



2021–2022 Annual Report to Parliament
Access to Information Act



Agence spatiale
canadienne

Canadian Space
Agency

Canada

Annual Report to Parliament – Access to Information Act – 2022

Ce document est également offert en français sous le titre Rapport annuel au Parlement 2021-2022 – Loi sur l'accès à l'information – 2022

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Catalogue Number: ST96-5E-PDF

ISSN: 2293-9776



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Introduction

The *Access to Information Act* (the *Act*) was amended as a result of Bill C-58 which received royal assent on June 21, 2019.

The *Act* gives Canadians, permanent residents and any other person in Canada a right of access to information contained in government records, subject to certain exemptions and exclusions.

Pursuant to section 94, the head of every federal institution shall prepare an annual report on the administration of the *Act* within the institution. As the Canadian Space Agency (CSA) is subject to the *Service Fees Act*, the report is also filed in accordance with section 20 of that *Act*. The reports are submitted to Parliament at the end of each fiscal year.

This report provides information on the activities of the CSA related to the administration of the *Access to Information Act* during the 2021–2022 fiscal year.

Mandate of the Canadian Space Agency

To provide a better understanding of the context in which the *Act* is implemented at the CSA, this section gives an overview of the institution's objectives and activities.

The CSA reports to the Minister of Innovation, Science and Economic Development. Its mandate, as set out in the *Canadian Space Agency Act*, is “to promote the peaceful use and development of space, to advance the knowledge of space through science and to ensure that space science and technology provide social and economic benefits for Canadians.”

Mission

The CSA is committed to leading the development and application of space knowledge for the benefit of Canadians and humanity.



To fulfil its mission, the CSA:

- pursues excellence collectively;
- advocates a client-centred attitude;
- supports employee-oriented practices and open communications;
- commits itself to both empowerment and accountability; and
- pledges to cooperate and work with partners for our mutual benefit.

The CSA has been a source of inspiration for Canadians since its creation in 1989. In addition to consolidating major federal space programs, it coordinates all the components of the Canadian Space Program and manages Canada's major space-related activities.

The new [Space Strategy for Canada](#) launched in 2019 highlighted the importance of space as a strategic national asset and identified harnessing space science and technology as a priority to solve important issues on Earth. This new plan allowed the CSA to undertake a series of initiatives to support the Canadian space industry so it can take full advantage of the growth in the global space sector, while ensuring that Canada keeps pace.

More information on the CSA's activities can be found at the following: <http://www.asc-csa.gc.ca>.

Organizational Structure

Delegations of Authority

Under the *Act*, the head of the CSA is the Minister of Innovation, Science and Economic Development. In June 2016, some of the powers under the *Act* were delegated by the Minister to the incumbents of the CSA positions of Vice-President, Chief Information Officer and Access to Information and Open Government Coordinator.

During 2020–2021, organizational changes were put in place that resulted in the delegations of authority residing with the positions of the Chief Information Officer and



the Access to Information Coordinator. Following these changes in September 2020, the Information Management and Technologies Directorate, of which the Office of Access to Information and Personal Information (ATIP) is a part, now reports directly to the president of the CSA.

The updated delegations of authority were approved by the Minister in May 2021 (see appendix). The appended grid on delegation of authorities identifies the powers delegated.

The Access to Information and Open Government Coordinator is responsible for implementing the *Act* on a daily basis and reports to the Chief Information Officer.

Overseen by the Cybersecurity & Information Management Director, the ATIP Office is comprised of the Access to Information and Open Government Coordinator, Access to Information Senior Officer and a Junior Officer.

This office works closely with all sectors of the CSA to ensure the application of and compliance with the *Act*.

Lastly, the *Act* allows government institutions to provide services related to access to information to another government institution presided over by the same minister or under the responsibility of the same minister, or to receive such services themselves from any other such institution. However, no agreement for such services, as stipulated in section 96 of the *Act*, was entered into with any other government institution.

Evolving Role of the ATIP Office

In 2016–2017, the ATIP Office was mandated not only to process requests under the *Act* and report on the administration, but also to implement the open government initiatives.

Open government is becoming a global priority in improving transparency and making information more readily available to the public. The Government of Canada is no exception in that regard and has implemented a series of commitments in which



departments and agencies are taking part. Briefly, the goal is to release as much data and information as possible in a manner that is accessible, interoperable and publicly usable. This vision of transparency is closely linked to the vision for the application of the *Act*.

Further to a decision to link, access to information and open government and open science activities, the ATIP Office has become a one-stop shop for CSA employees wishing to share information and members of the public wishing to obtain information.

