



Public Safety  
Canada

Sécurité publique  
Canada

BUILDING A **SAFE AND RESILIENT CANADA**



**Public Safety Canada**  
**Annual Report to Parliament on the Administration of**  
**the *Access to Information Act***  
**2019-2020**



Public Safety  
Canada

Sécurité publique  
Canada

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**Canada**

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## Introduction

Each fiscal year, the head of every government institution prepares and submits an annual report to Parliament on the administration of the *Access to Information Act*.

This report is tabled in Parliament in accordance with section 94(2) of the *Access to Information Act* under the direction of the Minister of Public Safety and Emergency Preparedness. The report describes how Public Safety administered and fulfilled its obligations under the *Access to Information Act* between April 1, 2019, and March 31, 2020.

### The Access to Information Act

The *Access to Information Act* came into force on July 1, 1983 and was amended by Bill C-58 on June 21, 2019. It gives Canadian citizens and permanent residents as well as persons and corporations physically present in Canada, an enforceable right of access to records under the control of a government institution. The purpose of the *Access to Information Act* is to enhance the accountability and transparency of federal institutions in order to promote an open and democratic society and to enable public debate on the conduct of those institutions.

The *Access to Information Act* is based on three main principles:

1. Government information should be available to the public;
2. Exceptions to the right of access should be limited and specific; and,
3. Decisions about disclosures should be reviewable independently of government.

Individuals who are not satisfied with how an institution has processed their request under the *Access to Information Act*, may submit a complaint to the [Office of the Information Commissioner of Canada](#).

## Overview of Public Safety Canada

Public Safety Canada was created in 2003 to ensure coordination across all federal departments and agencies responsible for national security and the safety of Canadians.

### Mandate, Mission and Vision

Our mandate is to keep Canadians safe from a range of risks such as natural disasters, crime and terrorism. Our mission is to build a safe and resilient Canada. Our vision is to, through outstanding leadership, achieve a safe and secure Canada and strong and resilient communities.

### **Three Essential Roles of the Department**

1. Support the Minister's responsibility for all matters related to public safety and emergency management not assigned to another federal organization;
2. Exercise leadership at the national level for national security and emergency preparedness; and,
3. Support the Minister's responsibility for the coordination of entities within the Public Safety Portfolio.

## **Organizational Structure**

### **Public Safety Canada**

The department is organized into five branches: Emergency Management and Programs, Community Safety and Countering Crime, Portfolio Affairs and Communications, National and Cyber Security, and Corporate Management. The department also has a Chief Audit and Evaluation Executive and is supported by the Legal Services Unit.

Five [Regional Offices](#) represent the Atlantic, Quebec, Ontario, the Prairies and British Columbia and the North. The regional offices are the primary point of contact for the Department at the provincial level. They deliver a coordinated federal response to emergencies; facilitate the effective delivery of emergency management, Indigenous policing and crime prevention programs; and improve partnerships with other levels of government and key regional stakeholders.

### **The Public Safety Portfolio: Partner Agencies and Review Bodies**

The [Canada Border Services Agency \(CBSA\)](#) manages the nation's borders by enforcing Canadian laws governing trade and travel, as well as international agreements and conventions. CBSA facilitates legitimate cross-border traffic and supports economic development while stopping people and goods that pose a potential threat to Canada.

The [Canadian Security Intelligence Service \(CSIS\)](#) investigates and reports on activities that may pose a threat to the security of Canada. CSIS also provides security assessments, on request, to all federal departments and agencies.

The [Correctional Service of Canada \(CSC\)](#) helps protect society by encouraging offenders to become law-abiding citizens while exercising reasonable, safe, secure and humane control. CSC is responsible for managing offenders sentenced to two years or more in federal correctional institutions and under community supervision.

The [Parole Board of Canada \(PBC\)](#) is an independent body that grants, denies or revokes parole for inmates in federal prisons and provincial inmates in provinces without their own parole board. The PBC helps protect society by facilitating the timely reintegration of offenders into society as law-abiding citizens.

The [Royal Canadian Mounted Police \(RCMP\)](#) enforces Canadian laws, prevents crime and maintains peace, order and security.

The [Civilian Review and Complaints Commission for the Royal Canadian Mounted Police \(CRCC\)](#) investigates complaints from the public about the conduct of members of the RCMP in an open, independent and objective manner. The Commission also holds public hearings and conducts research and policy development to improve the public complaints process.

The [Office of the Correctional Investigator \(OCI\)](#) conducts independent, thorough and timely investigations about issues related to Correctional Service Canada. The OCI may initiate an investigation based on a complaint from (or on behalf of) an offender, as the result of a ministerial request, or on its own initiative.

The [RCMP External Review Committee \(ERC\)](#) is an independent agency that promotes fair and equitable labour relations within the RCMP. The Committee conducts an independent review of appeals in disciplinary, discharge and demotion matters, as well as certain kinds of grievances.

