



Government of Canada
Privy Council Office

Gouvernement du Canada
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2018 – 2019

ANNUAL REPORT TO
PARLIAMENT
ON THE ACCESS TO INFORMATION ACT

PRIVY COUNCIL OFFICE

APRIL 1, 2018 TO MARCH 31, 2019



Canada

Annual Report to Parliament on the Access to Information Act 2018-2019

Privy Council Office

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Annual Report to Parliament on the Access to Information Act (ATIA) 2018-2019 Privy Council Office

Introduction

The Privy Council Office (PCO) reports directly to the Prime Minister and is headed by the Clerk of the Privy Council and the Secretary to the Cabinet. PCO is both the Cabinet secretariat and the Prime Minister's source of public service advice across the entire spectrum of policy questions and operational issues facing the Government. As the hub of non-partisan, public service support to the Prime Minister, Cabinet and its decision-making structures, PCO ensures that the Government and Canadians are served by the highest quality public service.

PCO also provides support to the Prime Minister in his capacity as Minister of Youth, as well as to the Minister of Intergovernmental and Northern Affairs and Internal Trade, the Leader of the Government in the House of Commons and the Minister of Democratic Institutions.

PCO has three main roles:

PM and Ministers of the portfolio - To deliver analysis, advice and support to the Prime Minister and Ministers of the Portfolio in: setting and implementing the Government's agenda; establishing the institutions, mandates and accountabilities of government; forming and leading the Cabinet; conducting intergovernmental and international relations; safeguarding national security; and communicating with Canadians. This includes:

- Bringing together non-partisan advice, analysis and information from across the Public Service;
- Consulting and collaborating with international and domestic partners inside and outside of government (including provincial and territorial governments);
- Supporting and advising on the development and implementation of the Government's Parliamentary and legislative programs; and
- Advising on Canada's Westminster style of government, on government structure and organization, and on Governor in Council appointments.

Secretariat to the Cabinet - To act as secretariat to the Cabinet and its committees in: conducting its deliberations; formulating its recommendations; and making and implementing decisions. This includes:

- Managing the Cabinet's decision-making system;
- Coordinating departments' policy and legislative proposals to Cabinet, with supporting policy analysis; and
- Preparing Orders in Council and other statutory instruments to give effect to Government decisions.

Public Service leadership - To lead and renew the Public Service in: advising the government; implementing its agenda; and delivering services and results to Canadians. This includes:

- Managing the recruitment and appointment process for senior positions in federal departments and agencies;
- Guiding policy on people management issues and Public Service Renewal; and
- Building the capacity of the Public Service to meet emerging challenges and changing responsibilities of government.

This is the 36th *Annual Report to Parliament* on the administration of the Access to Information Act (ATIA) by PCO, submitted as required by section 72 of the ATIA and section 20 of the Service Fees Act. This report covers the reporting period of April 1, 2018 to March 31, 2019.

Additional copies of this report may be obtained from the:

Access to Information and Privacy division
Privy Council Office
11 Metcalfe Street
Ottawa, Ontario K1A 0A3

Highlights

- a) Despite an increase in the number of pages reviewed over the last three fiscal years, the Privy Council Office (PCO) has maintained a high level of performance in access to information. In the 2018-2019 reporting period, PCO received 578 requests, down from the 792 received in the 2017-2018 reporting period. In 2018-2019, 347,593 pages were processed, which represents a 50% increase in the pages reviewed from last fiscal year and 171% more than the amount reviewed in 2016-2017. These pages have to undergo a thorough review process in which multiple PCO Secretariats and government departments are consulted. Considering the complexity and increased page volume, it is an achievement that 100% of the requests were completed on time.
- b) There were no requests closed past their legislated deadline in this reporting period. PCO has shown a significant improvement in the completion time of requests. In the 2015-2016 reporting period, PCO had 13 requests completed past their legislative deadlines. This number has consistently decreased in subsequent reporting periods, with 100% of requests completed on time for the last two fiscal years.
- c) In November 2017, PCO ATIP introduced a development program to recruit, develop, and accelerate the progression of talent from the PM-01 to the PM-04 level. The development program is a structured competency-based training framework that enables participants to develop key competencies required for all aspects of processing ATIP files. This process accurately reflects PCO's position

as a high-achieving employer of choice for ATIP Officers in the Federal Public Service and addresses current and future operational requirements. The 2018-2019 fiscal year is the first full year of the program since implementation. The program has been successful in training and promoting junior staff to meet the ATIP division's operational needs.

Access to Information and Privacy (ATIP) division – organizational structure

The ATIA provides a right of access to information in records under the control of government institutions. The ATIA is not a substitute for other access mechanisms, but is intended to complement other informal procedures that allow public access to government information. The ATIA stipulates that government information should be available to the public, necessary exceptions to the right of access should be limited and specific, and decisions made by government institutions about the disclosure of information should be reviewed by a body independent of government.

The ATIP division is the focal point for access to information and privacy within PCO. The ATIP division is responsible for managing requests for departmental or personal information, ensuring corporate understanding and compliance with the ATIA and the *Privacy Act* (PA), and fostering corporate awareness of access and privacy rights and responsibilities. On matters of access and privacy, the ATIP division also acts as a primary liaison with the Office of the Information Commissioner (OIC), the Office of the Privacy Commissioner (OPC), Treasury Board of Canada Secretariat (TBS), and partner departments.

The ATIP division has a personnel complement of approximately 30 full-time equivalents (FTEs) that are organized into two areas of responsibility. The two areas of responsibility are organized as follows:

1) ATIP Operations (24 FTEs)

- Processes access to information and privacy requests;
- Oversees the collection and release of personal and/or business information;
- Provides expertise in access to information and privacy policy;
- Researches trends and best practices in access to information and privacy; and
- Develops and delivers ATIP training programs.

2) Client Services (6 FTEs)

- Organizes training and develops promotional products;
- Coordinates responses to parliamentary questions and petitions on behalf of PCO; and
- Provides database administration.

Monitoring compliance

In order to meet the legislative deadlines for access to information requests, the timelines of individual requests are strictly monitored. Regular meetings and various reports are used to ensure all requests are on track to meet the deadlines. Given our delegation orders (described in the next section), PCO ATIP works very closely with our Offices of Primary Interest (OPIs) to ensure tasking and signoff timelines are respected.

