



Parole Board
of Canada

Commission des libérations
conditionnelles du Canada

**PAROLE BOARD OF CANADA
ANNUAL REPORT TO PARLIAMENT ON THE
*ACCESS TO INFORMATION ACT***

2020-2021

Canada 

Title: Parole Board of Canada - annual report to Parliament on the Access to Information Act
2020-2021

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PAROLE BOARD OF CANADA

Introduction

In accordance with section 94 of the *Access to Information* (ATI) Act, an annual report to Parliament on the administration of the ATI Act is prepared each fiscal year. This report covers the period from April 1, 2020 to March 31, 2021. This Annual Report is tabled in Parliament in accordance with section 72 of the *Access to Information Act*.

Purpose of the *Access to Information Act*

The *Access to Information Act* allows Canadian citizens, permanent residents and any other individual or corporation present in Canada the right of access to information under the control of a federal government institution. This right of access is subject to limited and specific exceptions. Decisions on the disclosure of information are reviewed independently of government. This *Act* complements existing procedures for obtaining government information and does not limit in any way the type of information that is normally available to the public under informal access to government records.

The Parole Board of Canada (PBC/Board) recognizes the right of access to information under the control of government institutions as an essential element of democracy, openness and transparency. The PBC respects the spirit and requirements of the *Access to Information Act*, *Access to Information Regulations*, guidelines and related policy instruments.

Mandate of the Parole Board of Canada

The Parole Board of Canada is an independent administrative tribunal. The PBC is headed by a Chairperson who reports to Parliament through the Minister of Public Safety and Emergency Preparedness.

The Parole Board of Canada, as part of the criminal justice system, contributes to the protection of society by facilitating, as appropriate, the timely reintegration of offenders and the sustained rehabilitation of individuals into society as law-abiding citizens. The Board makes independent, quality conditional release, record suspension and expungement decisions, as well as clemency recommendations, in a transparent and accountable manner, while respecting diversity and the rights of offenders and victims.

The PBC has exclusive authority under the *Corrections and Conditional Release Act* (CCRA) to grant, deny, cancel, terminate or revoke day parole and full parole. The Board may order certain offenders to be detained in prison until the end of their sentence. The Board makes conditional release decisions for federal offenders as well as for provincial offenders in provinces and territories that do not have their own provincial boards. The provinces of Ontario, Quebec and Alberta have their own parole boards.

The PBC is responsible for making decisions to order, refuse to order and revoke record suspensions (pardons) under the *Criminal Records Act* (CRA) and the *Criminal Code*. A record suspension is a formal attempt to remove the stigma of a criminal record for people who, having been convicted of an offence, have satisfied the sentence and remained crime-free for a prescribed number of years. The PBC also has legislated responsibility to order or refuse to order expungement of a conviction under the *Expungement of Historically Unjust Convictions Act*

(*Expungement Act*). The Board also makes recommendations for the exercise of clemency through the *Royal Prerogative of Mercy*.

The PBC is comprised of full-time employees as well as Board members appointed by the Governor-in-Council. The PBC's National Office is located in Ottawa and there are six regional offices located in: Moncton (Atlantic), Montreal (Quebec), Kingston (Ontario), Saskatoon and Edmonton (Prairies), and Abbotsford (Pacific). The Appeal Division of the Board is located in Ottawa.

Organizational Structure of the PBC to Fulfill its *Access to Information Act* Responsibilities

The Access to Information and Privacy (ATIP) Unit is led by the Director of Public Affairs and Partnerships, who reports to the Executive Director General of the PBC. ATIP is responsible for:

- processing and responding to all formal requests under the *Access to Information Act*;
- answering interdepartmental consultations;
- handling complaints from the Office of the Information Commissioner;
- advising senior officials and employees on ATIP-related issues;
- producing the Annual Report to Parliament;
- updating Info Source;
- training employees;
- replying to informal inquiries; and
- coordinating and implementing policies, guidelines and procedures to ensure compliance with the *Access to Information Act*.

The Director of Public Affairs and Partnerships is responsible for administering the legislation and signing exemptions within his delegated authority. In 2020-2021, ATIP staff consisted of one Director, two Team Leaders, one Analyst and one ATIP Clerk. All ATIP staff are located at the National Office.

Requests are processed as follows:

- the completeness of the request is determined;
- the request is acknowledged;
- search for relevant records is conducted;
- records are analysed under the provisions of the legislation;
- other agencies/ministries are consulted, where appropriate;
- any necessary exemptions are applied; and
- the applicant is provided with non-exempted material.

A tracking system is used to log all actions taken. Consultations with other agencies/ministries take place in most cases when other institutions' information is found in the PBC's files and their recommendations are normally followed.

Reading rooms are available in each of the six regional offices of the Board as well as at National Office.

Delegation Order

Some powers, duties and functions for the administration of the *Access to Information Act* have been delegated to the Chairperson, Executive Vice-Chairperson, Executive Director General, Director of Public Affairs and Partnerships, and to the Team Leaders. For a copy of the signed delegation order, please refer to Annex A.

