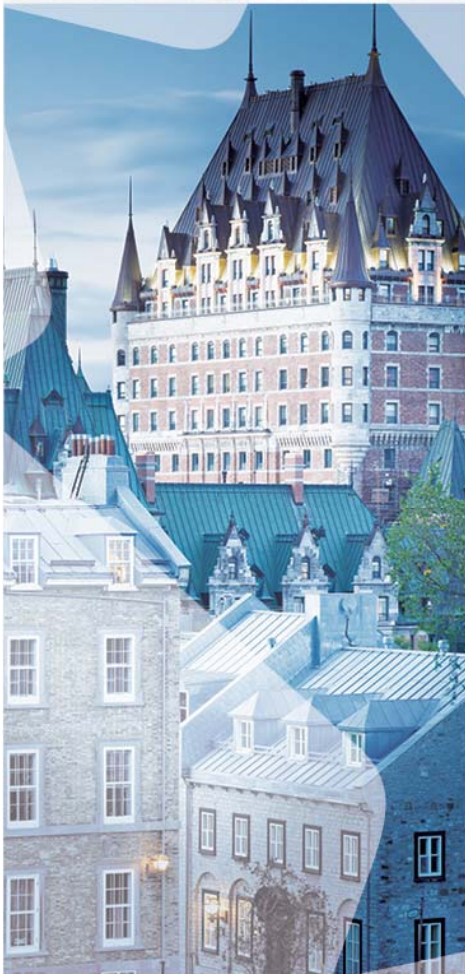




REPORT ON THE ADMINISTRATION OF THE *ACCESS TO INFORMATION ACT*

2018-19



Publish by

Economic Development Agency of Canada for
the Regions of Quebec

Montréal, Québec H3B 1X9

www.dec-ced.gc.ca

© Her Majesty the Queen in Right of Canada,
represented by the Minister of the Economic
Development Agency of Canada for the Regions of
Quebec, 2019

Catalogue:

lu90-1/11E-PDF

2291-7209

TABLE OF CONTENTS

1. INTRODUCTION	3
SUMMARY OF THE PURPOSE OF <i>THE ACCESS TO INFORMATION ACT</i>	4
ANNUAL REPORT PREPARED IN ACCORDANCE WITH SECTION 72	4
MANDATE OF THE INSTITUTION	5
CED's Grants and Contributions Programs and Initiatives, in effect in 2018-19	6
2. ORGANIZATIONAL STRUCTURE	7
ACCESS TO INFORMATION AND PRIVACY OFFICE	8
3. DELEGATION ORDER	9
4. HIGHLIGHTS OF THE STATISTICAL REPORT 2018-19	11
2018-19 REVIEW	12
REQUESTS RECEIVED AND PROCESSED	13
SOURCE OF APPLICANTS	14
SUBJECT OF REQUESTS	14
DISPOSITIONS AND COMPLETION TIMES	15
Informal Requests	16
EXEMPTIONS AND EXCLUSIONS INVOKED	16
FORMAT OF INFORMATION RELEASED	17
PAGES PROCESSED AND PAGES DISCLOSED	17
EXTENSIONS	18
CONSULTATIONS RECEIVED FROM OTHER INSTITUTIONS	19
CONSULTATIONS WITH PRIVY COUNCIL OFFICE	20

5. ACCESS TO INFORMATION FEES.....	21
FEES COLLECTED AND WAIVED	22
COSTS OF ADMINISTERING THE ACT	22
6. TRAINING AND AWARENESS.....	23
7. POLICIES, GUIDELINES, PROCEDURES AND INITIATIVES	25
8. SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS OR AUDITS	27
COMPLAINTS	28
AUDITS	28
9. MONITORING COMPLIANCE.....	29
MONITORING OF THE PROCESSING TIME	30
APPENDICES	31
DELEGATION ORDER	
STATISTICAL REPORT 2018-19	

1. INTRODUCTION

SUMMARY OF THE PURPOSE OF *THE ACCESS TO INFORMATION ACT*

The Access to Information Act (the Act), promulgated on July 1, 1983, aims to broaden access to the records of the federal government. It enshrines the principle of the right of the public to be given information and endeavours to complement arrangements for access to records.

In deference to this legal principle, federal institutions are required to establish standardized practices and procedures for processing access to information requests. These practices and procedures must include an undertaking to make all reasonable efforts to assist applicants, regardless of who they may be. Institutions must also apply the Act in an effective, coordinated and proactive manner so as to provide full, accurate and timely responses to access to information requests, subject only to regulatory constraints.

THE *ACCESS TO INFORMATION ACT* ALLOWS CANADIANS, PERMANENT RESIDENTS AND ANYONE IN CANADA TO EXERCISE A GENERAL RIGHT OF ACCESS TO INFORMATION HELD BY FEDERAL INSTITUTIONS, SUBJECT TO SPECIFIC AND LIMITED EXCEPTIONS.