Privy Council Office delegation orders

The Minister heading each government institution is responsible for the implementation of the ATIA within his or her institution. The Prime Minister, as the Head of the Privy Council Office and pursuant to s. 73 of the ATIA, is responsible for the implementation of the ATIA within PCO. Through the PCO delegation order, the Prime Minister has designated the Director, ATIP, as the individual within PCO to perform the powers, duties, functions, or administrative tasks pertaining to the ATIA. PCO Secretariats, or OPIs, holders of the information identified in an access request, approve the release of information to requesters and the application of exemptions or exclusions and supporting rationales. This shared delegation of authority for the disposition of information is exercised diligently within PCO, and recorded formally at appropriate stages in the process. The PCO delegation orders, which were in effect in 2018-2019, are attached at Appendix A.

Activities and accomplishments

Key operational statistics

ACCESS TO INFORMATION REQUESTS	2015-16	2016-17	2017-18	2018-19
REQUESTS RECEIVED	559	879	792	578
REQUESTS COMPLETED	620	827	769	632
REQUESTS COMPLETED ON-TIME (%)	98.3%	99.6%	100%	100%
OIC GRADE	A	A	A	A (projected)
TOTAL RELEVANT PAGES PROCESSED	106,358	128,448	231,738	347,593

Since receiving an "F" performance rating by the Office of the Information Commissioner (OIC) for the 2006-2007 fiscal year, PCO has steadily improved its performance to the public. For the last 4 fiscal years (2015-2016 to 2018-2019), the percentage of requests responded to on time by PCO has been 98% or better, despite a 227% increase in page volume over the same period. PCO continues to focus on training, support throughout the fiscal year, and making diligent use of resources in a tight marketplace to reach this goal.

Summary of key issues and actions taken on complaints or audits

PCO has made meaningful progress on working with the Office of the Information Commissioner (OIC) to resolve complaints. PCO ATIP meets regularly with officials from the OIC to discuss complaints and to prioritize the workload to allow progress on the complaints, while ensuring proper attention is being paid to the active access to information requests.

Education and training activities

PCO promotes ATIP requirements and best practices in face-to-face meetings, presentations, special events, learning products, on the intranet and through its training program. It fosters strong working relationships with clients, and operates under clearly established timelines and procedures.

In 2018-2019, PCO delivered ATIP training or awareness sessions to 114 employees through 13 training events during the reporting year. The majority of these training sessions provided an overview of ATIP to internal secretariats, as well as delivering insight on the process and the application of exemptions.

To promote understanding of access and privacy responsibilities, PCO senior officials were provided with a summary of access and privacy statistics, performance and compliance. The Director of ATIP maintained regular contact with senior staff in the department, and ATIP senior staff met with senior officials in PCO Secretariats to clarify roles and strengthen working relationships. Throughout 2018-2019, PCO ATIP analysts liaised with clients to explain the five-stage request timeline, train on processes such as the search for records, assist with records review, and explain their working role.

PCO personnel are provided with multiple channels to information on access and privacy, such as instructional ATIP handouts, an email box for questions, takeaway learning tools, as well as comprehensive and educational electronic content on PCO's intranet.

Information-related policies, guidelines, procedures and initiatives

a) Posting of completed Access to Information requests

As part of the Open Government Initiative, PCO provides monthly summaries of completed access to information requests online (<http://open.canada.ca/en/access-to-information>). This information includes: summary of request text, disposition, and number of pages disclosed. Summaries are available here from June 2017 onward with direct links for requesting a copy of records. The public can also submit informal requests for completed files by mail or via the generic email on the PCO website (www.pco-bcp.gc.ca). Requests related to the Public Appointments Commission Secretariat are processed by PCO and are included in the lists. Records are provided in

the form that they were released under the ATIA including format, language(s) and any exemptions or exclusions that were applied.

As reported in the Statistical report, PCO released a total of 378 previously released ATI packages informally between April 1, 2018 and March 31, 2019.

b) Transitioning to an electronic office

As part of the Beyond 2020 plan, which advocates for green government operations and a paperless office, PCO began the process of transforming into a paperless office. In 2016-2017, we introduced electronic tasking and notification of releases. These two processes alone have proven to be very successful and have greatly reduced the number of pages being printed on a daily basis. In 2018-2019, PCO was part of the first wave of institutions brought on by Treasury Board Secretariat to accept requests through the online portal. Currently, PCO ATIP is working with IT to develop an electronic approval process and record retrieval process.

Other activities

a) Reading room

In compliance with s. 12(1) of the ATIA, the ATIP division also provides a reading room where the public may examine requested departmental records, manuals, and publications related to access to information. The reading room is located on the first floor of the Hope Building at 63 Sparks Street, Ottawa, Ontario. This secure location allows for an appropriate separation from office activities and provides requesters with a suitable environment to review documents. ATIP officers can reserve the space in advance to ensure that it is available to requesters. In 2018-2019, no individual made use of this means of access to information.

b) Proactive disclosure

In compliance with mandatory proactive disclosure requirements for government organizations, the PCO website (www.pco-bcp.gc.ca) continued to make available information concerning PCO travel and hospitality expenses, reclassification of positions, contracts over \$10,000, and grant and contribution awards.

