



Office of the
Chief Electoral Officer
of Canada

Annual Report on the *Access to Information Act*

**For the period ending
March 31, 2020**

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ISSN 2371-3631
Cat. No.: SE2-10E-PDF

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Printed in Canada

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1. Introduction

The *Access to Information Act* (the Act) extends to Canadians and individuals present in Canada the right to access information in records that are under the control of a government institution. According to the principles of the Act, government information should be available to the public, necessary exceptions to the right of access should be limited and specific, and decisions on the disclosure of government information should be reviewed independently of the government. The Act also sets out the requirements for the proactive publication of information.

This report describes how Elections Canada administered its responsibilities under the Act during the reporting period from April 1, 2019, to March 31, 2020, and is prepared and tabled in accordance with section 94 of the Act and section 20 of the *Service Fees Act*.

1.1. Mandate of the Office of the Chief Electoral Officer

The Office of the Chief Electoral Officer, commonly known as Elections Canada, is an independent, non-partisan agency that reports directly to Parliament. Its mandate is to:

- be prepared to conduct a federal general election, by-election or referendum;
- administer the political financing provisions of the *Canada Elections Act*;
- monitor compliance with electoral legislation;
- conduct public information campaigns on voter registration, voting and becoming a candidate;
- conduct education programs for students on the electoral process;
- provide support to the independent commissions in charge of adjusting the boundaries of federal electoral districts following each decennial census;
- carry out studies on alternative voting methods and, with the approval of parliamentarians, test alternative voting processes for future use during electoral events; and,
- provide assistance and cooperation in electoral matters to electoral agencies in other countries or to international organizations.

In fulfilling its mandate, Elections Canada also has the responsibility to:

- appoint, train and support returning officers and retain the services of field liaison officers across Canada;
- maintain the National Register of Electors, which is used to prepare preliminary lists of electors at the start of electoral events;
- publish reports on the conduct of elections and official voting results;
- maintain electoral geography information, which provides the basis for maps and other geographic products;

- register political entities, including political parties, electoral district associations, candidates, nomination contestants, leadership contestants, third parties that engage in election advertising and referendum committees;
- administer the reimbursements and subsidies paid to eligible candidates, registered political parties and auditors;
- disclose information on registered parties and electoral district associations, registered parties' nomination and leadership contestants, candidates, third parties and referendum committees, including their financial returns;
- appoint the Commissioner of Canada Elections, after consultation with the Director of Public Prosecutions;
- refer to the Commissioner of Canada Elections information concerning possible offences under the *Canada Elections Act* (or other relevant acts);
- consult the Advisory Committee of Political Parties for advice and recommendations;
- issue written opinions, guidelines and interpretation notes on the application of the *Canada Elections Act* to political entities;
- recommend to Parliament amendments for the better administration of the *Canada Elections Act* by submitting a recommendations report after a general election, as well as by providing expert advice and other special reports; and,
- appoint the Broadcasting Arbitrator, who is responsible for allocating free and paid broadcasting time among political parties and for arbitrating disputes that may arise between parties and broadcasters.

1.2. Structure of the Access to Information and Privacy Office

Access to Information and Privacy (ATIP) Office is part of the Information and IT Services Management Directorate within the Chief Information and Security Officer Branch of the Internal Services Sector. It is managed on a full-time basis by the agency's ATIP Coordinator, with two additional full-time staff as well as full-time consultant(s) as required.

The ATIP Office is responsible for the following activities:

- processing requests under the *Access to Information Act* and the *Privacy Act* (the Acts);
- responding to consultation requests from other government institutions;
- providing advice and guidance to senior management and staff of Elections Canada on privacy issues and PIAs;
- developing and delivering awareness training to Elections Canada managers and employees on how to fulfill their obligations under the Acts;
- developing policies, procedures and guidelines in support of ATIP legislation and central agency requirements;
- monitoring institutional compliance with the Acts, procedures and policies;

- acting on behalf of Elections Canada in dealings with the Treasury Board Secretariat, the offices of the Information Commissioner and Privacy Commissioner of Canada and other government institutions regarding ATIP affairs;
- preparing annual reports to Parliament, in addition to other statutory reports and materials that may be required by central agencies;
- preparing and publishing the annual update of Elections Canada's chapter of *Info Source*, describing the agency's record holdings and personal information banks; and,
- representing Elections Canada by participating in ATIP community forums, such as the Treasury Board Secretariat's ATIP Community meetings.