ANNUAL REPORT PREPARED IN ACCORDANCE WITH SECTION 72

This document was prepared in response to section 72 of the Act, which requires federal institutions to submit an annual report to Parliament on administration of the Act. This report provides details on activities related to administration of the Act at Canada Economic Development for Quebec Regions (CED).

MANDATE OF THE INSTITUTION

CED is one of the regional development agencies (RDA) that make up the Innovation, Science and Economic Development Portfolio. Quebec communities and businesses—especially small and medium-sized enterprises (SMEs)—are at the heart of its action. Through the projects it funds and its networking and integration role, CED is the key federal actor in the Quebec entrepreneurial ecosystem.

CED maintains client relations with businesses and supports them in their projects. It makes strategic investments that promote competitive regional advantages and support the transition and modernization of communities. Aiming to position Quebec businesses at the leading edge of tomorrow's economy, CED focuses on business growth, innovation, clean technologies, inclusive economy and the participation of groups that are generally underrepresented in the labor market.

Well rooted in the regions thanks to its 12 business offices, CED builds on collaboration and creating synergies with businesses, communities, supporting organizations and other levels of government to increase the quality and impact of its programs. For example, it forms partnerships to foster a concerted action by regional economic development actors and ensures a better exchange of information between federal organizations.

CED provides a regional strategic perspective that supports national priorities and works with other departments to ensure coordination of government policies and programs. Its action has a significant impact on Quebec communities and businesses, not only through its direct investments, but also because it contributes to understanding the economic development needs of the regions.

CED's Grants and Contributions Programs and Initiatives, in effect in 2018–19

Main programs:

- **Quebec Economic Development Program (QEDP)**
 - Targeted and/or temporary initiatives:
 - *Economic Recovery Initiative for Lac Mégantic*
 - *Canadian Initiative for the Economic Diversification of Communities Reliant on Chrysotile*
 - *Winter Tourism Initiative - Trail Maintenance Support*
 - *Linguistic Duality Economic Development Initiative (EDI)* (Canada-wide initiative)

- **Regional Economic Growth through Innovation (REGI)¹**
 - Targeted and/or temporary initiatives:
 - *Women Entrepreneurship Strategy*
 - *Fast Forward Challenge*
 - *Support to the Steel and Aluminum Sector*

Canada-wide program implemented in Quebec by CED:

- **Community Futures Program (CFP)**

The main recipients of CED's programs are SMEs, business groups or associations and NPOs whose principal mission is to support businesses or economic development. These programs include repayable and non-repayable contributions.

To learn more about the Agency's mandate, programming and operations, go to its Web site: www.dec-ced.gc.ca.

¹ Program delivered by all regional development agencies across Canada.

2. ORGANIZATIONAL STRUCTURE

ACCESS TO INFORMATION AND PRIVACY OFFICE

CED fulfills its *Access to Information Act* (ATI) and *Privacy Act* (PA) responsibilities with an Access to Information and Privacy Office (AIPO) to process requests. The AIPO reports directly to the Deputy Minister / President's Chief of Staff.

AIPO has an access to information and privacy coordinator, as well as an advisor and a coordinating agent. The coordinator, with the help of the advisor and agent, oversees compliance with legislation, regulations, procedures and broad government trends.

Through its delegated authority, AIPO represents the Agency on matters relating to the Act in dealings with the public, Treasury Board Secretariat, the Commissioners of Information and Privacy and other federal departments and institutions.

AIPO'S CHIEF DUTIES ARE:

- PROCESSING REQUESTS AND COORDINATING ALL ATTENDANT ADMINISTRATIVE AND LEGAL OPERATIONS.
- ASSISTING APPLICANTS.
- DEVELOPING OPINIONS, GENERAL GUIDELINES AND PROCEDURES RELATING TO THE APPLICATION OF THE ATI AND PA.
- REPORTING ON CED'S APPLICATION OF THE ATI AND PA.
- MEETING THE TRAINING AND INFORMATION NEEDS OF CED EMPLOYEES.

3. DELEGATION ORDER

CED's enabling legislation identifies its head as being the Deputy Minister / President. In addition to managing the institution and overseeing management of its personnel, the Deputy Minister / President is responsible for application of the *Access to Information Act (ATI)*.

To this end, the authority for application of the Act was delegated to the Coordinator, Access to Information and Privacy, while most administrative authority was delegated to the Advisor, Access to Information and Parliamentary Affairs.

A copy of the signed and dated delegation order is attached to this report.