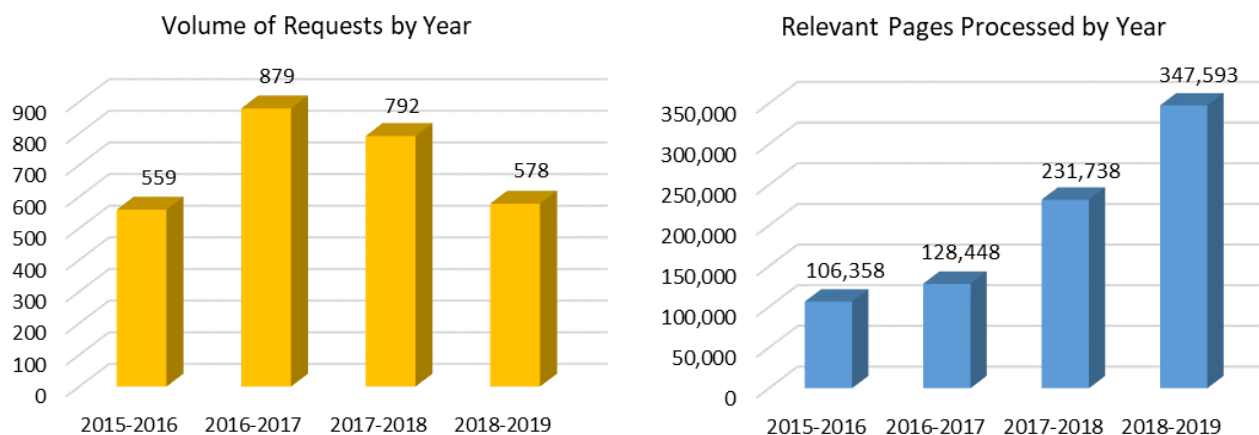
Interpretation of the Statistical report

The 2018-2019 Statistical report on the ATIA can be found at Appendix B.

PART 1 – Requests under the Access to Information Act (ATIA)

1.1 Requests

Between April 1, 2018 and March 31, 2019, PCO received 578 requests for information under the ATIA. While the number of requests has decreased from the two previous fiscal years, the number of pages processed has steadily increased, as there is a greater number of high-volume files. As can be seen in 2.5.1 and in the graphs below, the 578 closed requests received last fiscal year consisted of 347,593 relevant pages processed, compared to 231,738 relevant pages processed in 2017-2018 and 128,448 in processed in 2016-2017.



A total of 225 requests are carried forward into 2019-2020, while a total of 279 requests were carried into 2018-2019.

1.2 Sources of requests

The sources of access to information requests, in descending order by volume, were media, public, organization, academia and business.

The breakdown of the requests received during 2018-2019 is as follows:

- 300 or 52% – media;
- 92 or 16% – public;
- 69 or 12% – organization, including from Parliament (members of the House of Commons or Senate);
- 66 or 11% - academia; and
- 51 or 9% - business (private sector).

At 300, requests from the media formed the largest source of the requests (52%), as is consistent with previous reporting periods. Media accounted for 15% more of the requests in 2018-2019 than in 2017-2018. The number of requests from academia and organizations remained near constant from 2017-2018; requests from academia decreased by one (1) to 66, while requests from organizations decreased by four (4) to 69. The business sector, which includes law firms, saw a significant decline from 160 requests in 2017-2018 to 51 in 2018-2019. However, it is worth noting that the high number of requests from the business sector in 2017-2018 was an anomaly compared to previous fiscal years. Requests from the public also saw a sharp decrease from 202 in 2017-2018 to 92 in 2018-2019, shrinking by 54% and only accounting for 16% of requests received in 2018-2019.

1.3 Informal requests

In 2018-2019, 378 informal requests were completed, compared to 368 in 2017-2018. This represents an increase of 3%. Most informal requests were completed in 121 to 180 days, representing 34% of all requests, or 130 files. Fifteen (15) percent of requests were completed in 0 to 60 days. Twenty-six (26) percent of requests were completed in 61 to 120 days. Another 21% of requests were completed in 181 to 365 days. Finally, 4% of requests were completed in more than 365 days.

1.4 Types of information requested

The subject matter varies by year and is often linked to current events. Broad types of information requested from PCO include:

- Both current and historic national security and intelligence records;
- Information related to foreign affairs, such as discussions between the Prime Minister and foreign leaders;
- Travel and related expense claims for the Prime Minister and the Prime Minister's Office;
- Lists of briefing notes and correspondence to the Prime Minister, the Clerk of the Privy Council, and the Minister of Democratic Institutions for various time periods; and
- Records regarding contracts and staffing.

PART 2 – Requests closed during the reporting period

2.1 Disposition and completion time

In 2018-2019, PCO ATIP division completed 632 requests, 18% less than were completed in the 2017-2018 fiscal year. The breakdown of the disposition of records is as follows:

- 432 (68%) were disclosed in part;
- 100 (15.8%) where no records exist;
- 37 (6%) were all exempted;
- 34 (5%) were abandoned;
- 20 (3%) were all disclosed;
- 8 (1%) were all excluded; and
- 1 (0.2%) was neither confirmed nor denied.

As these figures indicate, 452 or 71% of all requests were fully or partially disclosed, up from 64% in 2017-2018. The percentage of requests for which no records were disclosed (either exempted or excluded) decreased by 2% to 7% of requests completed in 2018-2019. Approximately 16% of requests in 2018-2019 did not produce responsive records, which is a decrease from 22% in the 2017-2018 fiscal year. No requests were transferred in 2018-2019, down from two (2) transferred requests in 2017-2018.

In terms of completion times, 234 or 37% of requests sent to PCO were completed within 30 days in fiscal year 2018-2019, which is in line with 2017-2018. One hundred and eight (108) or 17% of requests were completed within 61 to 120 days. The number of requests completed between 121 and 180 days also came to 108. Approximately 17% of requests (107) took 31 to 60 days to complete. Sixty-six (66) or 10% of all requests were completed between 181 and 365 days. Nine (9) or 1% of all requests were completed in more than 365 days. The complex, sensitive and multi-jurisdictional nature of PCO records is a factor in the time required to complete requests.

2.2 Exemptions

While the ATIA promotes disclosure, there are instances where information qualifies for necessary protection under the ATIA.

Totals for the six (6) most commonly used exemptions were, in order:

- 424 under s. 19(1) – personal information;
- 253 under s. 15(1) – information related to international affairs and defence of Canada;
- 236 under s. 21(1)(b) – consultations or deliberations related to operations of government;
- 196 under s. 16(2) – information related to the security of facilities, computer systems, and communications systems;
- 137 under s. 23 – information subject to solicitor-client privilege; and
- 130 under s. 14 – information related to federal-provincial affairs.

The use of these exemptions is consistent with the role of PCO and the content of the records it controls, both of which involve confidential consultations, deliberations and advice provided to Government on issues of national and international scope. Nonetheless, excluding requests abandoned, and those where no records existed, 91% of requests resulted in records released (in whole or in part) to applicants in response to their requests.

