



Immigration and
Refugee Board of Canada

Commission de l'immigration
et du statut de réfugié du Canada

2019-2020 Annual report on the Access to Information Act

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1. Introduction

The *Access to Information Act* (the Act) provides Canadian citizens, permanent residents or any person or corporation present in Canada with a general right of access to information in records under the control of federal government institutions, subject to specific and limited exceptions.

Section 94 of the Act requires deputy heads of all government institutions to table an annual report on the administration of the Act within their respective institutions during each financial year.

This annual report provides a summary of the management and administration of the Act within the Immigration and Refugee Board of Canada (IRB) during the 2019–2020 reporting period. It is intended for use by the general public, members of Parliament, and IRB personnel.

2. Immigration and Refugee Board of Canada

The IRB is Canada's largest independent administrative tribunal. It is responsible for resolving immigration and refugee cases efficiently, fairly and in accordance with the law.

The IRB is currently composed of four divisions:

- The Refugee Protection Division (RPD), which decides:
 - claims for refugee protection made within Canada;
 - applications for vacation of refugee protection; and
- applications for cessation of refugee protection.
 - The Immigration Division (ID), which conducts:
 - admissibility hearings for foreign nationals or permanent residents who seek entry into Canada, or who are
 - already in Canada and are alleged to be inadmissible; and detention reviews for foreign nationals or
 - permanent residents who are detained for immigration reasons.

The Immigration Appeal Division (IAD), which hears:

appeals of family sponsorship applications refused by Immigration, Refugees and Citizenship Canada (IRCC);

- appeals from certain removal orders made against permanent residents, Convention refugees and other protected persons, and holders of permanent resident visas; appeals by permanent residents against whom an IRCC officer outside of Canada has decided that they have not fulfilled their residency obligation; and
- appeals by the Minister of Public Safety of ID decisions at admissibility hearings.

The fourth division, the Refugee Appeal Division (RAD), was established in December 2012 with the coming into force of the *Balanced Refugee Reform Act* and the *Protecting Canada's Immigration System Act*.

- The RAD hears:
 - appeals from decisions of the RPD allowing or rejecting claims for refugee protection; appeals from decisions of the RPD rejecting applications by the Minister for a determination that refugee protection has
 - ceased; and

appeals from decisions of the RPD rejecting applications by the Minister to vacate a decision to allow a claim for refugee protection.

The Chairperson of the IRB reports to Parliament through the Minister of Immigration, Refugees and Citizenship Canada.

3. Access to Information and Privacy and Special Projects Directorate

The Access to Information and Privacy (ATIP) and Special Projects Directorate ensures that the IRB meets its statutory obligations under the *Access to Information Act and the Privacy Act* by:

- processing access and privacy requests for the IRB; responding
 - to consultation requests submitted by other federal institutions;
 - providing advice and guidance to IRB personnel regarding the interpretation of both acts as well as related
 - Treasury Board of Canada Secretariat (TBS) policies and guidelines;
- liaising on behalf of the IRB with the TBS, the offices of the Information Commissioner and the Privacy Commissioner as well as other government departments and agencies on a wide variety of ATIP-related issues
- ranging from legislative interpretation to details of process and procedures; providing input into the development of IRB policies and procedures to ensure that they are in compliance with the provisions of both acts;
 - coordinating the preparation of the IRB's Info Source chapter; preparing the
 - annual reports to Parliament on the administration of each act; and participating in ATIP forums such as the TBS's ATIP Community meetings and working groups.

The ATIP and Special Projects Directorate is part of the Tribunal Services Branch and is staffed by a director/coordinator, a deputy director, six ATIP officers and two clerks.

During the reporting period, the IRB did not provide service to another government institution, in accordance with section 96 of the *Access to Information Act*. This is mainly because of the size of the ATIP and Special Projects Directorate, which is already very small.

4. Delegation of Authority

Pursuant to section 95(1) of the Act, the deputy head of a government institution may by order designate one or more officers or employees of the institution to exercise or perform any of the powers, duties or functions of the deputy head of the institution.