### **The Access to Information and Privacy (ATIP) Office**

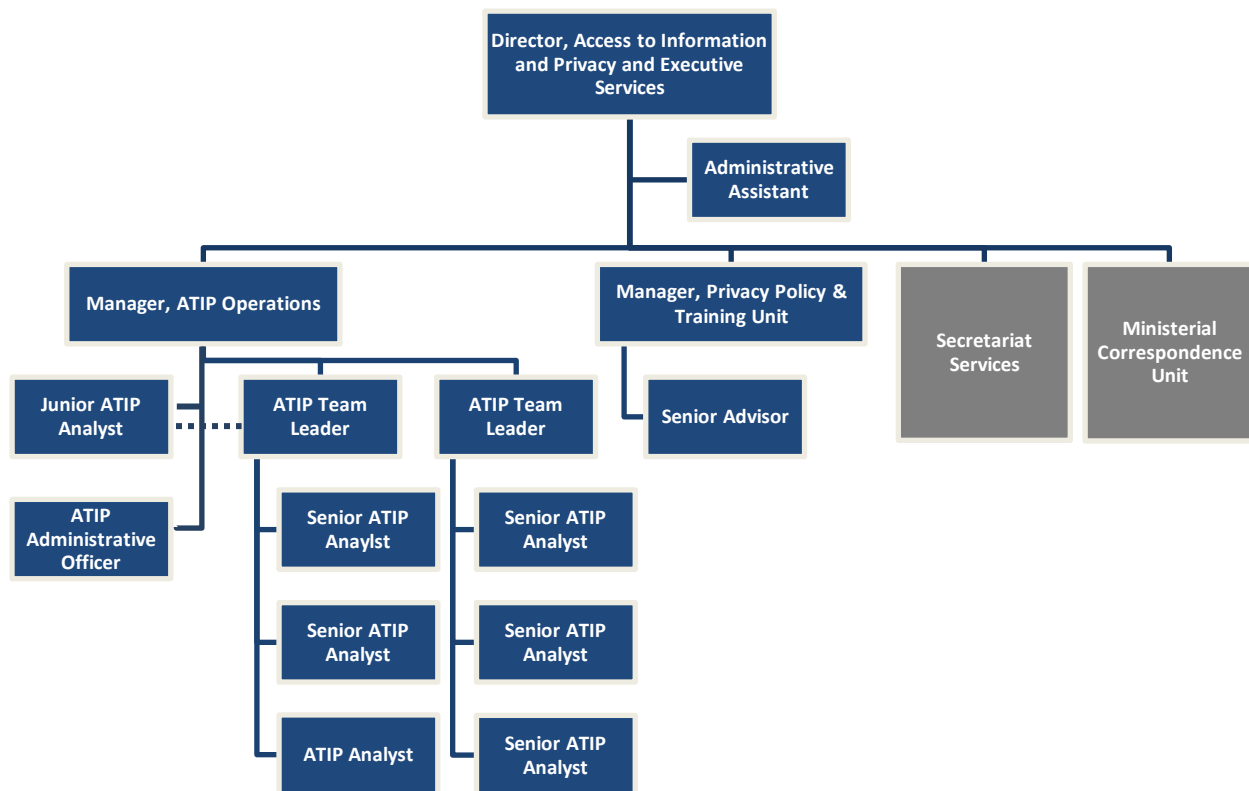
The ATIP Office is part of Public Safety Canada's ATIP and Executive Services Division within the Department's Portfolio Affairs and Communications Branch. The Director of ATIP and Executive Services, supported by one Administrative Assistant, is responsible for ATIP as well as Ministerial Correspondence and Secretariat Services. The ATIP Office consists of 13 full-time employees and consists of two streams of ATIP-related work: the ATIP Operations Unit and the Privacy Policy and Training Unit (PPTU).

The ATIP Office is responsible for the coordination and implementation of policies, guidelines and procedures to ensure departmental compliance with the *Access to Information Act* and the *Privacy Act*. The team is also responsible for responding to requests made under the Acts, as well as providing the following services to the Department:

- Processing consultations received from other institutions;
- Providing advice and guidance to employees and senior officials on ATIP related matters such as privacy impact assessments (PIA) and privacy breaches;
- Producing the Annual Reports to Parliament;

- Delivering ATIP awareness sessions to departmental employees;
- Coordinating regular updates to Public Safety's Info Source publication;
- Reviewing departmental documents, such as audits and evaluations, prior to proactively disclosing these on the departmental website;
- Developing departmental procedures for processing ATIP requests;
- Proactively publishing information in accordance with Part 2 of the *Access to Information Act*;
- Releasing copies of previously completed *Access to Information Act* requests using the informal request process; and,
- Participating in forums for the ATIP community, such as the Treasury Board Secretariat's ATIP Community meetings and working groups.

**Figure 1: ATIP and Executive Services Division Organization Chart**



### Image description

The figure illustrates the organizational structure of the ATIP and Executive Services Division. The Director of the ATIP and Executive Services Division is supported by one Administrative Assistant. The Director also has the Manager of ATIP Operations, the Manager of the Privacy Policy and Training Unit (PPTU) as well as the Manager of Secretariat Services and the Manager of the Ministerial Correspondence Unit as direct reports. The ATIP Office consists of 13 full-time



positions including the Manager of ATIP Operations and the Manager of the PPTU. The Manager of ATIP Operations and the Manager of the PPTU manage two separate streams of the ATIP Office. These streams are:

1. The ATIP Operations Unit which includes the Manager of ATIP Operations, two ATIP Team Leaders, five Senior ATIP Analysts, one ATIP Analyst, one Junior ATIP Analyst, and one ATIP Administrative Officer. The ATIP Team Leaders and the ATIP Administrative Officer report to the Manager. The Junior ATIP Analyst reports to the Manager for administrative tasks and to the first ATIP Team Leader for operational tasks. Two Senior ATIP Analysts and the ATIP Analyst also report to the first ATIP Team Leader. The other three Senior ATIP Analysts report to the second ATIP Team Leader.
2. The PPTU which includes the Manager of the PPTU and one Senior Advisor who reports to the Manager of the PPTU.

### **Service Agreements Under Section 96 of the *Access to Information Act***

Public Safety was not a party to any service agreements under section 96 of the *Access to Information Act* during the fiscal year.

### **Delegation of Authority**

The Minister of Public Safety and Emergency Preparedness is responsible for how the department administers and complies with the *Access to Information Act*, the *Access to Information Regulations* and Treasury Board of Canada Secretariat policy instruments. Section 95(1) of the *Access to Information Act* gives the Minister the authority to designate one or more officers or employees of Public Safety to exercise or perform all, or part, of the Minister's powers, duties, and functions under the Act.

Public Safety's current delegation order for the *Access to Information Act* was signed by the Minister of Public Safety and Emergency Preparedness on January 8, 2016. The signed Delegation Order is attached in Annex A. This designation replaces all previous delegation orders.

The Public Safety positions that are authorized to perform the powers, duties, and functions given to the Minister of Public Safety and Emergency Preparedness as head of a government institution under the provisions of the *Access to Information Act* and its regulations are the following:

**Deputy Minister**

- Full Authority

**Associate Deputy Minister**

- Full Authority

**Assistant Deputy Minister, Portfolio Affairs and Communications**

- Authority to apply subsection 4(2.1), sections 13 to 26, paragraph 35(2)(b) and section 69 of the *Access to Information Act*

**Director General, Cabinet and Parliamentary Affairs, and Executive Services**

- Authority to apply subsection 4(2.1), sections 13 to 26, paragraph 35(2)(b) and section 69 of the *Access to Information Act*

**Director, ATIP and Executive Services**

- Full Authority

**Manager, ATIP Operations**

- Full Authority

**Team Leaders, ATIP Operations**

- Authority to apply subsection 4(2.1), section 9 and subsections 11(2)(3)(4)(5)(6) of the *Access to Information Act* as well as subsections 7(1) and 7(3) of *Access to Information Regulations*.

