largest group of requesters. Of the 809 requests received during this reporting period, 290 (36%) requests came from the public, followed by 160 (20%) from the media and 154 (19%) requesters who declined to identify the source.



### Requests Completed Pursuant to the *Access to Information Act*

702 requests were completed during the period under review. 237 requests were carried forward to be completed in fiscal year 2018-19.

Of 702 requests, 85% were completed within the allowable time limits.

There was a decrease in the number of pages released from those of the previous year (22%). Responding to formal access to information requests involved the review of 131,594 pages, of which 32,170 were partially or entirely disclosed.

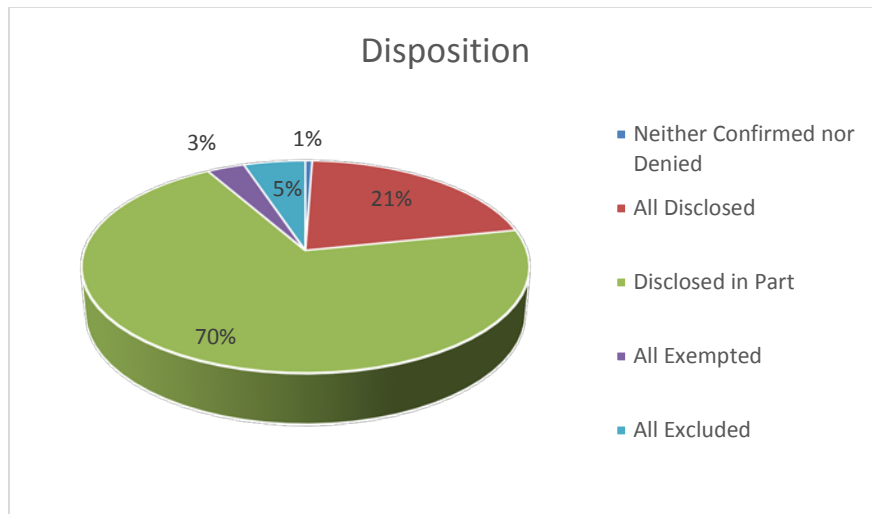
### Disposition of Completed Requests

Of the 702 requests completed in fiscal year 2017-18:

- 94 were transferred to other federal institutions that possessed a greater interest in the subject of the request;
- No relevant records existed under the control of the Department of Justice for 205 requests; and
- 54 requests were abandoned by the applicant. In the majority of cases the applicant did not pursue the requests, either by withdrawing them or by not providing the clarification that was requested by the ATIP Office.

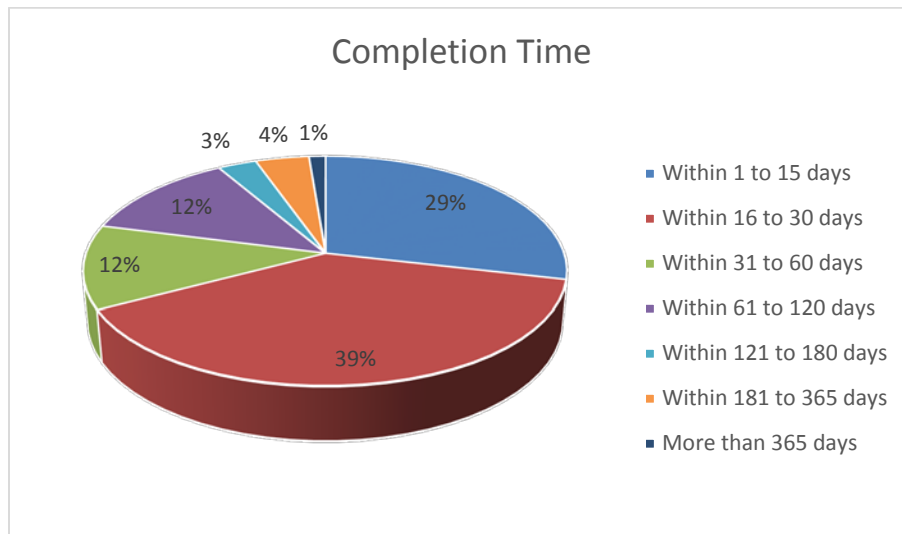
The remaining 349 requests were released in the following manner:

- 74 were fully disclosed (21%);
- 244 were partially disclosed (70%);
- 11 were exempted in their entirety (3%);
- 18 were excluded in their entirety (5%); and
- 2 instances where the Department could neither confirm nor deny the existence of records (1%).