2. Administration of the *Access to Information Act*

2.1. Education and training

Training under the Act consists of educating the agency on how to assist individuals who request records under the organization's control. In 2019–2020, Elections Canada delivered 6 formal ATIP training and awareness sessions for 56 employees of various levels. All of the sessions provided an overview of the ATIP process, legislation, roles and responsibilities. The ATIP Office also routinely provided Elections Canada with informal briefings and advice on the processing of ATIP requests.

2.2. Institutional access to information policies and procedures

Towards the end of the reporting period, Elections Canada adjusted its ATIP request procedures for Offices of Primary Interest (OPI) to allow for the electronic sign-off by executive committee members of OPI responses to ATIP requests. The ATIP Office also started to send out responses to requesters electronically, whenever possible, instead of by regular mail. These changes were implemented because of the situation with COVID-19 and the transition to remote work.

Elections Canada is continuing to review its access to information tools and procedures, and update them as required.

2.3. Institutional monitoring of access to information requests

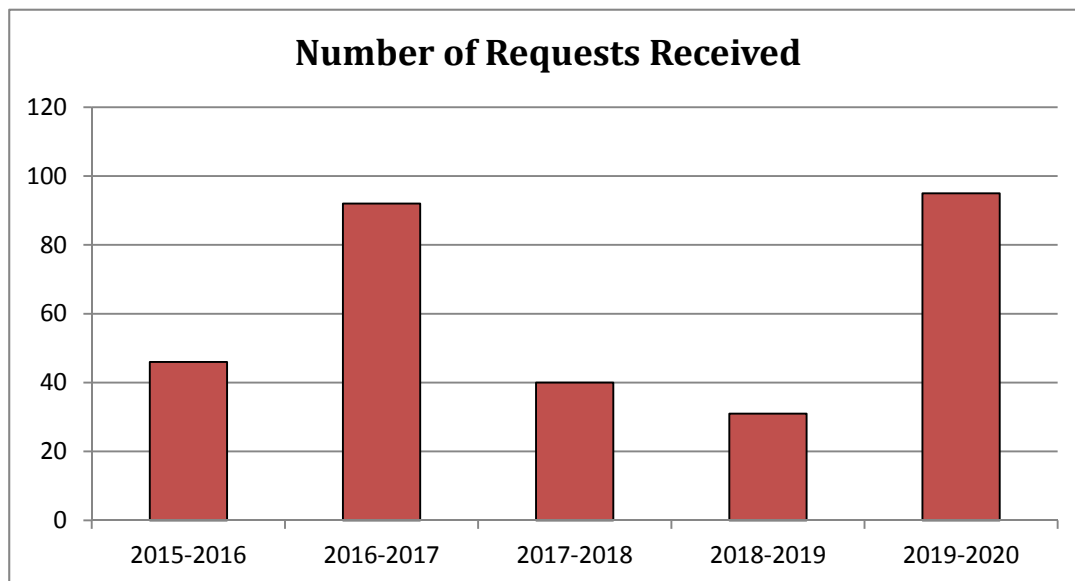
The ATIP Office uses its case management software to monitor the status of each request being processed, including the number of days remaining before the statutory deadline. Weekly status reports of all open and recently closed files are provided to senior officials, including the Chief Electoral Officer and the Executive Committee.

