

**Office of the Administrator of the  
Ship-source Oil Pollution Fund**

Annual Report to Parliament  
on the *Access to Information Act*

**2021-2022**

Canada<sup>\*</sup>

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## 1. Introduction

The Office of the Administrator of the Ship-source Oil Pollution Fund is pleased to submit to Parliament its annual report on the administration of the *Access to Information Act* (ATIA) for the fiscal year commencing on April 1, 2021, and ending March 31, 2022. This report is submitted in accordance with section 94 of the ATIA. The report is tabled in Parliament through the Minister of Transport.

The purpose of the ATIA is to enhance the accountability and transparency of federal institutions in order to promote an open and democratic society and to enable public debate on the conduct of those institutions. In furtherance of that purpose:

- Part 1 extends the present laws of Canada to provide a right of access to information in records under the control of a government institution in accordance with the principles that government information should be available to the public, that necessary exceptions to the right of access should be limited and specific, and that decisions on the disclosure of government information should be reviewed independently of government
- Part 2 sets out requirements for the proactive publication of information

### 1.1 Our mandate

The Ship-source Oil Pollution Fund (the Fund) is a special purpose account established in the accounts of Canada. The Fund compensates victims of oil pollution for damages caused by any type of oil, from any ship or boat, anywhere in Canadian waters. Then, all reasonable steps are taken to recover costs from polluters.

The Fund is governed by Part 7 of the *Marine Liability Act* (MLA). Canada is also a contracting State in the international regime, thereby aligning the Canadian regime to international conventions.

The amount held in the Fund comes from the accumulated balance of the Maritime Pollution Claims Fund (MPCF), which was transferred to the Fund in 1989, and subsequent interest generated on that balance. The MPCF was funded by a levy paid by oil receivers and shippers to and from Canada between 1972 and 1976.

The Fund is managed by an independent Administrator, who reports to Parliament through the Minister of Transport. The Administrator, appointed by the Governor-in-Council:

- Acts as an independent authority to investigate and assess all claims submitted to the Fund, subject to appeal to the Federal Court of Canada;
- Has the powers of a Commissioner under Part 1 of the *Inquiries Act*;

- Offers compensation to claimants for whatever portion of the claim the Administrator finds to be established and, where a claimant accepts an offer, the Administrator directs payment to the claimant out of the Fund;
- Must take recourse action against third parties to recover the amount paid out of the Fund to a claimant and may also take action to obtain security, either prior to or after receiving a claim;
- Becomes a party by statute to any proceedings commenced by a claimant against the owner of a ship, its insurer, or the International Oil Pollution Compensation (IOPC) Funds, as the case may be after having been served with the document commencing the proceedings;
- Directs payments out of the Fund for all Canadian contributions to the IOPC Funds (such contributions are based on oil receipts in Canada reported by the Administrator to the Director of the IOPC Funds);
- Participates with the Canadian delegation at meetings of the Executive Committee and the Assembly of the IOPC Funds;
- Is consulted by the Minister of Transport with regard to the release of necessary emergency funding of up to \$10 million per fiscal year (or additional funds to a maximum of \$50 million per fiscal year, if required) to the Minister of Fisheries and Oceans (DFO), to respond to a significant incident involving the discharge of oil from a ship;
- Has inspection and inquiry powers with respect to oil shippers' data reporting obligations, infringement of which may cause Administrative Monetary Penalties (AMPs);
- Prepares an annual report on the operations of the Fund, which is laid before Parliament by the Minister of Transport.

## **2. Organizational structure**

The Information management officer is the designated Access to Information and Privacy (ATIP) coordinator of our institution. She is responsible for ensuring that the institution meets its responsibilities under the ATIA by administering the Act and overseeing all related activities.

During the reporting year, we created and staffed a new Research and program support officer position. About 20% of time for this position is dedicated to ATIP activities, thus providing support and an extra resource to handle our ATIP portfolio.

There are no regional ATIP staff.

A consultant provides expert assistance in the area of ATIP on an as required basis.

### **3. Delegation order**

Under the ATIA, the Administrator is the designated head of our institution for the purpose of administering the legislation. Section 95(1) of the ATIA authorizes the head of the institution to designate, by order, one or more officers or employees of the institution to exercise or perform any powers, duties or functions of the head of the institution that are specified in the order. The Information management officer fulfills the role of Access to Information and Privacy (ATIP) Coordinator and has been delegated all authorities in relation to the ATIA.