2.3 Exclusions

The ATIA does not apply to certain information described by s. 68 of the ATIA (published material) or to confidences of the Queen's Privy Council pursuant to s. 69. In 2018-2019, s. 68 was cited on 19 occasions, and s. 69 was cited on 288 occasions. The application of exclusions under s. 69(1) reflects the role of PCO in providing advice and information to the Prime Minister and to Cabinet and its decision-making structures.

Totals for the six (6) most commonly used exclusions were, in order:

- 62 under s. 69(1)(g) re (c) – information relating to the agenda or deliberations of Council;
- 56 under s. 69(1)(g) re (a) – information relating to memoranda to Council;
- 43 under s. 69(1)(g) re (e) – information relating to briefings for Council;
- 33 under s. 69(1)(e) – briefings for Council;
- 22 under s. 69(1)(g) re (d) – information relating to communications between Ministers; and
- 21 under s. 69(1)(a) – memoranda to Council.

2.4 Format of information released

Of the requests for which records existed and were disclosed in whole or in part, 390 requests were released in electronic form on CD. Another 62 requests were released on paper, down from 166 in 2017-2018. Requesters have the option of receiving the response by mail or by picking it up in person. Nearly all replies were sent to the requester by mail.

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

A total of 347,593 relevant pages were processed by PCO in 2018-2019, an increase of over 100,000 pages from 2017-2018, and another similar increase from 2016-2017 to 2017-2018. For ATI requests which were "all disclosed" or "disclosed in part", 264,131 pages were processed and 91,985 pages were disclosed, compared to 88,682 disclosed in 2017-2018 and 61,758 in 2016-2017.

2.5.2 Relevant pages processed and disclosed by size of request

Forty-six (46) percent of requests, or 290 out of 632, required the processing of less than 100 pages, down from 52% in 2017-2018. A total of 111 requests involved the processing of 101-500 pages, and 53 requests involved the processing of between 501-1000 pages. Requests of between 1001-5000 pages in size, which require significant time and resources to process, increased from 55 requests in 2017-2018 to 67 in 2018-2019. These requests accounted for 34,911 pages disclosed, representing over a third of total pages disclosed this fiscal year. In addition, 11 requests greater than 5000 pages were processed; totalling 18,583 pages disclosed. Only four (4) requests greater than 5000 pages were processed in 2017-2018.

Note that the number of pages processed is not an accurate gauge of the time required to process an access file. A request of many pages may involve basic records that require relatively little time to review, while small requests of a few pages could contain a complex combination of high-level content from several departments, requiring in-depth analysis and consultation.

2.5.3 Other complexities

Consultations were the primary “other complexity” for 195 (31%) of the 632 requests completed in 2018-2019. Legal advice sought for the assessment of s. 23 of the ATIA was the second largest “other complexity”, applying to 32 (5%) requests. As this report requires that requests be counted only once, in the complexity column that best applies, this table does not represent the total number of requests for which an “other complexity” was applicable, as several files required both consultation and legal advice. Also, note that the PCO does not track any complexities under “Other.”

2.6 Deemed refusals

In 2018-2019, no access to information requests were completed past the deadline, or in “deemed refusal”. This is a significant achievement reflecting the diligence and leadership present in the ATIP team as well as the ongoing cooperation of the OPIs in PCO.

2.7 Requests for translation

The ATIA states at s. 12(2) that “where access to a record or a part thereof is to be given under this Act and the person...requests that access be given in a particular official language, a copy of the record or part thereof shall be given to the person in that language”: if the record already exists in that language, or if the head of the government institution considers its translation in the public interest. There were no translations requested during the reporting period.

PART 3 – Extensions

3.1 Reasons for extensions and disposition of requests

Subsection 9(1) of the ATIA sets out circumstances under which the initial 30-day time limit for response may be extended. Extensions may be taken for the following reasons:

- if the request is for a large number of records or requires a search through a large number of records, and meeting the original time limit would unreasonably interfere with the operations of the institution;
- if consultation is necessary with other government institutions, other governments or informally with third parties, and it cannot be completed within 30 days; or
- if notice is to be given to a third party (pursuant to s. 27(1)) of the pending release of information or trade secrets of that third party.

In 2018-2019, PCO took 302 extensions under s. 9(1)(a) for interference with operations due to the volume of records, versus 381 the previous year. Third party notifications required 51 extensions under s. 9(1)(c), less than the 60 extensions for the same reason for the previous fiscal year.

Consultations were a significant driver of extensions during the reporting year. A total of 95 extensions for consultations on Confidences of the Queen's Privy Council, and 133 extensions for other types of consultations (228 extensions combined) were taken under s. 9(1)(b). Extensions for consultations were down from the 266 extensions taken in 2017-2018.

Consultations remain inherent to processing the often complex, interdepartmental records under the control of PCO. When PCO sends a consultation request to another federal institution, it first contacts the department to obtain an estimated response time. For consultations with institutions with large workloads, PCO verifies whether a previously recommended consultation period is still accurate. These efforts provide requesters with a more accurate estimate of when they will receive a response. Contacting the institution being consulted to mutually determine how long the consultation will take is considered a best practice by the Office of the Information Commissioner.

3.2 Length of extensions

Of the six timeframes shown at section 3.2 of the Statistical report, 30 days or less was the most common extension, accounting for 40% (230) of all extensions in 2018-2019. The second most employed extension was 61 to 120 days, accounting for 30% (175) of all extensions. The 31 to 60 days timeframe was the third most used extension at 100 extensions, or 17%. Reporting requires that separate extensions are recorded under each column. As such, one request may be reflected in more than one column if an extension was required under more than one paragraph of the ATIA. These statistics can be considered representative of PCO's consultative requirements and the department's heavy workload. PCO remains committed to the responsible use of extensions under the ATIA, consistent with operational demands.