Authority to exercise the powers and perform the duties and functions of the Chairperson (deputy head) of the IRB for the purposes of the Act has been delegated to the Executive Director, the Director General, Tribunal Services Branch, and the ATIP Director/Coordinator.

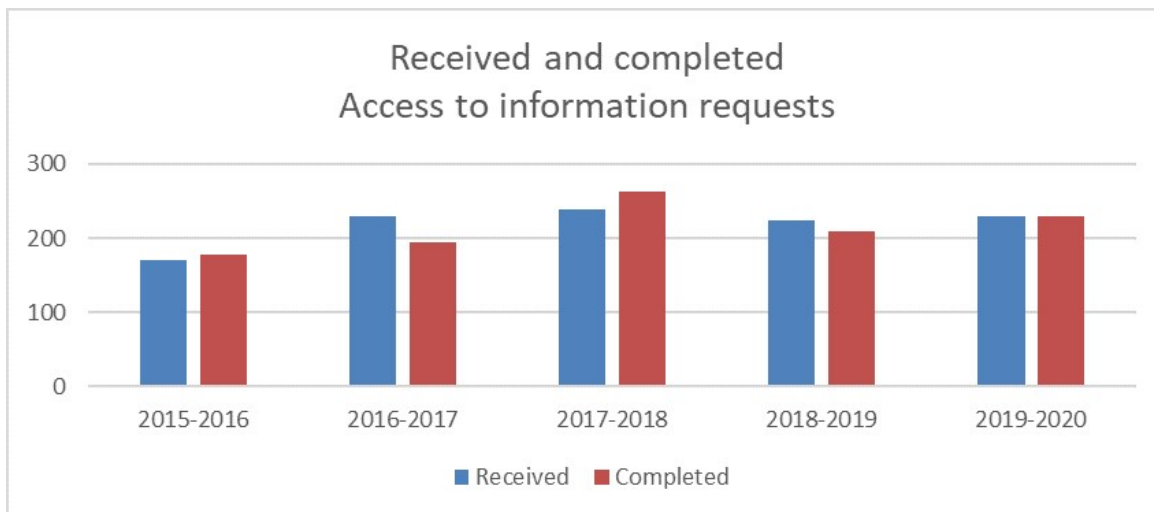
A copy of the delegation order is enclosed at [Appendix A](#).

5. Statistical Report on the Access to Information Act – Interpretation

The following provides an overview of the statistical information contained in [Appendix B](#) of this report.

I. Requests received:

The IRB received 229 formal Access to Information requests in 2019-20, the majority of which were submitted by the business sector. This represents a 1.8 percent increase in volume from fiscal year 2018-19, during which 225 formal requests were submitted. An additional 34 requests were also carried forward from the previous reporting period.



Over the last five years, the number of requests received and completed by the IRB has fluctuated from year to year. However, the ATIP Directorate is pleased to report that, on average, 219 requests were received and 215 requests were completed annually.

II. Disposition of requests completed:

A total of 229 formal requests were completed during the 2019–20 reporting period. The completed requests were finalized in the following manner:

	Number of requests	Percentage
All disclosed	72	31%
Disclosed in part	92	40.2%
Nothing disclosed (excluded)	0	N/A
Nothing disclosed (exempt)	1	0.5%
Transferred	20	8.7%
No records exist	37	16.2%
Abandoned by applicant	7	3.4%

Of the 123,783 pages reviewed in response to these requests, 109,886 were released. To compare, approximately 29,000 more pages were reviewed and 28,000 more pages were released in 2019–20 than in the previous fiscal year.

Cases in which no access to records was provided are attributable to situations beyond the control of the IRB. A total of 20 requests were transferred to other government institutions. An additional 26 requests could not be processed as no relevant records existed under the control of the IRB. Finally, 6 requests were deemed abandoned as the applicants either did not provide the application fee or the clarification needed to process the request.