**Analysts, ATIP Operations**

- Authority to apply subsection 4(2.1), section 9 and subsections 11(2)(3)(4)(5)(6) of the *Access to Information Act* as well as subsections 7(1) and 7(3) of *Access to Information Regulations*.

## Highlights of the Statistical Report and Multi-Year Trends

Annex B provides a statistical report on *Access to Information Act* requests processed by Public Safety Canada between April 1, 2019 and March 31, 2020. The following explains and interprets the statistical information, and identifies multi-year trends.

### Overview of the Statistical Report

In 2019-2020, Public Safety Canada received 366 requests under the *Access to Information Act*, a decrease of approximately 22.6 per cent over the previous year. This year, Public Safety Canada completed 99.0 per cent of access to information (ATI) requests on time. It took the department an average of 73 days to process a request made under the *Access to Information Act*. For the past five consecutive years, Public Safety has completed 99.5 per cent of access to information requests on time.

### ATIP Request Volume and Workload

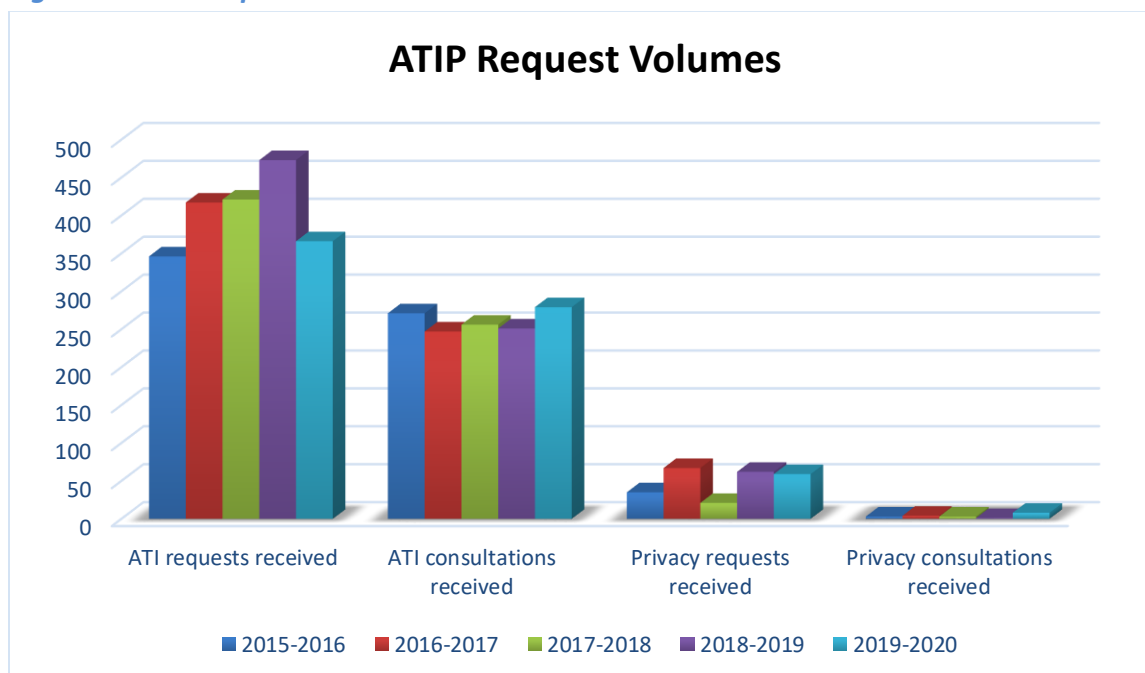
In 2019-2020, the total number of requests received under the *Access to Information Act* and the *Privacy Act* decreased by 9.5 per cent and the total number of pages processed decreased

by 19.9 per cent. The following table and chart demonstrate the ATIP workload over the past five years.

**Table 1: ATIP Request Volume and Workload**

	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
ATI requests received by Public Safety Canada	346	417	421	473	366
ATI consultations received from other institutions	271	247	256	251	279
Privacy requests received by Public Safety Canada	35	67	21	62	59
Privacy consultations received from other institutions	3	4	3	1	8
Total volume (requests and consultations)	655	735	701	787	712
Total pages processed	109208	70109	85442	167184	133967