The Delegation Order was signed on September 2, 2020, and a copy is included in Appendix A.

### **4. Performance 2021-2022**

We received four new requests under the ATIA during the reporting year. These were the first received in the past five years. They represent a third of all requests submitted since 2006, when the Fund became subject to the ATIA. A total of 759 pages were processed. Our compliance rate is 33% for the reporting year.

The following sections provide highlights and interpretations of the 2021-2022 statistical report. The complete report is included in Appendix B.

#### **4.1 Section 1 – Requests subject to the ATIA**

##### **Subsection 1.1 - Number of requests**

We received four new requests for information under the ATIA. None were outstanding from previous reporting periods. Of the four requests, three were completed during the reporting year and one was carried over to the next.

##### **Subsection 1.2 - Sources of requests**

25% of the new requests received came from the public and 75% refused to identify.

##### **Subsection 1.3 - Channels of requests**

75% of the new requests were received through the ATIP Online Request Service (AORS) and 25% were received by email.

## 4.2 Section 2 – Informal requests

We didn't receive or process any informal requests during the reporting year.

## 4.3 Section 3 – Applications to the Information Commissioner on declining to act on requests

We did not submit to the Information Commissioner any applications on declining to act on vexatious, made in bad faith or abuse or right requests.

## 4.4 Section 4 – Requests closed during the reporting period

### Subsection 4.1 - Disposition and completion time

Three requests were closed during the reporting year. All three requests were closed between 61 to 120 days, with information disclosed in part to the requestors.

### Subsection 4.2 – Exemptions

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

| Reasons                           | Incidences |
|-----------------------------------|------------|
| Personal Information s. 19(1)     | 3          |
| Third-Party Information s. 20(1)  | 2          |
| Operations of Government s. 21(1) | 2          |
| Solicitor-Client Privilege s.23   | 1          |

### Subsection 4.3 – Exclusions

No information was denied under exclusions.

### Subsection 4.4 – Format of information released

The format in which information has been submitted, entirely or partially, to the requesters was electronically for all three requests.

## **Subsection 4.5 – Complexity**

### **4.5.1 - Relevant pages processed and disclosed**

For the three requests closed during the reporting year, we processed a total of 759 pages and disclosed in full or partially a total of 723 pages.

### **4.5.2 – Relevant pages processed and disclosed by size of requests**

One request required processing fewer than 100 pages, and a total of 80 pages were disclosed. One request required processing between 101-500 pages, and a total of 114 pages were disclosed. The last request required processing between 501-1000 pages and a total of 565 pages were disclosed.

### **4.5.3 to 4.5.6 - Relevant minutes processed for audio and video files**

No audio or video files were processed during the reporting year.

### **4.5.7 - Other complexities**

Two of the requests disclosed in part required consultations with other government institutions or third parties.

## **Subsection 4.6 – Closed requests**

### **4.6.1 – Number of requests closed within legislated timelines**

One request was closed within legislated timelines. Therefore, our compliance rate is 33% for the reporting year.

## **Subsection 4.7 – Deemed refusals**

### **4.7.1 – Reasons for not meeting legislated timelines**

We had difficulty retrieving and processing documents because of operational requirements/workload, and because employees are working from home, with limited access to office records, tools, and systems. Since then, we have taken measures to improve our response compliance by staffing a new position, upgrading our systems, and formalizing the framework for remote work.

### **4.7.2 – Requests closed beyond legislated timelines (including any extension taken)**

Two requests were closed beyond legislated timelines.

## **Subsection 4.8 - Requests for translation**

No translations were prepared during the reporting year.



## **4.5 Section 5 – Extensions**

### **Subsection 5.1 – Reasons for extensions and disposition of requests**

This reporting year, we found it necessary to extend the timeframe of two requests. One was extended under paragraph 9(1)(a) and the other under paragraph 9(1)(c) in order to consult with a third party.

### **Subsection 5.2 – Length of extensions**

Both the request in which paragraph 9(1)(a) was applied and the request in which paragraph 9(1)(c) was applied were extended for 60 days.