III. Exemptions invoked:

Section 3.2 of the statistical report outlines the exemptions that were applied in accordance with the Act. In 2019–20, the IRB relied primarily on the exemptions provided for in the following provision of the Act:

- Subsection 19(1) dealing with personal information;
- Subsection 21(1) dealing with operations of Government;
- and Section 23 dealing with the solicitor-client privilege.

It should be noted that if an exemption was applied several times within the same request, it is reported only once in the enclosed statistical report.

IV. Exclusions cited:

Pursuant to sections 68 and 69, this Act does not apply to:

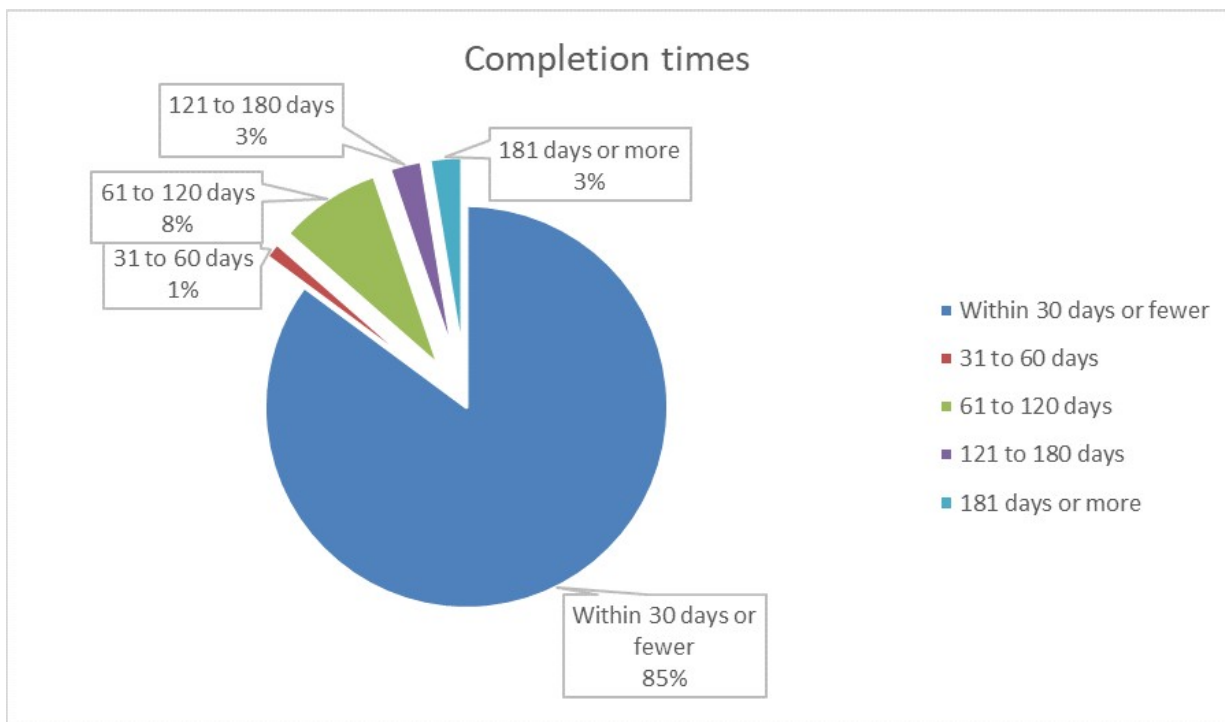
- published materials or materials available for purchase by the public; library or museum material
- preserved solely for public reference or exhibition purposes; materials placed in libraries and museums by
- or on behalf of persons or organizations other than government institutions; and confidences of the Queen's Privy Council for Canada.

Section 3.3 of the statistical report is reserved for reporting on the number of exclusions applied in accordance with these sections of the Act.

During the 2019–20 reporting period, no exclusion pursuant to section 68 and no exclusion pursuant to section 69 of the Act were applied by the IRB.

