

**ANNUAL REPORT**  
***ACCESS TO INFORMATION ACT***

**Secretariat of the National Security and Intelligence  
Committee of Parliamentarians  
April 1, 2017 - March 31, 2018**

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Parliamentarians, 2018**

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## **I INTRODUCTION**

The National Security and Intelligence Committee of Parliamentarians (NSICOP) was created by an act of Parliament in June 2017. It represents the newest addition to Canada's security and intelligence review apparatus. The Committee has the broad mandate to review the legislative, regulatory, policy, administrative, and financial framework for national security and intelligence. It may also review any activity carried out by a department or agency that relates to national security or intelligence, as well as any matter relating to national security or intelligence referred to it by a minister of the Crown. The Committee is composed of eight Members of the House of Commons and three Senators from the recognized political parties in Parliament, each of whom has been granted a Top Secret security clearance to fulfill their responsibilities.

The mandate of the Committee is designed to complement those of other review bodies to strengthen accountability for Canada's national security and intelligence activities, thereby enhancing Parliamentary and public understanding and trust of those activities. The NSICOP Act also establishes a Secretariat whose role is to assist the Committee in fulfilling its mandate.

This report is presented to Parliament for the fiscal year 2017-2018, in accordance with section 72 of the Access to Information Act (ATI), which purpose is to provide the right of access to records under the control of government institutions.

## **2 ORGANIZATION**

The Executive Director of the Secretariat is appointed by the Governor in Council, with the responsibility of assisting the Committee in fulfilling its mandate. According to section 28 of the NSICOP Act, the Executive Director is the chief executive officer of the Secretariat and has the control and management of the Secretariat and all matters connected with it. This includes responsibility for the administration of the ATI Act.

## **3 DELEGATION OF POWERS**

The Minister heading each government institution is responsible for the implementation of the ATI Act within his or her institution. For the purposes of the NSICOP Act, the Leader of the Government in the House of Commons has been designated by the Governor in Council as the Minister responsible for the Secretariat.

A Delegation Order was signed. The persons holding the position or acting in the position of Executive Director and the Director of Operations have full delegation to exercise or perform any of the powers, duties and functions under the ATI Act. A copy of the signed Designation Order is included as Appendix "A".

#### **4     STATISTICAL REPORT**

Section 16.6 of the NSICOP Act specifies that the Secretariat of the National Security and Intelligence Committee of Parliamentarians shall refuse to disclose any record requested under the ATI Act that contains information obtained or created by it or on its behalf in the course of assisting the Committee in fulfilling its mandate.

While much of the information used or prepared in support of Committee meetings and studies will therefore be exempt from the ATI Act, the Secretariat is required to submit an annual report of the reviews it conducted during the preceding year to the Prime Minister. The Prime Minister will table the Annual Report before both Houses of Parliament.

#### **5     PROACTIVE DISCLOSURE**

In compliance with mandatory proactive disclosure requirements for government organizations, the Secretariat is in the process of creating a website. The website will include information on the Committee, as well as information concerning travel and hospitality expenses, reclassification of positions, contracts over \$10,000, and grant and contribution awards.

#### **6     ACCESS TO INFORMATION**

The Secretariat will apply the policies and guidelines of the Treasury Board on access to information.

#### **7     REQUESTS, COMPLAINTS AND INVESTIGATIONS**

During the 2017-2018 fiscal year, the Secretariat did not receive any requests for records under the ATI Act, nor was it the subject of any complaints.

#### **8     APPENDICES**

Appendix A: Delegation Order

**Access to Information Act**

**DELEGATION ORDER**

The Leader of the Government in the House of Commons, as the Minister responsible for the Secretariat of the National Security and Intelligence Committee of Parliamentarians, and pursuant to section 73 of the Access to Information Act<sup>a</sup>, hereby designates the officers 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 Leader of the Government in the House of Commons 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**

La leader du gouvernement à la Chambre des communes, en sa qualité de ministre désignée pour le secrétariat du Comité des parlementaires sur la sécurité nationale et le renseignement, et conformément à l'article 73 de la Loi sur l'accès à l'information<sup>a</sup>, 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.

Leader of the Government in the House of Commons / Leader du gouvernement à la  
Chambre des communes

10 July 2018 / 10 juillet 2018

<sup>a</sup> R.S. 1985, c. A-1 / L.R. 1985, ch. A-1

## **SCHEDULE / ANNEXE**

<b>Position / Poste</b>	<b>Sections of the Access to Information Act<sup>a</sup> / <i>Articles de la Loi sur l'accès à l'information<sup>a</sup></i></b>	<b>Sections of the Access to Information Regulations<sup>b</sup> / <i>Articles du Règlement sur l'accès à l'information<sup>b</sup></i></b>
1. Executive Director, Secretariat / Directrice générale, Secrétariat	Full delegation. / <i>Délégation entière.</i>	Full delegation. / <i>Délégation entière.</i>
2. Director of Operations, Secretariat / <i>Directeur des opérations, Secrétariat</i>	Full delegation. / <i>Délégation entière.</i>	Full delegation. / <i>Délégation entière.</i>