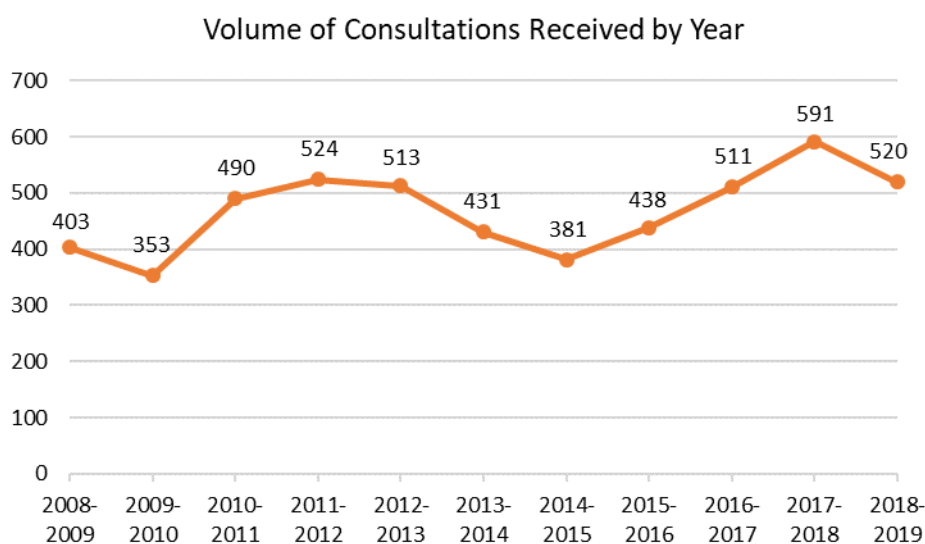
PART 4 – Fees

The fees collected during the reporting period totalled \$2,700 on 578 requests, down from \$3,750 in 2017-2018 and \$4,290 in 2016-2017. In 2018-2019, PCO waived the application fees for 38 requests, totalling \$190.

PART 5 – Consultations received from other institutions and organizations

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

PCO received 520 consultations from other government institutions and organizations during the reporting year.



There was a 12% decrease in total consultations received from the previous year, as well as a 28% decrease in the number of pages received for review. However, PCO completed the review of 7,876 or 35% more pages than in 2017-2018. Some institutions which sought the views of PCO included Library and Archives Canada, the Department of National Defence, Global Affairs Canada, the Canadian Security Intelligence Service, the Treasury Board Secretariat, the Department of Finance, the Royal Canadian Mounted Police, Natural Resources Canada, and Public Safety Canada.

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

Over the last 10 years, the volume of consultations sent to PCO has remained high. Consultations account for a significant portion of the workload and make demands on both PCO ATIP resources and on the PCO records authorities who provide consultative guidance. Nonetheless, in 2018-2019, the Department responded to 61% of

consultations (321) from other Government of Canada institutions in 30 days or less. An additional 24% of consultations (126) were responded to in 31 to 60 days. These numbers are consistent with the 2017-2018 fiscal year. PCO recognizes that a prompt rate of response to consulting institutions contributes to more timely service to the public at the broader government level. The majority of recommendations given by PCO in response to these consultations were to disclose the records, either in full or in part.

5.3 Recommendations and completion time for consultations received from other organizations

A total of 11 consultation requests from a third-party organization were completed by PCO during 2018-2019. Nine (9) were completed in 30 days or less, and another two (2) were completed in 31 to 60 days.

PART 6 – Completion time of consultations on Cabinet confidences

6.1 Requests with legal services

Note that in regard to ATIP, PCO consults only with the Office of the Counsel to the Clerk of the Privy Council (PCO Counsel). Therefore, no data appears in the table entitled "Completion Time of Consultations on Cabinet Confidences under the ATIA - Requests with Legal Services."

6.2 Requests with Privy Council Office

In accordance with Treasury Board guidelines in force in 2018-2019, PCO ATIP consulted with PCO Counsel for the review and determination of Cabinet confidences contained in government records. PCO ATIP sent 68 consultations to PCO Counsel in the reporting period, down from the 103 in 2017-2018. This number does not reflect the total number of consultations sent to PCO Counsel in 2018-2019; to be counted for the purposes of the report, both the consultation and request must be completed during the reporting period. This excludes consultations completed during the reporting period, but for which the request was carried forward.

PART 7 – Complaints and investigations

7.1 Complaints

In the 2018-2019 reporting period, 66 complaints were submitted to the OIC. These complaints were made on requests received in the 2018-2019 fiscal year, as well as previous fiscal years. This is a decrease from the 106 complaints that were received in the 2017-2018 reporting period.

In the 2018-2019 reporting period, complaints related to a range of issues, including the exemptions invoked or exclusions cited on records, and extensions taken to complete consultations and meet PCO operational requirements.

The breakdown of complaints by source received in 2018-2019 is as follows:

- 18 or 27% – Public;
- 13 or 20%– Academia;
- 12 or 18% – Lawyer;
- 11 or 17% – Media;
- 11 or 17% – Organizations;
- 1 or 1% – Parliament (members of the House of Commons or Senate); and
- 0 – Business.

By the end of the reporting period for 2018-2019, PCO closed 73 complaints. Of these closed complaints, 25% were discontinued, 18% were resolved, 42% were deemed to be well founded, and 15% were not substantiated. PCO continues to optimize its work processes by developing expertise and staff appropriately. PCO has spent a considerable amount of time training employees and ensuring they have the proper tools to deal with complaints and investigations from the OIC. PCO also works in close cooperation with the OIC to ensure that expectations are met and to ensure that PCO ATIP analysts and OPIs have a clear understanding of the complaint process.

7.2 Investigations

In the 2018-2019 reporting period, no investigations were undertaken in relation to PCO ATIP by the OIC.

PART 8 – Court action

In 2018-2019, no court actions involving PCO were initiated by the OIC in regard to the ATIA. There is one (1) ongoing court action from 2015-2016.

