

Access to Information Act

Annual Report

2019-20

Final

Prepared by



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2020 August

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1. INTRODUCTION

This annual report to Parliament is prepared and tabled in accordance with section 94 of the [Access to Information Act \(ATIA\)](#). The report provides a summary of the activities related to the administration of the ATIA within Atomic Energy of Canada Limited (**AECL**) during the fiscal year ending March 31, 2020.

The purpose of the ATIA is to provide a right of access to records under the control of Canada's Federal government institutions subject to necessary exceptions that are limited and specific.

As a federal Crown corporation, AECL became subject to the ATIA on September 1st 2007, providing Canadian citizens, permanent residents and any person or corporation present in Canada a right to request information that relates to its general administration or its operation of any nuclear facility within the meaning of section 2 of the [Nuclear Safety and Control Act](#).

Mandate

AECL's mandate is to enable nuclear science and technology and to protect the environment by fulfilling the government of Canada's radioactive waste and decommissioning responsibilities.

AECL receives funding from the Government of Canada to deliver on its mandate. As a federal Crown corporation, AECL reports to Parliament through the Minister of Natural Resources.

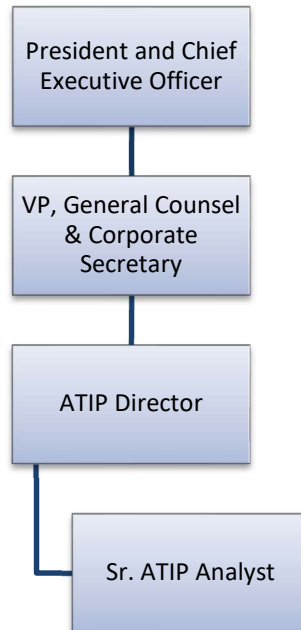
AECL delivers its mandate through long-term contracts with the private-sector for the management and operation of its sites. More information on AECL's activities and governance structure are available on AECL's website at www.aecl.ca.

2. ORGANIZATIONAL STRUCTURE

AECL's Access to Information and Privacy (**ATIP**) Office, located in Ottawa, Ontario, is the focal point for the application of the ATIP legislations within AECL. The mandate of the ATIP Office is to implement and administer AECL's obligations under the ATIA and the [Privacy Act](#). The Office deals directly with the public and employees in relation to access to information and privacy requests and serves as the center of ATIP expertise in enabling AECL to meet its statutory obligations under the Acts.

The ATIP Office consists of one Director and one Senior Analyst. The ATIP Director reports directly to the Vice-President, General Counsel and Corporate Secretary of AECL. The equivalent of 1.5 full time employee (**FTE**) was applied to ATIA matters and 0.5 FTE was applied to *Privacy Act* matters.