3. Statistical Report on Requests under the *Access to Information Act*

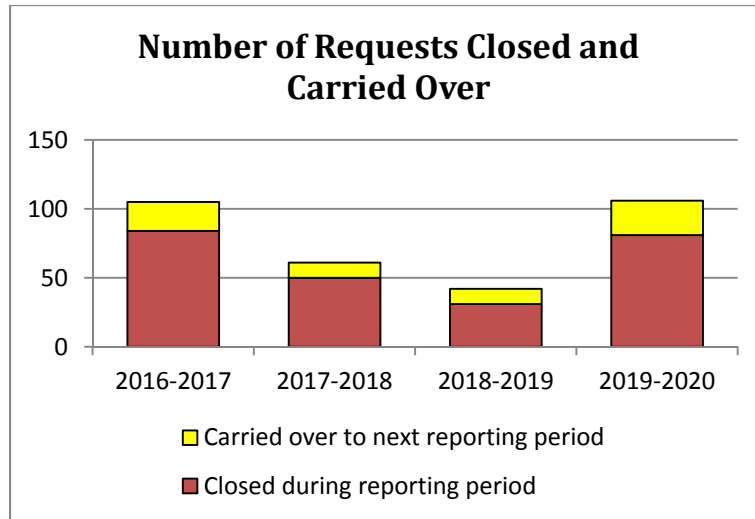
This section provides an interpretation of select statistics on the processing of requests made to Elections Canada under the Act. All figures and data for the 2019–2020 fiscal year are provided in the attached statistical report (see Appendix II).

3.1. Number and origin of formal requests

Elections Canada received 95 new formal requests for information under the Act during the period between April 1, 2019, and March 31, 2020. This number increased by 206 percent from the previous year. The increase can be attributed to interest in EC activities as a result of the 43rd general election held on October 21, 2019.



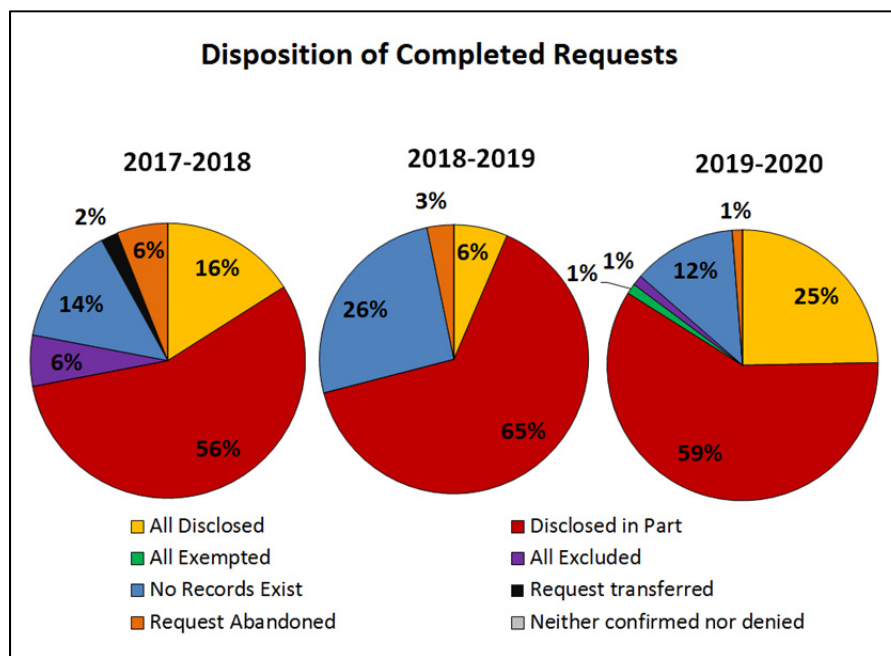
Including 11 requests that were carried over from the previous fiscal year, a total of 106 requests required action in 2019–2020. As the graph below demonstrates, 81 of those requests (76 percent) were closed during the reporting period. This is up from 31 requests (74 percent) closed in 2018–2019. Twenty-five requests were carried over into the next reporting period.



