



Military Grievances
External Review Committee

Comité externe d'examen
des griefs militaires

2019-2020
Annual Report on the *Access to Information Act*

Canada

Aussi disponible en français sous le titre : Rapport annuel 2019-2020 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 2019-2020 18
- 5. Reporting on Access to Information fees for the purposes of the Service Fees Act..... 18
- 6. Training and Awareness 18
- 7. Policies, Guidelines, Procedures, and Initiatives 19
- 8. Summary of Key Issues and Actions Taken on Complaints or Audits 19
- 9. 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 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, access to government information that is normally available to the public upon request.

The 2019-20 Annual Report is prepared and tabled in Parliament in accordance with section 94 of the *Access to Information Act* and section 20 of the *Service Fees Act*.

The Committee is an independent administrative tribunal reporting to Parliament through the Minister of National Defence. It reviews all military grievances referred to it by the Chief of Defence Staff (CDS), as stipulated in the *National Defence Act* (NDA) and article 7.21 of the *Queen's Regulations and Orders for the Canadian Forces* (QR&O).

Section 29 of the NDA provides a statutory right for an officer or a non-commissioned member to grieve a decision, an act, or an omission in the administration of the affairs of the Canadian Armed Forces (CAF). 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.

Since beginning operations in 2000, the Committee has acted as the external and independent component of the CAF grievance process. It also has the statutory obligation to deal with all matters as informally and expeditiously as the circumstances permit.

Following its review of referred military grievances, the Committee provides its findings and recommendations (F&R) reports to the CDS and the grievor. The CDS is the final decision-maker, and is not bound by the Committee's F&Rs. In any case where the Committee's F&Rs are not accepted, the CDS must provide the reasoning in writing.

2. Organizational Structure

The Access to Information and Privacy (ATIP) Office is part of the Strategic Planning, Performance Measurement and Communications Services Division. The division is made up of 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 is available 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, 10th Floor
Ottawa, Ontario K1P 5Y7

The Committee is now using the ATIP Online Request Service, designed and maintained by Treasury Board of Canada, to process formal Access to Information requests and collect the service fee.

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

The Canadian Forces Grievance Board was renamed 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 95(1) of the *Access to Information Act*, hereby authorize the Director General, Corporate Services and Chief Financial Officer, the Director General of 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.

Approved by:

Original signed by

Christine Guérette, CPA, CGA
Chairperson and Chief Executive Officer
Notre-Dame-du-Laus, Canada
July 15, 2020

**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 95 (1) de la *Loi sur l'accès à l'information*, le Directeur général, Services corporatifs et Dirigeant principal des finances, le Directeur général des opérations et Avocat général 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.

Approuvé par :

Original signé par

Christine Guérette, CPA, CGA
Présidente et première dirigeante
Notre-Dame-du-Laus, Canada
Le 15 juillet 2020

Schedule A				
Military Grievances External Review Committee				
Delegation of powers, functions and duties pursuant to section 95(1) of the <i>Access to Information Act</i>				
Section	Description	Director General, Corporate Services	Director General, Operations and General Counsel	ATIP Coordinator
7	Respond to request for access within 30 days; give access or give notice	X		X
8	Transfer a request to the government institution with greater interest; give written notice of the transfer to applicant	X		X
9	Extend time limits for responding to request and give notice to Information Commissioner of extension over 30 days	X		X
10	Issue notice where access is refused	X	X	X
11	Administer the collection of fees	X		X
12(2)	Decide whether to translate requested record(s)	X		X
12(3)	Convert record(s) in an alternative format, when necessary and reasonable	X		X
13(1)	Shall refuse to disclose any record obtained in confidence from another government	X	X	
13(2)	May disclose any record referred to in 13(1) if the other government consents to the disclosure or makes the information public	X	X	
14	May refuse to disclose any record if reasonably injurious to the conduct of Federal-Provincial affairs	X	X	