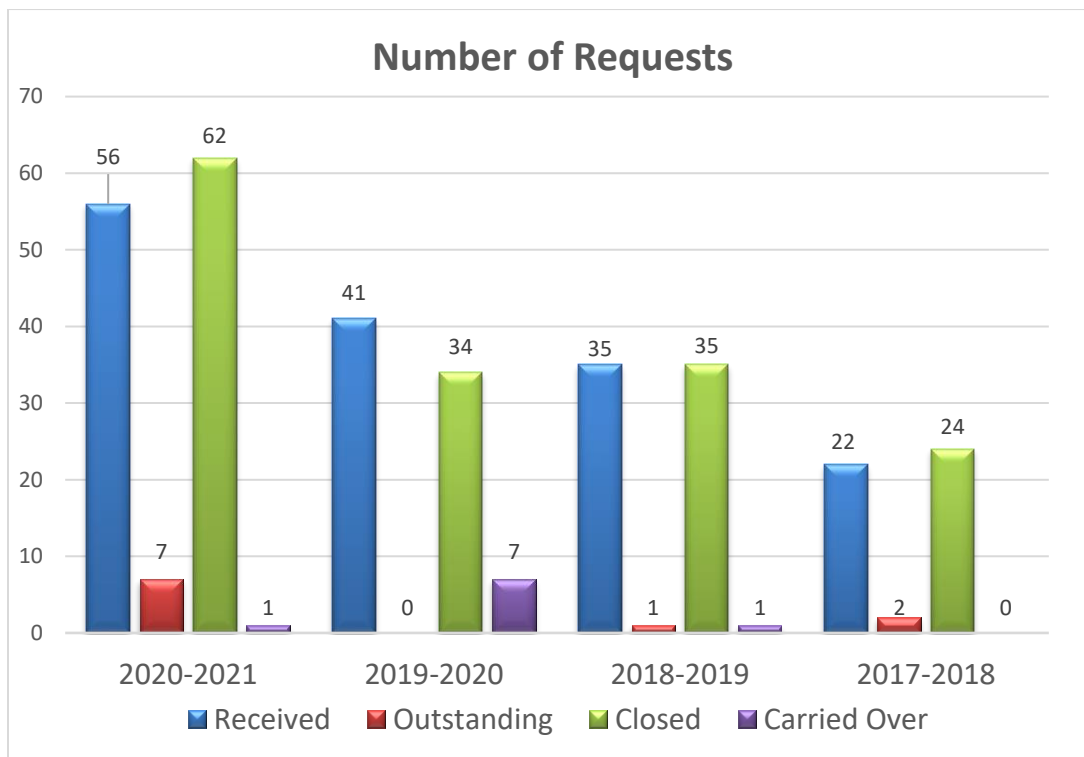
Interpretation of the Statistical Report for the 2020-2021 Reporting Period

For a copy of the Statistical Report, please refer to Annex B.

PART 1 – Requests under the *Access to Information Act*

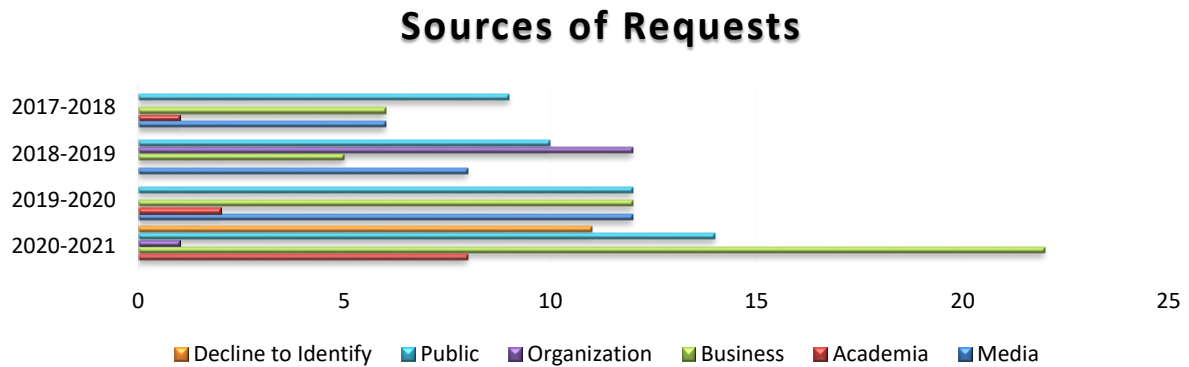
1.1 Number of Requests

Fifty-six (56) requests were received under the *Access to Information Act* during the current reporting period. Seven (7) requests were carried forward from last fiscal year (2019-2020) and one (1) request will be carried forward into next fiscal year (2021-2022). Comparisons for the past four fiscal years are found on the following graph.



1.2 Sources of Requests

In 2020-2021, the majority of requests came from businesses and the public. A comparison of the source of the requester, by percentage of total requests received, can be found in the graph below.



1.3 Informal Requests

In 2020-2021, no informal requests were received.