Organizational Structure of the ATIP Office

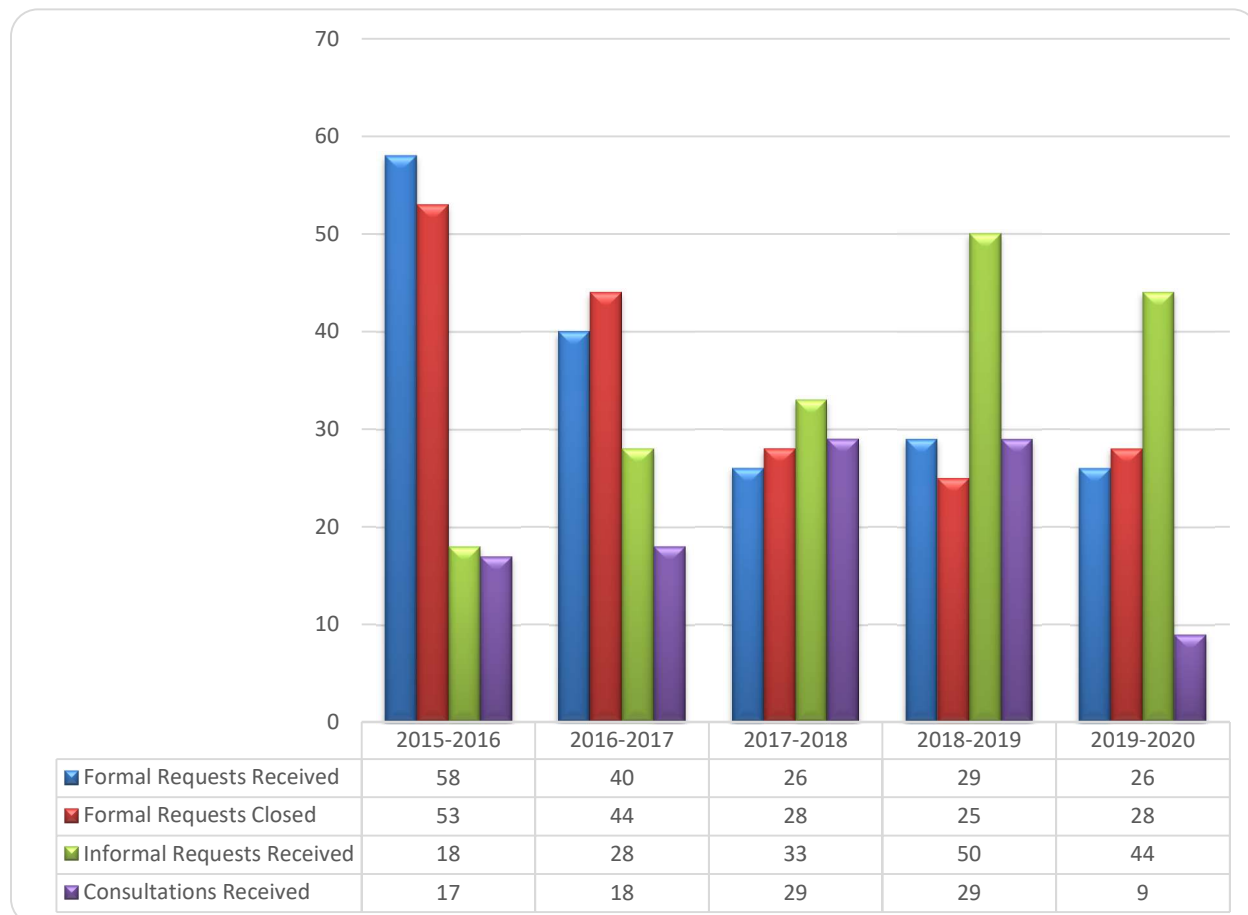


3. DELEGATION ORDER

Under the *ATIA*, the President is the designated head of the institution for the purpose of administering the legislation. Section 73 authorizes the head of the institution to designate, by order, one or more officers or employees of AECL to exercise or perform any powers, duties or functions of the head of AECL that are specified in the order. As ATIP Coordinator, the ATIP Director holds full delegated authority under the *ATIA*. The signed copy of the Delegation Order is included in appendix A.

4. PERFORMANCE 2019-20

In 2019-20, AECL received 26 new requests under the *ATIA* and 44 informal requests. AECL also received 9 requests for consultations from other government departments or other government levels. Summaries of formal requests received can be found on the Open Government website. AECL reviewed a total of 11,826 pages in 2019-20. 3,319 pages were from formal requests, 1,312 pages were from consultations and 7,195 pages were from informal requests.

Multi-Year Trends

4.1 Highlights of the Statistical Report, 2019-20

The completed Statistical Report 2019-20 is included in appendix B.

4.1.1 Section 1 – Requests subject to the ATIA
Subsection 1.1 - Number of Requests

AECL received 26 new requests for information under the *ATIA* and carried over 4 outstanding *ATIA* requests from the previous fiscal year. Of the total 30 requests, 28 requests were completed during the fiscal year and 2 were carried over to the next fiscal year 2020-21.

Subsection 1.2 - Sources of requests

69.2% of the new requests received came from a public source. Details concerning the source of the requests are as follows:

Source	Percentage	Number of new requests
Media	3.9%	1
Academia	7.7%	2
Organization	19.2%	5
Public	69.2%	18

Subsection 1.3 – Informal requests

AECL treated 44 requests informally in 2019-20. 100% of the informal requests were completed within 30 days. Thirty-seven of these requests were completed within 15 days and seven were treated between 16 and 30 days.

4.1.2 Section 2 – Decline to act on vexatious, made in bad faith or abuse or right requests

AECL did not decline to act on vexatious, made in bad faith or abuse or right requests.

