



Ingenium

Canada's Museums of Science and Innovation
Musées des sciences et de l'innovation du Canada

ANNUAL REPORT

on the

ADMINISTRATION OF THE *ACCESS TO INFORMATION ACT*

APRIL 1, 2017 TO MARCH 31, 2018

Canada 

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1. INTRODUCTION

The *Access to Information Act* gives Canadian citizens the legislated right to access information in federal government records, subject to certain limitations and specific exemptions. The Act complements other methods for obtaining government information, and does not limit in any way the access to federal government information that is normally available to the public upon request.

This report is prepared by Ingenium – Canada’s Museums of Science and Innovation, in accordance with section 72 of the *Access to Information Act* and is tabled in Parliament by the Minister of Canadian Heritage in accordance with the aforementioned section. It describes how Ingenium fulfilled its responsibilities under the Act during the fiscal year beginning April 1, 2017 and ending March 31, 2018.

Ingenium was established as an autonomous Crown Corporation on July 1, 1990, with the passage of the *Museums Act*. The mandate of the Corporation as stated in the Act is:

To foster scientific and technological literacy throughout Canada by establishing, maintaining and developing a collection of scientific and technological objects, with special but not exclusive reference to Canada, and by demonstrating the products and processes of science and technology and their economic, social and cultural relationships with society.

Although section 68 of the *Access to Information Act* does not apply to museum material, the nature of the institution’s mandate means that information is made readily available to anyone requesting it. Most requests are, therefore, addressed on an informal basis. The sources are so varied and the contacts so widely distributed that no statistics are maintained of those informal requests.

2. ORGANIZATIONAL STRUCTURE

The Corporate Secretariat of Ingenium – Canada’s Museums of Science and Innovation¹ administers the provisions of the *Access to Information Act* and the *Privacy Act* and is accountable to the President and CEO of Ingenium. As such, the Corporate Secretariat is responsible for the following activities:

- processing all requests made under the acts;
- developing policies, guidelines and procedures with respect to fulfilling the Corporation’s legislative requirements of both acts;
- promoting awareness of both acts, delivering training, and providing advice and guidance to ensure that employees and management understand their roles and responsibilities;
- monitoring compliance with both acts;
- completing Privacy Impact Assessments (PIAs);
- coordinating reporting on privacy breaches;
- participating in and contributing to the broader ATIP community of practice;
- uploading statistical reports;
- preparing annual reports for tabling; and,
- updating the *Info Source* chapter annually.

¹ The legal name of Ingenium - Canada's Museums of Science and Innovation is the National Museum of Science and Technology. It is the name used publicly in communications, other than when the legal name is required.

The libraries at the Canada Science and Technology Museum and the Canada Aviation and Space Museum have been designated as reference centres for the purposes of the Act.

3. DELEGATION OF AUTHORITY

The President and CEO of Ingenium, as designated Head of the Corporation under the *Access to Information Act*, exercises powers entrusted to the position by the Act, such as exemptions and exclusions.

The Executive Director, Corporate Secretariat, serves as the Access to Information Coordinator for Ingenium. The administration and implementation of the *Access to Information Act* requirements fall under the Executive Director, Corporate Secretariat. (See Appendix A - Delegation Order).

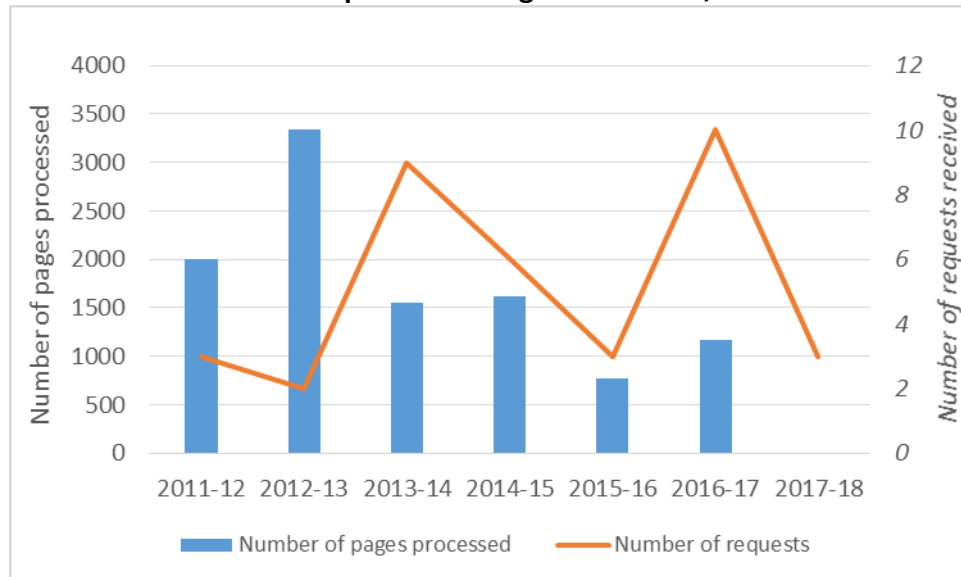
4. HIGHLIGHTS OF THE STATISTICAL REPORT 2017-2018