### Completion Time and Extensions

Out of 702 requests completed in 2017-18, 472 (68%) were processed within 30 days or less.



The ATIP Office routinely monitors the processing time for access to information requests. This routine monitoring is done through various statistical reports (weekly, monthly, quarterly and yearly) and meetings with ATIP staff to ensure that requests are being processed in a timely manner. All ATIP staff, portfolio contacts and senior management are made aware of the performance metrics. In some instances, the Department found it necessary to seek extensions to the prescribed time limits due to the large number of records (63 times) and/or to consult with other government institutions (136 times) or third parties (twice).

### Exemptions Invoked

The Department invoked exemptions under the ATIA for 255 requests. Section 21, which exempts information relating to the internal decision-making processes of government was invoked most often (281 times). This is followed by section 23 (152 times), which exempts information relating to solicitor-client privilege and, section 19 (152 times), which exempts personal information. For further details regarding all the exemptions invoked, please refer to the Statistical Report at Part III of this Report.

### Exclusions Cited

Exclusions were invoked a total of 22 times pursuant to section 68 (published material or material available for purchase by the public) and 154 times pursuant to section 69 (confidences of the Queen's Privy Council for Canada) of the ATIA.

### Method of Access

A total of 90 requesters wanted paper copies and 228 requesters chose to receive information on CD-ROM at no extra charge, thereby eliminating the costs for photocopies as well as reducing the ATIP Office's paper footprint.

### Fees and Fee Waivers

During the reporting period \$3,420 was collected in application fees and fees were waived in 18 instances (\$90).

The Department offers the requesters the possibility of receiving the release package on CD-ROM at no charge, an option which tends to be more widely accepted.

## *Consultations by other Federal Institutions or Departments*

### **Overview of Consultations Requests Received from Other Government Institutions and Organizations**

<b>Fiscal Year</b>	<b># of Requests Received</b>	<b># Pages Received</b>	<b># of Requests Completed</b>	<b># of Pages Reviewed</b>
<b>2017-18</b>	486	13,700	443	14,998
<b>2016-17</b>	460	19,566	471	26,575
<b>2015-16</b>	530	17,227	538	31,347

During the period under review, the Department received 486 requests from other government institutions and organizations requesting recommendations regarding records originating from, pertaining to, or of interest to the Department of Justice. In addition, 44 consultations outstanding from previous years were carried over, for a total of 530.

Of the 530 consultations active throughout the reporting period, 443 were completed during the 2017-18 fiscal year (14,998 pages) and the remaining 87, were carried forward to be completed in fiscal year 2018-19.

## *Other types of Requests*

### **Informal Requests**

The policy of the ATIP Office is to process requests on an informal basis when records have already been released in response to previous ATIA requests or where the Department has already informally released documents elsewhere. As a result of the online posting of summaries of completed ATIA requests, there was an increase of informal requests for previously released information.

The ATIP Office processed 445 informal requests. This number does not include the numerous emails or telephone calls from potential applicants who were responded to informally or were redirected to other institutions.



## Advice

The ATIP Office also acted as a resource on several occasions for Departmental officials, as well as those from other government institutions, offering advice and guidance on the provisions of the legislation and related policies. The Office was consulted on the disclosure and collection of information on a wide range of issues.