4.1.3 Section 3 – Requests Closed During the Reporting Period

Subsection 3.1 - Disposition and completion time

Disposition of requests (including requests for which extension were required)	Closure time (Calendar days)				
	0-30 days	31-60 days	61-120 days	More than 121 days	Total
All disclosed	5	0	0	0	5
Disclosed in part	16	1	2	0	19
All exempted	1	0	0	0	1
No records exist	1	0	0	0	1
Transferred or abandoned	2	0	0	0	2
Total number of requests	25	1	2	0	28
Total as percentage	89.3%	3.6%	7.1%	0%	100%

Of 28 requests closed in 2019-20, twenty-five (89.3%) were closed within the initial deadline of 30 days. Furthermore, 100% were closed within established timelines (that is, closed within the initial statutory deadline of 30 days or within an extension period provided for in the Act).

Requested information was disclosed in full without exemptions or exclusions for 5 requests within 30 days. Additionally, information was disclosed in part for 19 requests. Four of these requests were closed within 15 days, 12 were closed between 16 to 30 days, one was closed within 31 to 60 days and two were closed between 61 to 120 days.

AECL was not able to process one request as the requested information was not under the organization's custody and control. None of the requests were transferred to another federal

department and 2 requests were abandoned within 15 days. A request is considered abandoned when:

- The requester formally withdraws the request;
- The administration fee to make a request was not received; or
- When the requester does not respond to a notice indicating that the request will be closed if they do not provide clarification within the specified timeline.

Subsection 3.2 – Exemptions

In cases in which access to certain information was denied, the following exemptions were cited:

Reasons	Incidences
Security (s.16(2))	6
Economic interests of Canada (s.18)	4
Personal information (s.19)	14
Third Party Information (s.20(1))	9

Subsection 3.3 – Exclusions

No information was denied under exclusions.

Subsection 3.4 - Format of information released

The format in which information has been submitted, entirely or partially, to the requesters was in paper for 3 requests and electronically for 21 requests.

Subsection 3.5 – Complexity

3.5.1 - Relevant pages processed and disclosed

For the 27 requests closed in 2019-20, AECL processed a total of 3,319 pages and disclosed in full or partially a total of 3,106 pages.

3.5.2 – Relevant pages processed and disclosed by size of requests

A total of 13 requests had fewer than 100 pages to process. The total number of pages disclosed with these 13 requests was 373 pages. Fourteen requests had between 101-500 pages to process and a total of 2,733 pages were disclosed. Finally, no requests had more than 501 pages to process.

3.5.3 - Other complexities

Four of the requests disclosed in-part, one “disclosed in full” as well as one abandoned required consultation with other Government institutions or third parties.

Subsection 3.6 – Closed Requests

3.6.1 – Number of requests closed within legislated timelines

28 requests (100%) of the requests were closed within legislated timelines.

Subsection 3.7 – Deemed Refusal**3.7.1 – Reasons for not meeting legislated timelines**

All requests were closed within established timelines.

3.7.2 – Requests Closed Beyond legislated timelines (including any extension taken)

All requests were closed within established timelines.

Subsection 3.8 - Requests for translation

No translations were prepared during the period under review.

4.1.4 Section 4 – Extensions**Subsection 4.1 – Reasons for extensions and disposition of requests**

In 2019-20, AECL found it necessary to extend the timeframe of 4 requests partially disclosed, where one was extended under paragraph 9(1)(b) in order to consult other Government institutions and three others under paragraph 9(1)(c) in order to consult a third party.

Subsection 4.2 – Length of extensions

The one request where paragraph 9(1)(b) was applied was extended for less than 60 days. One of the three requests which paragraph 9(1)(c) was applied was extended for less than 30 days, two others were extended for less than 60 days and the last one between 61-120 days.

4.1.5 Section 5 – Fees

\$40.00 in application fees were collected between April 1, 2019 and March 31, 2020 for a total of 8 requests. No search, production, programming, preparation, alternate formats, or reproduction fees were assessed or collected. The ATIA allows for the waiving of fees when a request is deemed to be in the public's interest. Application fees of \$100.00 were waived for 20 requests received during the reporting period. No application fees were collected, waived or reimbursed for the 2 requests carried forward to the next reporting year.