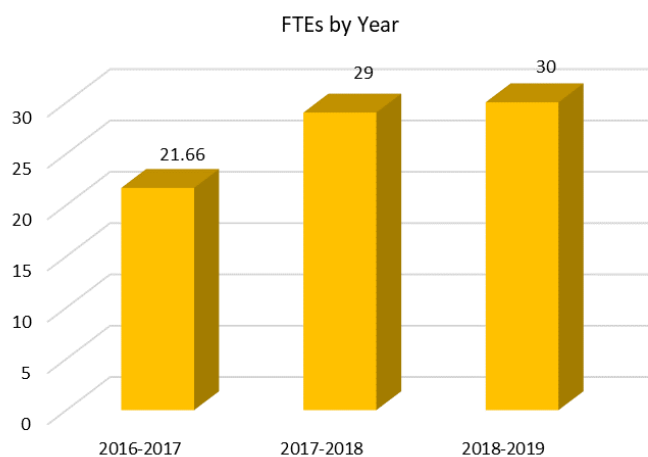
PART 9 – Resources related to the Access to Information Act

9.1 Costs

Salary costs associated with administration of the ATIA were \$1,861,757 for 2018-2019, up from \$1,742,311 in 2017-2018. Overtime costs totalled \$11,248, down from \$24,107 in 2017-2018 and \$51,705 in 2016-2017. Goods and services amounted to \$267,204, up from 2017-2018 (\$87,654) but down from 2016-2017 (\$355,988). PCO did not contract any professional services in 2017-2018, which accounts for the significant reduction in the total costs for goods and services that fiscal year. In 2018-2019, PCO spent \$267,204 on goods and services, of which the majority was professional services contracts. Total costs were \$2,140,209, up from \$1,854,072 in 2017-2018.

9.2 Human resources

It remains a challenge to attract and retain ATIP personnel, given the shortage of qualified analysts across the federal government. Currently, PCO uses various staffing methods to fill vacancies, including working with other departments to staff from pools of qualified candidates as well as running our own staffing processes. PCO offers a supportive work environment and growth opportunities for staff in an effort to retain qualified ATIP personnel. Moreover, the Professional Developmental Program launched in the 2017-2018 fiscal year boosts the retention of employees by encouraging them to learn and grow within the team from the PM-01 level to the PM-04 level. Taken with the successful hiring of students, the program will contribute to the recruitment and professional development of qualified analysts within the PCO ATIP team for years to come.



PCO human resources capacity for the 2018-2019 reporting period was 30 full-time equivalent (FTE) employees as shown in the chart above. This is a minor increase in resources over the 29 FTEs of the previous year.

Appendices

Appendix A: Delegation orders

Appendix B: 2018-2019 Statistical report on the *Access to Information Act*

Appendix C: Exemptions and exclusions

Appendix A: Delegation orders

Access to Information Act

DELEGATION ORDER

The Prime Minister, as head of the Privy Council Office and pursuant to section 73 of the Access to Information Act^a, hereby designates the officers or employees holding the positions set out in the schedule hereto, and any persons acting in those positions, to exercise or perform the powers, duties and functions of the Prime Minister as the head of a government institution under the sections of the Act and the regulations opposite each position in the schedule.

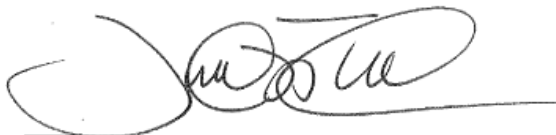
This delegation order supercedes all previous delegation orders.

Loi sur l'accès à l'information

ARRÊTÉ DE DÉLÉGATION

Le Premier ministre, en sa qualité de responsable du Bureau du Conseil privé et conformément à l'article 73 de la Loi sur l'accès à l'information^a, délègue aux titulaires des postes énumérés en annexe, et à toutes autres personnes agissant dans ces postes de façon intérimaire, ses attributions à titre de responsable d'une institution fédérale aux termes des articles de la Loi et du règlement figurant en regard de chaque poste à l'annexe.

Le présent arrêté de délégation remplace et annule tout arrêté qui le précède.



Prime Minister / Premier ministre

DEC 23 2015

Date

^a R.S. 1985, c. A-1 / L.R. 1985, ch. A-1

SCHEDULE / ANNEXE

Position / Poste	Sections of the Access to Information Act ^a / Articles de la Loi sur l'accès à l'information ^a	Sections of the Access to Information Regulations ^b / Articles du Règlement sur l'accès à l'information ^b
1. Clerk of the Privy Council and Secretary to the Cabinet. / <i>Greffier du Conseil privé et Secrétaire du Cabinet.</i>	Full delegation. / <i>Délégation entière.</i>	Full delegation. / <i>Délégation entière.</i>
2. Any senior management position within the Privy Council Office that reports directly to the position set out in paragraph 1 above. / <i>Tout poste de la haute gestion au sein du Bureau du Conseil privé, qui se rapporte directement au poste indiqué au paragraphe 1 ci-dessus.</i>	Full delegation. / <i>Délégation entière.</i>	Full delegation. / <i>Délégation entière.</i>
3. All Assistant Secretaries and Assistant Deputy Ministers within the Privy Council Office. / <i>Tous les Secrétaires adjoints et les Sous-ministres adjoints au sein du Bureau du Conseil privé.</i>	Full delegation. / <i>Délégation entière.</i>	Full delegation. / <i>Délégation entière.</i>
4. Any management position that is responsible for a unit within the Privy Council Office and that reports directly to a position covered by paragraph 2 above other than the Assistant Deputy Minister of Corporate Services Branch. / <i>Tout poste de gestionnaire qui est responsable pour une unité au sein du Bureau du Conseil privé et qui se rapporte directement à un poste envisagé au paragraphe 2 ci-dessus autre que le Sous-ministre adjoint de la Direction générale des services ministériels.</i>	Full delegation. / <i>Délégation entière.</i>	Full delegation. / <i>Délégation entière.</i>
5. Coordinator of Access to Information within the Privy Council Office. / <i>Coordonnateur/trice de l'accès à l'information au sein du Bureau du Conseil privé.</i>	7; 8(1); 9; 10; 11(2); 11(3); 11(4); 11(5); 11(6); 12(2)(b); 12(3)(b); 13; 19; 20; 27(1); 27(4); 28(1)(b); 28(2); 28(4); 29(1); 33; 37(4); 43(1); 44(2).	6(1); 8.