During the April 1, 2017 to March 31, 2018 reporting period, the Corporation received three (3) requests. No requests were carried over from the previous reporting year. Ingenium was consulted on four (4) requests from other federal government institutions.

a. Formal Requests

A total of three (3) requests were received during this reporting period (See Appendix B - Statistical Report), all of which were received in the last two weeks of the fiscal year and hence were carried over to 2018-2019. As such, the processing time and number of pages processed for these three requests will be reported on in 2018-2019.

Access to Information Requests and Pages Processed, 2013-14 to 2017-18



In terms of trends, the Corporation continues to experience a low volume of ATI requests. Less than 10 requests per year have been received in each year since 2011-12.

While it is not possible to determine the cause of the low volume of ATI requests, or even whether the emerging trend will continue, Ingenium notes that the public has access to increasing points of open access to government information including Open Data sources, Open Government portal and proactive disclosure statements. These sources are illustrative of the government's commitment to openness and transparency. Ingenium has been trailblazing in open access for many years, making over 30,000 working documents available to the public on its Open Heritage portal since its launch in 2014.

Ingenium has also experienced an increase in the number of Parliamentary Questions for which it has provided a response. In 2017-2018, 33 PQs were treated and 47 the year before, compared to an average of 21 per year in the previous five years (2011-12 to 2015-16). Parliamentary questions offer a platform for members of parliament to represent the interests of their constituents by presenting questions in the House of Commons. This is another avenue for Canadians to seek information from federal institutions through their elected representatives. A single parliamentary question may be addressed to all of government or multiple federal institutions, whereas a request made under the *Access to Information Act* is addressed to a single institution. In the case of an ATI request, there may be a need to consult with other institutions, which may impact the length of time required to supply a full response.

All three requests received in 2017-18 concerned with the Corporation's major capital projects. In fact, Ingenium's infrastructure has been the subject of the majority of the requests received since 2014-15. In 2014, the Corporation closed the Canada Science and Technology Museum and subsequently undertook a major infrastructure renewal of the Museum, which re-opened in November 2017. The Corporation is currently building a new Collections Conservation Centre on the CSTM site, which will be completed in 2019.

b. Sources of Requests

All three (3) requests received by the Corporation during this reporting year were from the media.

In terms of trends, the media remains the largest source of requests for information from the Corporation. Since 2013-14, the media has been the source of sixteen (16) requests which represents 64% of the requests.

c. Consultation Requests

During the 2017-18 reporting period, Ingenium received four (4) consultation requests, all of which were from federal government institutions. A total of 286 pages were reviewed. The Corporation also received four (4) consultation requests last year, but only treated 41 pages.

In terms of trends, the volume and nature of the consultations received from other government sources tend to be similar to the volume and nature of requests for information the Corporation received during the same period.

d. Processing Requests

Ingenium makes every possible effort to process requests within the 30-day time limit as required by the legislation. However, some delays may be incurred when requests received by Ingenium contain third-party information, which triggers the requirement for consultations, or when a significant volume of records must be treated for a request.

No extensions were requested in 2017-2018.

e. Fees and Costs

The Access to Information and Privacy Office collected \$15 in application fees during 2017-18. Ingenium has no formal policy regarding the waiving of fees.

During 2017–18, the Access to Information and Privacy Office incurred \$7,800 in salary costs to administer the *Access to Information Act*.

5. TRAINING ACTIVITIES

Over the reporting period, two training/awareness activities were formally undertaken.

An information session was provided to Ingenium staff during the May 2017 All-staff meeting, which was attended by approximately 150 people. The presentation included an overview of the application of ATIP in the context of the Corporation's work. The timing of the presentation coincided with new permanent and casual staff coming on board in preparation for the re-opening of the Canada Science and Technology Museum.