4.1.6 Section 6 – Consultations Received from Other Institutions and Organizations**Subsection 6.1 – Consultations received from other Government of Canada institutions and organizations**

AECL received 9 new requests for consultations from other Government institutions. Eight of these consultations were closed during the reporting period and one was carried forward to the next reporting period (2020-21).

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

Of the 8 consultations received from other Government of Canada institutions, information was recommended to be disclosed in full for 4 requests within 15 days. For the four other consultations, they were recommended to be disclosed in-part; one was completed within 15 days, 2 within 16 to 30 days and 1 between 31 to 60 days.

Subsection 6.3 – Recommendations and completion time for consultations received from other organizations

AECL did not receive any consultations from another organization during the period of this annual report.

4.1.7 Section 7 – Completion Time of Consultations on Cabinet Confidences

AECL did not process any Cabinet confidences in relation to requests under the *ATIA* during the reporting year.

Subsection 7.1 Requests with Legal Services

No consultations were required with legal services concerning Cabinet confidence during the period under review.

Subsection 7.2 Requests with Privy Council Office

No consultations were required with Privy Council Office concerning Cabinet confidences during the period under review.

4.1.8 Section 8 – Complaints and Investigations

Section 32 – AECL has received one new notice of intention to investigate from the Information Commissioner of Canada pursuant to section 32 this fiscal year.

Section 35 – AECL made representations to the Information Commissioner of Canada pursuant to section 35 of the *ATIA* for two complaints.

Section 37 – AECL received a discontinuance letter from the Information Commissioner of Canada for one complaint.

4.1.9 Section 9 – Court Action

No appeals were filed with the Federal Court at the end of this reporting period.

4.1.10 Section 10 – Resources Related to the ATIA**Subsection 10.1 – Costs**

Total salary costs associated with *ATIA* activities are estimated at \$202,540 for 2019-20. Other operation and maintenance costs amounted to \$18,551 for a total of \$221,091. Included in the costs attributable to the ATIP Office are the costs accountable for the administration of the *ATIA*. These are the salary costs of individuals working on access to information activities such as processing requests, assisting the Information Commissioner of Canada with complaint investigations, processing consultation requests from other Government institutions, maintenance of the ATIP software, preparing reports or training materials, maintaining statistics, and giving awareness sessions.

Subsection 10.2 – Human Resources

The associated full-time equivalency (FTE) human resources was 1.5.

4.1.11 Supplemental Statistical Report – Requests affected by COVID-19 measures

In addition to completing the forms for the Statistical Reports on the *ATIA* for 2019-20, institutions were asked to complete a Supplemental Report to help identify the impact of COVID-19 measures on institutional performance for 2019-20 and going forward.

AECL's Access to Information and Privacy office has not been impacted by COVID-19. AECL is completely capable of fulfilling its *ATIA* responsibilities.

5. TRAINING AND AWARENESS

One formal awareness session was provided to AECL's Executive Committee in Ottawa, Ontario during the reporting period 2019-20. Additionally, informal briefings, one-on-one training, orientation, and awareness sessions were given regularly by the ATIP Director during the process of retrieval and review of documents in response to *ATIA* requests.

6. POLICIES, GUIDELINES, PROCEDURES AND INITIATIVES

AECL did not implement any new and/or revised institution-specific Access to Information related policies, guidelines or procedures during the reporting year 2019-20.

7. SUMMARY OF COMPLAINTS

AECL received one new notice of intention to investigate a complaint relating to exclusions and exemptions from fiscal year 2016-17. Another complaint from fiscal year 2016-17 is carried forward to fiscal year 2020-21. AECL responded with formal representations to the Information Commissioner of Canada on two complaints during this reporting period. One investigation from fiscal year 2017-18 was resolved during this reporting period.

Therefore, AECL carried forward four complaints to the next fiscal year 2020-21.

8. MONITORING COMPLIANCE

AECL uses Privasoft software as a tool to monitor the time required to process every access to information requests. No other monitoring was necessary or conducted during the reporting period.