^a R.S. 1985, c. A-1 / L.R. 1985, ch. A-1

^b SOR/83-507 / DORS/83-508

Appendix B: 2018-2019 Statistical report on the Access to Information Act

Statistical Report on the Access to Information Act

Name of institution: Privy Council Office

Reporting period: 2018-04-01 to 2019-03-31

Part 1: Requests Under the Access to Information Act

1.1 Number of requests

	Number of Requests
Received during reporting period	578
Outstanding from previous reporting period	279
Total	857
Closed during reporting period	632
Carried over to next reporting period	225

1.2 Sources of requests

Source	Number of Requests
Media	300
Academia	66
Business (private sector)	51
Organization	69
Public	92
Decline to Identify	0
Total	578

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	
30	7	21	97	130	78	15	378

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	1	10	6	3	0	0	0	20
Disclosed in part	24	75	99	96	87	43	8	432
All exempted	0	2	1	6	9	18	1	37
All excluded	0	0	1	0	5	2	0	8
No records exist	16	79	0	2	1	2	0	100
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	17	10	0	0	6	1	0	34
Neither confirmed nor denied	0	0	0	1	0	0	0	1
Total	58	176	107	108	108	66	9	632

2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	50	16(2)	196	18(a)	1	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	46	20.2	0
13(1)(c)	4	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	2	16(2)(c)	2	18(d)	4	21(1)(a)	128
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	236
14	130	16.1(1)(a)	0	18.1(1)(b)	4	21(1)(c)	38
14(a)	2	16.1(1)(b)	9	18.1(1)(c)	0	21(1)(d)	17
14(b)	2	16.1(1)(c)	1	18.1(1)(d)	0	22	4
15(1)	253	16.1(1)(d)	0	19(1)	424	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	12	23	137
15(1) - Def.*	0	16.3	0	20(1)(b)	99	24(1)	55
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	1
16(1)(a)(i)	34	16.4(1)(b)	0	20(1)(c)	95		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	32		
16(1)(a)(iii)	0	17	1				
16(1)(b)	0						
16(1)(c)	1						
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)	19	69(1)	4	69(1)(g) re (a)	56
68(b)	0	69(1)(a)	21	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	62
68.1	0	69(1)(c)	18	69(1)(g) re (d)	22
68.2(a)	0	69(1)(d)	8	69(1)(g) re (e)	43
68.2(b)	0	69(1)(e)	33	69(1)(g) re (f)	19
		69(1)(f)	2	69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	3	17	0
Disclosed in part	59	373	0
Total	62	390	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	3279	3279	20
Disclosed in part	260852	88706	432
All exempted	47948	0	37
All excluded	6731	0	8
Request abandoned	28783	0	34
Neither confirmed nor denied	0	0	1

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	18	528	1	128	0	0	1	2623	0	0
Disclosed in part	236	5785	93	15677	47	16373	49	32288	7	18583
All exempted	5	0	13	0	5	0	12	0	2	0
All excluded	2	0	2	0	1	0	3	0	0	0
Request abandoned	28	0	2	0	0	0	2	0	2	0
Neither confirmed nor denied	1	0	0	0	0	0	0	0	0	0
Total	290	6313	111	15805	53	16373	67	34911	11	18583

2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	4	0	4
Disclosed in part	166	0	25	0	191
All exempted	25	0	3	0	28
All excluded	0	0	0	0	0
Request abandoned	4	0	0	0	4
Request confirmed nor denied	0	0	0	0	0
Total	195	0	32	0	227

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
0	0	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	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	0	0

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	7	0	1	3
Disclosed in part	254	72	104	40
All exempted	26	13	17	6
All excluded	5	8	0	0
No records exist	3	2	5	0
Request abandoned	7	0	6	2
Total	302	95	133	51

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	208	1	13	8
31 to 60 days	53	2	32	13
61 to 120 days	29	75	61	10
121 to 180 days	10	16	16	7
181 to 365 days	2	1	11	13
365 days or more	0	0	0	0
Total	302	95	133	51

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	540	\$2,700	38	\$190
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
Total	540	\$2,700	38	\$190

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	509	22347	11	187
Outstanding from the previous reporting period	114	46856	0	0
Total	623	69203	11	187
Closed during the reporting period	522	29872	11	187
Pending at the end of the reporting period	101	39331	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	76	47	28	2	0	0	2	155
Disclose in part	70	113	89	35	9	5	12	333
Exempt entirely	1	3	7	5	0	0	4	20
Exclude entirely	5	1	0	0	0	0	0	6
Consult other institution	2	0	0	0	0	0	0	2
Other	1	2	2	0	0	1	0	6
Total	155	166	126	42	9	6	18	522

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	1	0	0	0	0	3
Disclose in part	4	2	1	0	0	0	0	7
Exempt entirely	1	0	0	0	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
Total	6	3	2	0	0	0	0	11

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	18	138	0	0	0	0	0	0	0	0
16 to 30	7	134	1	276	0	0	0	0	0	0
31 to 60	17	393	3	200	1	973	0	0	0	0
61 to 120	11	282	5	368	0	0	0	0	0	0
121 to 180	1	50	2	210	0	0	1	178	0	0
181 to 365	0	0	1	18	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	54	997	12	1072	1	973	1	178	0	0

Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
66	34	8	108

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		\$1,861,757
Overtime		\$11,248
Goods and Services		\$267,204
• Professional services contracts	\$235,510	
• Other	\$31,694	
Total		\$2,140,209

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	24.00
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	1.00
Students	5.00
Total	30.00

Appendix C: Exemptions and exclusions

Exemptions invoked

The total numbers of requests for which specific exemptions were invoked during the 2018-2019 reporting period are as follows:

50 under s. 13(1)(a) – information obtained in confidence from the government of a foreign state or institution

4 under s. 13(1)(c) – information obtained in confidence from the government of a province or institution

2 under s. 13(1)(d) – information obtained in confidence from a municipal or regional government

130 under s. 14 – information related to federal-provincial affairs

2 under s. 14(a) – information expected to be injurious to the government's federal-provincial affairs, specifically, federal-provincial consultations or deliberations

2 under s. 14(b) – information expected to be injurious to the government's federal-provincial affairs, specifically, strategies or tactics adopted or to be adopted by the government relating to the conduct of federal-provincial affairs

253 under s. 15(1) – information related to international affairs

34 under 16(1)(a)(i) – government records related to the detection, prevention or suppression of crime

1 under s. 16(1)(c) – information related to law enforcement and investigations, including civil investigations and administrative investigations

196 under s. 16(2) – information related to security methods

2 under s. 16(2)(c) – information which could facilitate the commission of a crime such as the vulnerability or methods employed to protect particular buildings, structures, or systems