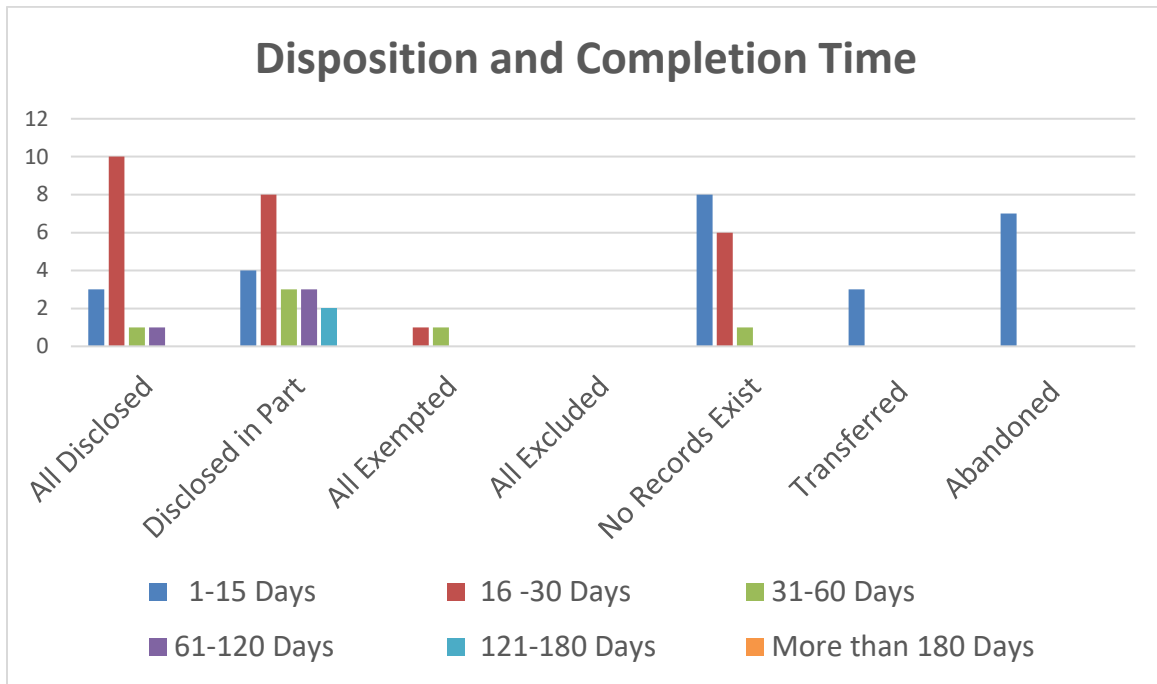
PART 2 – Decline to Act on Vexatious, Made in Bad Faith or Abuse of Right Requests

ATIP did not have any requests that related to this during this reporting period.

PART 3 – Requests Closed During the Reporting Period

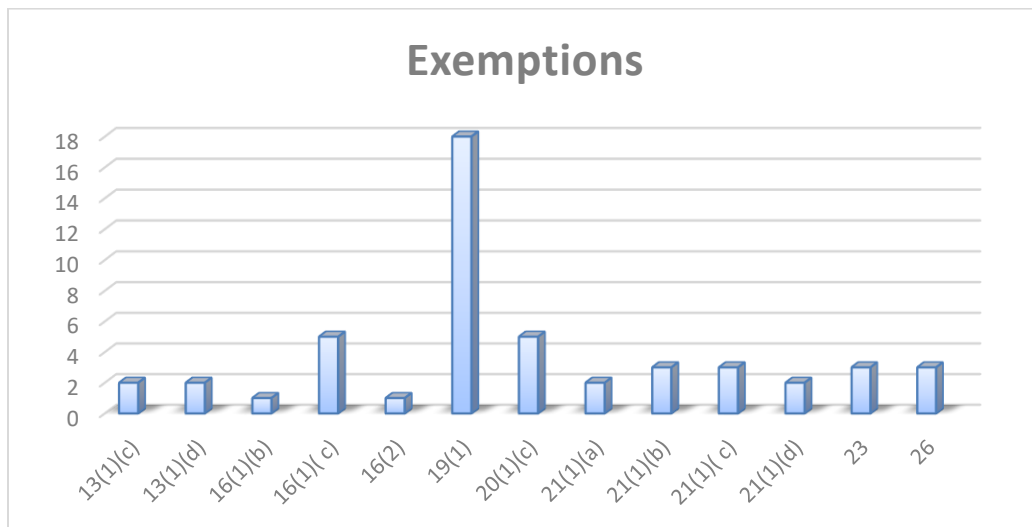
3.1 Disposition and Completion Time

Forty-one percent (41%) of the requests were completed within 15 days, forty-one percent (41%) were completed within 30 days, nine percent (9%) were completed within 31-60 day, seven percent (7%) were completed within 61-120 days and two percent (2%) were completed within 181-365 days. A graph of the disposition of requests and completion time for 2020-2021 is shown below. Of the 62 requests processed, 24% were fully disclosed and 33% were partially disclosed.



3.2 Exemptions

During fiscal year 2020-2021, 19(1) was the exemption invoked the most. The exemptions invoked varied from file-to-file.



3.3 Exclusions

There were no exclusions applied this fiscal year.