V. Completion time:

The chart below summarizes the length of time required to process the 229 requests completed in 2019–20. Of those requests, 97.8 percent were completed on time.



This means that the IRB responded to a total of:

- 195 requests in 30 days or less (85%);
- 3 requests in 31 to 60 days (1%);
- 19 requests in 61 to 120 days (8%);
- 6 requests in 121 to 180 days (3%); and
- 6 requests in 181 days or more (3%)

VI. Extensions:

Section 9 of the Act allows government institutions to extend the statutory 30-day time limit for processing a request.

During the 2019–20 reporting period, a total of 33 extensions were taken by the IRB. In 31 cases, the statutory deadline was extended as the requests were for a large number of records or necessitated a search through a large number of records and meeting the original time limit would have unreasonably interfered with the operations of the IRB. In 2 other cases, consultations with other government institutions or third parties were necessary and the request could not reasonably be completed within the original time limit.

VII. Translation:

There were no requests for the translation of records from one official language to the other during the reporting period.

VIII. Method of access:

In 2019–20, access to the records was given in whole or in part in 164 cases. Copies of the requested material were provided in 60 of those cases, while in the other 104 cases, the records were provided on an electronic support.

It should be noted that these figures are based solely on those requests for which information was disclosed.

IX. Fees and Cost:

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 reported in accordance of section 20 of the *Service Fees Act*. • Enabling authority: *Access to Information Act*

- Fee amount: \$5, the only fee charged for an access to information request
- Total revenue: \$1,035
- Fees waived: In accordance with the *Interim Directive on the Administration of the Access to Information Act*, issued on May 5, 2016, and the changes to the *Access to Information Act* that came into force on June 21, 2019, the IRB waives all fees prescribed by the Act and Regulations, other than the \$5 application fee set out in paragraph 7(1)(a) of the Regulations.
- Cost: The total costs incurred by the ATIP and Special Projects Directorate for the administration of the Act is estimated to be \$240,208 in salaries. The human resources used for this reporting period are estimated at two FTEs.

X. COVID-19:

The exceptional measures to curb COVID-19 implemented by the Government of Canada have had a minimal impact on the IRB's ability to fulfill its responsibilities set out in the *Access to Information Act*. This is mainly because teleworking was a common practice in the ATIP and

Special Projects Directorate. The main challenge was to get the requested records from different sectors who had little to no access to them.

6. Informal Access to Information requests

In 2019–20, the IRB processed 267 informal access requests. This represents a 15 percent **increase** in volume from the previous reporting period, during which 232 requests were processed. A total of 184,533 pages were released to the applicants.

The majority of the material reviewed in response to informal access requests consisted of immigration and refugee decisions that are made available to the public electronically through the website of the Canadian Legal Information Institute (CanLII).

As the majority of RPD/RAD proceedings are held in private, RPD/RAD decisions must be sanitized by the ATIP and Special Projects Directorate prior to being made public, in order to maintain the confidentiality of the proceedings and the privacy of the refugee protection claimants.

ID and IAD proceedings are held in public unless the proceedings are ordered to be held, in whole or in part, in private. Where such an order is made, the decision is sanitized by ATIP prior to it being made public.

7. Consultation Requests

The IRB responded to 18 consultation requests made by other government institutions or organizations in 2019–20. A total of 1,378 pages were reviewed in response to these consultations, and the majority of pages were recommended for release to the applicant.

8. Complaints and Investigations

In fiscal year 2019–20, a new complaint against the IRB was registered with the Office of the Information Commissioner of Canada. Two complaints, received in previous fiscal years (2017 to 2019), were still ongoing. These three complaints represent 1.3% of all requests received and completed during the same period. One complaint was related to processing times, another to exemptions and the third to both processing times and exemptions. Only one complaint was still ongoing at year end.

So far, no significant issues were raised following the opening of these access to information investigations, and no audit of the IRB's access to information practices was conducted in fiscal year 2018–19.

9. Monitoring Activities

The director, in cooperation with the analysts, monitors the processing times for access to information requests, on a weekly basis. In addition, ATIP staff periodically perform diagnostic activities related to the processing of the various requests received.