These new requests were initiated by the media (22), private businesses (17), the general public (26), academia (6), organizations (4) and requesters who declined to identify themselves (20).

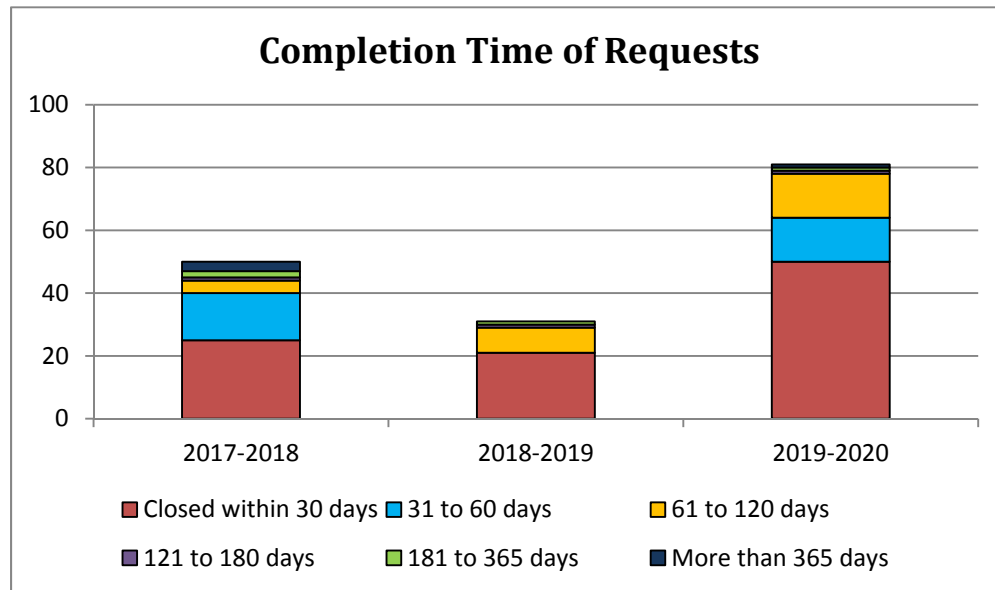
3.2. Disposition of completed requests

Eighty-one requests were completed during the reporting period, 20 (25 percent) of which resulted in full disclosure of information, up from 2 (6 percent) in 2018–2019. Forty-eight requests (59 percent) resulted in partial disclosure of information. Records did not exist for 10 requests (12 percent). There were 2 requests (2 percent) fully exempted or fully excluded, up from the 0 (0 percent) fully exempted or fully excluded in 2018–2019. No requests were transferred to other government institutions. One request was abandoned, the same as in 2018–2019.



3.3. Completion time of requests

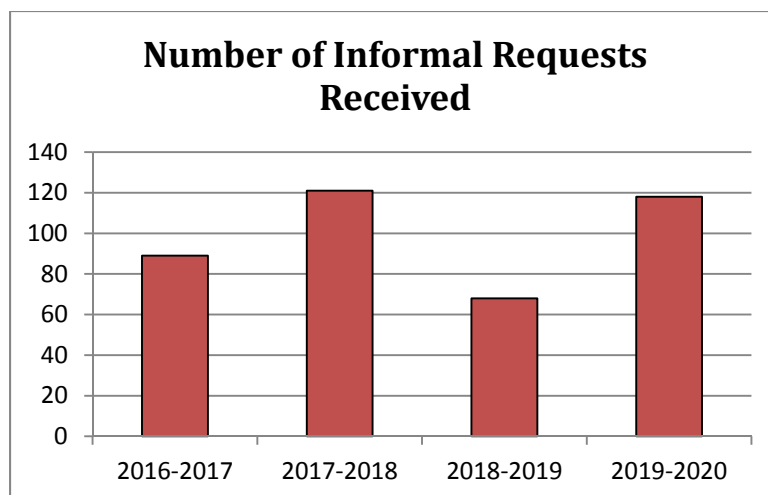
In 2019–2020, 69 requests (85 percent) were completed within legislated timelines. A total of 50 requests (62 percent) were completed within 30 days, compared to 68 percent in 2018–2019. Fourteen requests (17 percent) were closed within 31 to 60 days, fourteen requests (17 percent) were closed within 61 to 120 days, 1 request (1 percent), within 121 to 180 days, 1 request (1 percent), within 181 to 365 days, and 1 request (1 percent) was closed more than 365 days after it was received.