## **4.6 Section 6 – Fees**

Application fees totalling \$15.00 were collected during the reporting year, for a total of three requests. The application fee was waived for one request.

In accordance with the Interim Directive on the Administration of the *Access to Information Act*, issued on May 5, 2016, and the changes to the ATIA that came into force on June 21, 2019, we waived all fees prescribed by the Act and Regulations, other than the \$5 application fee set out in paragraph 7(1)(a) of the Regulations.

## **4.7 Section 7 – Consultations received from other institutions and organizations**

No consultations were received from other federal institutions or other organizations during the reporting year.

## **4.8 Section 8 – Completion time of consultations on Cabinet confidences**

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

## **4.9 Section 9 – Complaints and investigations**

We made no representations to the Information Commissioner of Canada pursuant to section 35 of the ATIA during the reporting year. We have no active complaints outstanding from previous reporting years.

## **4.10 Section 10 – Court action**

There was no new or outstanding court action underway during the reporting year.

## **4.11 Section 11 – Resources related to the ATIA**

### **Subsection 11.1 – Costs**

For 2021-2022, the costs directly associated with the administration of the ATIA are \$19,023. Of this amount, \$14,896 (78%) are the salary costs of individuals working on access to information activities, and \$4,127 (22%) covered contract costs for professional services in access to information.

### **Subsection 11.2 – Human Resources**

The associated full-time equivalency (FTE) human resources for administering the ATIA during 2021-2022 are 0.173 person years.

## **4.12 Supplemental statistical report on the Access to Information Act and the Privacy Act**

In addition to completing the forms for the Statistical Reports on the ATIA for 2021-2022, institutions were asked to complete a Supplemental Report to help identify the impact of COVID-19 measures on institutional performance for 2021-2022 and going forward. The complete report is included in Appendix C.

COVID-19 related measures were in place throughout the reporting period, adjusted as required according to public health guidelines. Nevertheless, we retained the ability to receive requests by mail, by email, and via the ATIP Online Request Service (AORS). Responses could be provided to the requestors by mail or electronically.

We had a reduced capacity to process records in response to requests. This was due to limited access to physical records and office resources, by ATIP staff and by the business units who retain

primary interest in the records. This impacted the ability to retrieve and process records in a timely manner, resulting in delays.

To address our reduced capacity to process records, a new position was staffed during the reporting year. This position has a portion of time dedicated to ATIP activities, thereby providing increased capacity and flexibility for carrying out these tasks. We are also reviewing and upgrading information management and technology systems. This will improve ATIP processes and response by equipping staff with the tools they need to work remotely, introducing electronic record-keeping, and allowing remote access to office records and systems.

Other responsibilities under ATIA, notably proactive disclosure requirements, were not hindered or impacted by the COVID-19 related measures.

## **5. Training and awareness**

All new staff are provided with a one-on-one introduction to ATIP by the ATIP Coordinator when they start their position at our institution.

Optional monthly training sessions are also offered throughout the year on various information management topics. The goal of these sessions is to promote and facilitate adoption of information management practices, which improves efficiency and ease of retrieving information from the institution's records. A specific session on the processing of ATIP requests was held during the reporting year and attended by 13 staff members (over half the complement). There was also a session on protecting sensitive information. Overall, these sessions were attended by an average of eight staff members (over a third of the complement) per month.

Additional advice and recommendations were provided by a consultant on an as required basis to Management and staff.

## **6. Policies, guidelines, procedures and initiatives**

Working with the Treasury Board of Canada Secretariat (TBS), we successfully onboarded to the Open Government website, the Government of Canada's platform for making government information available to the public ([www.open.canada.ca](http://www.open.canada.ca)). We now publish our travel and hospitality expenses, and summaries of completed access to information requests to this portal. This allows our information to be included in the central location for proactively published information. We continue to publish reports tabled in Parliament to our website, and staff are working to improve connections with the Open Government portal.

We also undertook a review and update of our internal processes and practices surrounding proactive disclosure. We consulted guidance provided by TBS to ensure compliance with the most recent policies. A manual assembling all our new internal procedures is being drafted, with approvals and adoption scheduled for the next reporting period.