4. HIGHLIGHTS OF THE STATISTICAL REPORT 2018-19

2018-19 REVIEW

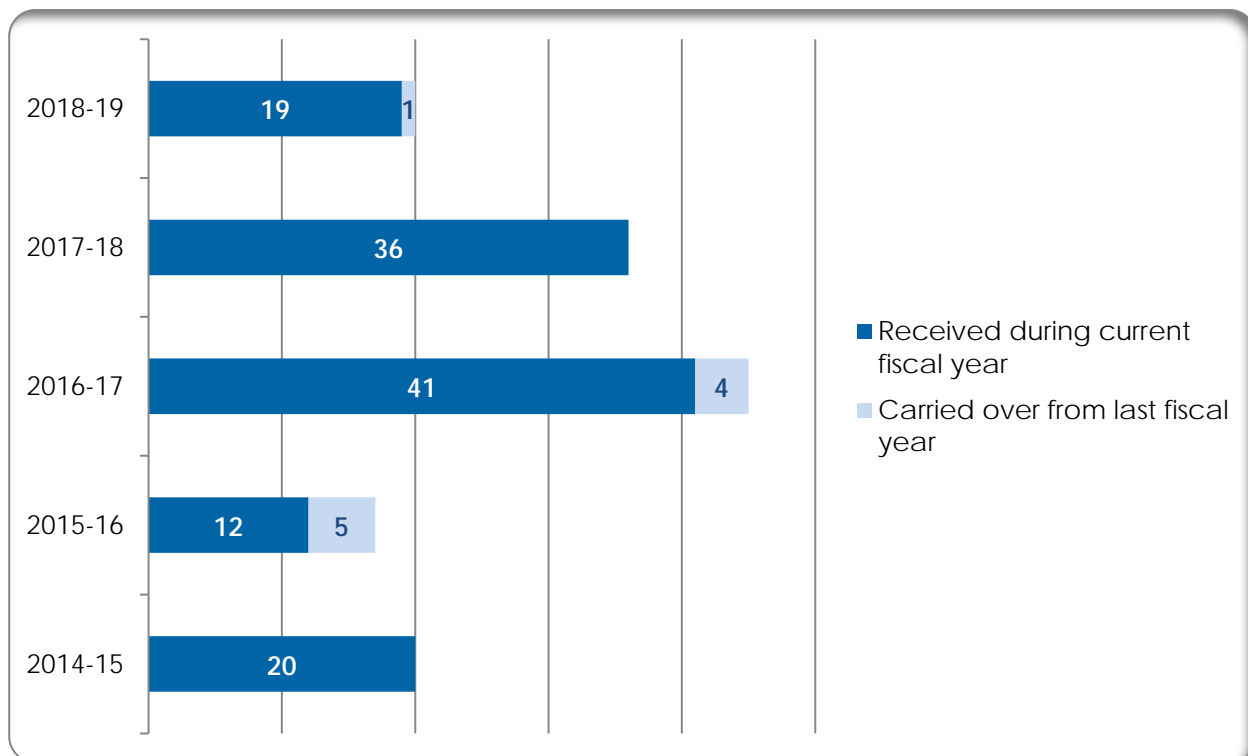
- CED RECEIVED A TOTAL OF 19 REQUESTS, A DECREASE OF 47% COMPARED TO LAST YEAR WHERE 36 REQUESTS WERE RECEIVED. THE AIPO RESPONDED TO EACH REQUEST OVER THE COURSE OF THE YEAR AND THEREFORE DID NOT NEED TO CARRY OVER ANY REQUEST TO THE NEXT FISCAL YEAR.
- HOWEVER, MORE THAN 2800 PAGES WERE REVIEWED, WHICH REPRESENTS AN INCREASE OF 267% OVER THE PREVIOUS PERIOD. MORE THAN 2000 OF THESE PAGES WERE RELEASED DURING THE YEAR.
- CED RESPONDED TO 90% OF ITS REQUESTS WITHIN 30 DAYS AND 70% WERE EVEN ANSWERED PRIOR TO DAY 15 AFTER THE REQUEST WAS RECEIVED.
- THE SOURCES OF APPLICANTS IS BROKEN DOWN AS FOLLOWED: 32% FROM BUSINESS, 26% FROM MEDIA, 21% FROM PUBLIC, 16% FROM ORGANIZATIONS AND ACADEMIA ACCOUNTED FOR 5%. APPLICANTS FROM THE MEDIA RANKED 1ST IN 2017-18.
- CED ALSO PROCESSED 38 CONSULTATIONS FROM OTHER FEDERAL INSTITUTIONS.

REQUESTS RECEIVED AND PROCESSED

Over the course of 2018-19, the number of requests received and processed saw a decrease over the previous year. However, the 19 requests received is still close to the average numbers recorded over the last five years. Even if the AIPO registered a 47% decrease compared to last year, the total number of requests received in 2018-2019 is still higher than the lowest number reported three years ago. There was one request carried over into this year and none was carried over into the next reporting period. As a result, 20 of the 20 requests processed in 2018-19 were closed during the reporting period.