Longer completion times in requests received by Elections Canada can be explained by a variety of factors. They are most commonly attributed to outstanding requests from previous years, workload, requests that require consultations with internal or external parties, and requests that are broad in scope and involve sensitive records related to advice or recommendations developed by or for a government institution, security, or investigations, examinations or reviews under the *Canada Elections Act*. Unforeseen adjustments to work processes related to COVID-19 were implemented towards the end of 2019–2020, temporarily affecting the processing of some requests under the Act. Most employees, including ATIP staff, were required to work remotely with limited access to the network and paper files.

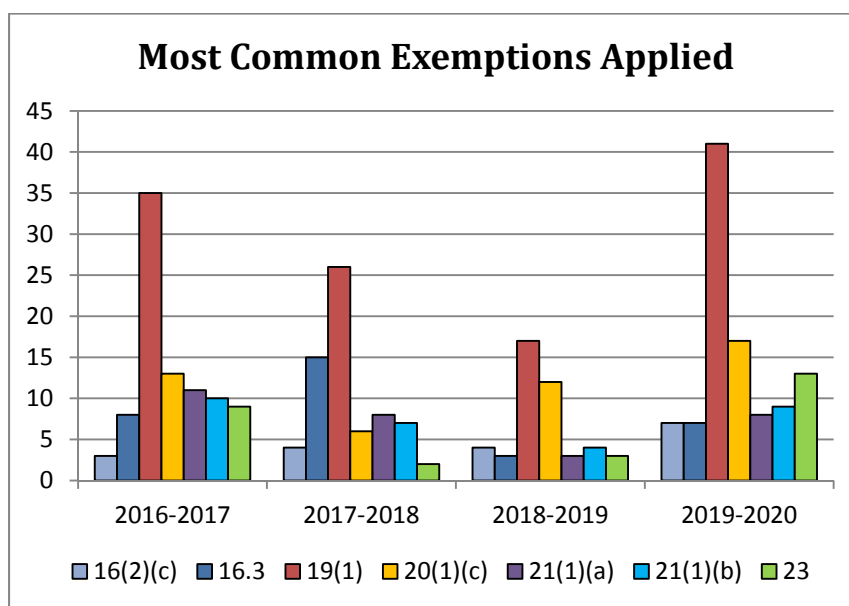
3.4. Informal releases of records

Elections Canada publishes monthly online summaries of all recently completed, formal access to information requests as required by the Treasury Board Secretariat. The published summaries allow individuals to informally request copies of records previously released under the Act. In the 2019–2020 reporting period, there was an increase in the number of request packages released informally in comparison to the previous year. The ATIP Office released 118 packages informally in 2019–2020, up by 74 percent from the preceding year.



3.5. Exemptions to the release of information

The attached statistical report (Appendix II) includes the number of requests for which Elections Canada invoked specific types of exemptions and provides details on these exemptions. If an exemption is invoked several times in the same request, it is reported only once. The graph below includes the seven exemptions applied most frequently during the 2019–2020 fiscal year.