TBS is moving forward with the rollout of version 3 of ATIP online to government institutions. To prepare for the migration scheduled for early in the next reporting year, our ATIP staff underwent training on the new ATIP Online Management Tool (AOMT). This new portal will allow them to retrieve ATIP requests to our institution and to provide response to requestors. Staff is also currently working at establishing internal procedures for the use of the system, and on the technical setup for accessing the new ATIP online.

A review of the Transparency and Access to Information and Privacy pages on our website was also undertaken this year by ATIP staff with the help of our communications team. Outdated and irrelevant information was removed, and a new way of organising and presenting the information was developed. Focus was placed on the user, as well as on plain language. The goal was to provide better information on the ATIP activities and processes of our institution, and to improve promotion and access to proactively disclosed information. The new webpages went live at the end of the reporting year.

A new Guide to telework includes policies on the protection of sensitive information. Staff working remotely are required to comply with this guide.

A major project has also been underway to review our information management and information technology strategies. Systems in use at the office have been moved to the cloud, additional IT security has been implemented, and new equipment was provided to staff, which all improves the protection of the personal and sensitive information held by our institution. Additionally, we are upgrading our information management system, thereby introducing electronic record-keeping and remote access to office records. This will improve the capture, access, discovery, retrieval, and management of our information. Relevant policies and processes are being updated accordingly. These projects are expected to significantly improve ATIP processes and activities, notably the response to requests.

## **7. Summary of complaints**

Applicants have the right to file a complaint pursuant to the ATIA and may exercise this right at any time during the processing of their request. No complaints or requests for investigation were received during the reporting year.

## **8. Monitoring compliance**

There was no monitoring of compliance of the time taken to process access to information requests conducted during the reporting year.

## **Appendix A: Delegation order**

Ship-source Oil Pollution Fund

Access to Information Act  
Delegation Order

The Administrator of the Ship-source Oil Pollution Fund, pursuant to section 94 of the *Access to Information Act* (the *Act*) hereby designates the persons holding the positions set out herein or the persons occupying those positions on an acting basis, to exercise the powers, duties or functions of the Administrator as the head of a government institution, under the section or sections of the *Act* set out hereunder opposite each position.


| Position         | <i>Access to Information Act</i> |  |
|------------------|----------------------------------|--|
| ATIP Coordinator | 4(2.1)                           | Responsibility of government institutions  |
| ATIP Coordinator | 7(a)                             | Notice where access requested  |
| ATIP Coordinator | 7(b)                             | Giving access to record  |
| ATIP Coordinator | 8(1)                             | Transfer of request to another government institution  |
| ATIP Coordinator | 9                                | Extension of time limits   |
| ATIP Coordinator | 11(2)                            | Additional fees  |
| ATIP Coordinator | 12(2)(b)                         | Language of access   |
| ATIP Coordinator | 12(3)(b)                         | Access in an alternative format  |
| ATIP Coordinator | 13                               | Exemption - Information obtained in confidence   |
| ATIP Coordinator | 14                               | Exemption - Federal-provincial affairs   |
| ATIP Coordinator | 15                               | Exemption - International affairs and defence  |
| ATIP Coordinator | 16                               | Exemption - Law enforcement and investigations   |
| ATIP Coordinator | 16.5                             | Exemption - <i>Public Servants Disclosure Protection Act</i>   |
| ATIP Coordinator | 17                               | Exemption - Safety of individuals  |
| ATIP Coordinator | 18                               | Exemption - Economic interests of Canada   |
| ATIP Coordinator | 18.1                             | Exemption—Economic interest of the Canada Post Corporation, Export Development Canada, the Public Sector Pension Investment Board and VIA Rail Canada Inc. |
| ATIP Coordinator | 19                               | Exemption—Personal information   |
| ATIP Coordinator | 20                               | Exemption—Third party information  |
| ATIP Coordinator | 21                               | Exemption—Operations of Government   |
| ATIP Coordinator | 22                               | Exemption—Testing procedures, tests and audits   |