This innovative and effective pairing, which resulted from a centralization of activities, has made it possible for the CSA to optimize its acquisition and application of knowledge.

Request Processing Procedure

When it receives a request under the *Act*, the ATIP Office consults the appropriate Office of Primary Interest and, when necessary and appropriate depending on the case, Justice Canada, information-related communities of practice, Treasury Board Secretariat (TBS) or other institutions.

The ATIP Office uses an electronic ATIP request processing system to record the administrative actions taken, to review the records in question and to apply any exemptions and exclusions.

Various consultations may occur in the course of processing Access to Information requests. The ATIP Office primarily consults third parties because the CSA holds many of their records. The ATIP Office validates the confidential nature of the information in its care with the third parties. The groups consulted are usually other departments or CSA partners or contractors. When it is believed that a record must be excluded under the *Act*, the CSA will also undertake consultations with Justice Canada, which, if necessary, will seek the opinion of the Privy Council Office to ensure that it is in fact an excluded record.



Once the records have been analyzed and the consultations held, the ATIP Office recommends the application of the exemptions to the Chief Information Officer of the CSA, who is responsible for approving the communication of documents disseminated under the *Act*.

The records in response to Access to Information requests are then sent to the requesters. Lastly, a summary of the completed Access to Information requests are posted on the Open Government Portal on a monthly basis.

Performance in 2021–2022

During the reporting period, the CSA processed 58 Access to Information requests, 96 informal requests and 38 consultation requests. Of the 58 Access to Information requests 82.8% were answered within the timeframe prescribed by the *Act*.

For further details regarding request processing, please refer to the highlights of the statistical report below. The statistical report for the period of April 1, 2021 to March 31, 2022 is included at the end of this report.

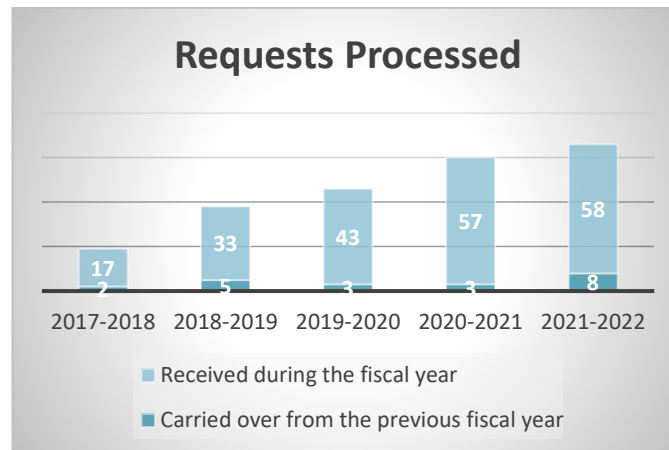
Highlights of the 2021–2022 Statistical Report

Requests Received and Processed

The CSA received a similar number of Access to Information requests in the current fiscal year, compared with the previous year. The number of requests received went from 57 in 2020–2021 to 58 in 2021–2022.

In addition to the requests received in 2021–2022, 8 requests were carried over from the previous year. Of these 8 requests, half (4) were responded to within the prescribed legislative timelines. In total, the CSA processed 58 requests in 2021–2022, while 8 requests were carried over to the next fiscal year.

We note that the number of requests processed has steadily increased since 2017 but now seems to be stabilizing. The following table illustrates this trend:

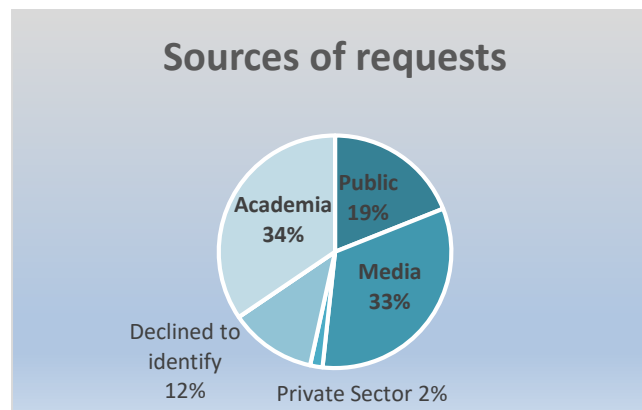


Sources of Requests

Requests are categorized into six categories, according to their source (the media, the public, the academic sector, the private sector, organizations and declined to identify).