As in previous years, the most common exemption applied was under subsection 19(1) of the Act. In 2019–2020, it was used to protect personal information for 41 requests. Paragraph 16(2)(c) permits heads of government institutions to withhold information that could reasonably be expected to facilitate the commission of an offence. Elections Canada invoked paragraph 16(2)(c) for 7 requests. Section 16.3 of the Act allows the Chief Electoral Officer to refuse the disclosure of information obtained or created during investigations, examinations or reviews conducted under the *Canada Elections Act*. Elections Canada invoked section 16.3 for 7 requests. Paragraph 20(1)(c) was applied for 17 requests in order to protect third-party information. Paragraph 21(1)(a) permits heads of

government institutions to withhold information that contains advice or recommendations developed by or for government officials, whereas 21(1)(b) allows for the exemption of accounts of consultations and deliberations among government staff. These subsections of the Act were used for 8 and 9 requests, respectively. Lastly, information was exempted for 13 requests under section 23 as being subject to solicitor-client privilege.

3.6. Extensions of the time limit

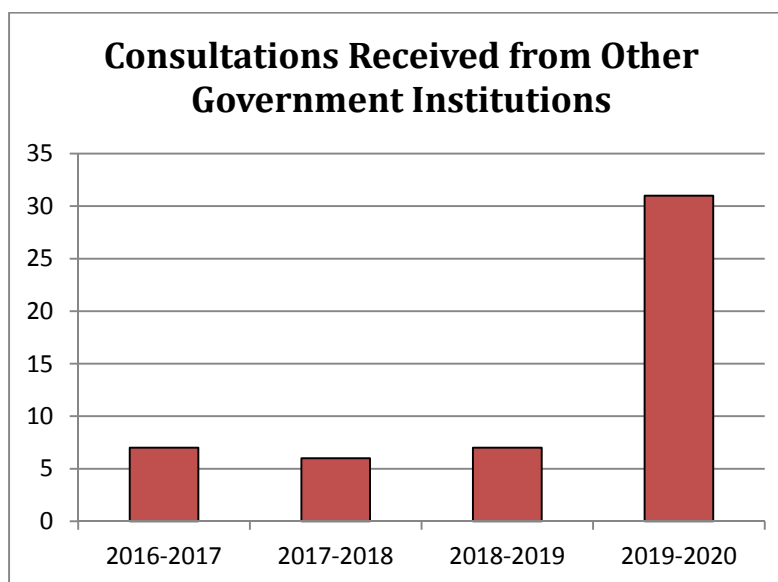
Elections Canada took 20 extensions during the reporting period, 6 of which were taken under paragraph 9(1)(a) of the Act. Paragraph 9(1)(a) allows for an extension if a request is for a large volume of records and unreasonably interferes with the operations of the institution. Four extensions were taken under paragraph 9(1)(b), which states that, if a request requires consultations that cannot be reasonably completed by the statutory deadline, an extension is permitted. Ten extensions were taken under paragraph 9(1)(c) for the notification of third parties.

In 75% of the cases (15 in total) the extensions did not exceed 60 days. This is down 25% from 2018–2019, when no extensions exceeded 60 days. The time limit for 5 requests was extended by 61 to 120 days.

It is the practice of the ATIP Office to provide partial preliminary release of records before the extended due date whenever possible.

3.7. Consultations

The ATIP Office received 31 formal consultations from other government institutions in 2019–2020, 28 (90 percent) of which were responded to in fewer than 30 days. Three consultations were completed within 31 to 60 days. The number of formal consultations received increased 343 percent from the previous year.



3.8. 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 with the requirements of section 20 of the *Service Fees Act*.

- Enabling authority: *Access to Information Act*
- Fee amount: \$5, the only fee charged for a request under the Act
- Total revenue: \$160
- Fees waived: one \$5 fee was waived for the 2019–2020 fiscal period
- Cost of operating the program: \$271,626

Salaries accounted for \$130,617 of the total cost of operating the program, whereas spending on goods and services amounted to \$141,009.

4. Complaints

Individuals who are not satisfied with the processing of their access to information request can file a complaint with the Office of the Information Commissioner of Canada (OIC).

The OIC received a total of 6 complaints against Elections Canada in 2019–2020. At the beginning of the reporting period, the OIC also had 4 outstanding complaints received in previous years to consider. Six complaints against Elections Canada were closed in 2019–2020.