For the last four fiscal years, CED has accepted access to information requests on-line. With the exception of one applicant, all applicants submitted their request on-line this year. The AIPO transferred three requests to the appropriate institution following an error in the applicant's identification of the department.

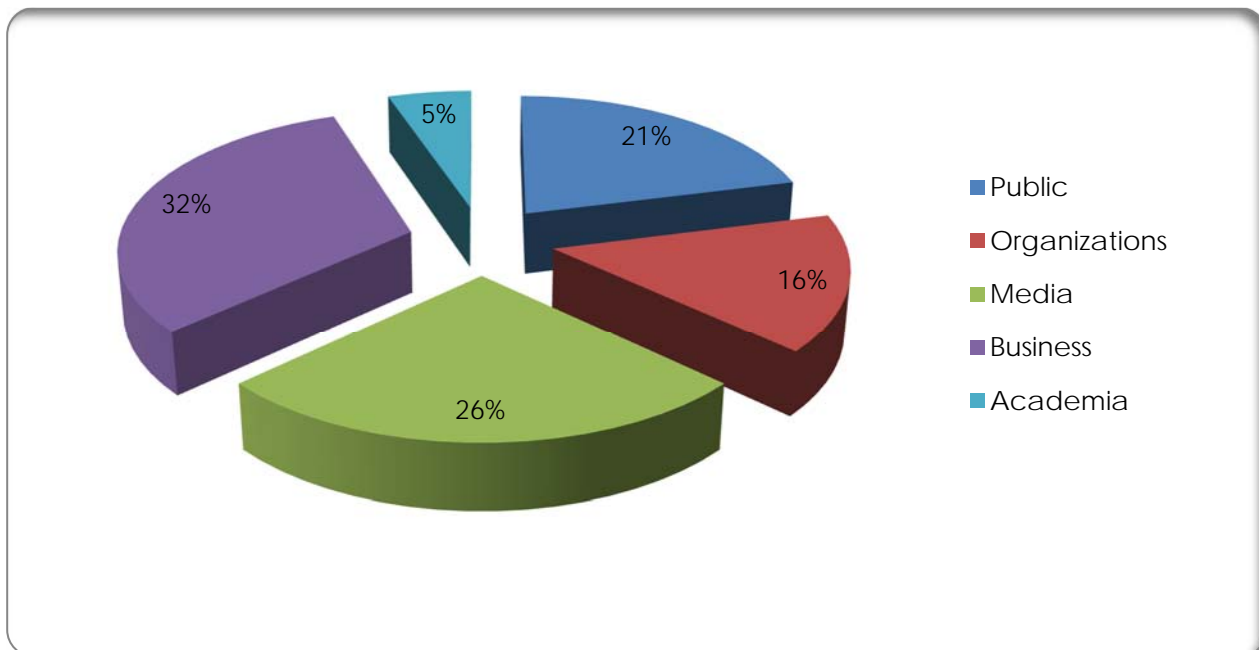
Table 1
Requests received



SOURCE OF APPLICANTS

Fiscal year 2018-19 saw a diverse breakdown in the source of applicants. We noted that nearly a third (32%) of all requests came from the business sector, compared to 8% the previous year. The 2nd most frequent source of applicants this year was from the media with 26%, followed by members of the public and organizations with 21% and 16% respectively. Only one request was submitted by academia.

Table 2
Source of applicants



SUBJECT OF REQUESTS

Year after year, the same pattern can be seen in what requesters are seeking. Once again, applicants submitted requests for documents related to grants and contributions awarded by CED or for documents pertaining to CED’s internal activities.

Of the 12 requests where documents were provided in 2018-19, 58% were related to grants and contributions and 26% were aimed at documents pertaining to CED’s internal activities.

DISPOSITION AND COMPLETION TIMES

The Act stipulates that access requests must normally be answered within 30 calendar days. Excluding transferred and abandoned requests, of the 15 requests closed in 2018-19, 13 (87%) were answered in less than 30 days, as compared to 92% the year before. Additionally, 10 requests (67%) were answered prior to day 15, which is an improvement from 2017-18 where 54% of requests saw a response prior to the 15 day mark.

It is also important to note that the Act provides extensions to the deadlines for requests where consultations are needed with third parties and with other organizations or if the request is for a large number of records. As such, if we count the number of requests closed during the reporting period, only two requests needed extensions. The AIPO therefore had to extend the deadlines to be able to discharge its obligations under the Act. A response was provided for both of these requests within the timeframes as set out in the Act. No request was reported late.

In 2018-19, CED received and processed three requests (5%) where no record existed. This represents the same number as in the previous year. Even if no record was provided, the AIPO still had to process the request, engage with the applicant and coordinate the search for records by the office or primary interest.