| Position         | <i>Access to Information Act</i> |   |
|------------------|----------------------------------|---|
| ATIP Coordinator | 22.1                             | Exemption—Audit working papers and draft audit reports            |
| ATIP Coordinator | 23                               | Exemption—Solicitor-client privilege                              |
| ATIP Coordinator | 24                               | Exemption—Statutory prohibitions                                  |
| ATIP Coordinator | 25                               | Severability  |
| ATIP Coordinator | 26                               | Exception—Information to be published                             |
| ATIP Coordinator | 27(1), (4)                       | Third-party notification  |
| ATIP Coordinator | 28(1)(b),<br>(2), (4)            | Third-party notification  |
| ATIP Coordinator | 33                               | Advising Information Commissioner of third-party involvement      |
| ATIP Coordinator | 35(2)(b)                         | Right to make representations                                     |
| ATIP Coordinator | 37(4)                            | Access to be given to complainant                                 |
| ATIP Coordinator | 43(1)                            | Notice to third party (application to Federal Court for review)   |
| ATIP Coordinator | 44(2)                            | Notice to applicant (application to Federal Court by third party) |
| ATIP Coordinator | 52(2)(b),<br>(3)                 | Special rules for hearings  |
| ATIP Coordinator | 71(1)                            | Facilities for inspection of manuals                              |
| ATIP Coordinator | 94                               | Annual report to Parliament                                       |



| Position         | <i>Access to Information Regulations</i> |                                  |
|------------------|--|----------------------------------|
| ATIP Coordinator | 6(1)                                     | Transfer of request              |
| ATIP Coordinator | 7(2)                                     | Search and preparation fees      |
| ATIP Coordinator | 7(3)                                     | Production and programming fees  |
| ATIP Coordinator | 8  | Providing access to record(s)    |
| ATIP Coordinator | 8.1                                      | Limitations in respect of format |

Dated at Ottawa on September 2, 2020

  
\_\_\_\_\_  
Anne Legars, LLM/CAE  
Administrator



## **Appendix B: Statistical report**



## Statistical Report on the Access to Information Act

Name of institution: Ship-source Oil Pollution Fund

Reporting period: 4/1/2021 to 3/31/2022

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

#### 1.1 Number of requests

|   |   | Number of Requests |
|---|---|--------------------|
| Received during reporting period                  |   | 4                  |
| Outstanding from previous reporting periods       |   | 0                  |
| • Outstanding from previous reporting period      | 0 |                    |
| • Outstanding from more than one reporting period | 0 |                    |
| <b>Total</b>                                      |   | 4                  |
| Closed during reporting period                    |   | 3                  |
| Carried over to next reporting period             |   | 1                  |
| • Carried over within legislated timeline         | 1 |                    |
| • Carried over beyond legislated timeline         | 0 |                    |

#### 1.2 Sources of requests

| Source                    | Number of Requests |
|---------------------------|--------------------|
| Media                     | 0                  |
| Academia                  | 0                  |
| Business (private sector) | 0                  |
| Organization              | 0                  |
| Public                    | 1                  |
| Decline to Identify       | 3                  |
| <b>Total</b>              | 4                  |

### 1.3 Channels of requests

| Source       | Number of Requests |
|--------------|--------------------|
| Online       | 3                  |
| E-mail       | 1                  |
| Mail         | 0                  |
| In person    | 0                  |
| Phone        | 0                  |
| Fax          | 0                  |
| <b>Total</b> | <b>4</b>           |

## Section 2: Informal Requests

### 2.1 Number of informal requests

|   |   | Number of Requests |
|---|---|--------------------|
| Received during reporting period                  |   | 0                  |
| Outstanding from previous reporting periods       |   | 0                  |
| • Outstanding from previous reporting period      | 0 |                    |
| • Outstanding from more than one reporting period | 0 |                    |
| <b>Total</b>                                      |   | <b>0</b>           |
| Closed during reporting period                    |   | 0                  |
| Carried over to next reporting period             |   | 0                  |

### 2.2 Channels of informal requests

| Source       | Number of Requests |
|--------------|--------------------|
| Online       | 0                  |
| E-mail       | 0                  |
| Mail         | 0                  |
| In person    | 0                  |
| Phone        | 0                  |
| Fax          | 0                  |
| <b>Total</b> | <b>0</b>           |

### 2.3 Completion time of informal requests





|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| 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 |
| <b>Total</b>  | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 3 |