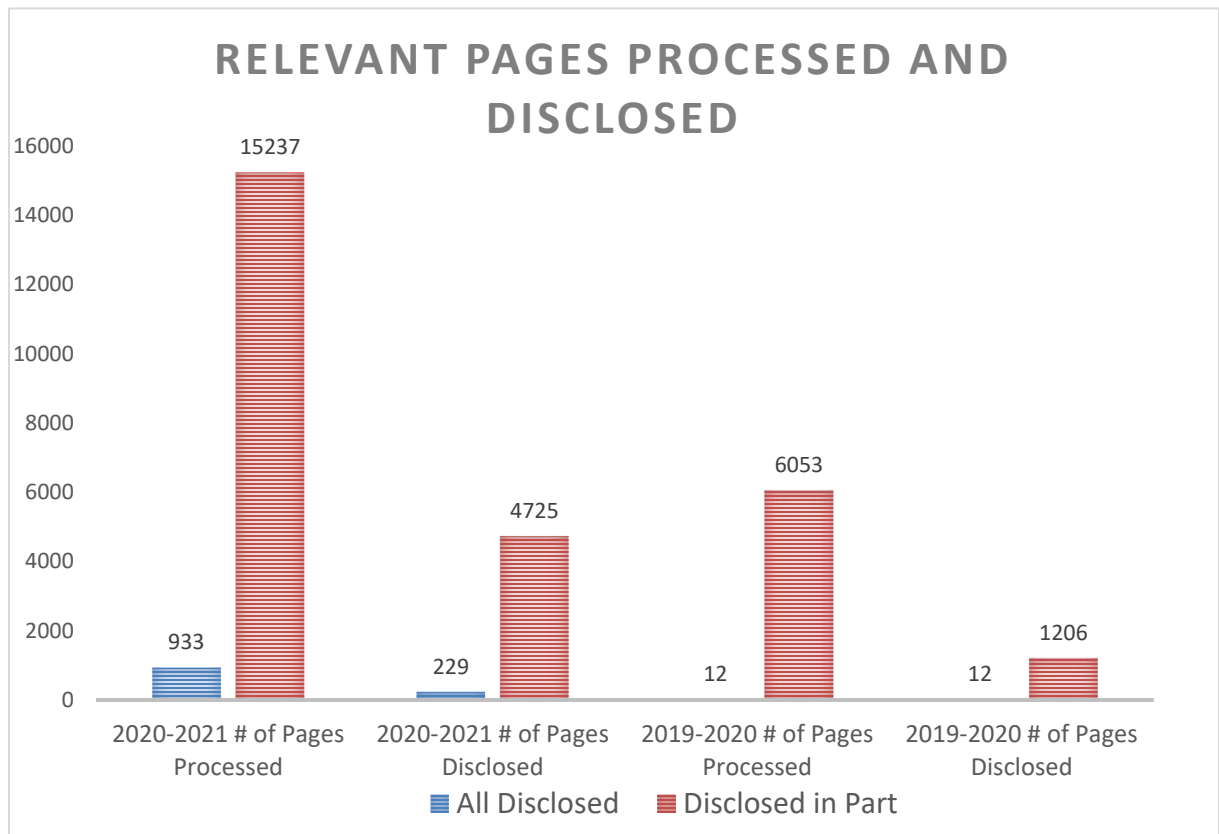
3.4 Format of Information Released

The format of information released was electronic for most of the requests with fifteen (15) requests disclosed in paper format.

3.5 Complexity

3.5.1 Relevant Pages Processed and Disclosed

Consistent with past trends at the Board, the majority of pages processed and disclosed came from files with a disposition of *disclosed in part*. Compared to the previous fiscal year, there was an increase of 190% of pages processed and an increase of an increase of 52% of requests received.



3.5.2 Relevant Pages Processed and Disclosed by Size of Request

87% of requests processed this past fiscal year had less than 500 pages.

3.5.3 Other Complexities

In fiscal year 2020-2021, the complexities were divided between consultations required and other.

3.6 Closed requests

Of the sixty-two (62) requests closed, 100% of the requests closed during 2020-2021 were closed within the legislated timeframes.

3.7 Deemed Refusals

In fiscal year 2020-2021, there were no requests that were closed beyond the statutory deadline.

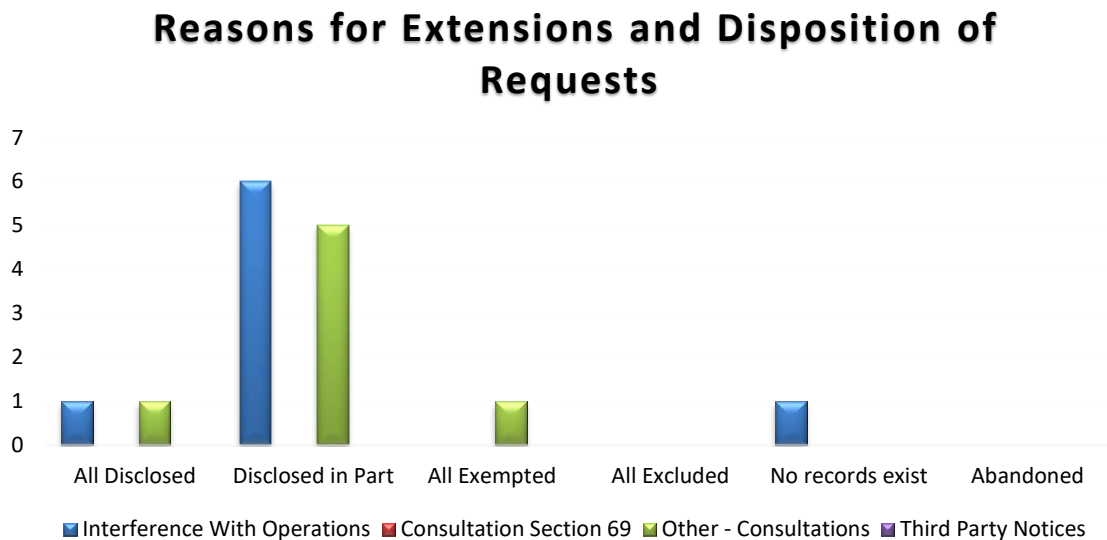
3.8 Requests for Translation

As has been the case in the past, there were no requests for translations.