10. Education and Training Activities

No formal session was delivered to IRB employees.

11. Policies, Guidelines and Procedures

The IRB did not implement any new and/or revised access-to-information-related policies, guidelines or procedures during the 2019–20 reporting period.

12. Reading Rooms

Individuals who wish to examine records released under the Act can contact the ATIP and Special Projects Directorate to make arrangements to view release packages at the IRB Headquarters in Ottawa or at one of its regional offices.

Appendix A

Delegation Orders

The Chairperson of the Immigration and Refugee Board of Canada, pursuant to section 73 of the *Access to Information Act*¹, hereby designates the persons holding the positions set out in the schedule below, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Chairperson as the head of the Immigration and Refugee Board of Canada, under the provisions of the *Act* and related regulations set out in the Schedule opposite each position. This designation replaces all previous delegation orders.

Dated, at the City of Ottawa, this ___th day of June, 2019.

Richard Wex, Chairperson

<u>Schedule</u>	
Position	<i>Access to Information Act and Regulations</i>
Chairperson	Full Authority
Executive Director	Full Authority except: subsection 72(1) Regulations: Full Authority
Director General, Tribunal Services Branch Director, Access to Information and Privacy	Full Authority except: subsection 72(1) Regulations: Full Authority

¹ R.S.C., 1985, c. A-1

Appendix B

Statistical Report on the *Access to Information Act*

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	229
Outstanding from previous reporting period	34
Total	263
Closed during reporting period	229
Carried over to next reporting period	34

1.2 Sources of requests

Source	Number of Requests
Media	6
Academia	15
Business (private sector)	171
Organization	2
Public	35

Source	Number of Requests
Decline to Identify	0
Total	229

1.3 Informal requests

Completion Time							
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
102	56	36	70	0	0	3	267

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

Section 2: Decline to act on 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

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	10	55	1	5	0	1	0	72
Disclosed in part	7	59	2	13	6	3	2	92
All exempted	0	1	0	0	0	0	0	1
All excluded	0	0	0	0	0	0	0	0
No records exist	26	10	0	1	0	0	0	37
Request transferred	20	0	0	0	0	0	0	20
Request abandoned	6	1	0	0	0	0	0	7
Neither confirmed nor denied	0	0	0	0	0	0	0	0

Disposition of Requests	Completion Time							
	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
Decline to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	69	126	3	19	6	4	2	229

3.2 Exemptions

Section	Number of Requests
13(1)(a)	0
13(1)(b)	0
13(1)(c)	0
13(1)(d)	0
13(1)(e)	0
14	0
14(a)	0
14(b)	0
15(1)-I.A.*	0
15(1)-Def*	0
15(1)-S.A.*	0
16(1)(a)(i)	8
16(1)(a)(ii)	2
16(1)(a)(iii)	0
16(1)(b)	0
16(1)(c)	1
16(1)(d)	0
16(2)	4
16(2)(a)	0
16(2)(b)	0
16(3)	0

Section	Number of Requests
16(2)(c)	0
16.1(1)(a)	0
16.1(1)(b)	0
16.1(1)(c)	0
16.1(1)(d)	0
16.2(1)	0
16.3	0
16.31	0
16.4(1)(a)	0
16.4(1)(b)	0
16.5	0
16.6	0
17	0
18(a)	0
18(b)	0
18(c)	0
18(d)	0
18.1(1)(a)	0
18.1(1)(b)	0
18.1(1)(c)	0

Section	Number of Requests
19(1)	73
20(1)(a)	0
18.1(1)(d)	0
20(1)(b)	1
20(1)(b.1)	0
20(1)(c)	0
20(1)(d)	0
20.1	0
20.2	0
20.4	0
21(1)(a)	17
21(1)(b)	10
21(1)(c)	4
21(1)(d)	5
22	2
22.1(1)	2
23	18
23.1	0
24(1)	0
26	0

