



Military Grievances  
External Review Committee

Comité externe d'examen  
des griefs militaires

2018-2019

Annual Report on the *Access to  
Information Act*

Canada

Aussi disponible en français sous le titre : Rapport annuel 2018-2019 sur la *Loi sur l'accès à l'information*

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**Table of Contents**

**Report on the *Access to Information Act*..... 1**

- 1. Introduction..... 1
- 2. Organizational Structure ..... 1
- 3. Delegation Order for the *Access to Information Act*..... 3
- 4. Highlights of the Statistical Report 2018-2019..... 17
- 5. Training and Awareness ..... 18
- 6. Policies, Guidelines, Procedures, and Initiatives ..... 19
- 7. Summary of Key Issues and Actions Taken on Complaints or Audits..... 19
- 8. Monitoring Compliance ..... 19

# Report on the *Access to Information Act*

## 1. Introduction

The *Access to Information Act* gives Canadian citizens, as well as people and corporations present in Canada, the right to access to federal government records that are not of a personal nature. The Act complements but does not replace other procedures for obtaining Government information. It is not intended to limit in any way the access to Government information that is normally available to the public upon request.

This report is prepared and tabled in Parliament in accordance with section 72 of the *Access to Information Act*.

The *raison d'être* of the Military Grievances External Review Committee (the Committee) is to provide an independent and external review of military grievances. Section 29 of the *National Defence Act* (NDA) provides a statutory right for an officer or a non-commissioned member who has been aggrieved, to grieve a decision, an act or an omission in the administration of the affairs of the Canadian Armed Forces. The importance of this broad right cannot be overstated since it is, with certain narrow exceptions, the only formal complaint process available to Canadian Armed Forces members.

The Committee reviews military grievances referred to it and provides findings and recommendations (F&Rs) to the Chief of the Defence Staff (CDS) and the officer or non-commissioned member who submitted the grievance.

The Committee also has the obligation to deal with all matters before it as informally and expeditiously as the circumstances and the considerations of fairness permit.

## 2. Organizational Structure

The Access to Information and Privacy (ATIP) Office is part of the Strategic Planning and Security Services Division. The division has two employees who dedicate on average 5% of their time to fulfill the Committee's obligations under both the *Access to Information Act* and the *Privacy Act*.

The ATIP Coordinator, the Director General, Corporate Services, and the Director General, Operations and General Counsel have delegated authority to oversee the administration of the *Access to Information Act* and the *Privacy Act* within the Committee and to ensure compliance with the legislation.

A description of the classes of institutional records held by the Committee can be accessed online at <https://www.canada.ca/en/military-grievances-external-review/corporate/transparency/info-source-sources-federal-government-employee-information.html>. The Committee does not have any exempt banks.

In accordance with the *Access to Information Act*, members of the public may examine publications and other public documents governing the Committee's administration and operations at:

Military Grievances External Review Committee  
60 Queen Street, 10<sup>th</sup> Floor  
Ottawa, Ontario K1P 5Y7

### 3. Delegation Order for the *Access to Information Act*

The Canadian Forces Grievance Board was renamed to the Military Grievances External Review Committee by the *Act to amend the National Defence Act* and to make consequential amendments to other Acts, S.C. 2013, c., 24, s.11(1). A new delegation order was signed by the Chairperson to reflect the name change.

**Military Grievances External Review Committee**  
**Comité externe d'examen des griefs militaires**

**DELEGATION ORDER**

***ACCESS TO INFORMATION ACT***

I, the undersigned, Chairperson and Chief Executive Officer of the Military Grievances External Review Committee, pursuant to Section 73 of the *Access to Information Act*, hereby authorize the Director General, Corporate Services, the Director General, Operations and General Counsel, and the Access to Information and Privacy Coordinator, to exercise signing authorities or perform any of the Chairperson and Chief Executive Officer's powers, duties or function specified in the attached Schedule A.