Table 3
Disposition and completion time

Disposition	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	2	0	0	0	0	0	8
Disclosed in part	1	1	1	0	1	0	0	4
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	3	0	0	0	0	0	0	3
Request transferred	3	0	0	0	0	0	0	3
Request abandoned	1	1	0	0	0	0	0	2
Neither confirmed nor denied	0	0	0	0	0	0	0	0
TOTAL	14	4	1	0	1	0	0	20

Informal Requests

In 2018-19, the number of requests treated informally saw a slight increase comparatively to the previous year. There were a total of 25 such requests processed over the reporting period, compared to 21 in 2017-18. This trend could be attributed to the Open Government Website where a user is able to request a copy of the records previously provided in an access to information request.

EXEMPTIONS AND EXCLUSIONS INVOKED

If we take into account the 12 requests where information was provided, the AIPO fully disclosed the information being sought, without invoking protection, for 8 requests (67%). This percentage is one of the highest reported in the last five years. The AIPO invoked exemptions in the 4 remaining requests (33%). Through its activities, CED mainly holds third party information. Therefore, it is the section most commonly invoked when justifying redacted information. Besides the exemptions detailed in the following table, no exclusion was invoked.

Table 4
Exceptions invoked²

Section	Number of requests	
Personal information	19(1)	2
Third party information	20(1) b)	2
	20(1) c)	3
	20(1) d)	2
Advice and recommendations to government	21(1) a)	3
	21(1) b)	1
	21(1) c)	2
	21(1) d)	1
Solicitor-client privilege	23	1

² More than one section may be invoked for a given request.

FORMAT OF INFORMATION RELEASED

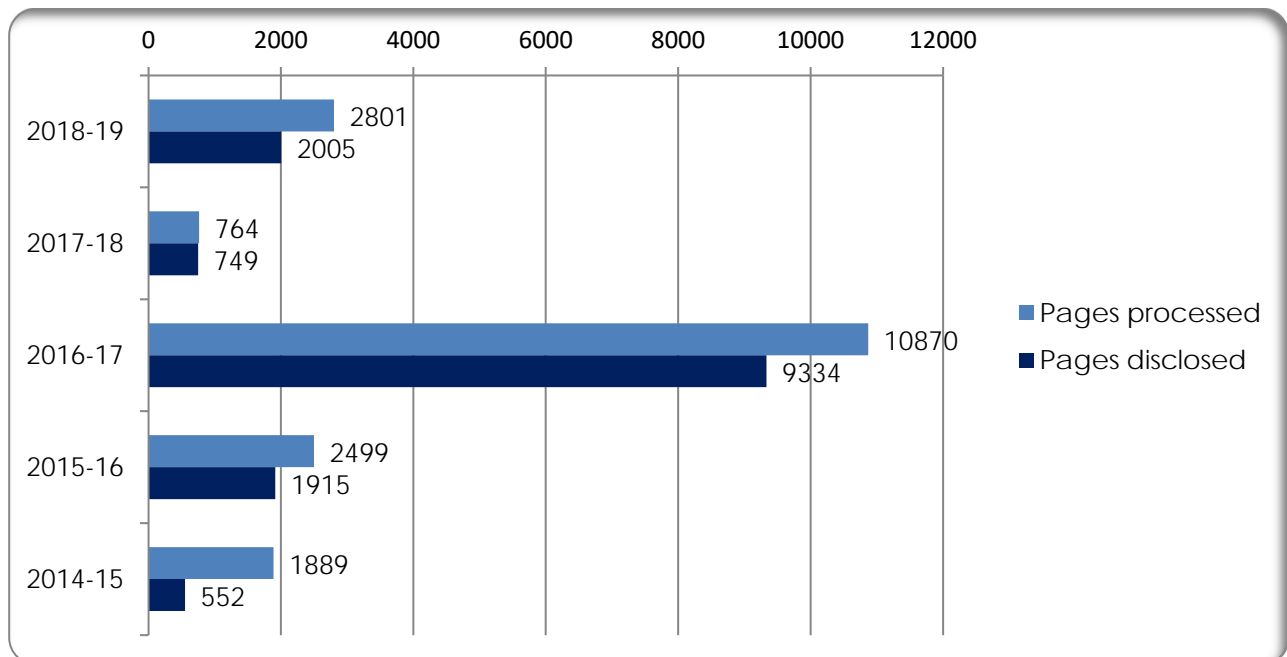
In recent years, we have noted an increase in the trend in the willingness of requesters to receive documents electronically. This year, the rate was 100% for the first time. Compared to 2015-2016, only 10% of applicants required documents electronically. This trend may be attributed, in part, to CED accepting on-line requests and promoting the disclosure of large number of records electronically. This year again, no records were consulted in CED’s reading room.

PAGES PROCESSED AND PAGES DISCLOSED

The total of pages processed and pages disclosed may vary considerably from year to year, depending on the subjects of interest and the quantity of relevant records held by CED. In 2018-19, the number of pages reviewed came out to 2801. This is a significant increase comparatively to last year 764 pages were reviewed. As for the number of pages disclosed, they represent 72% of those processed, which meant 2005 pages were disclosed to requesters. This is the second highest number of pages disclosed over the last five years.