**Figure 2: ATIP Request Volume**

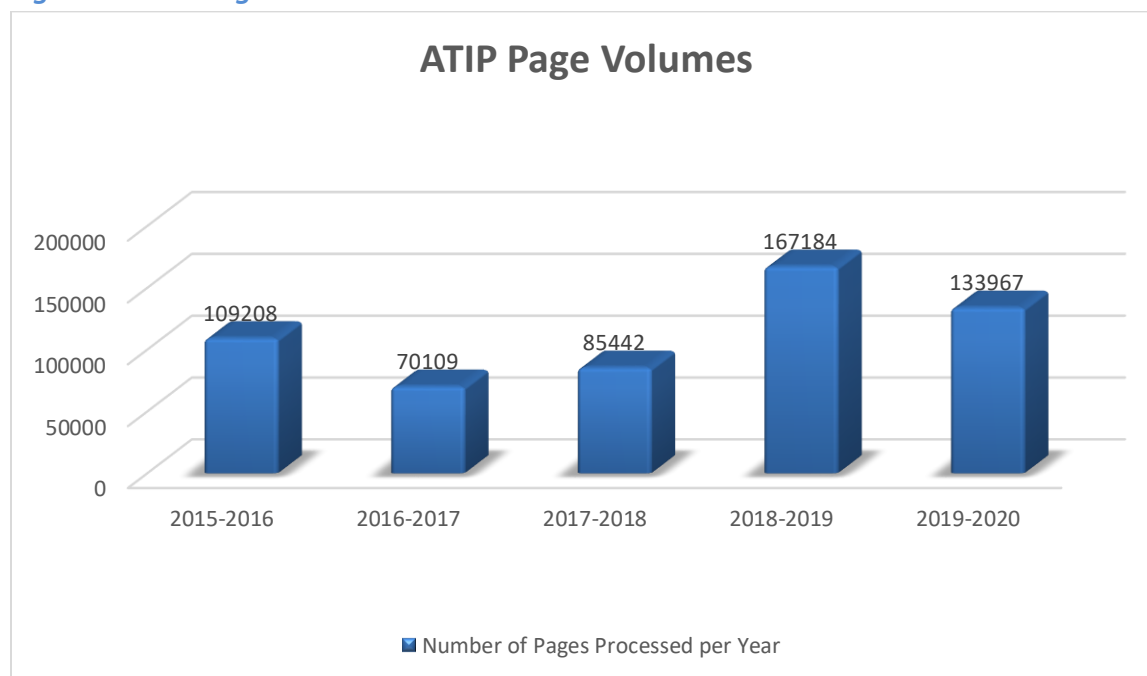


**Image description**

The figure shows a bar graph illustrating the data found in Table 1: ATIP Volume and Workload, regarding the volume of Access to Information (ATI) and Privacy requests and consultations received by Public Safety Canada. The graph shows four groups of five columns each. The first

group of columns shows the number of ATI requests received by Public Safety Canada over the five fiscal years from 2015-2016 to 2019-2020. The second group shows the number of ATI consultations received from other institutions during the same period. The third group shows the number of Privacy requests received by Public Safety Canada during the same period. The fourth group shows the number of Privacy consultations received from other institutions during the same period.

**Figure 3: ATIP Page Volumes**



#### **Image description**

The figure shows a bar graph illustrating the data found in Table 3: ATIP Page Volumes, regarding the volume of pages processed by Public Safety Canada. The graph shows five bars. The bars illustrate the volume of pages processed over the five fiscal years from 2015-2016 to 2019-2020.

#### **Requests Received under the *Access to Information Act***

Public Safety Canada received 366 new *Access to Information Act* requests through the fiscal year, representing a decrease of approximately 22.6 per cent over the number of requests received the previous year (473). There were 105 requests carried forward from the previous fiscal year, resulting in a total of 471 requests to process. Of these requests, 404 were completed during the reporting year, while the remaining 67 requests were carried forward to the next reporting year.

## Source of Requests

The media was the primary source of requests received by Public Safety Canada. Of the 366 requests received:

- 32.2 per cent of requests (118) were received from the media;
- 14.8 per cent of requests (54) were received from members of the public;
- 6.3 per cent of requests (23) were received from academia;
- 4.9 per cent of requests (18) were received from organizations;
- 1.9 per cent of requests (7) were received from businesses; and,
- 39.9 per cent of requests (146) were received from those who declined to identify.

## Extensions

Section 9 of the *Access to Information Act* allows institutions to extend the legal deadline for processing a request if a search for responsive records cannot be completed within 30 days of receipt of the request, or if the institution must consult with other institutions or third parties.

Public Safety Canada plays a role in coordinating activities which engage the partner agencies and review bodies within the Public Safety portfolio as well as with other federal institutions and organizations at all levels of government on matters relating to the safety of Canadians. Extensions are therefore often necessary in order to undertake the required consultations. A total of 276 extensions were taken during the fiscal year, of these:

- Ten files were extended for 30 days or less;
- 33 files were extended for 31 to 60 days;
- 104 files were extended for 61 to 120 days;
- 26 files were extended for 121 to 180 days;
- 25 files were extended for 181 to 365 days; and,
- Nine extended for 365 days or more.

Extensions taken because of interference with operations resulted in:

- Eight files being extended for 30 days or less;
- Nine files being extended for 31 to 60 days;
- Five files being extended for 61 to 120 days;
- Two files being extended for 121 to 180 days;
- One file being extended for 181 to 365 days; and,
- Two files being extended for 365 days or more.

### **Completion Times**

This fiscal year, 54 per cent of requests under the *Access to Information Act* were completed within 30 days, which represents a slight decrease from last fiscal year's 56 per cent. The average number of days taken to process a request was 73 days which is the same as last fiscal year's average of 73 days.

### **Disposition of Requests**

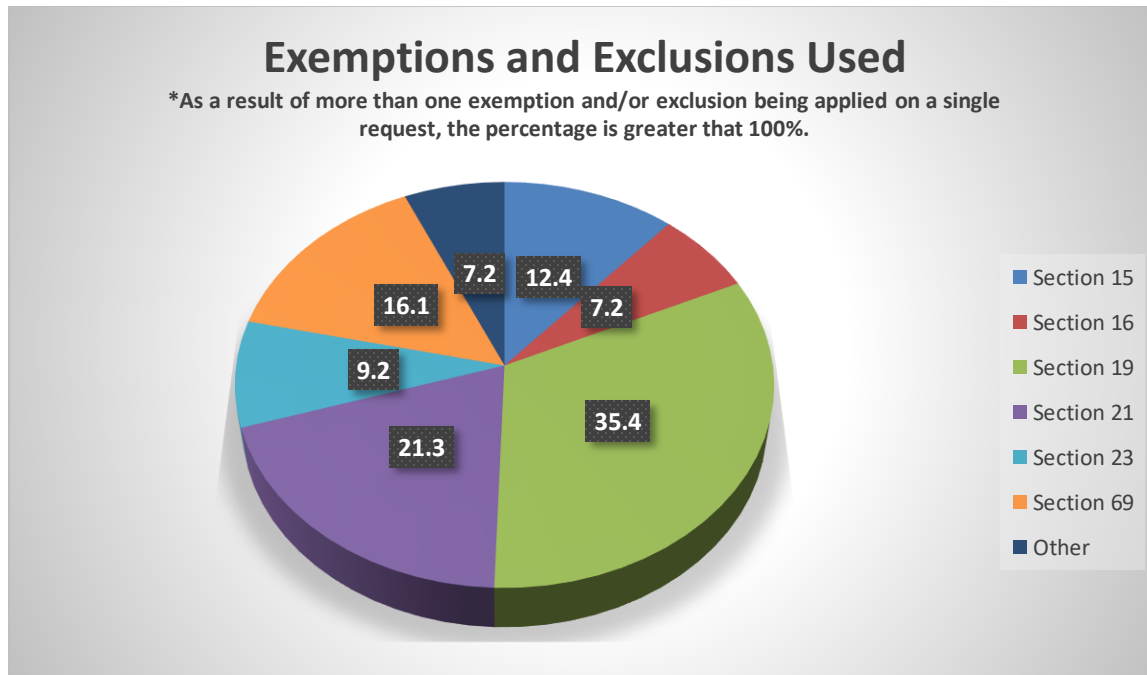
Of the 404 completed requests:

- 45 requests were disclosed without exemptions applied;
- 243 requests were disclosed in part;
- 14 requests were exempted in their entirety;
- 17 requests were excluded in their entirety;
- 15 requests were transferred;
- 15 requests were abandoned;
- 55 requests where no records existed;
- Zero requests where the existence of records was neither confirmed nor denied and,
- Zero requests where the institution declined to act on a request, with the approval of the Information Commissioner.