PART 4 – Extensions

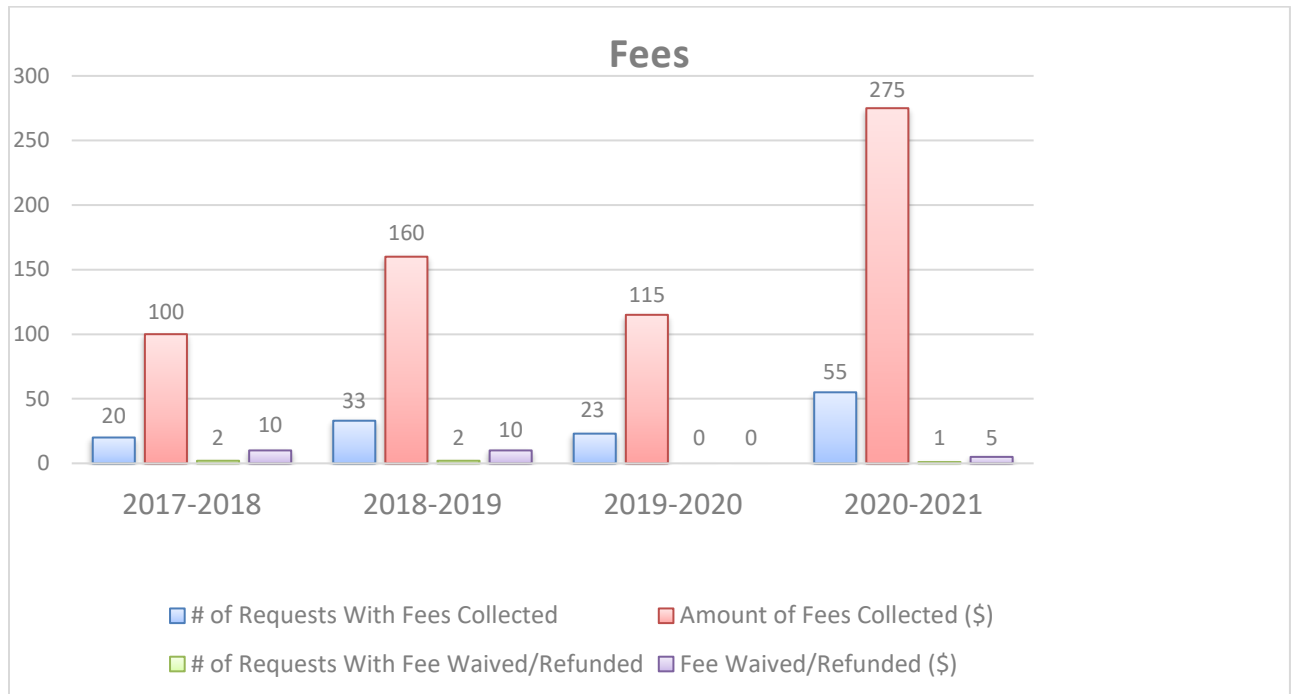
4.1 Reasons for Extensions and Disposition of Requests

In fiscal year 2020-2021, there were fifteen (15) extensions taken.



PART 5 – Fees

Application fees totaling \$275 were collected in 2020-2021. This is an increase of \$160 over last fiscal year. A comparison graph on application fees over the past four fiscal years can be found in the graph below.



PART 6 – Consultations Received from other Institutions and Organizations

6.1 Consultations received from other Government of Canada institutions and organizations

Twenty seven (27) consultations were received from other government institutions and one (1) request was carried over. This is an increase of two (2) requests over last fiscal year. A total of 1,664 pages were reviewed. This represents an increase of 1,412 pages compared to last fiscal year.

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

Sixteen (16) requests were processed within 15 days, nine (9) requests were processed within 16-30 days and three (3) requests were processed within 31-60 days.

6.3 Recommendations and completion time for consultations received from other organizations

No consultations were received from other organizations. This is consistent with past trends at the PBC.

PART 7 – Completion Time of Consultations on Cabinet Confidences

7.1 Requests with Legal Services

There was no consultation on Cabinet Confidences with Legal Services this past fiscal year.

7.2 Requests with Privy Council Office

There was no consultation on Cabinet Confidences with the Privy Council Office this past fiscal year.