Requests in the media category accounted for 33% of all requests received, compared with 56% in 2020–2021, and amounted to a 43% decrease for this request category. As for requests from the public, this remains the same at 19% as last fiscal. This year we saw an increase in the number of requests from the academic sector 34%, compared with 9% the year before. The private sector category was used by 2% of applicants compared to 4% last year. The “decline to identify” category was used in 12% of cases, whereas last year it was used in 5% of cases. No applicant used the “organization” categories during the 2021–2022 period.

The following table presents the sources of the requests.





Informal Requests

Informal requests are requests that are not filed or processed by a federal institution under the *Act*, such as requests for records disclosed in response to previous access requests. A list of these previously completed access requests is published every month on the Open Government Portal, making it easier for requesters to find the requests of interest to them and request them from the CSA. No fees can be charged and this type of request is not subject to a response time. In addition, the *Act* does not give the requester the right to file a complaint with the Information Commissioner.

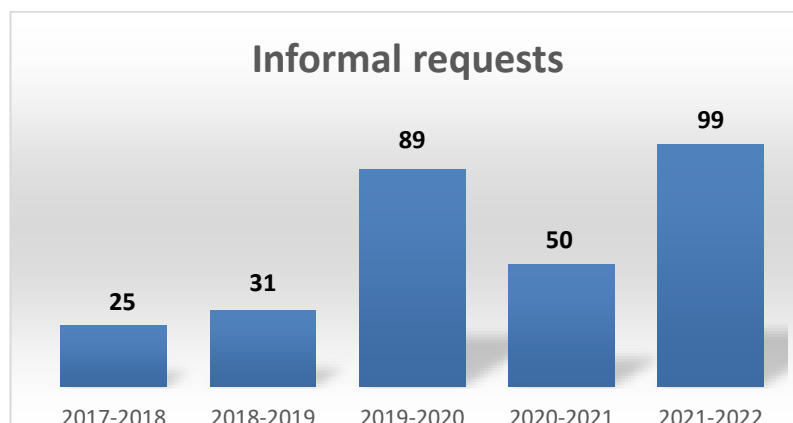
The CSA noted an increase in this type of access request since 2013–2014. However, a more pronounced increase in 2016–2017 coincided with the release of the summaries of completed requests on the Open Government Portal. This one-stop portal seems to have contributed substantially to the increase in requests, since requesters can submit them electronically, thus making it easier to access documents that are already published.

The majority (99%) of requests processed informally were submitted following the release of the summaries of completed access requests. Of these, 99% were received through the Open Government Portal.

The number of informal requests processed in 2021–2022 doubled compared to the previous year. In fact, 99 requests were received this year compared to 50 last year.

A total of 82% of requests were answered within 15 days or less, 17% were answered within 16–30 days, while 1% were answered within 61–120 days.

The following chart shows the variances in informal requests since it became a requirement that federal institutions keep track of them for their statistical reports:

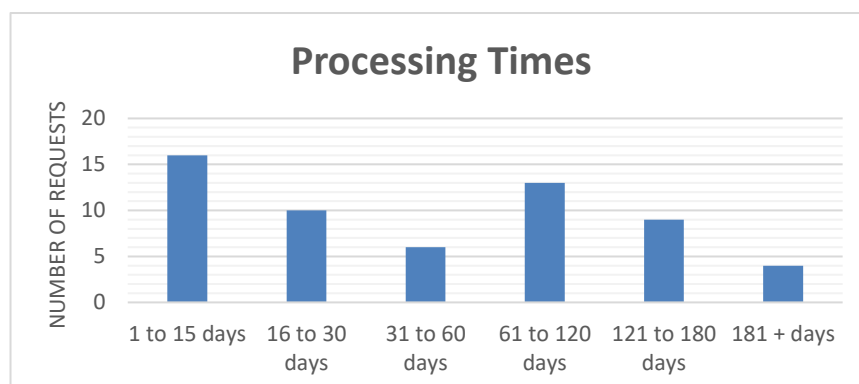


Reasons for Declining to Act on a Request

Changes to the *Act* now allow institutions to request authorization from the Information Commissioner to decline to act on a request that is vexatious, is made in bad faith, or is otherwise an abuse of the right to make a request for access (section 6.1). The CSA did not file a request to this effect with the Information Commissioner in 2021–2022.

Processing Times

The *Act* stipulates that access to information requests must normally be responded to within 30 calendar days. Among the requests processed in 2021–2022, 26 requests (45%) received a reply within the timeframe. This proportion is mainly due to the extensions that were needed to complete the consultations required to process the requests. The following table illustrates the processing times for the current year.