In total 979 exemptions and 378 exclusions were applied under the *Access to Information Act* this fiscal year. The most frequently used sections are:

- Section 15 was applied in 12.4 per cent of instances;
- Section 16 was applied in 7.2 per cent of instances;
- Section 19 was applied in 35.4 per cent of instances;
- Section 21 was applied in 21.3 per cent of instances;
- Section 23 was applied in 9.2 percent of instances;
- Section 69 was applied in 16.1 percent of instances; and
- Various other sections were applied in 7.2 percent of instances.

**Figure 4: Access to Information Act sections applied for exemptions and exclusions during this fiscal year**



#### **Image description**

The figure is a pie chart that illustrates the sections of the Access to Information that were most frequently applied to exempt or exclude information from requests during this fiscal year. The percentage of each section applied is as follows: section 15 was applied in 12.4 per cent of instances; section 16 was applied in 7.2 per cent of instances; section 19 was applied in 35.4 per cent of instances; section 21 was applied in 21.3 per cent of instances; section 23 was applied in 9.2 percent of instances; section 69 was applied in 16.1 percent of instances; and various other sections were applied in 7.2 percent of instances.

#### **Consultations from other Institutions**

Public Safety Canada received 256 new consultation requests under the *Access to Information Act*. There were six requests carried forward from the previous fiscal year, resulting in a total of 262 requests to process. Of these requests, 251 were completed during the reporting year, while the remaining 11 requests were carried forward to the next reporting year.

## **The Impacts of the COVID-19 Pandemic**

On March 16, 2020, Public Safety Canada's ATIP Office shifted to working remotely in response to the COVID-19 pandemic. Some of the challenges encountered during the period from March 16, 2020 to March 31, 2020 include:

- Initial challenges in setting up new business processes to accommodate remote working;
- Inability to review certain records that could not be processed remotely;
- Delays in receiving consultation responses from other federal organizations whose operations were similarly restricted due to the COVID-19 situation;
- In some cases, program areas being tasked to retrieve records were already fully engaged in leading Canada's response to the COVID-19 situation, and therefore faced challenges responding to requests; and,
- Some staff faced challenges balancing telework with other responsibilities, including care of children following closure of schools and daycares.

## **Challenges/Complexities**

Public Safety's ATIP Office experienced several additional challenges during the fiscal year:

1. Due to Public Safety Canada's policy coordination role, consultations with partner organizations are often required to properly review responsive records, which can increase the time needed to respond to requests. Additionally, partner organizations often require more time to process consultations because of an increase of requests in the system overall. In some cases, this has increased the length of extensions required.
2. The sharing of highly classified information with other ATIP offices has presented a challenge, as not all offices have networks that can securely handle these records. These materials must then be hand delivered, creating inefficiency in both time and resources.
3. While the department maintained a 99 per cent on time rate while reviewing approximately 134,000 pages, approximately 348,000 pages were carried over into the next fiscal year. The majority of the records carried over are related to 13 complex files with multi-year timelines. These files include:
  - One file with over 90,000 pages being processed;
  - One file with over 75,000 pages being processed;
  - Three files with over 25,000 pages being processed;
  - Two files with over 10,000 pages being processed; and,
  - Six files with over 5,000 pages being processed.

It is anticipated that the review of these records will remain a significant challenge to the operations of the ATIP Office, given the complexity and volume of the records.



## Training and Awareness

### Training

This fiscal year, the ATIP Office provided 15 training or information sessions on the *Access to Information Act* and *Privacy Act*. A variety of subject matters were presented, from retrieving and reviewing records in response to an Access to Information (ATI) request, to proactive publication. A grand total of 397 people attended these sessions.

An additional 148 Public Safety employees completed the online course, Access to Information and Privacy Fundamentals (I015), this fiscal year. This course is offered by the Canada School of Public Service and is mandatory for all new employees joining Public Safety Canada.

### Awareness

This fiscal year, the ATIP Office has also raised ATIP awareness through the department's internal communications vehicles, publishing three articles in the department's internal newsletter, and updating the department's intranet site.

## Policies, Guidelines or Procedures and Initiatives

Public Safety's ATIP office developed a new Privacy Impact Assessment Guideline during this fiscal year. Public Safety's statement of completeness form for ATIP requests was also updated.

## Summary of Key Issues and Actions Taken on Complaints, Audits or Investigations

Public Safety Canada received notice of 23 new complaints to the Office of the Information Commissioner on 11 files. There were:

- 10 complaints related to exemptions;
- One related to excluded information;
- Nine related to denial of access;
- One related to delay (deemed refusal);
- Two related to time extensions; and
- Zero for miscellaneous reasons.

Of the 23 complaints received:

- Four were discontinued;
- Zero were well founded;
- Zero were well founded but considered resolved without recommendations;
- Four were considered resolved;
- Two were not well founded; and,
- 13 are ongoing.

There have been no patterns or trends identified by Public Safety Canada as a result of complaints or investigations by the Office of the Information Commissioner.

### **Appeals to the Court**

There was one appeal to the Federal Court that was included in the 2008-2009 Annual Report to Parliament. On April 25, 2019 the Federal Court of Appeal rendered its decision, dismissing the appeal.

No new appeals were received during the fiscal year.

## **Monitoring Compliance**

Five recurring reports were prepared for the information of Senior Management during the fiscal year: the Weekly ATIP Report; the Quarterly Branch Performance Report; the Completed Request Report; the Upcoming Access to Information (ATI) Release Report; and the New Request Report. Together, these reports track a range of information including the list of new formal ATI requests received by the department each week, deadlines assigned for retrieval, and receipt and resolution of complaints. Reports were shared regularly with senior management and presented at senior management meetings within the department.