PART 8 – Complaints and Investigations

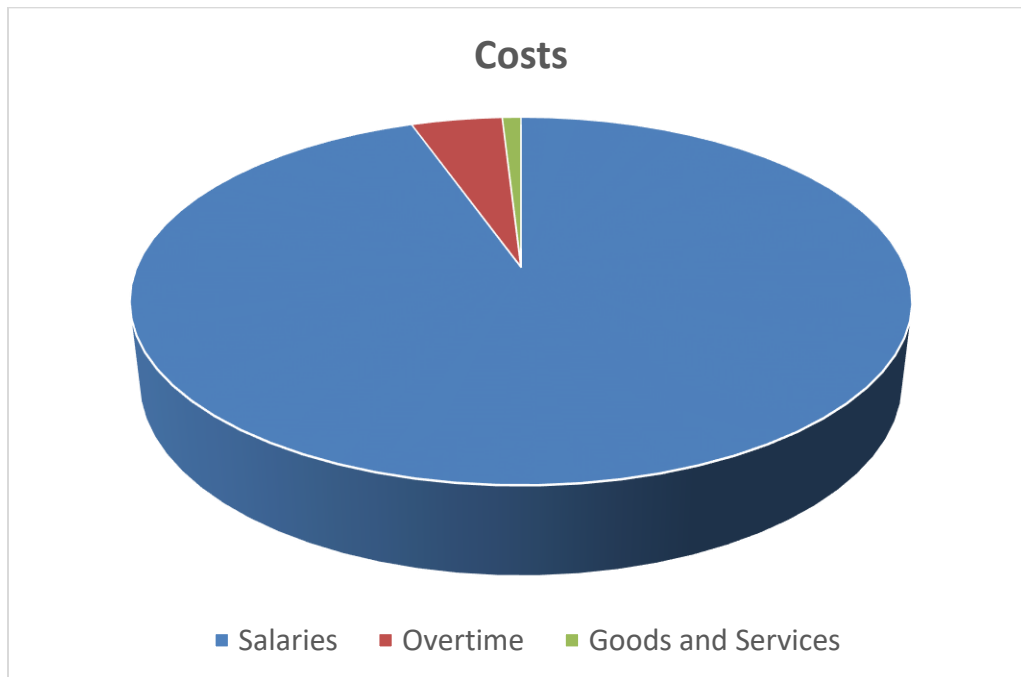
Four (4) complaints were received and three (3) investigations were concluded during 2020-2021. Two (2) complaints were abandoned and one (1) complaint was well founded.

PART 9 – Court Action

There is one active case before the Federal Court.

PART 10 – Resources Related to the *Access to Information Act*

Total salary costs associated with the *Access to Information Act* activities were \$49,438 for 2020-2021. Goods and services costs were \$484 and overtime was \$2,352. Salary costs attributable to ATIP are the costs accountable for the administration of the *Act*. These are the salary costs of individuals working on ATIP activities such as processing ATIP requests, assisting the Office of the Information Commissioner in complaint investigations, processing consultation requests from other government institutions, preparing reports, maintaining statistics and training employees on the *Access to Information Act*. Similar to previous fiscal years, the vast majority of salary costs in the ATIP office were associated with *Privacy Act* activities. A chart of the costs associated with the *Access to Information Act* is shown as a percentage of expenditures in the chart below.



Formal/Informal Interface

As reported in previous annual reports, the PBC continues to handle a large number of requests informally through its Public Affairs and Partnerships Division and regional offices. The availability of corporate publications and the PBC internet website greatly facilitate access to information about the PBC and its programs. As well, the CCRA directs the PBC to maintain a registry of its written decisions, which are available to members of the public upon written request. This allows Canadian citizens greater access to information about specific decisions related to the conditional release of offenders. The CCRA provides for:

1. A Decision Registry containing all conditional release decisions made by the Board since November 1992, and which is accessible to anyone who demonstrates an interest in a specific case or group of cases;
2. Access by victims to some offender-related information, and;
3. Members of the public to attend PBC hearings.

This law has an important impact on the disclosure of offender-related information to third parties.

Impacts of COVID-19

During COVID-19, the ATIP Unit was slightly impacted but was still able to be fully functional as remote working arrangements allowed the group to complete existing and new requests within legislative timeframes. The supplemental statistical report on the capacity to receive and process requests during the reporting period is in Annex C.

Training Activities

The PBC requires all of its public service staff to complete the online course “Access to Information and Privacy Fundamentals” as part of their Collective Learning Roadmap. One (1) informal session on the *Access and Privacy Acts* was also delivered by the Team Leader to new Board members. Some examples of the type of information provided to Board employees this past fiscal year include: information regarding the collection, correction, use and disclosure of personal information; writing privacy notice statements; and handling privacy breaches. These training sessions were given to approximately sixteen (16) Board employees.

The PBC continues to have an ATIP training tool on its internal website. The training tool informs staff about the roles and responsibilities of each Parole Board employee in relation to the *Privacy Act* and emphasizes that all employees have a role to play when it comes to the collection, retention, disposal and protection of personal information. In addition, the PBC continued to expand privacy training by finalizing and posting the privacy principles on its internal website.

Revised PBC-related Policies, Guidelines and Procedures

In keeping with Treasury Board’s policies, guidelines and procedures regarding the *Access to Information Act*, the PBC has an ATIP procedural manual to ensure consistency while processing requests under the *Access to Information Act*. In addition, information geared towards assisting applicants in obtaining information from the PBC was posted on the external website. This included information on how to make an access to information request, the timeframe for responding to access requests, the principles for assisting applicants, completed access to

information requests, Info source, access to information and privacy annual reports, frequently asked questions and related links.