Table 5

Pages processed and disclosed



EXTENSIONS

Because of the nature of the CED’s operations, mainly aimed at allocating financial assistance to SMEs and organizations, it is not unusual when processing requests to consult with third parties, which leads to the extension of the time limit as stipulated in the Act. In addition, consultations with other federal institutions are sometimes needed when processing request, thus also requiring time extensions. There were three requests (25%) that required such consultations over the reporting period.

In order to comply with the Act, extensions were granted in 2 out of 12 (17%) requests where records were provided, which is slightly higher than the 9% last year. In both cases, the applicants were notified of the extension beyond the 30-day time limit specified in the Act and each request was answered within the allotted time. Therefore, for every request closed during the reporting period, CED processed each file within the deadline regardless if an extension was taken or not.

Tableau 6
Length of extensions³

Length of extensions	9(1)a) Interference with operations	9(1)b) Consultation		9(1)c) Third-Party Notice
		Section 69	Other	
30 days or less	0	0	0	0
31 to 60 days	0	0	1	1
61 to 120 days	1	0	1	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
TOTAL	1	0	2	1

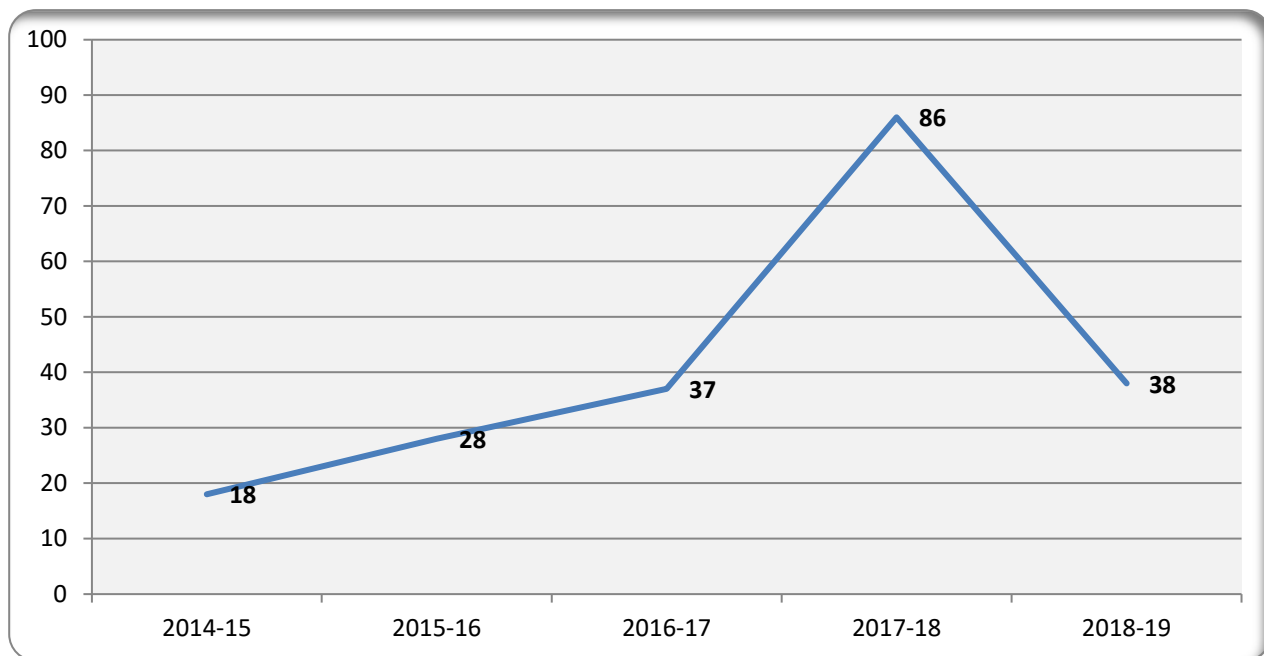
³ More than one type of extension may be reported for the same request.

CONSULTATIONS RECEIVED FROM OTHER INSTITUTIONS

For this current year, the AIPO processed a total of 38 consultations from other federal institutions, which is a drop from the 86 consultations closed in 2017-18, but still higher than the average reported in the last five years. These requests account for a total of 551 pages to process, which is still close to the 619 pages processed last year.

Of these 38 consultations, a recommendation for full disclosure was made in 29 requests (76%) and for partial disclosure in seven other requests. The remaining two requests were transferred to the appropriate institution. Almost all of these requests (95%) were processed within 15 days.

Table 7
Consultations received



CONSULTATIONS WITH PRIVY COUNCIL OFFICE

There was no consultation conducted with the Privy Council Office for fiscal year 2018-19. Indeed, of the information requested, none required a confirmation whether cabinet confidences (section 69 of the Act) were included. This continues the same trend as seen in the last three years.