## 4.2 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) | 1                  |
| 13(1)(e)      | 0                  | 16(3)      | 0                  | 18.1(1)(a) | 0                  | 21(1)(b) | 1                  |
| 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)      | 3                  | 22.1(1)  | 0                  |
| 15(1) - I.A.* | 0                  | 16.2(1)    | 0                  | 20(1)(a)   | 0                  | 23       | 2                  |
| 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)   | 2                  | 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)      | 0                  | 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)   | 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                  |



#### 4.4 Format of information released

| Paper | Electronic |          |       |       | Other |
|-------|------------|----------|-------|-------|-------|
|       | E-record   | Data set | Video | Audio |       |
| 0     | 3          | 0        | 0     | 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 |
|---------------------------|---------------------------|--------------------|
| 759                       | 723                       | 3                  |

**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   | 0                             | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| Disclosed in part   | 1                             | 80              | 1                       | 114             | 1                        | 565             | 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               |
| Declined to act with the approval of the Information Commissioner | 0                             | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| <b>Total</b>  | 1                             | 80              | 1                       | 114             | 1                        | 565             | 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        |
| <b>Total</b>  | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |

**4.5.5 Relevant minutes processed and disclosed for video formats**

| Number of Minutes Processed | Number of Minutes Disclosed | Number of Requests |
|-----------------------------|-----------------------------|--------------------|
| 0                           | 0                           | 0                  |

**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   | 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                 |
| <b>Total</b>  | 0                              | 0                 | 0                          | 0                 | 0                               | 0                 |

**4.5.7 Other complexities**

| <b>Disposition</b>   | <b>Consultation<br/>Required</b> | <b>Legal Advice Sought</b> | <b>Other</b> | <b>Total</b> |
|--|----------------------------------|----------------------------|--------------|--------------|
| All disclosed  | 0                                | 0                          | 0            | 0            |
| Disclosed in part  | 2                                | 0                          | 0            | 2            |
| All exempted   | 0                                | 0                          | 0            | 0            |
| All excluded   | 0                                | 0                          | 0            | 0            |
| Request<br>abandoned   | 0                                | 0                          | 0            | 0            |
| Neither confirmed<br>nor denied  | 0                                | 0                          | 0            | 0            |
| Declined to act with<br>the approval of the<br>Information<br>Commissioner | 0                                | 0                          | 0            | 0            |
| <b>Total</b>   | 2                                | 0                          | 0            | 2            |

#### 4.6 Closed requests

##### 4.6.1 Requests closed within legislated timelines

|   |             |
|---|-------------|
| Number of requests closed within legislated timelines         | 1           |
| Percentage of requests closed within legislated timelines (%) | 33.33333333 |

#### 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 |
| 2   | 2                                      | 0                     | 0                     | 0     |

##### 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  | 0  | 0     |
| 16 to 30 days                            | 1  | 0  | 1     |
| 31 to 60 days                            | 0  | 0  | 0     |
| 61 to 120 days                           | 1  | 0  | 1     |
| 121 to 180 days                          | 0  | 0  | 0     |
| 181 to 365 days                          | 0  | 0  | 0     |
| More than 365 days                       | 0  | 0  | 0     |
| <b>Total</b>                             | 2  | 0  | 2     |

#### 4.8 Requests for translation

| <b>Translation Requests</b> | <b>Accepted</b> | <b>Refused</b> | <b>Total</b> |
|-----------------------------|-----------------|----------------|--------------|
| English to French           | 0               | 0              | 0            |
| French to English           | 0               | 0              | 0            |
| <b>Total</b>                | 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)<br>Interference With<br>Operations/ Workload | 9(1)(b)<br>Consultation |          | 9(1)(c)<br>Third-Party Notice |
|---|--|-------------------------|----------|-------------------------------|
|   |  | Section 69              | Other    |                               |
| All disclosed   | 0  | 0                       | 0        | 0                             |
| Disclosed in part   | 1  | 0                       | 0        | 1                             |
| 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                             |
| <b>Total</b>  | <b>1</b>   | <b>0</b>                | <b>0</b> | <b>1</b>                      |