## *Complaints, Investigations and Federal Court Cases*

### Complaints Filed

57 complaints were filed with the Office of the Information Commissioner of Canada (OIC) during the reporting period. The reasons for the complaints were as follows:

- Seven (7) related to the extension;
- Three (3) related to delay;
- 22 concerned the exemption or exclusion of information; and
- 25 concerned the handling of the request in general.

### Completed Investigations

Complaint findings are defined as follows:

Well-founded: The OIC found evidence of the complainant's rights being denied under the *Access to Information Act*.

Well-founded, resolved: The institution took remedial action to the satisfaction of the OIC during the course of the investigation. The OIC did not need to provide a recommendation to the head of the institution.

Well-founded, resolved with recommendations: If the head of the institution accepted the OIC recommendations and remedial action was taken by the institution to the satisfaction of the OIC, the matter is considered resolved and no further action by the OIC is necessary;

Well founded, not resolved: If the head of the institution did not accept the recommendations of the OIC, or if the remedial action was not to the satisfaction of the OIC, the complainant will be informed that the matter is not resolved and the complainant, or the OIC with the complainant's consent, can pursue the matter in Court where the matter relates to the refusal.

Not well-founded: As a result of the investigation, the OIC found that the institution applied the ATIA correctly.

Settled by agreement of the parties: The complaint was settled to the satisfaction of all parties without the need for the OIC to make a finding.

Discontinued: The complaint was withdrawn or abandoned by the complainant before allegations were fully investigated. In some cases, the complainant did not respond to the OIC's request for representations within a reasonable time period, or cannot be located.

A total of 28 investigations were completed during the reporting period, some of which had been carried forward from previous years. Out of these 28, 18 were well-founded resolved, six (6) were not well-founded, and four (4) were discontinued by the complainant. No key issues were raised as a result of these complaints.

### *Review by the Federal Court of Canada*

One application was filed before the Federal Court pursuant to section 41 of the ATIA during the reporting period.

**PART III – ANNUAL STATISTICAL REPORT**



Government of Canada    Gouvernement du Canada

**Statistical Report on the Access to Information Act**

Name of institution: Department of Justice Canada

Reporting period: 2017-04-01 to 2018-03-31

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

**1.1 Number of requests**

	<b>Number of Requests</b>
Received during reporting period	809
Outstanding from previous reporting period	130
<b>Total</b>	<b>939</b>
Closed during reporting period	702
Carried over to next reporting period	237

**1.2 Sources of requests**

<b>Source</b>	<b>Number of Requests</b>
Media	160
Academia	47
Business (private sector)	115
Organization	43
Public	290
Decline to Identify	154
<b>Total</b>	<b>809</b>

**1.3 Informal requests**

<b>Completion Time</b>							
<b>1 to 15 Days</b>	<b>16 to 30 Days</b>	<b>31 to 60 Days</b>	<b>61 to 120 Days</b>	<b>121 to 180 Days</b>	<b>181 to 365 Days</b>	<b>More Than 365 Days</b>	<b>Total</b>
20	355	67	0	0	3	0	445

**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	6	43	13	11	0	1	0	74
Disclosed in part	2	69	60	65	21	19	8	244
All exempted	3	4	0	3	0	1	0	11
All excluded	3	5	2	6	0	2	0	18
No records exist	68	124	6	1	0	6	0	205
Request transferred	94	0	0	0	0	0	0	94
Request abandoned	25	24	2	2	0	0	1	54
Neither confirmed nor denied	0	2	0	0	0	0	0	2
<b>Total</b>	<b>201</b>	<b>271</b>	<b>83</b>	<b>88</b>	<b>21</b>	<b>29</b>	<b>9</b>	<b>702</b>