A number of new members were appointed to the Corporation's Board of Trustees over 2017-18. Information on how ATIP applies to the Board of Trustees was added to the Board Orientation presentation delivered to the new trustees.

6. POLICIES, GUIDELINES AND PROCEDURES

Ingenium did not implement any new access to information policies, guidelines and/or procedures during the reporting period.

7. COMPLAINTS AND INVESTIGATIONS

Ingenium did not receive any complaints and/or investigations during the reporting period.

8. MONITORING PROCESS

The ATIP Office monitors the time to process requests and administer the *Access to Information Act* through weekly verbal status reports. Any issues of significant interest are discussed with the President and CEO on an as needed basis.

APPENDIX A – DELEGATION ORDER

ACCESS TO INFORMATION ACT DELEGATION ORDER

In accordance with the *Access to Information Act*, the President and CEO of Ingenium – Canada’s Museums of Science and Innovation, hereby delegates the powers, duties and functions stipulated in the under-listed sections and subsections of the *Act*:

| | |
|--|---|
| Position | <i>Access to information Act</i> and Regulations |
| Corporate Secretary | Full authority |
| Director, Planning and Capital Projects Governance | Full authority |
| ATIP, Policy and Compliance Officer | Sections : 7, 8(1), 9,11(4)(5), 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27(1)(4), 28(1) (2)(4), 29(1), 68, 69 |



Fern Proulx
Interim President and CEO

June 1, 2018 / 1 juin 2018

APPENDIX B – STATISTICAL REPORT



Statistical Report on the *Access to Information Act*

Name of institution: Ingenium – Canada's Museums of Science and Innovation

Reporting period: 2017-04-01 to 2018-03-31

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

1.1 Number of requests

| | Number of Requests |
|--|--------------------|
| Received during reporting period | 3 |
| Outstanding from previous reporting period | 0 |
| Total | 3 |
| Closed during reporting period | 0 |
| Carried over to next reporting period | 3 |

1.2 Sources of requests

| Source | Number of Requests |
|---------------------------|--------------------|
| Media | 3 |
| Academia | 0 |
| Business (private sector) | 0 |
| Organization | 0 |
| Public | 0 |
| Decline to Identify | 0 |
| Total | 3 |

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 | |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

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

Part 2: Requests Closed During the Reporting Period

2.1 Disposition and completion time

| Disposition of Requests | Completion Time | | | | | | | Total |
|------------------------------|-----------------|---------------|---------------|----------------|-----------------|-----------------|--------------------|----------|
| | 1 to 15 Days | 16 to 30 Days | 31 to 60 Days | 61 to 120 Days | 121 to 180 Days | 181 to 365 Days | More Than 365 Days | |
| All disclosed | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disclosed in part | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| All exempted | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| No records exist | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Request transferred | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Request abandoned | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

2.2 Exemptions

| Section | Number of Requests | Section | Number of Requests | Section | Number of Requests | Section | Number of Requests |
|---------------|--------------------|------------|--------------------|------------|--------------------|----------|--------------------|
| 13(1)(a) | 0 | 16(2) | 0 | 18(a) | 0 | 20.1 | 0 |
| 13(1)(b) | 0 | 16(2)(a) | 0 | 18(b) | 0 | 20.2 | 0 |
| 13(1)(c) | 0 | 16(2)(b) | 0 | 18(c) | 0 | 20.4 | 0 |
| 13(1)(d) | 0 | 16(2)(c) | 0 | 18(d) | 0 | 21(1)(a) | 0 |
| 13(1)(e) | 0 | 16(3) | 0 | 18.1(1)(a) | 0 | 21(1)(b) | 0 |
| 14 | 0 | 16.1(1)(a) | 0 | 18.1(1)(b) | 0 | 21(1)(c) | 0 |
| 14(a) | 0 | 16.1(1)(b) | 0 | 18.1(1)(c) | 0 | 21(1)(d) | 0 |
| 14(b) | 0 | 16.1(1)(c) | 0 | 18.1(1)(d) | 0 | 22 | 0 |
| 15(1) | 0 | 16.1(1)(d) | 0 | 19(1) | 0 | 22.1(1) | 0 |
| 15(1) - I.A.* | 0 | 16.2(1) | 0 | 20(1)(a) | 0 | 23 | 0 |
| 15(1) - Def.* | 0 | 16.3 | 0 | 20(1)(b) | 0 | 24(1) | 0 |
| 15(1) - S.A.* | 0 | 16.4(1)(a) | 0 | 20(1)(b.1) | 0 | 26 | 0 |
| 16(1)(a)(i) | 0 | 16.4(1)(b) | 0 | 20(1)(c) | 0 | | |
| 16(1)(a)(ii) | 0 | 16.5 | 0 | 20(1)(d) | 0 | | |
| 16(1)(a)(iii) | 0 | 17 | 0 | | | | |
| 16(1)(b) | 0 | | | | | | |
| 16(1)(c) | 0 | | | | | | |
| 16(1)(d) | 0 | | | | | | |