Original signed by

---

Christine Guérette  
Interim Chairperson and Chief Executive Officer  
Military Grievances External Review Committee

Présidente et première dirigeante par intérim  
Comité externe d'examen des griefs militaires

June 26, 2018 / le 26 juin 2018

**ARRÊTÉ AUTORISANT LA**  
**DÉLÉGATION DE POUVOIRS**

***ACCÈS À L'INFORMATION***

Je, soussignée, Présidente et première dirigeante du Comité externe d'examen des griefs militaires, autorise, en vertu de l'article 73 de la *Loi sur l'accès à l'information*, la Directrice générale, Services corporatifs, la Directrice des opérations et Avocate générale ainsi que la Coordinatrice de l'accès à l'information et de la protection des renseignements personnels, à exercer au nom de la Présidente et première dirigeante les pouvoirs de signer, les attributions, les fonctions et les pouvoirs détaillés dans l'annexe A ci-jointe.

Original signé par

<b>Schedule A</b>				
<b>Military Grievances External Review Committee</b>				
<b>Delegation of powers, functions and duties pursuant to section 73 of the <i>Access to Information Act</i></b>				
<b>Section</b>	<b>Description</b>	<b>Director General, Corporate Services</b>	<b>Director General, Operations and General Counsel</b>	<b>ATIP Coordinator</b>
<b>7</b>	Respond to request for access within 30 days; give access or give notice	<b>X</b>		<b>X</b>
<b>8</b>	Transfer a request to the government institution with greater interest; give written notice of the transfer to applicant	<b>X</b>		<b>X</b>
<b>9</b>	Extend time limits for responding to request and give notice to Information Commissioner of extension over 30 days	<b>X</b>		<b>X</b>
<b>10</b>	Issue notice where access is refused	<b>X</b>	<b>X</b>	<b>X</b>
<b>11</b>	Administer the collection of fees	<b>X</b>		<b>X</b>
<b>12(2)</b>	Decide whether to translate requested record(s)	<b>X</b>		<b>X</b>
<b>12(3)</b>	Convert record(s) in an alternative format, when necessary and reasonable	<b>X</b>		<b>X</b>
<b>13(1)</b>	Shall refuse to disclose any record obtained in confidence from another government	<b>X</b>	<b>X</b>	

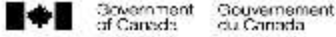
<b>Schedule A</b>				
<b>Military Grievances External Review Committee</b>				
<b>Delegation of powers, functions and duties pursuant to section 73 of the <i>Access to Information Act</i></b>				
<b>Section</b>	<b>Description</b>	<b>Director General, Corporate Services</b>	<b>Director General, Operations and General Counsel</b>	<b>ATIP Coordinator</b>
<b>13(2)</b>	May disclose any record referred to in 13(1) if the other government consents to the disclosure or makes the information public	X	X	
<b>14</b>	May refuse to disclose any record if reasonably injurious to the conduct of Federal-Provincial affairs	X	X	
<b>15</b>	May refuse to disclose any record if reasonably injurious to international affairs and defence or the detection, prevention, or suppression of subversive or hostile activities	X	X	
<b>16</b>	May refuse to disclose any record pertaining to law enforcement and investigations, to information that could reasonably be expected to facilitate the commission of an offence, to confidential information on policing services for provinces and municipalities	X	X	
<b>17</b>	May refuse to disclose any record that could reasonably threaten the safety of individuals	X	X	
<b>18</b>	May refuse to disclose any record that could reasonably be expected to be materially injurious to the economic interest of Canada	X	X	
<b>19</b>	Shall refuse to disclose any record that contains personal information as defined in section 3 of the <i>Privacy Act</i>	X	X	X
<b>20</b>	Shall refuse to disclose any record that contains third party information	X	X	X
<b>21</b>	May refuse to disclose any record that contains information related to the operations of government	X	X	