Schedule A				
Military Grievances External Review Committee				
Delegation of powers, functions and duties pursuant to section 95(1) of the <i>Access to Information Act</i>				
Section	Description	Director General, Corporate Services	Director General, Operations and General Counsel	ATIP Coordinator
15	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	
16	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	
17	May refuse to disclose any record that could reasonably threaten the safety of individuals	X	X	
18	May refuse to disclose any record that could reasonably be expected to be materially injurious to the economic interest of Canada	X	X	
19	Shall refuse to disclose any record that contains personal information as defined in section 3 of the <i>Privacy Act</i>	X	X	X
20	Shall refuse to disclose any record that contains third party information	X	X	X
21	May refuse to disclose any record that contains information related to the operations of government	X	X	
22	May refuse to disclose any record that contains information relating to testing or auditing procedures	X	X	
23	May refuse to disclose any record that contains information subject to solicitor-client privilege	X	X	X
24	Shall refuse to disclose any record that is subject to statutory prohibitions as set out in Schedule II	X	X	

Schedule A				
Military Grievances External Review Committee				
Delegation of powers, functions and duties pursuant to section 95(1) of the <i>Access to Information Act</i>				
Section	Description	Director General, Corporate Services	Director General, Operations and General Counsel	ATIP Coordinator
25	Shall sever any information that could risk being disclosed	X	X	X
26	May refuse to disclose any record on reasonable grounds that such material is to be published within a 90 day period or longer	X	X	
27(1) and (4)	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	X	X	X
28(1)(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	X	X	X
28(2)	Waive the requirements for a written representation by a third party	X	X	X
28(4)	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	X	X	X
33	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
35(2)	Right to make representation to the Information Commissioner in the course of an investigation	X	X	
37(1)(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	
37(3)	Prepare response to the Information Commissioner's initial report. This response will outline how the Commissioner's recommendations will be implemented or will explain why the recommendations have not/will not be implemented.	X		X

Schedule A				
Military Grievances External Review Committee				
Delegation of powers, functions and duties pursuant to section 95(1) of the <i>Access to Information Act</i>				
Section	Description	Director General, Corporate Services	Director General, Operations and General Counsel	ATIP Coordinator
37(4)	Give complainant access to a record after 37(1)(b) where a notice is required	X	X	
43(1)	Give notice to a third party of an application for a Court review under section 41 or 42	X	X	X
44(2)	Give notice to an applicant of the third party's application for a Court review under section 44	X	X	X
52(2)	Request that sections 41 or 42 hearings held in camera be heard and determined in the National Capital Region	X	X	X
52(3)	Request and be given right to make representation <i>ex parte</i> in Section 52	X	X	X
68,69	Deny any record that is excluded in the <i>Act</i>	X	X	X
71(2)	Exclude any exempt information contained in manuals before the manuals are inspected by the public	X	X	X
72(1)	Prepare Annual Report to Parliament			X
73.1(2)	The head of a government institution may, for the purposes of subsection 73.1(1), by order, delegate any of their powers, duties or functions under this Act to one or more officers or employees of another government institution.	X		X
77	Responsibilities conferred on the head of the institution by the regulations made under Section 77	X	X	X

Schedule A				
Military Grievances External Review Committee				
Delegation of powers, functions and duties pursuant to section 95(1) of the <i>Access to Information Act</i>				
Section	Description	Director General, Corporate Services	Director General, Operations and General Counsel	ATIP Coordinator
95(2)	Delegate any of their powers, duties or functions under this Act to one or more officers or employees of another government institution	X		X
96(1)	Provide services related to any power, duty or function conferred or imposed on the head of a government institution under this Act to another government institution	X		X



Statistical Report on the *Access to Information Act*

Name of institution: Military Grievances External Review Committee

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	0
Outstanding from previous reporting period	0
Total	0
Closed during reporting period	0
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	0
Decline to Identify	0
Total	0

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	
4	5	5	1	0	0	0	15

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 or abuse of right requests

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

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	0	0	0	0	0	0	0	0
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
denied	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