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

2.3 Exclusions

| Section | Number of Requests | Section | Number of Requests | Section | Number of Requests |
|---------|--------------------|----------|--------------------|-----------------|--------------------|
| 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 |

2.4 Format of information released

| Disposition | Paper | Electronic | Other Formats |
|-------------------|----------|------------|---------------|
| All disclosed | 0 | 0 | 0 |
| Disclosed in part | 0 | 0 | 0 |
| Total | 0 | 0 | 0 |

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

| Disposition of Requests | Number of Pages Processed | Number of Pages Disclosed | Number of Requests |
|------------------------------|---------------------------|---------------------------|--------------------|
| All disclosed | 0 | 0 | 0 |
| Disclosed in part | 0 | 0 | 0 |
| All exempted | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 |
| Request abandoned | 0 | 0 | 0 |
| Neither confirmed nor denied | 0 | 0 | 0 |

2.5.2 Relevant pages processed and disclosed by size of requests

| Disposition | Less Than 100 Pages Processed | | 101-500 Pages Processed | | 501-1000 Pages Processed | | 1001-5000 Pages Processed | | More Than 5000 Pages Processed | |
|------------------------------|-------------------------------|-----------------|-------------------------|-----------------|--------------------------|-----------------|---------------------------|-----------------|--------------------------------|-----------------|
| | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed |
| All disclosed | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disclosed in part | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| All exempted | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Request abandoned | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

2.5.3 Other complexities

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

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

| Number of Requests Closed Past the Statutory Deadline | Principal Reason | | | |
|---|------------------|-----------------------|-----------------------|-------|
| | Workload | External Consultation | Internal Consultation | Other |
| 0 | 0 | 0 | 0 | 0 |

2.6.2 Number of days past deadline

| Number of Days Past Deadline | Number of Requests Past Deadline Where No Extension Was Taken | Number of Requests Past Deadline Where An Extension Was Taken | Total |
|------------------------------|---|---|-------|
| 1 to 15 days | 0 | 0 | 0 |
| 16 to 30 days | 0 | 0 | 0 |
| 31 to 60 days | 0 | 0 | 0 |
| 61 to 120 days | 0 | 0 | 0 |
| 121 to 180 days | 0 | 0 | 0 |
| 181 to 365 days | 0 | 0 | 0 |
| More than 365 days | 0 | 0 | 0 |
| Total | 0 | 0 | 0 |

2.7 Requests for translation

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

Part 3: Extensions

3.1 Reasons for extensions and disposition of requests

| Disposition of Requests Where an Extension Was Taken | 9(1)(a) Interference With Operations | 9(1)(b) Consultation | | 9(1)(c) Third-Party Notice |
|--|---|-------------------------|-------|-------------------------------|
| | | Section 69 | Other | |
| All disclosed | 0 | 0 | 0 | 0 |
| Disclosed in part | 0 | 0 | 0 | 0 |
| All exempted | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 |
| No records exist | 0 | 0 | 0 | 0 |
| Request abandoned | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 |

3.2 Length of extensions

| Length of Extensions | 9(1)(a) Interference With Operations | 9(1)(b) Consultation | | 9(1)(c) Third-Party Notice |
|----------------------|---|-------------------------|-------|-------------------------------|
| | | Section 69 | Other | |
| 30 days or less | 0 | 0 | 0 | 0 |
| 31 to 60 days | 0 | 0 | 0 | 0 |
| 61 to 120 days | 0 | 0 | 0 | 0 |
| 121 to 180 days | 0 | 0 | 0 | 0 |
| 181 to 365 days | 0 | 0 | 0 | 0 |
| 365 days or more | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 |