### 2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	6	16(2)	8	18(a)	10	20.1	0
13(1)(b)	2	16(2)(a)	0	18(b)	1	20.2	0
13(1)(c)	17	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	2	16(2)(c)	3	18(d)	5	21(1)(a)	141
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	121
14	56	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	15
14(a)	7	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	4
14(b)	3	16.1(1)(c)	1	18.1(1)(d)	0	22	5
15(1)	26	16.1(1)(d)	0	19(1)	152	22.1(1)	0
15(1) - I.A.*	1	16.2(1)	0	20(1)(a)	1	23	152
15(1) - Def.*	0	16.3	0	20(1)(b)	4	24(1)	2
15(1) - S.A.*	1	16.4(1)(a)	0	20(1)(b.1)	0	26	7
16(1)(a)(i)	2	16.4(1)(b)	0	20(1)(c)	12		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	3		
16(1)(a)(iii)	0	17	2				
16(1)(b)	2						
16(1)(c)	5						
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)	22	69(1)	0	69(1)(g) re (a)	33
68(b)	0	69(1)(a)	8	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	20
68.1	0	69(1)(c)	0	69(1)(g) re (d)	21
68.2(a)	0	69(1)(d)	4	69(1)(g) re (e)	23
68.2(b)	0	69(1)(e)	33	69(1)(g) re (f)	11
		69(1)(f)	1	69.1(1)	0

## 2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	27	47	0
Disclosed in part	63	181	0
<b>Total</b>	90	228	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	2922	2887	74
Disclosed in part	97234	29283	244
All exempted	1562	0	11
All excluded	581	0	18
Request abandoned	29295	0	54
Neither confirmed nor denied	0	0	2

### 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	65	720	8	1493	1	674	0	0	0	0
Disclosed in part	152	1915	68	8772	13	4801	7	5715	4	8080
All exempted	6	0	5	0	0	0	0	0	0	0
All excluded	16	0	2	0	0	0	0	0	0	0
Request abandoned	53	0	0	0	0	0	0	0	1	0
Neither confirmed nor denied	2	0	0	0	0	0	0	0	0	0
<b>Total</b>	294	2635	83	10265	14	5475	7	5715	5	8080

### 2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	18	0	0	10	28
Disclosed in part	168	1	5	29	203
All exempted	4	0	1	2	7
All excluded	10	0	0	3	13
Request abandoned	1	1	1	8	11
Neither confirmed nor	0	0	0	0	0
<b>Total</b>	201	2	7	52	262

### 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
106	65	7	6	28

#### 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	14	13	27
16 to 30 days	6	12	18
31 to 60 days	11	7	18
61 to 120 days	10	8	18
121 to 180 days	2	7	9
181 to 365 days	1	12	13
More than 365 days	0	3	3
<b>Total</b>	44	62	106

### 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	9	0	8	0
Disclosed in part	42	57	58	2
All exempted	1	0	1	0
All excluded	0	10	0	0
No records exist	8	0	0	0
Request abandoned	3	1	1	0
<b>Total</b>	<b>63</b>	<b>68</b>	<b>68</b>	<b>2</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	40	10	37	0
31 to 60 days	6	23	22	2
61 to 120 days	5	28	8	0
121 to 180 days	1	6	1	0
181 to 365 days	9	1	0	0
365 days or more	2	0	0	0
<b>Total</b>	<b>63</b>	<b>68</b>	<b>68</b>	<b>2</b>

## Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	684	\$3,420	18	\$90
Search	0	\$0	1	\$1,314
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>684</b>	<b>\$3,420</b>	<b>19</b>	<b>\$1,404</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	483	13606	3	94
Outstanding from the previous reporting period	44	3096	0	0
<b>Total</b>	527	16702	3	94
Closed during the reporting period	440	14904	3	94
Pending at the end of the reporting period	87	1798	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	32	23	39	11	1	1	0	107
Disclose in part	4	52	96	72	12	7	0	243
Exempt entirely	1	7	11	10	0	0	0	29
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	43	7	2	7	2	0	0	61
<b>Total</b>	80	89	148	100	15	8	0	440

### 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	1	0	0	0	0	1
Disclose in part	1	0	0	0	0	0	0	1
Exempt entirely	0	0	0	1	0	0	0	1
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>	1	0	1	1	0	0	0	3