Key Issues and Actions Taken on Complaints

Four (4) complaints were received and three (3) investigations were concluded during 2020-2021. Two (2) complaints were abandoned and one (1) complaint was well founded.

Monitoring the Time to Process Access to Information Requests

The PBC monitors the time to process all access to information requests through the use of a computerized tracking system. Monitoring is done by the Team Leader responsible for the request. As the PBC is 100% compliant with the legislated timelines set out in the *Act*, no additional monitoring is required.

ANNEX A:

DELEGATION / DÉLÉGATION

ACCESS TO INFORMATION ACT / LOI SUR L'ACCÈS À L'INFORMATION

Access to Information Act Delegation Order

By this order made pursuant to section 95(1) of the *Access to Information Act*, I hereby authorize those officers and employees of the Parole Board of Canada occupying, on an acting basis or otherwise, the positions identified within the attached schedule to perform on my behalf any of the powers, duties or functions specified therein.

This delegation replaces and repeals all previous orders.

Dated at the City of Ottawa,
this 22 day of July, 2020

Arrêté sur la délégation en vertu de la Loi sur l'accès à l'information

Par le présent arrêté pris en vertu de l'article 95(1) sur la *Loi sur l'accès à l'information*, j'autorise les agents et les employés de la Commission des libérations conditionnelles du Canada occupant, par intérim ou autrement, les postes identifiés dans l'annexe ci-jointe à exercer en mon nom, les attributions, les fonctions et les pouvoirs qui y sont spécifiés.

Le présent document remplace et annule tous les arrêtés antérieurs.

Daté, en la ville d'Ottawa,
ce 22 jour de July, 2020



Bill Blair, P.C., C.O.M., M.P./Bill Blair, C.P., C.O.M., député
Public Safety Canada/Sécurité publique Canada

Delegation Order - Access to Information Act

Powers, Duties or Functions	Section	Chairperson	Executive Vice-Chairperson	Executive Director General	Director, Public Affairs and Partnerships	Team Leader, Access to Information and Privacy
Reasonable effort to assist, respond accurately and completely and provide timely access in the format requested	4(2.1)	Yes	Yes	Yes	Yes	No
To give notice to applicant that access will be given	7(a)	Yes	Yes	Yes	Yes	Yes
To give access to the record	7(b)	Yes	Yes	Yes	Yes	Yes
To transfer to another institution or to accept a transfer from another institution and to give notice to the applicant	8(1)	Yes	Yes	Yes	Yes	Yes
To extend time limit and give notice	9	Yes	Yes	Yes	Yes	Yes
Where access is refused	10	Yes	Yes	Yes	Yes	No
To require payment of additional fees	11(2)	Yes	Yes	Yes	Yes	Yes
To require payment for machine readable record	11(3)	Yes	Yes	Yes	Yes	Yes
To require payment of a deposit	11(4)	Yes	Yes	Yes	Yes	Yes
To give notice of amount owing	11(5)	Yes	Yes	Yes	Yes	Yes
To waive the requirement to pay fee	11(6)	Yes	Yes	Yes	Yes	No
To determine whether a record should be translated	12(2)(b)	Yes	Yes	Yes	Yes	Yes
To determine whether a record should be provided in an alternative format	12(3)(b)	Yes	Yes	Yes	Yes	No
Information obtained in confidence	13	Yes	Yes	Yes	Yes	No
Federal-provincial affairs	14	Yes	Yes	No	No	No
International affairs and defence	15	Yes	Yes	Yes	Yes	No
Law enforcement and investigations	16	Yes	Yes	Yes	Yes	No
<i>Public Servants Disclosures Protection Act</i>	16.5	Yes	Yes	Yes	Yes	No

Powers, Duties or Functions	Section	Chairperson	Executive Vice-Chairperson	Executive Director General	Director, Public Affairs and Partnerships	Team Leader, Access to Information and Privacy
Safety of individuals	17	Yes	Yes	Yes	Yes	No
Economic interest of Canada	18	Yes	Yes	Yes	Yes	No
Economic interests of certain government institutions	18.1	Yes	Yes	Yes	Yes	No
Personal information	19	Yes	Yes	Yes	Yes	No
Third party information	20	Yes	Yes	Yes	Yes	No
Operations of Government	21	Yes	Yes	Yes	Yes	No
Testing procedures, tests and audits	22	Yes	Yes	Yes	Yes	No
Internal audits	22.1	Yes	Yes	Yes	Yes	No
Solicitation-client privilege	23	Yes	Yes	Yes	Yes	No
Statutory prohibitions	24	Yes	Yes	Yes	Yes	No
Severability	25	Yes	Yes	Yes	Yes	No
Refusal of access where information is to be published	26	Yes	Yes	Yes	Yes	No
To give to third party notice of intent to disclose	27(1)	Yes	Yes	Yes	Yes	No
To extend time limits set out in 27(1)	27(4)	Yes	Yes	Yes	Yes	Yes
To decide on disclosure after third party representation and to give notice of decision to third party	28(1)(b)	Yes	Yes	Yes	Yes	No
To waive requirement for written representations	28(2)	Yes	Yes	Yes	Yes	No
To give access unless review of decision is requested	28(4)	Yes	Yes	Yes	Yes	No
To give notice to applicant and to third party	29(1)	Yes	Yes	Yes	Yes	No
To advise the Information Commissioner of any third party who received notification or, if the document would have been disclosed, would have received notification	33	Yes	Yes	Yes	Yes	No