9 under s. 16.1(1)(b) – records related to investigations by the Commissioner of Official Languages for Canada

1 under s. 16.1(1)(c) – records related to investigations by the Information Commissioner

6 under s. 16.6 – records related to the National Security and Intelligence Committee

1 under s. 17 – safety of individuals, including the identity of police informants and the victims of violence or acts of threats or intimidation

1 under s. 18(a) – trade secrets or financial, commercial, scientific or technical information that belongs to the Government of Canada

46 under s. 18(b) – information which could prejudice the competitive position of a government institution

4 under s. 18(d) – information materially injurious to the financial interests of a government institution or to the economic interests of Canada

4 under s. 18.1(1)(b) – records related to the economic interests of Export Development Canada

424 under s. 19(1) – personal information

12 under s. 20(1)(a) – trade secrets of a third party

99 under s. 20(1)(b) – financial, commercial, scientific or technical information supplied to a government institution in confidence by a third party

95 under s. 20(1)(c) – information that could result in material financial loss or gain to a third party

32 under s. 20(1)(d) – information which could interfere with the negotiations of a third party
128 under s. 21(1)(a) – advice or recommendations developed by or for a government institution or minister
236 under s. 21(1)(b) – consultations or deliberations related to operations of government
38 under s. 21(1)(c) – positions or plans developed for negotiations by the Government of Canada
17 under s. 21(1)(d) – plans for the management of a government institution that have not yet been put into operation
4 under s. 22 – information relating to testing or auditing procedures or techniques
137 under s. 23 – information subject to solicitor-client privilege
55 under s. 24(1) – information restricted by or pursuant to any provision set out in Schedule II of the ATIA
1 under s. 26 – records which will be published by a government institution within ninety days after the request is made

Exemptions not invoked

The following exemptions were not invoked by PCO during the 2018-2019 reporting period:

s. 13(1)(b) – information obtained in confidence from an international organization of states or an institution
s. 13(1)(e) – information obtained in confidence from an aboriginal government
s. 15(1) I.A. – information relating to communications and the conduct of international affairs
s. 15(1) Def. – information related to communications and the defence of Canada
s. 15(1) S.A. – information which could compromise the prevention of subversive activities
s. 16(1)(a)(ii) – government records related to the enforcement of any law of Canada or a province
s. 16(1)(a)(iii) – government records related to activities suspected of constituting threats to the security of Canada
s. 16(1)(b) – information relating to investigative techniques or plans for specific lawful investigations
s. 16(1)(d) – information the disclosure of which could compromise the security of penal institutions
s. 16(2)(a) – information which could facilitate the commission of a crime such as crime methods or techniques
s. 16(2)(b) – information which could facilitate the commission of a crime such as technical information relating to weapons or potential weapons
s. 16(3) – policing services of the RCMP for the provinces and the municipalities
s. 16.1(1)(a) – records related to investigations by the Auditor General of Canada
s. 16.1(1)(d) – records related to investigations by the Privacy Commissioner

- s. 16.2(1)** – records related to investigations by the Commissioner of Lobbying
- s. 16.3** – records related to investigations under the *Canada Elections Act* (Chief Electoral Officer)
- s. 16.31** – records related to investigations under the *Canada Elections Act* (Director of Public Prosecutions)
- s. 16.4(1)(a)** – records related to investigations under the *Public Servants Disclosure Protection Act* for the Public Sector Integrity Commissioner
- s. 16.4(1)(b)** – records from a conciliator related to investigations under the *Public Servants Disclosure Protection Act* for the Public Sector Integrity Commissioner
- s. 16.5** – records related to a disclosure under the *Public Servants Disclosure Protection Act*
- s. 18(c)** – scientific or technical information obtained through research by an officer or employee of a government institution
- s. 18.1(1)(a)** – records related to the economic interests of the Canada Post Corporation
- s. 18.1(1)(c)** – records related to the economic interests of the Public Sector Pension Investment Board
- s. 18.1(1)(d)** – records related to the economic interests of VIA Rail Canada Inc.
- s. 20(1)(b.1)** – third party information related to emergency management plans
- s. 20.1** – third party investment information obtained by the Public Sector Pension Investment Board
- s. 20.2** – third party investment information obtained by the Canada Pension Plan Investment Board
- s. 20.4** – performance contracts with the National Arts Centre Corporation
- s. 22.1(1)** – records containing a draft report of an internal audit of a government institution
- s. 23.1** – records related to patents or trademark privilege

Exclusions cited

The total numbers of requests for which specific exclusions were cited during the 2018-2019 reporting period are as follows:

- 19 under s. 68(a)** – published material
- 4 under s. 69(1)** – confidences of the Queen's Privy Council for Canada
- 21 under s. 69(1)(a)** – memoranda to Cabinet
- 18 under s. 69(1)(c)** – agenda and records of Cabinet deliberations
- 8 under s. 69(1)(d)** – records of communication between Ministers
- 33 under s. 69(1)(e)** – records used to brief ministers of the Crown
- 2 under s. 69(1)(f)** – draft legislation
- 56 under s. 69(1)(g) re (a)** – records that contain information about records referred to in s. 69(1)(a)
- 62 under s. 69(1)(g) re (c)** – records that contain information about records referred to in s. 69(1)(c)
- 22 under s. 69(1)(g) re (d)** – records that contain information about records referred to in s. 69(1)(d)

43 under s. 69(1)(g) re (e) – records that contain information about records referred to in s. 69(1)(e)

19 under s. 69(1)(g) re (f) – records that contain information about records referred to in s. 69(1)(f)

Exclusions not cited

The following exclusions were not cited by PCO during the 2018-2019 reporting period:

s. 68(b) – museum or library material

s. 68(c) – material donated to Canadian museums or archives

s. 68.1 – journalistic, creative or programming records of the Canadian Broadcasting Corporation

s. 68.2(a) – administrative records of Atomic Energy of Canada Limited

s. 68.2(b) – operational records of Atomic Energy of Canada Limited

s. 69(1)(b) – discussion papers

s. 69(1)(g) re (b) – records that contain information about records referred to in s. 69(1)(b)

s. 69.1(1) – disclosure prohibited by a certificate under the *Canada Evidence Act*