Statistical Report

A copy of the 2017-18 statistical report on the administration of the *Access to Information Act* is attached to this report.

5. ACCESS TO INFORMATION FEES

FEES COLLECTED AND WAIVED

With respect to fees collected under the *Access to Information Act*, the information below is reported in accordance with the requirements of section 20 of the Service Fees Act.

Enabling authority: *Access to Information Act*.

Fee amount: \$75 in application fees were charged for 15 ATI requests.

Total revenue: No revenue was reported.

Fees waived: The AIPO waived \$20 in fees in order to split a request into distinct files. As for the transferred requests, their application fees were reported once and only by the institution that initially received the request.

In accordance with the Interim Directive on the Administration of the Access to Information Act, issued on May 5, 2016, Canada Economic Development for Quebec Regions waives all fees prescribed by the Act and Regulations, other than the application fee set out in paragraph 7(1)(a) of the Regulations.

COSTS OF ADMINISTERING THE ACT

The costs related to administering the Act during the reporting period reached \$111,159, a decline of \$2,961 from last year. This included \$105,766 in salaries for 1.29 full-time equivalents and \$5,393 for travel, training, software licensing, supplies and translation.

6. TRAINING AND AWARENESS

In 2018-19, one training session was delivered to seven CED employees. The AIPO always remains available to deliver specific training to employees, whose duties call for a certain grasp of matters that relate to the protection of personal information.

Since 2017-18, CED's Access to Information and Privacy Coordinator became an associated faculty member of the Canada School of Public Service. In that capacity, he delivered courses titled "Access to Information in the Government of Canada" and "Privacy in the Government of Canada Privacy in the Government of Canada" during the reporting period.

7. POLICIES, GUIDELINES, PROCEDURES AND INITIATIVES

DEC did not implement any new policies, guidelines, procedures or initiatives during the reporting period.

However, CED is continuing to implement its plan put into place last year in order for to comply with the new proactive disclosure requirements once royal assent is given to Bill C-58, which will amend the Access to Information Act and the Privacy Act and to make consequential amendments to other Acts. This plan details the actions CED has to undertake to proactively disclose new information, such as briefing packages for new or changing deputy heads, briefing package prepared for the deputy head and public servants for parliamentary committee appearances and titles and tracking numbers of briefing notes to submitted to the minister and deputy heads.

8. SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS OR AUDITS

COMPLAINTS

DEC did not receive any new complaint over the course of the year and for a fifth consecutive year.

AUDITS

CEB was not the subject of any audit over the reporting period.

9. MONITORING COMPLIANCE

MONITORING OF THE PROCESSING TIME

The AIPO ensures the time to process access to information requests is monitored through a weekly report of on-going requests. The report provides the details of each request, such as the due date and current status, i.e. documents being retrieved, under review, in consultation or in the approval process. This report is distributed to CED's senior management, including its Deputy Head.

Since 2011, the AIPO has equipped itself with software to manage and track access to information requests and privacy requests. This program makes it easier to follow every activity and task related to any request and serves as a tool to monitor processing time to comply with the provisions on timeframes as set out in the Act.

APPENDICES

Delegation Chart - Access to Information Act and Access to Information Regulations

The President, pursuant to section 73 of the *Access to Information 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, duties and functions of the President as the head of the Economic Development Agency for the Regions of Quebec, under the provisions of the Act and related regulations set out in the schedule opposite each position. This designation replaces all previous delegation orders.

Access to Information Act

Provision	Description	Proposed delegation	
		Coordinator, Access to information and Privacy	Advisor, Access to information
4(2.1)	Responsibility of head of institution	✓	✓
7(a)	Notice when access requested	✓	✓
7(b)	Giving access to record	✓	✓
8(1)	Transfer of request to another institution	✓	✓
9	Extension of time limits	✓	✓
11(2), (3), (4), (5), (6)	Additional fees	✓	✓
12(2)(b)	Language of access	✓	✓
12(3)(b)	Access in alternative format	✓	✓

Exemption Provisions of the Access to Information Act

Provision	Description	Proposed delegation	
		Coordinator, Access to information and Privacy	Advisor, Access to information
13	Exemption – Information obtained in confidence	✓	
14	Exemption – Federal-provincial affairs	✓	
15	Exemption – International affairs and defence	✓	
16	Exemption – Law enforcement and investigations	✓	
16.5	Exemption – <i>Public Servants Disclosure Protection Act</i>	✓	
17	Exemption – Safety of individuals	✓	

Provision	Description	Proposed delegation	
		Coordinator, Access to information and Privacy	Advisor, Access to information
18	Exemption – Economic interests of Canada	✓	
18.1	Exemption – Economic interests of government institutions	✓	
19	Exemption – Personal information	✓	
20	Exemption – Third party information	✓	
21	Exemption – Operations of government	✓	
22	Exemption – Testing procedures, tests and audits	✓	
22.1	Exemption – Audit working papers and draft audit reports	✓	
23	Exemption – Solicitor-client privilege	✓	
24	Exemption – Statutory prohibitions	✓	