It should also be noted that the *Act* provides for extended timeframes for some requests if consultations are needed with third parties or other organizations. Given the nature of the records requested from the CSA in 2021–2022, 30 processed requests required such consultations. Therefore, factoring in these extensions authorized by the *Act*, 82.8% of the requests received replies within the prescribed timeframes.

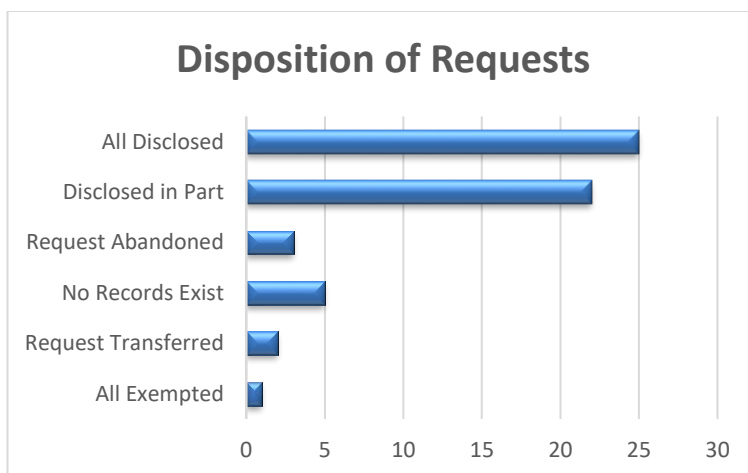
Disposition of Requests

Of the 58 requests processed this year:

- 25 requests (43%) resulted in full disclosure;
- 22 requests (38%) resulted in partial disclosure; and
- 1 request (2%) was entirely exempted.

For the 10 other requests, 3 were abandoned by the requester, 5 did not locate any existing records and 2 were transferred to other departments because the requested documents related more to that department and it agreed to respond to the request.

The following table shows all of the provisions that were involved.



Exemptions and Exclusions Invoked

Of the 58 requests processed this year, 23 requests required exemptions.



The following table shows the frequency of exemptions and exclusions invoked in 2021–2022 for the 23 requests disclosed in part. Note that more than one section may apply to a given request.

Exemption and exclusion sections	Frequency
13(1) Information obtained in confidence	5
15(1) International affairs and defence	10
16(1) Law enforcement and investigations	1
16(2) Security	2
18 Canada's economic interests	3
19(1) Personal information	10
20(1) Third-party information	2
21(1) Positions or negotiations	16
23 Solicitor/client privilege	1
69(1) Confidences of the Privy Council	9

Format of Information Disclosed

In 2021–2022, a total of 48 requests resulted in the disclosure of records. All of those requests were disclosed electronically. As in previous years, none of the records were consulted in the CSA's reading room.

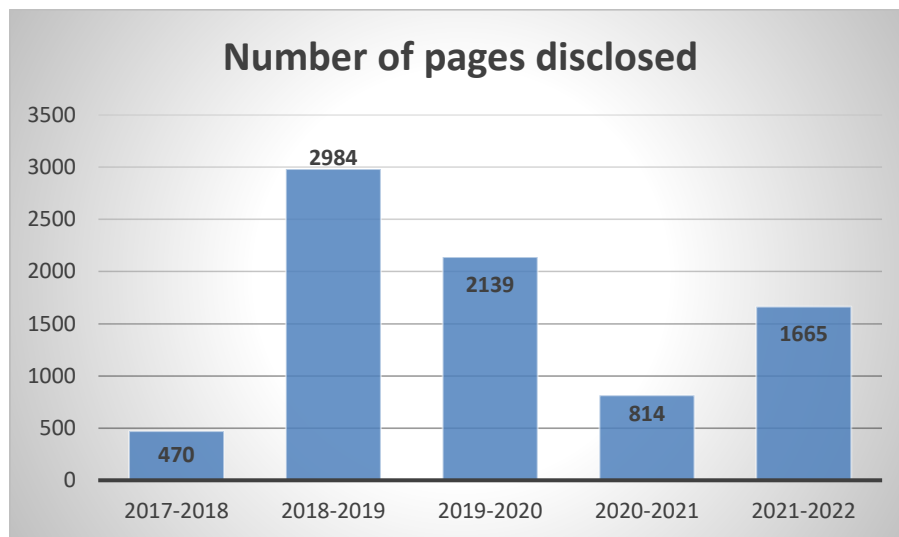
Pages Reviewed and Disclosed

The number of pages disclosed can vary considerably from year to year, depending on the subject of the requests and the amount of relevant documents held by the CSA.