3.3 Exclusions

Section	Number of Requests
68(a)	0
68(b)	0
68(c)	0
68.1	0
68.2(a)	0
68.2(b)	0

Section	Number of Requests
69(1)	0
69(1)(a)	0
69(1)(b)	0
69(1)(c)	0
69(1)(d)	0
69(1)(e)	0
69(1)(f)	0

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

3.4 Format of information released

Paper	Electronic	Other
60	104	0

3.5 Complexity

3.5.1 Relevant pages process and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
123,783	109,886	172

3.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 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	42	566	17	4,500	7	5,031	3	6,131	3	27,719
Disclosed in part	17	287	32	6,910	23	12,468	18	23,817	2	22,457
All exempted	1	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	7	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	67	853	49	11,410	30	17,499	21	29,948	5	50,176

3.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	1	6	7

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
Disclosed in part	2	0	17	25	44
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	2	0	18	31	51

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	224
Percentage of requests closed within legislated timelines (%)	97.8

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
5	3	0	0	2

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	1	1	2
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	2	2
121 to 180 days	0	0	0
181 to 365 days	0	1	1
More than 365 days	0	0	0
Total	1	4	5

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	6	0	0	0
Disclosed in part	24	0	1	1
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	1	0	0	0
Request abandoned	0	0	0	0
Total	31	0	1	1

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	2	0	0	0
31 to 60 days	7	0	0	1
61 to 120 days	16	0	1	0
121 to 180 days	3	0	0	0
181 to 365 days	2	0	0	0
365 days or more	1	0	0	0
Total	31	0	1	1

Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Requests	Amount	Requests	Amount
Application	207	\$1,035	0	\$0
Other fees	0	\$0	0	\$0

Fee Type	Fee Collected		Fee Waived or Refunded	
	Requests	Amount	Requests	Amount
Total	207	\$1,035	0	\$0

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	16	512	1	794
Outstanding from the previous reporting period	1	72	0	0
Total	17	584	1	794
Closed during the reporting period	17	584	1	794
Carried over to next 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	6	2	1	0	0	0	0	9
Disclose in part	0	0	1	0	0	0	0	1
Exempt entirely	0	1	0	0	0	0	0	1
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	1	0	0	0	0	0	0	1
Other	5	0	0	0	0	0	0	5
Total	12	3	2	0	0	0	0	17

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

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 in part	0	0	1	0	0	0	0	1
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	1	0	0	0	0	1

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		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 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

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 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
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
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		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 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

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 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
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
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 recommendations issued by the Information Commissioner	Section 37 Reports of finding containing orders issued by the Information Commissioner
1	0	0	0	0	0

Section 9: Court Action

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	\$160,000
Overtime	\$80,208
Goods and Services	\$0
• Professional services contracts	\$0
• Other	\$0
Total	\$240,208

10.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	2.00
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	2.00

Appendix C

Supplemental Statistical Report on the Impact of COVID-19 Measures

In addition to completing the forms for the Statistical Reports on the ATIA and Privacy Act for 2019-20, institutions are asked to complete this Supplemental Report to help identify the impact of COVID-19 measures on institutional performance for 2019-20 and going forward. The data requirements are set out in the tables below.

Supplemental Statistical Report on the Access to Information Act

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	222

		Column (Col.) 1
		Number of requests
Row 2	Received from 2020-03-14 to 2020-03-31	7
Row 3	Total¹	229

¹ – Total for Row 3 should equal the total in the ATI Statistical Report section 1.1 Row 1

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	222	5
Row 2	Received from 2020-03-14 to 2020-03-31	2	0
Row 3	Total²	224	5

² – Total for Row 3 Col. 1 should equal the total in the ATI Statistical Report section 3.6.1 Row 1 -- Total for Row 3 Col. 2 should equal the total in the ATI Statistical Report section 3.7.1. Col. 1 Row 1

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	32
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	Total³	34

³ – Total for Row 3 should equal the total in the ATI Statistical Report section 1.1 Row 5