In its commitment to transparency and accountability, Public Safety Canada posts summaries of completed ATI requests on the Open Government website. In addition, ATIP performance is monitored at the ADM level through their Performance Management Agreements to ensure ATIP is a priority within the department.

## Annex A: Delegation Orders

**Delegation Order - Access to Information Act and Access to Information Regulations**  
**Arrêté de délégation des attributions – Loi sur l'accès à l'information et Règlements sur l'accès à l'information**  
**Department of Public Safety and Emergency Preparedness – Ministère de la Sécurité publique et de la Protection civile**

The Minister of Public Safety and Emergency Preparedness, pursuant to section 73 of the *Access to Information Act*\*, hereby designates the persons holding the positions set out below, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Minister as the head of the Department of Public Safety and Emergency Preparedness, under the provisions of the Act and related regulations set out in the schedule opposite each position. This designation replaces all previous delegation orders.

En vertu de l'article 73 de la *Loi sur l'accès à l'information*\*, le Ministre de la Sécurité publique et de la Protection civile, délègue aux titulaires des postes sous mentionnés, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont il est, en qualité de responsable du Ministère de la Sécurité publique et de la Protection civile investi par les dispositions de la Loi ou de son règlement mentionnées en regard de chaque poste. Le présent document remplace et annule tout arrêté antérieur.

Section Article	Action	Deputy Minister/Sous-ministre; Associate Deputy Minister/Sous-ministre délégué Assistant Deputy Minister, Portfolio Affairs and Communications; Director General/Cabinet and Parliamentary Affairs, and Executive Services / Sous-ministre adjoint, Affaires du portefeuille et des communications; Directeur général, Affaires du cabinet et parlementaires, et des services exécutifs ATIP Manager/Chef de service AIPRP Director, ATIP and Executive Services / Directeur, AIPRP et Services exécutifs Team Leaders, ATIP Operations & ATIP Analysts / Chefs d'équipe, Opérations d'AIPRP et analystes d'AIPRP			
4(2.1)	Responsibility of head of institution Responsable de l'institution fédérale	•	•	•	•
7(a)	Notice where access requested Notification de l'auteur de la demande	•		•	
7(b)	Giving access to record Communication du document	•		•	
8(1)	Transfer of request Transmission de la demande	•		•	
9	Extension of time limits Prorogation du délai	•		•	•
11(2)(3) (4)(5)(6)	Additional Fees Frais supplémentaires	•		•	•
12(2)(b)	Language of access Version de la communication	•		•	
12(3)(b)	Access in an alternative format Communication sur support de substitution	•		•	

**Delegation Order - Access to Information Act and Access to Information Regulations**  
**Arrêté de délégation des attributions – Loi sur l'accès à l'information et Règlements sur l'accès à l'information**  
**Department of Public Safety and Emergency Preparedness – Ministère de la Sécurité publique et de la Protection civile**

Section Article	Action	Deputy Minister/Sous-ministre: Associé(e) Deputy Minister/Sous-ministre délégué(e) Assistant Deputy Minister, Portfolio Affairs and Communications; Director General, Cabinet and Parliamentary Affairs, and Executive Services / Sous-ministre adjoint(e), Affaires du portefeuille et des communications; Directeur général, Affaires du cabinet et parlementaires, et des services exécutifs				ATIP Manager/Gestionnaire ATIP Director, ATIP and Executive Services / Directeur, AIPRP et Services exécutifs		Team Leaders, ATIP Operations & ATIP Analysts / Chefs d'équipe, Opérations d'AIPRP et analystes d'AIPRP	
13	Exemption - Information obtained in confidence Exception - Renseignements obtenus à titre confidentiel	■	■	■					
14	Exemption - Federal-provincial affairs Exception - Affaires fédéro-provinciales	■	■	■					
15	Exemption - International affairs and defence Exception - Affaires internationales et défense	■	■	■					
16	Exemption - Law enforcement and investigations Exception - Application de la loi et enquêtes	■	■	■					
16.5	Exemption - <i>Public Servants Disclosure Protection Act</i> Exception - <i>Loi sur la protection des fonctionnaires d'actes répréhensibles</i>	■	■	■					
17	Exemption - Safety of individuals Exception - Sécurité des individus	■	■	■					
18	Exemption - Economic interests of Canada Exception - Intérêts économiques du Canada	■	■	■					
18.1	Exemption - Economic interest of certain government institutions Exceptions - Intérêts économiques de certaines institutions fédérales	■	■	■					
19	Exemption - Personal information Exception - Renseignements personnels	■	■	■					
20	Exemption - Third-party information Exception - Renseignements de tiers	■	■	■					
21	Exemption - Operations of Government Exception - Activités du gouvernement	■	■	■					
22	Exemption - Testing procedures, tests and audits Exception - Examens et vérifications	■	■	■					
22.1	Exemption - Internal Audits Exception - Vérifications internes	■	■	■					
23	Exemption - Solicitor-client privilege Exception - Secret professionnel des avocats	■	■	■					
24	Exemption - Statutory prohibitions Exception - Interdictions fondées sur d'autres lois	■	■	■					

**Delegation Order - Access to Information Act and Access to Information Regulations**  
**Arrêté de délégation des attributions – Loi sur l'accès à l'information et Règlement sur l'accès à l'information**  
**Department of Public Safety and Emergency Preparedness – Ministère de la Sécurité publique et de la Protection civile**