9. APPENDIX A – DELEGATION ORDER



Delegation Order under the Access to Information Act and Privacy Act / Arrêté de délégation accordé en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels

Pursuant to subsection 95(1) of the *Access to Information Act* and subsection 73(1) of the *Privacy Act*, the President of Atomic Energy of Canada Limited (AECL), head of AECL, hereby designates the person holding the position set out in the schedule hereto, or the person occupying on an acting basis this position, to exercise the powers, duties and functions of the President, under the provisions of the Acts and related regulations set out in the schedule opposite the position. This designation replaces all previous delegation orders.

En vertu du paragraphe 95(1) de la *Loi sur l'accès à l'information* et du paragraphe 73(1) de la *Loi sur la protection des renseignements personnels*, le Président d'Énergie atomique du Canada limitée (EACL), responsable d'EACL, délègue au titulaire du poste mentionné à l'annexe ci-après, ainsi qu'à la personne occupant à titre intérimaire ledit poste, les attributions dont il est, en qualité de responsable d' EACL, investi par les dispositions de la Loi ou de son règlement mentionnées en regard du poste. Le présent document remplace et annule tout arrêté antérieur.

Schedule / Annexe		
Position / Poste	<i>Access to Information Act and Regulations / Loi sur l'accès à l'information et Règlements</i>	<i>Privacy Act and Regulations / Loi sur la protection des renseignements personnels et Règlements</i>
Director, Access to Information and Privacy / Directeur, Accès à l'information et protection des renseignements personnels	Full authority / Entière autorité	Full authority / Entière autorité



Richard Sexton, President and Chief Executive Officer of Atomic Energy of Canada Limited / Président et premier dirigeant d'Énergie atomique du Canada limitée

2020 August 6
Date

10. APPENDIX B - STATISTICAL REPORT, 2019-20


Statistical Report on the Access to Information Act

 Name of institution: Atomic Energy of Canada Limited

 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	26
Outstanding from previous reporting period	4
Total	30
Closed during reporting period	28
Carried over to next reporting period	2

1.2 Sources of requests

Source	Number of Requests
Media	1
Academia	2
Business (private sector)	0
Organization	5
Public	18
Decline to Identify	0
Total	26

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	
37	7	0	0	0	0	0	44

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	3	2	0	0	0	0	0	5
Disclosed in part	4	12	1	2	0	0	0	19
All exempted	0	1	0	0	0	0	0	1
All excluded	0	0	0	0	0	0	0	0
No records exist	0	1	0	0	0	0	0	1
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	2	0	0	0	0	0	0	2
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	9	16	1	2	0	0	0	28

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)	2	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	6	18(d)	2	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)	14	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)	3	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)	3	26	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(d)	3		
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						

* I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities

3.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of 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
3	21	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
3319	3106	27

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	4	55	1	124	0	0	0	0	0	0
Disclosed in part	6	318	13	2609	0	0	0	0	0	0
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	2	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	13	373	14	2733	0	0	0	0	0	0

3.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	1	0	0	0	1
Disclosed in part	4	0	0	0	4
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	1	0	0	0	1
Neither confirmed nor denied	0	0	0	0	0
Total	6	0	0	0	6

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	28
Percentage of requests closed within legislated timelines (%)	100

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	1	3
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	1	3

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	1
31 to 60 days	0	0	1	1
61 to 120 days	0	0	0	1
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	1	3

Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Requests	Amount	Requests	Amount
Application	8	\$40	20	\$100
Other fees	0	\$0	0	\$0
Total	8	\$40	20	\$100

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	9	1312	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	9	1312	0	0
Closed during the reporting period	8	272	0	0
Carried over to next reporting period	1	1040	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	4	0	0	0	0	0	0	4
Disclose in part	1	2	1	0	0	0	0	4
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	5	2	1	0	0	0	0	8

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 Request	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
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 Request	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
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	2	1	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		\$202,540
Overtime		\$0
Goods and Services		\$18,551
• Professional services contracts	\$0	
• Other	\$18,551	
Total		\$221,091

10.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1.50
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	1.50

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	24
Row 2	Received from 2020-03-14 to 2020-03-31	2
Row 3	Total	26

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	28	0
Row 2	Received from 2020-03-14 to 2020-03-31	0	0
Row 3	Total	28	0

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	0
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	Total	2