The OIC determined that two complaints, one received in 2016–2017 and one received in 2018–2019, were well founded. Elections Canada had released additional information to the complainant subsequent to the OIC investigation for the first complaint and had responded to the request after the statutory deadline for the second complaint. One complaint received in 2019–2020 was resolved as the OIC determined that Elections Canada had already provided the records to the requester prior to the start of their investigation. Another complaint received in 2019–2020 alleging that Elections Canada had failed to conduct a reasonable search for records was discontinued by the complainant. The OIC determined that two other complaints received in 2019–2020 were not well founded as Elections Canada had accurately responded to the request or had conducted a reasonable search for records.

Two complaints from 2019–2020, one alleging that Elections Canada refused to process a request and the other alleging that Elections Canada had improperly applied exemptions so as to unjustifiably deny access to the requested information, are still under investigation.

Appendix I: Delegation of Authority



DÉLÉGATION EN VERTU DE L'ARTICLE 73 DE LA LOI SUR L'ACCÈS À L'INFORMATION

En vertu de l'article 73 de la *Loi sur l'accès à l'information*, par la présente je délègue au titulaire du poste de Directeur adjoint, Accès à l'information et protection des renseignements personnels, ou en l'absence de cette personne, au titulaire du poste de Directeur, Gestion de l'information et des services informatiques, y compris toutes personnes nommées à ces deux postes de manière intérimaire, les attributions en lien avec les documents qui relèvent du directeur général des élections, dont je suis, en qualité de responsable d'une institution fédérale, investi conformément à la *Loi sur l'accès à l'information*, à l'exception des documents qui relèvent exclusivement du Commissaire aux élections fédérales.

En vertu de l'article 73 de la *Loi sur l'accès à l'information*, par la présente je délègue au titulaire du poste de Commissaire aux élections fédérales, ainsi qu'au titulaire du poste de Directeur adjoint, Accès à l'information et protection des renseignements personnels, ou en l'absence de cette personne, au titulaire du poste de Directeur, Gestion de l'information et des services informatiques, y compris toutes personnes nommées à ces trois postes de manière intérimaire, les attributions en lien avec les documents qui relèvent exclusivement du Commissaire aux élections fédérales dont je suis, en qualité de responsable d'une institution fédérale, investi conformément à la *Loi sur l'accès à l'information*.

DELEGATION ORDER PURSUANT TO SECTION 73 OF THE ACCESS TO INFORMATION ACT

Pursuant to section 73 of the *Access to Information Act*, I hereby designate the person appointed to the position of Assistant Director, Access to Information and Privacy, or in that person's absence, the person appointed to the position of Director, Information and IT Services Management, including any persons appointed to these two positions on an acting basis, to exercise or perform any of the powers, duties and functions related to the records that are under the control of the Chief Electoral Officer, conferred upon me as the head of the government institution by the *Access to Information Act*, except as it relates to the records that are exclusively under the control of the Commissioner of Canada Elections.

Pursuant to section 73 of the *Access to Information Act*, I hereby designate the person appointed to the position of Commissioner of Canada Elections, as well as the person appointed to the position of Assistant Director, Access to Information and Privacy, or in that person's absence, the person appointed to the position of Director, Information and IT Services Management, including any persons appointed to these three positions on an acting basis, to exercise or perform any of the powers, duties and functions conferred upon me as the head of the government institution by the *Access to Information Act* and that are related to the records that are exclusively under the control of the Commissioner of Canada Elections.

Il est entendu que cette délégation remplace toutes délégations antérieures de ma part ou de la part de mes prédécesseurs émises en vertu de l'article 73 de la *Loi sur l'accès à l'information*.

For greater certainty, this delegation supersedes all previous delegations by me or my predecessors made pursuant to section 73 of the *Access to Information Act*.