		Deputy Minister/Sous-ministre: Associate Deputy Minister/Sous-ministre délégué Assistant Deputy Minister, Portfolio Affairs and Communications: Directeur Général/Cabinet and Parliamentary Affairs, and Executive Services / Sous-ministre adjoint, Affaires du portefeuille et des communications; Directeur général, Affaires du cabinet et parlementaires, et des services exécutifs ATIP Manager/Gestionnaire AIPRP Director, ATIP and Executive Services / Directeur, AIPRP et Services exécutifs Team Leaders, ATIP Operations & ATIP Analysts / Chefs d'équipe, Opérations d'AIPRP et analystes d'AIPRP			
Section Article	Action				
25	Severability Prélèvements	•	•	•	
26	Refusal of access where information is to be published Refus de communication en cas de publication	•	•	•	
27(1), (4)	Third-party notification Avis aux tiers	•		•	
28(1)(b), (2), (4)	Third-party notification Avis aux tiers	•		•	
29(1)	Notice of decision to disclose Avis de la décision de communiquer	•		•	
33	Notice to Information Commissioner of notices to third parties Avis au Commissaire à l'information des avis aux tiers	•		•	
35(2)(b)	Right to make representations Droit de présenter des observations	•	•	•	
37(4)	Access to be given to complainant Communication accordée au plaignant	•		•	
43(1)	Notice to third party of application to Federal Court for review Avis au tiers d'une demande de révision à la Cour fédérale	•		•	
44(2)	Notice to requester of application for review by third party Avis au demandeur d'un recours en révision du tiers	•		•	
52(2)(b), 52(3)	Special rules for hearings Règles spéciales pour les auditions	•		•	
69	Confidences of the Queen's Privy Council for Canada Documents confidentiels du Conseil privé de la Reine pour le Canada	•	•	•	
71(1)	Facilities for inspection of manuals Installations de consultation des manuels	•		•	
72	Annual report to Parliament Rapport annuel au Parlement	•		•	
<b>Regulation</b>					
6(1)	Transfer of request Transmission de la demande	•		•	
7(2)	Search and preparation fees Frais liés à la recherche et à la préparation	•		•	•

**Delegation Order - Access to Information Act and Access to Information Regulations**  
**Arrêté de délégation des attributions – Loi sur l'accès à l'information et Règlements sur l'accès à l'information**  
**Department of Public Safety and Emergency Preparedness – Ministère de la Sécurité publique et de la Protection civile**

Section Article		Deputy Minister / Sous-ministre délégué Assistant Deputy Minister, Portfolio Affairs and Communications; Director General, Cabinet and Parliamentary Affairs, and Executive Services / Sous-ministre adjoint, Affaires du portefeuille et des communications; Directeur général, Affaires du cabinet et parlementaires, et des services exécutifs ATIP Manager / Gestionnaire AIPRP Director, ATIP and Executive Services / Directeur, AIPRP et Services exécutifs Team Leaders, ATIP Operations & ATIP Analysts / Chef d'équipe, Opérations d'AIPRP et analystes d'AIPRP			
7(5)	Production and programming fees Frais liés à la production et la programmation	•		•	•
8	Method of access Méthode d'accès	•		•	
8.1	Limitations in respect of format Restrictions applicables au support	•		•	

Dated, at the City of Ottawa, this 8 th day of  
January, 2015 ~~2015~~ 2016

Daté, en la ville d'Ottawa, ce 8 e jour de  
janvier, 2015 ~~2015~~ 2016



Hon. Ralph Goodale, P.C., M.P./L'hon. Ralph Goodale, C.P., député

\*R.S.C. 1985, c. A-01

\*L.R.C. (1985), ch. A-01



## Statistical Report on the Access to Information Act

Name of institution: Public Safety Canada

Reporting period: 2019-04-01 to 2020-03-31

### Section 1: Requests Under the Access to Information Act

#### 1.1 Number of requests

	Number of Requests
Received during reporting period	366
Outstanding from previous reporting period	105
<b>Total</b>	<b>471</b>
Closed during reporting period	404
Carried over to next reporting period	67

#### 1.2 Sources of requests

Source	Number of Requests
Media	118
Academia	23
Business (private sector)	7
Organization	18
Public	54
Decline to Identify	146
<b>Total</b>	<b>366</b>

#### 1.3 Informal requests

Completion Time							Total
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
370	139	22	2	0	1	0	534

**Note:** All requests previously recorded as “treated informally” will now be accounted for in this section only.

### Section 2: Decline to act - vexatious, made in bad faith, abuse of right

	Number of Requests
Outstanding from previous reporting period	0
Sent during reporting period	1
<b>Total</b>	<b>1</b>
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	0
Carried over to next reporting period	1

## Section 3: Requests Closed During the Reporting Period

### 3.1 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	24	7	8	0	0	0	45
Disclosed in part	21	56	34	66	34	22	10	243
All exempted	6	4	3	1	0	0	0	14
All excluded	7	9	1	0	0	0	0	17
No records exist	31	24	0	0	0	0	0	55
Request transferred	10	5	0	0	0	0	0	15
Request abandoned	13	1	0	0	0	0	1	15
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Decline to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	94	123	45	75	34	22	11	404

### 3.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	22	16(2)	45	18(a)	1	20.1	0
13(1)(b)	3	16(2)(a)	1	18(b)	8	20.2	0
13(1)(c)	12	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	5	16(2)(c)	32	18(d)	0	21(1)(a)	108
13(1)(e)	1	16(3)	0	18.1(1)(a)	0	21(1)(b)	82
14	11	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	33
14(a)	19	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	5
14(b)	9	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	10	16.1(1)(d)	0	19(1)	143	22.1(1)	0
15(1) - I.A.*	64	16.2(1)	0	20(1)(a)	0	23	52
15(1) - Def.*	25	16.3	0	20(1)(b)	27	23.1	0
15(1) - S.A.*	83	16.3(1)	0	20(1)(b.1)	1	24(1)	40
16(1)(a)(i)	11	16.4(1)(a)	0	20(1)(c)	18	26	2
16(1)(a)(ii)	3	16.4(1)(b)	0	20(1)(d)	1		
16(1)(a)(iii)	22	16.5	1				
16(1)(b)	32	16.6	1				
16(1)(c)	40	17	6				
16(1)(d)	0						

### 3.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Requests
68(a)	3	69(1)	0	69(1)(g) re (a)	85
68(b)	0	69(1)(a)	38	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	31
68.1	0	69(1)(c)	11	69(1)(g) re (d)	40
68.2(a)	0	69(1)(d)	30	69(1)(g) re (e)	46
68.2(b)	0	69(1)(e)	46	69(1)(g) re (f)	38
		69(1)(f)	10	69.1(1)	0



### 3.4 Format of information released

Paper	Electronic	Other
18	270	0

### 3.5 Complexity

#### 3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
118,618	46,514	334

#### 3.5.2 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	40	814	3	741	1	603	1	1,342	0	0
Disclosed in part	145	2,883	59	8,682	24	9,272	13	14,415	2	4,043
All exempted	12	0	2	0	0	0	0	0	0	0
All excluded	15	0	2	0	0	0	0	0	0	0
Request abandoned	14	0	0	0	0	0	1	3,719	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	226	3,697	66	9,423	25	9,875	15	19,476	2	4,043