<b>Schedule A</b>				
<b>Military Grievances External Review Committee</b>				
<b>Delegation of powers, functions and duties pursuant to section 73 of the <i>Access to Information Act</i></b>				
<b>Section</b>	<b>Description</b>	<b>Director General, Corporate Services</b>	<b>Director General, Operations and General Counsel</b>	<b>ATIP Coordinator</b>
<b>22</b>	May refuse to disclose any record that contains information relating to testing or auditing procedures	<b>X</b>	<b>X</b>	
<b>23</b>	May refuse to disclose any record that contains information subject to solicitor-client privilege	<b>X</b>	<b>X</b>	<b>X</b>
<b>24</b>	Shall refuse to disclose any record that is subject to statutory prohibitions as set out in Schedule II	<b>X</b>	<b>X</b>	
<b>25</b>	Shall sever any information that could risk being disclosed	<b>X</b>	<b>X</b>	<b>X</b>
<b>26</b>	May refuse to disclose any record on reasonable grounds that such material is to be published within a 90 day period or longer	<b>X</b>	<b>X</b>	
<b>27(1) and (4)</b>	Shall give notice to a third party of the intent to disclose any records that may contain third party information and may extend the time limit for third party notification	<b>X</b>	<b>X</b>	<b>X</b>
<b>28(1)(b)</b>	Shall within 30 days after notice is given to third party as per Section 27(1), give notice of the decision to disclose any record pertaining to the third party	<b>X</b>	<b>X</b>	<b>X</b>
<b>28(2)</b>	Waive the requirements for a written representation by a third party	<b>X</b>	<b>X</b>	<b>X</b>
<b>28(4)</b>	Disclose a record pertaining to third party following 20 days from the notice having been issued to a third party of the decision to disclose, unless the third party requests a review of the decision as per section 44	<b>X</b>	<b>X</b>	<b>X</b>

<b>Schedule A</b>				
<b>Military Grievances External Review Committee</b>				
<b>Delegation of powers, functions and duties pursuant to section 73 of the <i>Access to Information Act</i></b>				
<b>Section</b>	<b>Description</b>	<b>Director General, Corporate Services</b>	<b>Director General, Operations and General Counsel</b>	<b>ATIP Coordinator</b>
<b>29(1)</b>	Give written notice to the applicant and to any involved third party of the Board's decision to disclose information on the recommendation of the Information Commissioner	X	X	
<b>33</b>	Shall advise the Information Commissioner of any third party notified under section 27(1) when given notice of an investigation or that would have been notified had disclosure been intended	X		X
<b>35(2)</b>	Right to make representation to the Information Commissioner in the course of an investigation	X	X	
<b>37(1)(b)</b>	Receive Information Commissioner's report of findings and recommendations and give notice of action taken or reasons why no action was taken	X	X	
<b>37(4)</b>	Give complainant access to a record after 37(1)(b) where a notice is required	X	X	
<b>43(1)</b>	Give notice to a third party of an application for a Court review under section 41 or 42	X	X	X
<b>44(2)</b>	Give notice to an applicant of the third party's application for a Court review under section 44	X	X	X
<b>52(2)</b>	Request that sections 41 or 42 hearings held in camera be heard and determined in the National Capital Region	X	X	X
<b>52(3)</b>	Request and be given right to make representation <i>ex parte</i> in Section 52	X	X	X

<b>Schedule A</b>				
<b>Military Grievances External Review Committee</b>				
<b>Delegation of powers, functions and duties pursuant to section 73 of the <i>Access to Information Act</i></b>				
<b>Section</b>	<b>Description</b>	<b>Director General, Corporate Services</b>	<b>Director General, Operations and General Counsel</b>	<b>ATIP Coordinator</b>
<b>68,69</b>	Deny any record that is excluded in the <i>Act</i>	<b>X</b>	<b>X</b>	<b>X</b>
<b>71(2)</b>	Exclude any exempt information contained in manuals before the manuals are inspected by the public	<b>X</b>	<b>X</b>	<b>X</b>
<b>72(1)</b>	Prepare Annual Report to Parliament			<b>X</b>
<b>77</b>	Responsibilities conferred on the head of the institution by the regulations made under Section 77	<b>X</b>	<b>X</b>	<b>X</b>



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

Name of institution: Military Grievances External Review Committee

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	1
Outstanding from previous reporting period	0
<b>Total</b>	<b>1</b>
Closed during reporting period	1
Carried over to next reporting period	0