### 5.2 Length of extensions

| Length of Extensions | 9(1)(a)<br>Interference With<br>Operations/ Workload | 9(1)(b)<br>Consultation |          | 9(1)(c)<br>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       | 1  | 0                       | 0        | 1                             |
| 121 to 180 days      | 0  | 0                       | 0        | 0                             |
| 181 to 365 days      | 0  | 0                       | 0        | 0                             |
| 365 days or more     | 0  | 0                       | 0        | 0                             |
| <b>Total</b>         | <b>1</b>   | <b>0</b>                | <b>0</b> | <b>1</b>                      |

## Section 6: Fees



| Fee Type     | Fee Collected      |         | Fee Waived         |        | Fee Refunded       |        |
|--------------|--------------------|---------|--------------------|--------|--------------------|--------|
|              | Number of Requests | Amount  | Number of Requests | Amount | Number of Requests | Amount |
| Application  | 3                  | \$15.00 | 1                  | \$5.00 | 0                  | \$0.00 |
| Other fees   | 0                  | \$0.00  | 0                  | \$0.00 | 0                  | \$0.00 |
| <b>Total</b> | 3                  | \$15.00 | 1                  | \$5.00 | 0                  | \$0.00 |





## 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        | 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               |
| <b>Total</b>   | 0                              | 0               | 0                       | 0               | 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               |
| <b>Total</b>   | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |

## Section 9: Investigations and Reports of finding

### 9.1 Investigations

|  |   |  |
|--|---|--|
| <b>Section 32 Notice of intention to investigate</b> | <b>Subsection 30(5) Ceased to investigate</b> | <b>Section 35 Formal Representations</b> |
| 0  | 0   | 0  |

**9.2 Investigations and Reports of finding**

| <b>Section 37(1) Initial Reports</b> |  |   | <b>Section 37(2) Final Reports</b> |  |   |
|--------------------------------------|--|---|------------------------------------|--|---|
| <b>Received</b>                      | <b>Containing recommendations issued by the Information Commissioner</b> | <b>Containing orders issued by the Information Commissioner</b> | <b>Received</b>                    | <b>Containing recommendations issued by the Information Commissioner</b> | <b>Containing orders issued by the Information Commissioner</b> |
| 0                                    | 0  | 0   | 0                                  | 0  | 0   |

**Section 10: Court Action**

**10.1 Court actions on complaints**

| <b>Section 41</b>      |                        |                        |                                 |              |
|------------------------|------------------------|------------------------|---------------------------------|--------------|
| <b>Complainant (1)</b> | <b>Institution (2)</b> | <b>Third Party (3)</b> | <b>Privacy Commissioner (4)</b> | <b>Total</b> |
| 0                      | 0                      | 0                      | 0                               | 0            |

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

|  |
|--|
| <b>Section 44 - under paragraph 28(1)(b)</b> |
| 0  |

**Section 11: Resources Related to the *Access to Information Act***

**11.1 Allocated Costs**

| <b>Expenditures</b> | <b>Amount</b> |
|---------------------|---------------|
|---------------------|---------------|

|                                   |         |                 |
|-----------------------------------|---------|-----------------|
| Salaries                          |         | \$14,896        |
| Overtime                          |         | \$0             |
| Goods and Services                |         | \$4,127         |
| • Professional services contracts | \$4,127 |                 |
| • Other                           | \$0     |                 |
| <b>Total</b>                      |         | <b>\$19,023</b> |

**11.2 Human Resources**

| <b>Resources</b>                 | <b>Person Years Dedicated to Access to Information Activities</b> |
|----------------------------------|---|
| Full-time employees              | 0.150   |
| Part-time and casual employees   | 0.000   |
| Regional staff                   | 0.000   |
| Consultants and agency personnel | 0.023   |
| Students                         | 0.000   |
| <b>Total</b>                     | <b>0.173</b>  |

**Note:** Enter values to three decimal places.

## **Appendix C: Supplemental statistical report**



## Supplemental Statistical Report on the *Access to Information Act* and the *Privacy Act*

Name of institution: Ship-source Oil Pollution Fund

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

### Section 1: Capacity to Receive Requests under the *Access to Information Act* and the *Privacy Act*

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

|  | Number of Weeks |
|--|-----------------|
| Able to receive requests by mail                             | 52              |
| Able to receive requests by email                            | 52              |
| Able to receive requests through the digital request service | 52              |