This year, the number of pages disclosed doubled compared to last 2020-2021. A total of 1665 pages were disclosed in 2021–2022, compared with 814 in 2020–2021. This increase is also reflected in the average pages disclosed per request; in 2020–2021 the average was 20 pages, while for 2021–2022 it is 35 pages per request.

The majority of processed requests were less than 100 pages in length (88%), a small decrease in comparison to last year's rate (93%). This year 2 requests were over 501 pages.



Consultations and Extensions

The CSA collects some third-party information due to its relationship with different partners in various projects.

Therefore, it is not unusual for the requests processed to involve consultation with third parties and, consequently, lead to time extensions under the *Act*. The CSA consults third parties and sometimes other federal institutions with the aim of providing as much information as possible, in accordance with the spirit and letter of the *Act*. The complexity level is also evidenced by the fact that some of the requests require consultations with more than one entity.

In 2021–2022, 30 processed requests were somewhat complex owing to the need for consultations or legal advice. This number is higher than last year when 11 requests



required consultations. All requests processed involving a certain level of complexity required an external consultation.

The requesters for each of these requests were informed of the extension, as specified in the *Act*.

Extensions

The *Act* allows federal institutions to extend the initial 30-day period in certain specific cases. The deadline may be extended due to the large number of documents requested or the scope of the research which would seriously hamper the functioning of the institution, if consultations made it impossible to observe the statutory deadline or if a third party consultation must be undertaken.

This year, 31 requests (53%) were extended, compared to 11 requests in 2020–2021. Of these requests, 3 required consultation due to the application of section 69 [Cabinet confidence], 9 requests required consultation with other government departments, and 19 requests required third party consultations.

Note that the same request may require consultations with more than one category.

Consultations Received from Other Federal Institutions

In 2021–2022, the CSA received 38 consultation requests from other departments compared to the previous year as we only received 22 consultations in 2020–2021. This represents a 73% increase over the previous year.

In addition to the consultation requests received in 2021–2022, one request was carried forward from the previous year. In total, the CSA processed 38 requests in 2021–2022, while only one was carried over to the next fiscal year.

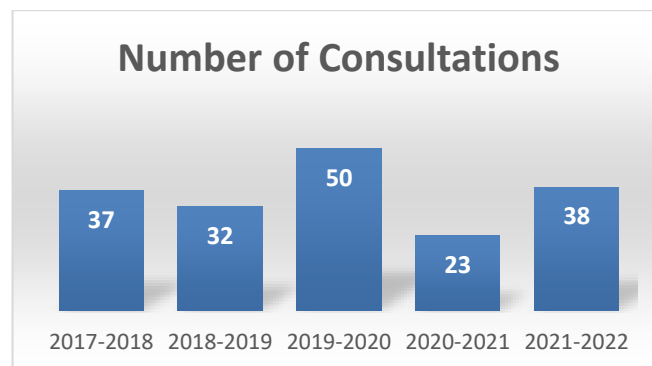
Moreover, the number of pages processed as part of these consultations has significantly increased from 564 pages in 2020–2021 to 3,176 pages in 2021–2022. This constitutes an increase of almost 5.5 times more than what was processed last year. This increase had

an impact on the average pages processed; in fact, in 2020–2021 the average was 25 pages per request, while for the year 2021–2022 the average was 83 pages per request.

For the most part, the CSA's processing times for these consultations were less than 30 days (89%) most specifically :

- 24 requests (63%) received a reply within 1 to 15 days;
- 10 consultations (26%) received a reply within 16 to 30 days;
- 2 consultations (5%) were processed within 31 to 60 days;
- 1 consultation request (3%) received a reply within 61 to 120 days; and
- 1 consultation (3%) received a reply later than 120 days.

The following graph shows the variance in the number of consultation requests over the past five years.



Consultations Regarding Cabinet Confidences

This year 3 requests with Legal Services and Justice Canada required consultations to determine the application of exclusions. These consultations required 61 to 120 days of processing.

Impact of COVID-19

Throughout the year, the CSA was able to receive and process requests, despite the exceptional situation of COVID-19. Request processing had already undergone a digital transition before the pandemic. This has made it possible to continue processing with teleworking resources. The processing of requests was possible, regardless of the



transmission channels, the level of classification of the information and the format of the documents to be processed.