Other Provisions of the Access to Information Act

Provision	Description	Proposed delegation	
		Coordinator, Access to information and Privacy	Advisor, Access to information
25	Severability	✓	✓
26	Exemption – Information to be published	✓	
27(1), (4)	Third-party notification	✓	✓
28(1)(b), (2), (4)	Third-party notification	✓	✓
29(1)	Where the Information Commissioner recommends disclosure	✓	✓
33	Advising Information Commissioner of third-party involvement	✓	✓
35(2)(b)	Right to make representations	✓	
37(1)b)	Notice of actions to implement recommendations of Commissioner	✓	
37(4)	Access to be given to complainant	✓	✓
43(1)	Notice to third party (application to	✓	✓

Provision	Description	Proposed delegation	
		Coordinator, Access to information and Privacy	Advisor, Access to information
	Federal Court for review)		
44(2)	Notice to applicant (application to Federal Court by third party)	✓	✓
52(2), (3)	Special rules for hearings	✓	
69	Cabinet confidences*	✓	
71(1)	Facilities for inspection of manuals	✓	✓
72	Annual report to Parliament	✓	✓

*Legal advice obtained beforehand

Access to Information Regulations

Provision	Description	Proposed delegation	
		Coordinator, Access to information and Privacy	Advisor, Access to information
6(1)	Transfer of request	✓	✓
7(2)	Search and preparation fees	✓	✓
7(3)	Production and programming fees	✓	✓
8	Method of access	✓	✓
8.1	Limitations in respect of format	✓	✓

I approve the delegation schedule.

Manon Brassard, Deputy Minister / President

17 AOUT 2016

Date



Statistical Report on the *Access to Information Act*

Name of institution: Canada Economic Development for Quebec Regions

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	19
Outstanding from previous reporting period	1
Total	20
Closed during reporting period	20
Carried over to next reporting period	0

1.2 Sources of requests

Source	Number of Requests
Media	5
Academia	1
Business (private sector)	6
Organization	3
Public	4
Decline to Identify	0
Total	19

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	
25	0	0	0	0	0	0	25

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	2	0	0	0	0	0	8
Disclosed in part	1	1	1	0	1	0	0	4
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	3	0	0	0	0	0	0	3
Request transferred	3	0	0	0	0	0	0	3
Request abandoned	1	1	0	0	0	0	0	2
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	14	4	1	0	1	0	0	20

2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	1	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	0	18(d)	0	21(1)(a)	3
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	1
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	2
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	1
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	2	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	1
15(1) - Def.*	0	16.3	0	20(1)(b)	2	24(1)	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	3		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	2		
16(1)(a)(iii)	0	17	0				
16(1)(b)	0						
16(1)(c)	0						
16(1)(d)	0						

* I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities

2.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	0	69(1)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(a)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	0
68.1	0	69(1)(c)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(d)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	0	8	0
Disclosed in part	0	4	0
Total	0	12	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	135	135	8
Disclosed in part	2666	1870	4
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	2
Neither confirmed nor denied	0	0	0

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	8	135	0	0	0	0	0	0	0	0
Disclosed in part	2	9	0	0	1	590	1	1271	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	2	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	12	144	0	0	1	590	1	1271	0	0

2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	3	0	0	0	3
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor	0	0	0	0	0
Total	3	0	0	0	3

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	0	0	0	0
Disclosed in part	1	0	2	1
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	1	0	2	1

3.2 Length of extensions

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

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	15	\$75	4	\$0
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	15	\$75	4	\$0

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	38	551	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	38	551	0	0
Closed during the reporting period	38	551	0	0
Pending at the end of the reporting period	0	0	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	28	1	0	0	0	0	0	29
Disclose in part	6	1	0	0	0	0	0	7
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	2	0	0	0	0	0	0	2
Total	36	2	0	0	0	0	0	38

5.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

Part 6: Completion Time of Consultations on Cabinet Confidences

6.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

6.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
0	0	0	0

Part 8: Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0

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

9.1 Costs

Expenditures		Amount
Salaries		\$105 766
Overtime		\$0
Goods and Services		\$5 393
• Professional services contracts	\$0	
• Other	\$5 393	
Total		\$111 159

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1,29
Part-time and casual employees	0,00
Regional staff	0,00
Consultants and agency personnel	0,00
Students	0,00
Total	1,29

Note: Enter values to two decimal places.

New Exemptions table 2018-2019

Access to Information Act	
Section	Number of requests
16.31 Investigation under the Elections Act	0
16.6 National Security and Intelligence Committee	0
23.1 Patent or Trademark privilege	0