### Section 2: Capacity to Process Records under the *Access to Information Act* and the *Privacy Act*

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

|                                     | No Capacity | Partial Capacity | Full Capacity | Total |
|-------------------------------------|-------------|------------------|---------------|-------|
| Unclassified Paper Records          | 0           | 52               | 0             | 52    |
| Protected B Paper Records           | 0           | 52               | 0             | 52    |
| Secret and Top Secret Paper Records | 52          | 0                | 0             | 52    |



2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

|  | No Capacity | Partial Capacity | Full Capacity | Total |
|--|-------------|------------------|---------------|-------|
| Unclassified Electronic Records          | 0           | 52               | 0             | 52    |
| Protected B Electronic Records           | 0           | 52               | 0             | 52    |
| Secret and Top Secret Electronic Records | 52          | 0                | 0             | 52    |



**Section 3: Open Requests and Complaints Under the Access to Information Act**

3.1 Enter the number of open requests that are outstanding from previous reporting periods.

| Fiscal Year Open Requests Were Received | Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2022 | Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2022 | Total |
|---|--|--|-------|
| Received in 2021-2022                   | 1  | 0  | 1     |
| Received in 2020-2021                   | 0  | 0  | 0     |
| Received in 2019-2020                   | 0  | 0  | 0     |
| Received in 2018-2019                   | 0  | 0  | 0     |
| Received in 2017-2018                   | 0  | 0  | 0     |
| Received in 2016-2017                   | 0  | 0  | 0     |

|                                  |          |          |          |
|----------------------------------|----------|----------|----------|
| Received in 2015-2016 or earlier | 0        | 0        | 0        |
| <b>Total</b>                     | <b>1</b> | <b>0</b> | <b>1</b> |

Row 8, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2021-2022 Statistical Report on the *Access to Information Act*

**3.2 Enter the number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods.**

| Fiscal Year Open Complaints Were Received by Institution | Number of Open Complaints |
|--|---------------------------|
| Received in 2021-2022                                    | 0                         |
| Received in 2020-2021                                    | 0                         |
| Received in 2019-2020                                    | 0                         |
| Received in 2018-2019                                    | 0                         |
| Received in 2017-2018                                    | 0                         |
| Received in 2016-2017                                    | 0                         |
| Received in 2015-2016 or earlier                         | 0                         |
| <b>Total</b>   | <b>0</b>                  |

#### Section 4: Open Requests and Complaints Under the Privacy Act

**4.1 Enter the number of open requests that are outstanding from previous reporting periods.**

|  |               |               |  |
|--|---------------|---------------|--|
|  | Open Requests | Open Requests |  |
|--|---------------|---------------|--|

| Fiscal Year Open Requests Were Received | that are <i>Within</i> Legislated Timelines as of March 31, 2022 | that are <i>Beyond</i> Legislated Timelines as of March 31, 2022 | Total    |
|---|--|--|----------|
| Received in 2021-2022                   | 0  | 0  | 0        |
| Received in 2020-2021                   | 0  | 0  | 0        |
| Received in 2019-2020                   | 0  | 0  | 0        |
| Received in 2018-2019                   | 0  | 0  | 0        |
| Received in 2017-2018                   | 0  | 0  | 0        |
| Received in 2016-2017                   | 0  | 0  | 0        |
| Received in 2015-2016 or earlier        | 0  | 0  | 0        |
| <b>Total</b>                            | <b>0</b>   | <b>0</b>   | <b>0</b> |

Row 8, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2021-2022 Statistical Report on the *Privacy Act*

**4.2 Enter the number of open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods.**

| Fiscal Year Open Complaints Were Received by Institution | Number of Open Complaints |
|--|---------------------------|
| Received in 2021-2022                                    | 0                         |
| Received in 2020-2021                                    | 0                         |
| Received in 2019-2020                                    | 0                         |
| Received in 2018-2019                                    | 0                         |

|                                  |   |
|----------------------------------|---|
| Received in 2017-2018            | 0 |
| Received in 2016-2017            | 0 |
| Received in 2015-2016 or earlier | 0 |
| Total                            | 0 |

**Section 5: Social Insurance Number (SIN)**

|  |    |
|--|----|
| Did your institution receive authority for a new collection or new consistent use of the SIN in 2021-2022? | No |
|--|----|