3.2 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)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	0	18(d)	0	21(1)(a)	0
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	0
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
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)	0	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	0
15(1) - Def.*	0	16.3	0	20(1)(b)	0	23.1	0
15(1) - S.A.*	0	16.31	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(c)	0	26	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(d)	0		
16(1)(a)(iii)	0	16.5	0				
16(1)(b)	0	16.6	0				
16(1)(c)	0	17	0				
16(1)(d)	0						

3.3 Exclusions

Section	Requests	Section	Requests	Section	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

3.4 Format of information released

Paper	Electronic	Other
0	0	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
0	0	0

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	0	0	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
Total	0	0	0	0	0	0	0	0	0	0

3.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	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 denied	0	0	0	0	0
Total	0	0	0	0	0

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	0
Percentage of requests closed within legislated timelines (%)	0

3.7 Deemed refusals

3.7.1 Reasons for not meeting legislated timelines

Number of Requests Closed Past the Legislated Timelines	Principal Reason			
	Interference with Operations / Workload	External Consultation	Internal Consultation	Other
0	0	0	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 Extension Was Taken	Number of Requests Past Legislated Timeline 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

3.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	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	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
Total	0	0	0	0

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	0	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
Total	0	0	0	0

Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	0	\$0	0	\$0
Other fees	0	\$0	0	\$0
Total	0	\$0	0	\$0

Section 6: Consultations Received From Other Institutions and Organizations

6.1 Consultations received from other Government of Canada institutions and

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	0	0	0	0
Closed during the reporting period	0	0	0	0
Pending at the end of the reporting period	0	0	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							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

6.3 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

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	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

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
Total	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 recommendation s issued by the Information Commissioner	Section 37 Reports of finding containing orders issued by the Information Commissioner
0	0	0	0	0	0

Section 9: Court action

9.1 Court actions on complaints received before the coming into force of Bill C-58 and on-going

58)	Section 42	Section 44
0	0	0

9.2 Court actions on complaints received after the coming into force of Bill C-58

Section 41 (after the coming into force of Bill C-58)				
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	\$6,632
Overtime	\$0
Goods and Services	\$2,440
• Professional services contracts	\$0
• Other	\$2,440
Total	\$9,072

10.2 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
Total	0.10

4. Highlights of the Statistical Report 2019-2020

During the reporting period of April 1, 2019, to March 31, 2020, the Committee received 15 new requests under the *Access to Information Act*, all of which were informal. This is consistent with the number of requests received in the previous reporting period (14 requests), although one of the requests received in 2018-19 was formal.

All of the requests in 2019-20 were deemed informal because the requests were related to information contained in case summaries produced by the Committee. As per standard practice, case summaries are published on the Committee website and are publicly available. It is important to note that there have been some challenges related to posting the case summaries online since the transition to Canada.ca. As such, interested parties were encouraged to submit an informal access to information request to obtain this information. This is merely a stopgap measure until the technical issues can be adequately addressed.

No requests were carried forward from 2018-2019.

Additionally, COVID-19 had no significant impact on the Committee's ability to fulfill its *Access to Information Act* responsibilities. No additional mitigation measures were required.

Consultations Received from Other Institutions and Organizations

During 2019-2020, the Committee received two consultation requests from other Government of Canada organizations or from the private sector.

5. Reporting on Access to Information fees for the purposes of the Service Fees Act

The *Service Fees Act* requires a responsible authority to report annually to Parliament on the fees collected by the institution.

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

- Enabling authority: Access to Information Act
- Fee amount for 2019-20: \$5, which is the only fee charged for an ATI request
- Total revenue for 2019-20: 0
- No fees were waived for the 2019 to 2020 fiscal period.

There were no formal requests received during the reporting period and, as such, no fees were collected.

During 2019-2020, an estimated \$6,632 in salary costs and \$2,440 in maintenance costs related to the ATIP management system were incurred to administer the *Access to Information Act*.

6. Training and Awareness

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

7. 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.

8. 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 or investigation undertaken.

9. 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 reports them to the Director General, Corporate Services and Chief Financial Officer. No formal requests were received during the reporting period.