## 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	23	139	6	97	0	0	0	0	0	0
16 to 30	9	100	0	0	0	0	0	0	0	0
31 to 60	17	225	6	636	0	0	0	0	0	0
61 to 120	9	205	6	367	1	69	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>	58	669	18	1100	1	69	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	2	3	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	1	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	1	0	0	0	0	0	0	0
181 to 365	1	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>	3	3	2	0	0	0	0	0	0	0

## Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
57	8	0	65

## Part 8: Court Action

Section 41	Section 42	Section 44	Total
1	0	0	1

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

**9.1 Costs**

Expenditures		Amount
Salaries		\$1,602,654
Overtime		\$504
Goods and Services		\$238,307
• Professional services contracts	\$213,140	
• Other	\$25,168	
<b>Total</b>		<b>\$1,841,465</b>

**9.2 Human Resources**

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	18.70
Part-time and casual employees	0.80
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
<b>Total</b>	<b>19.50</b>

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

**APPENDIX A – DELEGATION ORDER**

Access to Information and Privacy Act Delegation Order  
 Arrêté sur la délégation en vertu de la Loi sur l'accès à  
 l'information et la protection des renseignements personnels

The Minister of Justice of Canada, pursuant to section 73 of the *Access to Information Act* and the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers and functions of the Minister as the head of a government institution, under the section of the Act set out in the schedule opposite each position. This designation replaces the attached designation.

En vertu de l'article 73 de la *Loi sur l'accès à l'information* et la *Loi sur la protection des renseignements personnels*, le ministre de la Justice du Canada délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont il est, en qualité de responsable d'une institution fédérale, investi par les articles de la Loi mentionnés en regard de chaque poste. Le présent document remplace et annule le document ci-joint.

Schedule/Annexe

Position/Poste	<i>Privacy Act</i> and Regulations/Loi sur la protection des renseignements personnels et règlements	<i>Access to Information Act</i> and Regulations/Loi sur l'accès à l'information et règlements
The Deputy Minister and Associate Deputy Minister /Le Sous-ministre et Sous-ministre délégué	33(2) and 35(1)/33(2) et 35(1) Full authority/Autorité absolue	35(2) and 37(1)/35(2) et 35(1) Full authority/Autorité absolue
The Director, Access to Information and Privacy Office/Le directeur, Bureau de l'accès à l'information et de la protection des renseignements personnels	Full authority/Autorité absolue	Full authority/Autorité absolue
The Assistant Deputy Minister Management Sector and Chief Financial Officer/Le Sous-ministre adjoint, Secteur de la gestion et dirigeant principal des Finances	Full authority/Autorité absolue	Full authority/Autorité absolue
The Chief Information Officer/Le Dirigeant principal de l'information	Full authority/Autorité absolue	Full authority/Autorité absolue
The Chief of Operations, Chief of Policy and Legal Counsel, Access to Information and Privacy Office / Le Chef des opérations, Chef des politiques et le Conseiller juridique, Bureau de l'accès à l'information et de la protection des renseignements personnels	15, and the mandatory provisions of 26 for all records / 15 et les dispositions obligatoires de l'article 26 pour tous les dossiers	8(1), 9, 11(2) to (6) inclusive, and the mandatory provisions of 19(1) for all records / 8(1), 9, 11(2) à (6) inclusivement et les dispositions obligatoires de l'article 19(1) pour les dossiers
The Senior Access to Information and Privacy Advisors/Les conseillers principaux en accès à l'information et protection des renseignements personnels	15 for all records/15 pour tous les dossiers	8(1) and 9 for all records/8(1) et 9 pour tous les dossiers

Dated, at the City of Ottawa,  
 this 14th day of May, 2016

Daté, en la ville d'Ottawa,  
 ce jour de 2016

MINISTRE DE LA JUSTICE  
 L'HONORABLE JODY WILSON-RAYBOULD  
 THE HONOURABLE JODY WILSON-RAYBOULD  
 MINISTER OF JUSTICE



Original signed by /  
 Original signé par