Signée à Gatineau le / Signed in Gatineau on 5.04.2019



Stéphane Perrault

Directeur général des élections / Chief Electoral Officer

Appendix II: Statistical Report on the Access to Information Act, 2019–2020



Government
of Canada

Gouvernement
du Canada

Statistical Report on the *Access to Information Act*

Name of institution: Office of the Chief Electoral Officer (Elections Canada)

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

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

1.1 Number of requests

	Number of Requests
Received during reporting period	95
Outstanding from previous reporting period	11
Total	106
Closed during reporting period	81
Carried over to next reporting period	25

1.2 Sources of requests

Source	Number of Requests
Media	22
Academia	6
Business (private sector)	17
Organization	4
Public	26
Decline to Identify	20
Total	95

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
117	1	0	0	0	0	0	118

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	0	17	3	0	0	0	0	20
Disclosed in part	1	20	10	14	1	1	1	48
All exempted	1	0	0	0	0	0	0	1
All excluded	1	0	0	0	0	0	0	1
No records exist	4	6	0	0	0	0	0	10
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	1	0	0	0	0	1
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	7	43	14	14	1	1	1	81

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)	3	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)	7	18(d)	0	21(1)(a)	8
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	9
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)	1	16.1(1)(d)	0	19(1)	41	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	1	23	13
15(1) - Def.*	2	16.3	7	20(1)(b)	5	23.1	0
15(1) - S.A.*	0	16.31	0	20(1)(b.1)	0	24(1)	1
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(c)	17	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						

* 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)	9	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
6	62	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
19,156	16,076	71

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	18	274	1	150	1	722	0	0	0	0
Disclosed in part	23	649	16	3,402	3	1,535	6	9,344	0	0
All exempted	1	0	0	0	0	0	0	0	0	0
All excluded	1	0	0	0	0	0	0	0	0	0
Request abandoned	1	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	44	923	17	3,552	4	2,257	6	9,344	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	18	0	0	0	18
All exempted	0	0	1	0	1
All excluded	0	0	0	0	0
Request abandoned	1	0	0	0	1
Neither confirmed nor denied	0	0	0	0	0
Total	20	0	1	0	21

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	69
Percentage of requests closed within legislated timelines (%)	85.2

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
12	6	2	3	1

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	5	2	7
16 to 30 days	0	1	1
31 to 60 days	2	0	2
61 to 120 days	0	0	0
121 to 180 days	0	1	1
181 to 365 days	0	0	0
More than 365 days	0	1	1
Total	7	5	12

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	5	0	4	10
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	1	0	0	0
Total	6	0	4	10

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	3	0
31 to 60 days	0	0	0	10
61 to 120 days	4	0	1	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	6	0	4	10

Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	32	\$160	1	\$5
Other fees	0	\$0	0	\$0
Total	32	\$160	1	\$5

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	31	12,150	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	31	12,150	0	0
Closed during the reporting period	31	12,150	0	0
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	21	5	2	0	0	0	0	28
Disclose in part	0	2	0	0	0	0	0	2
Exempt entirely	0	0	1	0	0	0	0	1
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	21	7	3	0	0	0	0	31

6.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of Days Required to Complete Consultation Requests							
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
Disclose entirely	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 recommendations issued by the Information Commissioner	Section 37 Reports of finding containing orders issued by the Information Commissioner
6	0	1	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		\$130,617
Overtime		\$0
Goods and Services		\$141,009
• Professional services contracts	\$135,490	
• Other	\$5,519	
Total		\$271,626

10.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1.41
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.94
Students	0.00
Total	2.35

Note: Enter values to two decimal places.

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	92
Row 2	Received from 2020-03-14 to 2020-03-31	3
Row 3	Total¹	95

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	69	12
Row 2	Received from 2020-03-14 to 2020-03-31	0	0
Row 3	Total²	69	12

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	22
Row 2	Requests received from 2020-03-14 to 2020-03-31 that were carried over to the 2020-2021 reporting period	3
Row 3	Total³	25

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