**1.2 Sources of requests**

Source	Number of Requests
Media	0
Academia	0
Business (private sector)	0
Organization	0
Public	1
Decline to Identify	0
<b>Total</b>	<b>1</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	
3	8	2	0	0	0	0	13

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	0	0	1	0	0	0	0	1
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>

**2.2 Exemptions**

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	18(2)	0	18(a)	0	20.1	0
13(1)(b)	0	18(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	0	18(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	18(2)(c)	0	18(d)	0	21(1)(a)	0
13(1)(e)	0	18(3)	0	18.1(1)(a)	0	21(1)(b)	0
14	0	18.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	18.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	0	18.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	18.1(1)(d)	0	19(1)	0	22.1(1)	0
15(1) - I.A.*	0	18.2(1)	0	20(1)(a)	0	23	0
15(1) - Def.*	0	18.3	0	20(1)(b)	0	24(1)	0
15(1) - S.A.*	0	18.4(1)(a)	0	20(1)(b.1)	0	26	0
16(1)(a)(i)	0	18.4(1)(b)	0	20(1)(c)	0		
16(1)(a)(ii)	0	18.5	0	20(1)(d)	0		
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
88(a)	0	89(1)	0	89(1)(g) re (a)	0
88(b)	0	89(1)(a)	0	89(1)(g) re (b)	0
88(c)	0	89(1)(b)	0	89(1)(g) re (c)	0
88.1	0	89(1)(c)	0	89(1)(g) re (d)	0
88.2(a)	0	89(1)(d)	0	89(1)(g) re (e)	0
88.2(b)	0	89(1)(e)	0	89(1)(g) re (f)	0
		89(1)(f)	0	89.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	0	1	0
Disclosed in part	0	0	0
<b>Total</b>	<b>0</b>	<b>1</b>	<b>0</b>

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	1	1	1
Disclosed in part	0	0	0
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
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	1	1	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	0	1	1
Disclosed in part	0	0	0	0	0
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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>

## 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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 2.7 Requests for translation

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



**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	1	0	0	0
Disclosed in part	0	0	0	0
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
<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>

**3.2 Length of extensions**

Length of Extensions	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	1	0	0	0
31 to 60 days	0	0	0	0
61 to 120 days	0	0	0	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
<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Part 4: Fees**

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	1	\$5	0	\$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
<b>Total</b>	<b>1</b>	<b>\$5</b>	<b>0</b>	<b>\$0</b>



**Part 5: Consultations Received From Other Institutions and Organizations**

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

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	4	95	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	<b>4</b>	<b>95</b>	<b>0</b>	<b>0</b>
Closed during the reporting period	4	95	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	2	0	0	0	0	0	0	2
Disclose in part	2	0	0	0	0	0	0	2
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>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>

**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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**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		\$3,742
Overtime		\$0
Goods and Services		\$2,208
- Professional services contracts	\$2,208	
- Other	\$0	
<b>Total</b>		<b>\$5,948</b>

**9.2 Human Resources**

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.05
Part-time and casual employees	0.05
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
<b>Total</b>	<b>0.10</b>