#### 3.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	17	0	0	0	17
Disclosed in part	181	0	1	0	182
All exempted	5	0	0	0	5
All excluded	17	0	0	0	17
Request abandoned	1	0	0	0	1
Neither confirmed nor denied	0	0	0	0	0
<b>Total</b>	221	0	1	0	222

### 3.6 Closed requests

#### 3.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	400
Percentage of requests closed within legislated timelines (%)	99

### 3.7 Deemed refusals

#### 3.7.1 Reasons for not meeting legislated timelines

Number of Requests Closed Past the Legislated Timelines	Principal Reason			
	Operations /	Consultation	Consultation	Other
4	3	1	0	0

#### 3.7.2 Requests closed beyond legislated timelines (including any extension taken)

Number of Days Past Legislated Timelines	Number of Requests Past Legislated Timeline Where No	Number of Requests Past Legislated Timeline Where an	Total
1 to 15 days	0	1	1
16 to 30 days	0	0	0
31 to 60 days	1	0	1
61 to 120 days	0	0	0
121 to 180 days	1	0	1
181 to 365 days	0	0	0
More than 365 days	0	1	1
<b>Total</b>	2	2	4

### 3.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	0	0	0

## Section 4: Extensions

### 4.1 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	7	3
Disclosed in part	26	65	118	7
All exempted	0	3	1	0
All excluded	0	1	0	0
No records exist	0	0	0	0
Request abandoned	1	0	1	1
<b>Total</b>	<b>27</b>	<b>69</b>	<b>127</b>	<b>11</b>

### 4.2 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	8	8	2	0
31 to 60 days	9	7	16	10
61 to 120 days	5	33	70	1
121 to 180 days	2	10	16	0
181 to 365 days	1	8	17	0
365 days or more	2	3	6	0
<b>Total</b>	<b>27</b>	<b>69</b>	<b>127</b>	<b>11</b>

## Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Requests	Amount	Requests	Amount
Application	400	\$2,000	2	\$10
Other fees	0	\$0	0	\$0
<b>Total</b>	<b>400</b>	<b>\$2,000</b>	<b>2</b>	<b>\$10</b>

## Section 6: Consultations Received From Other Institutions and Organizations

### 6.1 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	256	8,166	15	383
Outstanding from the previous reporting period	6	371	2	132
<b>Total</b>	<b>262</b>	<b>8,537</b>	<b>17</b>	<b>515</b>
Closed during the reporting period	251	7,796	17	515
Carried over to next reporting period	11	741	0	0

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

Recommendation	Number of Days Required to Complete Consultation Requests							
	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	Total
Disclose entirely	114	40	0	0	0	0	0	154
Disclose in part	27	39	16	6	1	0	0	89
Exempt entirely	1	0	2	0	0	0	0	3
Exclude entirely	1	0	0	0	0	0	0	1
Consult other institution	0	0	0	0	0	0	0	0
Other	4	0	0	0	0	0	0	4
<b>Total</b>	<b>147</b>	<b>79</b>	<b>18</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>251</b>

## 6.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of Days Required to Complete Consultation Requests							
	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	Total
Disclose entirely	14	0	0	0	0	0	0	14
Disclose in part	2	1	0	0	0	0	0	3
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	<b>16</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17</b>

## Section 7: Completion Time of Consultations on Cabinet Confidences

### 7.1 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	75	579	9	233	2	18	0	0	0	0
16 to 30	4	107	3	37	0	0	0	0	0	0
31 to 60	1	34	2	193	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>80</b>	<b>720</b>	<b>14</b>	<b>463</b>	<b>2</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 7.2 Requests with Privy Council Office

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

## Section 8: Complaints and investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal representations	Section 37 Reports of finding received	Section 37 Reports of finding containing recommendations issued by the	Section 37 Reports of finding containing orders issued by the
23	0	2	3	0	0

## Section 9: Court actions on complaints received before June 21, 2019 and on-going

### 9.1 Court actions on complaints received before June 21, 2019 and on-going

Section 41 (before June 21, 2019)	Section 42	Section 44
0	0	0

### 9.2 Court actions on complaints received after June 21, 2019

Section 41 (after June 21, 2019)				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

## Section 10: Resources Related to the *Access to Information Act*

### 10.1 Costs

Expenditures		Amount
Salaries		\$747,878.00
Overtime		\$0.00
Goods and Services		\$342,863.00
• Professional services contracts	\$311,319.00	
• Other	\$31,544.00	
<b>Total</b>		<b>\$1,090,741.00</b>

### 10.2 Human Resources

Resources	Access to Information
Full-time employees	9.87
Part-time and casual employees	0.01
Regional staff	0.00
Consultants and agency personnel	1.47
Students	0.00
<b>Total</b>	<b>11.35</b>

## Annex C: Supplemental Statistical Report – Requests affected by COVID-19 measures

The following table reports the total number of formal requests received during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

**Table 1 – Requests Received**

		Column (Col.) 1
		Number of requests
Row 1	Received from 2019-04-01 to 2020-03-13	364
Row 2	Received from 2020-03-14 to 2020-03-31	2
Row 3	<b>Total</b>	366

The following table reports the total number of requests closed within the legislated timelines and the number of closed requests that were deemed refusals during two periods 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

**Table 2 – Requests Closed**

		Col. 1	Col. 2
		Number of requests closed within the legislated timelines	Number of requests closed past the legislated timelines
Row 1	Received from 2019-04-01 to 2020-03-13 and outstanding from previous reporting periods	388	4
Row 2	Received from 2020-03-14 to 2020-03-31	12	0
Row 3	<b>Total</b>	400	4

The following table reports the total number of requests carried over during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

**Table 3 – Requests Carried Over**

		Col. 1
		Number of requests
Row 1	Requests received from 2019-04-01 to 2020-03-13 and outstanding from previous reporting period that were carried over to the 2020-2021 reporting period	65
Row 2	Requests received from 2020-03-14 to 2020-03-31 that were carried over to the 2020-2021 reporting period	2
Row 3	<b>Total</b>	67