Access to Information Fees Reported under the *Service Fees Act*

The *Service Fees Act* requires a responsible authority to submit an annual report to Parliament concerning any fees received by CSA.

As for fees received under the *Access to Information Act*, the information below is declared in accordance with section 20 of the *Service Fees Act*.

- **Enabling authority:** *Access to Information Act*.
- **Fee payable:** The only fees charged for 2021–2022 are submission fees of \$5 per request.
- **Total revenue:** A total of \$125 was received for the 2021–2022 fiscal year.
- **Fees waived:** In accordance with the changes to the Access to Information Act that came into force on June 21, 2019, the CSA may only charge an application fee of \$5, as set out in paragraph 7(1)(a) of the Regulations. Pursuant to the Directive on Access to Information Requests, issued on July 13, 2022, institutions can waive this application fee as deemed appropriate.

For the 2021–2022 fiscal year, submission fees were also waived for 32 for a total amount of \$160. This resulted from the subdividing of requests that were received throughout the year and involved a wide variety of topics. The CSA felt that it was preferable to break up these requests so the requesters would receive a response as quickly as possible.

- **Program operating costs:** Total operating costs were \$147,049 for the 2021–2022 fiscal year. Of this amount, 96%, was for salaries for a total of \$140,569. The cost of goods and services amounted to \$6,480.



Training and Awareness

In addition to managing ATIP requests, ATIP Office staff provide CSA employees with guidance and advice on complying with the *Act*. The guidance and advice are presented in a personalized way based on the requests.

In addition, employees were invited to take the *Access to Information and Privacy Fundamentals course* (IO15) given by the Canada School of Public Service, through its corporate calendar of mandatory and optional training. A total of 10 learners took the training this year.

Information sessions on the processing of access to information, personal information requests and awareness sessions on document marking at the CSA are also available upon request. This year, 3 sessions were given to nearly 95 participants.

Electronic Tools

The CSA continues to use the TBS's Online ATIP Request Service to receive these requests. During 2021-2022, the ATIP Office participated in training and testing for the new TBS ATIP Online Access Management Portal. The implementation of this tool took place in July 2022.

The ATIP Office currently uses an access to information request management tool which was implemented in 2019-2020. After obtaining this tool, the ATIP Office was able to benefit from its functions throughout the year, which facilitated the production of reports and follow-up of access to information requests. Through TBS procurement, the ATIP Office is preparing for a new system to be implemented in 2023-2024.

Policies, Guidelines, Procedures and Initiatives

The CSA's policies, guidelines and procedures for the administration of the Access to Information Act, including section 67.1, are published on its intranet. In 2021–2022, no changes were made to these documents.



Summary of key issues and action taken regarding complaints or audits

Complaints

This year, two complaints were referred to the CSA under section 32 of the *Act* alleging that the CSA did not respond to requests within the time limits.

In 2022–2023, for one of the complaints, the Office of the Information Commissioner ceased to investigate following the disclosure of the requested information within the extension deadlines. There are no active complaints from previous fiscal years.

Compliance Monitoring

The time spent on processing Access to Information requests is tracked through the electronic ATIP request processing system. For CSA reporting purposes, reports, including one weekly report, are sent to senior management and others concerned by the requests.

Conclusion

Through its ATIP Office, the CSA will continue to carry out its mandate to respond to all access to information requests in accordance with the spirit and letter of the *Act*. Its mandate will also include the dissemination of data and information as part of the open government initiatives.



Delegation Order

Approved in May 2021

Canadian Space Agency

Agence spatiale canadienne

Access to Information Act and Privacy Act Delegation Order

Arrêté sur la délégation en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels

The Minister of Industry, pursuant to subsections 95(1) of the *Access to Information Act* and 73(1) of the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers and functions of the Minister as the head of a government institution, under the section of the Acts set out in the schedule opposite each position. This Delegation Order supersedes all previous Delegation Orders.

En vertu des paragraphes 95(1) de la *Loi sur l'accès à l'information* et 73(1) de la *Loi sur la protection des renseignements personnels*, le ministre de l'Industrie délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont il est, en qualité de responsable d'une institution fédérale, investi par les articles des lois mentionnées en regard de chaque poste. Le présent arrêté de délégation remplace et annule tout décret antérieur.