Part 4: Fees

| Fee Type | Fee Collected | | Fee Waived or Refunded | |
|--------------------|--------------------|--------|------------------------|--------|
| | Number of Requests | Amount | Number of Requests | Amount |
| Application | 3 | \$15 | 0 | \$0 |
| Search | 0 | \$0 | 0 | \$0 |
| Production | 0 | \$0 | 0 | \$0 |
| Programming | 0 | \$0 | 0 | \$0 |
| Preparation | 0 | \$0 | 0 | \$0 |
| Alternative format | 0 | \$0 | 0 | \$0 |
| Reproduction | 0 | \$0 | 0 | \$0 |
| Total | 3 | \$15 | 0 | \$0 |

Part 5: Consultations Received From Other Institutions and Organizations

5.1 Consultations received from other Government of Canada institutions and organizations

| Consultations | Other Government of Canada Institutions | Number of Pages to Review | Other Organizations | Number of Pages to Review |
|--|---|---------------------------|---------------------|---------------------------|
| Received during reporting period | 4 | 286 | 0 | 0 |
| Outstanding from the previous reporting period | 0 | 0 | 0 | 0 |
| Total | 4 | 286 | 0 | 0 |
| Closed during the reporting period | 4 | 286 | 0 | 0 |
| Pending at the end of the reporting period | 0 | 0 | 0 | 0 |

5.2 Recommendations and completion time for consultations received from other Government of Canada institutions

| Recommendation | Number of Days Required to Complete Consultation Requests | | | | | | | Total |
|---------------------------|---|---------------|---------------|----------------|-----------------|-----------------|--------------------|-------|
| | 1 to 15 Days | 16 to 30 Days | 31 to 60 Days | 61 to 120 Days | 121 to 180 Days | 181 to 365 Days | More Than 365 Days | |
| Disclose entirely | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Disclose in part | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 2 |
| Exempt entirely | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Exclude entirely | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Consult other institution | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 3 | 0 | 1 | 0 | 0 | 0 | 0 | 4 |

5.3 Recommendations and completion time for consultations received from other organizations

| Recommendation | Number of Days Required to Complete Consultation Requests | | | | | | | Total |
|---------------------------|---|---------------|---------------|----------------|-----------------|-----------------|--------------------|-------|
| | 1 to 15 Days | 16 to 30 Days | 31 to 60 Days | 61 to 120 Days | 121 to 180 Days | 181 to 365 Days | More Than 365 Days | |
| Disclose entirely | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disclose in part | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Exempt entirely | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Exclude entirely | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Consult other institution | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Part 6: Completion Time of Consultations on Cabinet Confidences

6.1 Requests with Legal Services

| Number of Days | Fewer Than 100 Pages Processed | | 101-500 Pages Processed | | 501-1000 Pages Processed | | 1001-5000 Pages Processed | | More Than 5000 Pages Processed | |
|----------------|--------------------------------|-----------------|-------------------------|-----------------|--------------------------|-----------------|---------------------------|-----------------|--------------------------------|-----------------|
| | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed |
| 1 to 15 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 16 to 30 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 31 to 60 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 61 to 120 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 121 to 180 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 181 to 365 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| More than 365 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

6.2 Requests with Privy Council Office

| Number of Days | Fewer Than 100 Pages Processed | | 101-500 Pages Processed | | 501-1000 Pages Processed | | 1001-5000 Pages Processed | | More Than 5000 Pages Processed | |
|----------------|--------------------------------|-----------------|-------------------------|-----------------|--------------------------|-----------------|---------------------------|-----------------|--------------------------------|-----------------|
| | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed |
| 1 to 15 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 16 to 30 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 31 to 60 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 61 to 120 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 121 to 180 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 181 to 365 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| More than 365 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Part 7: Complaints and Investigations

| Section 32 | Section 35 | Section 37 | Total |
|------------|------------|------------|-------|
| 0 | 0 | 0 | 0 |

Part 8: Court Action

| Section 41 | Section 42 | Section 44 | Total |
|------------|------------|------------|-------|
| 0 | 0 | 0 | 0 |

Part 9: Resources Related to the *Access to Information Act*

9.1 Costs

| Expenditures | | Amount |
|-----------------------------------|-----|----------------|
| Salaries | | \$7,800 |
| Overtime | | \$0 |
| Goods and Services | | \$0 |
| • Professional services contracts | \$0 | |
| • Other | \$0 | |
| Total | | \$7,800 |

9.2 Human Resources

| Resources | Person Years Dedicated to Access to Information Activities |
|----------------------------------|--|
| Full-time employees | 0.13 |
| Part-time and casual employees | 0.00 |
| Regional staff | 0.00 |
| Consultants and agency personnel | 0.00 |
| Students | 0.00 |
| Total | 0.13 |

Note: Enter values to two decimal places.