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

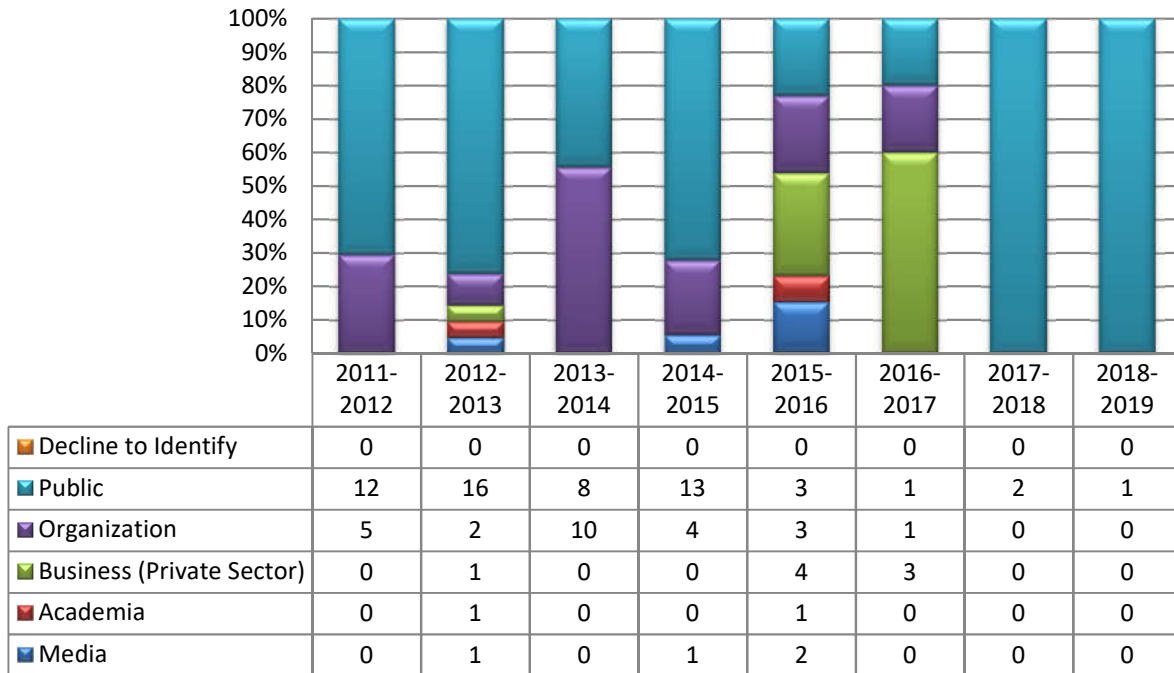
#### 4. Highlights of the Statistical Report 2018-2019

During the reporting period of April 1, 2018, to March 31, 2019, the Committee received 14 new requests under the *Access to Information Act*, one formal and 13 informal. This represents a decrease compared to the previous year where 22 requests were received, two formal and 20 informal.

The decrease in 2018-2019 can be largely explained by the fact that access to case summaries normally posted on the Committee’s website was restored during the reporting period. Further to its transition to Canada.ca, the Committee faced challenges in 2017-2018 related to posting its case summaries on its website. Interested parties were encouraged to submit an informal access to information request to obtain this information as a stopgap measure. This continued into 2018-2019, and the majority of these issues was resolved in fall 2018.

No requests were carried forward from 2018-2019.

#### Trend of Source of Requests



## Disposition of Completed Requests

In 2018-2019, one formal request was completed in which the one page reviewed was disclosed.

## Exemptions Invoked

The *Access to Information Act* allows, and in some instances requires, that some information be exempted and not released. In 2018-2019, the Committee did not invoke any exemptions under the *Access to Information Act*.

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

## Exclusions Cited

There were no cases where exclusions were cited.

## Complexity

In 2018-2019, 1 page was disclosed related to the one formal access to information request.

## Consultations Received from Other Institutions and Organizations

During 2018-2019, the Committee receive four consultation requests from other Government of Canada institutions or from other organizations.

## Fees

During the reporting period, \$5 were collected on the one formal request.

## Costs

During 2018-2019, an estimated \$3,742 in salary costs and \$2,206 in maintenance costs related to the ATIP management system were incurred to administer the *Access to Information Act*.

## 5. Training and Awareness

As part of the Committee's Access to Information and Privacy Awareness Plan, emails are sent to staff on a regular basis to share points of interest and information relating to ATIP.

## **6. Policies, Guidelines, Procedures, and Initiatives**

During the reporting period, the Committee did not implement any new institution-specific policies, guidelines, procedures, or initiatives related to access to information.

## **7. Summary of Key Issues and Actions Taken on Complaints or Audits**

Over the period covered by this report, no complaint against the Committee was submitted to the Information Commissioner under the *Access to Information Act* nor was any audit undertaken.

## **8. Monitoring Compliance**

The ATIP office monitors the time required to process requests under the *Access to Information Act* and the *Privacy Act*. If delays in its activities occur, the ATIP office report them to the Director General, Corporate Services. For the period covered by this report, the one formal request received required on 30-day extension due to operational constraints under section 9(1)(a) of the *Access to Information Act*.