Schedule / Annexe

Position / Poste	Access to information Act and Regulations / Loi sur l'accès à l'information et règlements	Privacy Act and Regulations / Loi sur la protection des renseignements personnels et règlements
Chief Information Officer / Dirigeant principal de l'information	Full authority / Autorité absolue	Full authority / Autorité absolue
Coordinator Access to Information and Open Data/ Coordonnateur, Accès à l'information et données ouvertes	Full authority / Autorité absolue	Full authority / Autorité absolue

Dated, at the City of Ottawa

Daté, en la ville d'Ottawa

This ___ day of _____, 2021

Ce ___ jour de _____ 2021

Minister of Industry

Ministre de l'Industrie



Approved in June 2016

Canadian Space Agency Agence spatiale canadienne Access to Information Act and Privacy Act Delegation Order Arrêté sur la délégation en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels		
<p>The Minister of Industry Canada, pursuant to section 73 of the <i>Access to Information Act</i> and the <i>Privacy Act</i>, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers and functions of the Minister as the head of a government institution, under the section of the Acts set out in the schedule opposite each position. This Delegation Order supersedes all previous Delegation Orders</p>	<p>En vertu de l'article 73 de la <i>Loi sur l'accès à l'information</i> et la <i>Loi sur la protection des renseignements personnels</i>, le ministre d'Industrie Canada délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont il est, en qualité de responsable d'une institution fédérale, investi par les articles des lois mentionnées en regard de chaque poste. Le présent décret de délégation remplace et annule tout décret antérieur</p>	
Schedule / Annexe		
Position / Poste	Access to information Act and Regulations / Loi sur l'accès à l'information et règlements	Privacy Act and Regulations / Loi sur la protection des renseignements personnels et règlements
Vice President / Vice-président	Full authority / Autorité absolue	Full authority / Autorité absolue

1



Chief Information Officer /
Dirigeant principal de
l'information

Full authority / Autorité
absolue

Full authority / Autorité
absolue

Coordinator ATIP Services /
Coordonnateur, Services de
l'AIPRP

Section / Articles: 4(2.1), 7,
8(1), 9, 11(2), (3), (4), (5),
(6), 12, 25, 26, 27(1), (4),
43, 44, 71, 72

Section / Articles : 8(4), 9(1),
(4), 10, 15, 17, 31, 35(4),
72(1)

Dated, at the City of Ottawa
this 10 day of June

, 2016

Daté, en la ville d'Ottawa
ce 10 jour de Juin

2016

THE HONOURABLE NAVDEEP SINGH BAINS
MINISTER OF INDUSTRY (to be known as Minister of
INNOVATION, SCIENCE AND ECONOMIC
DEVELOPMENT)

L'HONORABLE NAVDEEP SINGH BAINS
MINISTRE D'INDUSTRIE CANADA (sera identifié comme Ministre
de l'INNOVATION, des SCIENCES et du DÉVELOPPEMENT
ÉCONOMIQUE)



Statistical Report on the Access to Information Act



Government
of Canada

Gouvernement
du Canada

Statistical Report on the Access to Information Act

Name of institution: Canadian Space Agency

Reporting period: 2021-04-01 to 2022-03-31

Section 1: Requests Under the Access to Information Act

1.1 Number of requests

		Number of Requests
Received during reporting period		58
Outstanding from previous reporting periods		8
• Outstanding from previous reporting period	8	
• Outstanding from more than one reporting period	0	
Total		66
Closed during reporting period		58
Carried over to next reporting period		8
• Carried over within legislated timeline	5	
• Carried over beyond legislated timeline	3	

1.2 Sources of requests

Source	Number of Requests
Media	19
Academia	20
Business (private sector)	1
Organization	0
Public	11
Decline to Identify	7
Total	58

1.3 Channels of requests

Source	Number of Requests
Online	58
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	58

Section 2: Informal Requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		99
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		99
Closed during reporting period		96
Carried over to next reporting period		3





2.2 Channels of informal requests

Source	Number of Requests
Online	98
E-mail	1
Mail	0
In person	0
Phone	0
Fax	0
Total	99

2.3 Completion time of 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
79	16	0	1	0	0	0	96

2.4 Pages released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1000 Pages Released		1001-5000 Pages Released		More Than 5000 Pages Released	
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released
0	0	0	0	0	0	0	0	0	0

2.5 Pages re-released informally

Less Than 100 Pages Re-released		100-500 Pages Re-released		501-1000 Pages Re-released		1001-5000 Pages Re-released		More Than 5000 Pages Re-released	
Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released
60	2239	36	5029	0	0	0	0	0	0

Section 3: Applications to the Information Commissioner on Declining to Act on 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
Withdrawn during reporting period	0
Carried over to next reporting period	0

Section 4: Requests Closed During the Reporting Period

4.1 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	6	4	4	6	5	0	0	25
Disclosed in part	2	3	2	7	4	2	2	22
All exempted	0	1	0	0	0	0	0	1
All excluded	0	0	0	0	0	0	0	0
No records exist	4	1	0	0	0	0	0	5
Request transferred	2	0	0	0	0	0	0	2
Request abandoned	2	1	0	0	0	0	0	3
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	16	10	6	13	9	2	2	58

4.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	5	16(2)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	3	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	2	18(d)	0	21(1)(a)	8
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	6
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	2
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)	10	16.1(1)(d)	0	19(1)	10	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	1
15(1) - Def.*	0	16.3	0	20(1)(b)	2	23.1	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	0	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	1	17	0				
16(1)(c)	0						
16(1)(d)	0						

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

4.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	2	69(1)	0	69(1)(g) re (a)	2
68(b)	0	69(1)(a)	1	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	2
68.1	0	69(1)(c)	0	69(1)(g) re (d)	1
68.2(a)	0	69(1)(d)	0	69(1)(g) re (e)	1
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

4.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	48	0	1	0	0



4.5 Complexity

4.5.1 Relevant pages processed and disclosed for paper and e-record formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
3,091	1665	51

4.5.2 Relevant pages processed per request disposition for paper and e-record formats by size of requests

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	25	266	0	0	0	0	0	0	0	0
Disclosed in part	16	432	4	1092	2	1290	0	0	0	0
All exempted	1	11	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	3	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0	0	0
Total	45	709	4	1092	2	1290	0	0	0	0

4.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

4.5.4 Relevant minutes processed per request disposition for audio formats by size of requests

Disposition	Less Than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
Total	0	0	0	0	0	0

4.5.5 Relevant minutes processed and disclosed for video formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
2	2	1

4.5.6 Relevant minutes processed per request disposition for video formats by size of requests

Disposition	Less Than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed
All disclosed	1	2	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
Total	1	2	0	0	0	0

4.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Other	Total
All disclosed	13	0	0	13
Disclosed in part	13	3	0	16
All exempted	1	0	0	1
All excluded	0	0	0	0
Request abandoned	0	0	0	0
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	27	3	0	30

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	48
Percentage of requests closed within legislated timelines (%)	82.75862069

4.7 Deemed refusals

4.7.1 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
10	1	8	0	1

4.7.2 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	2	2
16 to 30 days	0	1	1
31 to 60 days	2	1	3
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	4	4
More than 365 days	0	0	0
Total	2	8	10

4.8 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 5: Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	5	9
Disclosed in part	0	3	4	10
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
No records exist	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	0	3	9	19

5.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations/ Workload	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	1	2
61 to 120 days	0	3	4	13
121 to 180 days	0	0	3	4
181 to 365 days	0	0	1	0
365 days or more	0	0	0	0
Total	0	3	9	19

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	25	\$125.00	32	\$160.00	1	\$5.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	25	\$125.00	32	\$160.00	1	\$5.00

Section 7: Consultations Received From Other Institutions and Organizations

7.1 Consultations received from other Government of Canada institutions and other organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	37	2252	1	0
Outstanding from the previous reporting period	1	924	0	0
Total	38	3176	1	0
Closed during the reporting period	37	2487	1	0
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	1	689	0	0

7.2 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	23	8	1	1	0	0	0	33
Disclose in part	0	2	1	0	0	0	1	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	23	10	2	1	0	0	1	37

7.3 Recommendations and completion time for consultations received from other organizations outside the Government of Canada

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	1	0	0	0	0	0	0	1
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	1	0	0	0	0	0	0	1

Section 8: Completion Time of Consultations on Cabinet Confidences

8.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		100-500 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	1	7	1	189	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	1	3	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	2	10	1	189	0	0	0	0	0	0

8.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		100-500 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 9: Investigations and Reports of finding

9.1 Investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal Representations
2	0	0

9.2 Investigations and Reports of finding

Section 37(1) Initial Reports			Section 37(2) Final Reports		
Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
0	0	0	0	0	0



Section 10: Court Action

10.1 Court actions on complaints

Section 41				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

10.2 Court actions on third party notifications under paragraph 28(1)(b)

Section 44 - under paragraph 28(1)(b)
0

Section 11: Resources Related to the Access to Information Act

11.1 Allocated Costs

Expenditures		Amount
Salaries		\$140,569
Overtime		\$6,480
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$147,049

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1.800
Part-time and casual employees	0.170
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	1.970

Note: Enter values to three decimal places.