Powers, Duties or Functions	Section	Chairperson	Executive Vice-Chairperson	Executive Director General	Director, Public Affairs and Partnerships	Team Leader, Access to Information and Privacy
To make representations to the Information Commissioner	35(2)(b)	Yes	Yes	Yes	Yes	No
Notice of actions to implement recommendations of Commissioner	37(1)	Yes	Yes	Yes	Yes	No
To give notice to the Information Commissioner that access to a record will be given	37(4)	Yes	Yes	Yes	Yes	No
To give notice to a third party of application for Court review	43(1)	Yes	Yes	Yes	Yes	No
To give notice to applicant that third party has applied for Court review	44(2)	Yes	Yes	Yes	Yes	No
To request hearing in the National Capital Region	52(2)(b)	Yes	Yes	Yes	Yes	No
To request opportunity to make representations <i>ex parte</i>	52(3)	Yes	Yes	Yes	Yes	No
To refuse to disclose Cabinet confidences	69	Yes	Yes	Yes	Yes	No
To provide facilities where manuals may be inspected by public	71(1)	Yes	Yes	Yes	Yes	No
To prepare annual report for submission to Parliament	72	Yes	Yes	Yes	Yes	Yes

Delegation Order – Access to Information Regulations

Powers, Duties or Functions	Section	Chairperson	Executive Vice-Chairperson	Executive Director General	Director, Public Affairs and Partnerships	Team Leader, Access to Information and Privacy
Transfer of request	6(1)	Yes	Yes	Yes	Yes	Yes
Search and preparation fees	7(2)	Yes	Yes	Yes	Yes	No
Productions and programming	7(3)	Yes	Yes	Yes	Yes	No
Method of access	8	Yes	Yes	Yes	Yes	No
Limitations in respect of format	8.1	Yes	Yes	Yes	Yes	No

ANNEX B – Statistical Report on the *Access to Information Act*

Name of Institution: Parole Board of Canada

Reporting period: 2020-04-01 to 2021-03-31

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

1.1 Number of Requests

	Number of Requests
Received during reporting period	56
Outstanding from previous reporting period	7
Total	63
Closed during reporting period	62
Carried over to next reporting period	1

1.2 Source of requests

Source	Number of Requests
Media	0
Academia	8
Business (private sector)	22
Organization	1
Public	14
Decline to Identify	11
Total	56

1.3 Informal requests

Completion Time							
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
0	0	0	0	0	0	0	0

Part 2: Decline to act on vexatious, made in bad faith or abuse of rights requests

	Number of Requests
Outstanding from previous reporting period	0
Sent during reporting period	0
Total	0
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	0
Carried over to next reporting period	0

Part 3: Requests Closed During the Reporting Period

3.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	3	10	1	1	0	0	0	15
Disclosed in part	4	8	3	3	0	2	0	20
All exempted	0	1	1	0	0	0	0	2
All excluded	0	0	0	0	0	0	0	0
No records exist	8	6	1	0	0	0	0	15
Request transferred	3	0	0	0	0	0	0	3
Request abandoned	7	0	0	0	0	0	0	7
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Decline to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	25	25	6	4	0	2	0	62

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

3.2 Exemptions

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

3.3 Exclusions

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

3.4 Format of information released

Paper	Electronic	Other Formats
15	20	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
16,170	4,954	44

3.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	14	182	0	0	1	47	0	0	0	0
Disclosed in part	11	143	4	800	1	339	3	1,726	1	1,717
All exempted	2	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	7	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	34	325	4	800	2	386	3	1,726	1	1,717

3.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	3	0	0	3
Disclosed in part	1	2	0	1	4
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	1	1
Declined to act with the approval of the Information Commissioner	0	0	0	0	0
Total	1	5	0	2	8

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	62
Percentage of requests closed within legislated timelines (%)	100

3.7 Deemed refusals

3.7.1 Reasons for not meeting statutory deadline

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

3.7.2 Number of days past deadline

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

3.8 Requests for translation

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

Part 4 – Extensions

4.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	1	0	1	0
Disclosed in part	6	0	5	0
All exempted	0	0	1	0
All excluded	0	0	0	0
No records exist	1	0	0	0
Request abandoned	0	0	0	0
Total	8	0	7	0

4.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	2	0	4	0
31 to 60 days	3	0	1	0
61 to 120 days	1	0	2	0
121 to 180 days	1	0	0	0
181 to 365 days	1	0	0	0
365 days or more	0	0	0	0
Total	8	0	7	0

Part 5 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	55	\$275	1	\$5
Other fees	0	\$0	0	\$0
Total	55	\$275	1	\$5

Part 6 – Consultations received from other Institutions and Organizations

6.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	27	1,608	0	0
Outstanding from the previous reporting period	1	56	0	0
Total	28	1,664	0	0
Closed during the reporting period	28	1,664	0	0
Pending at the end of the reporting period	0	0	0	0

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

Recommendation	Number of Days Required to Complete Consultation Requests							
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
Disclose entirely	14	6	3	0	0	0	0	23
Disclose in part	2	2	0	0	0	0	0	4
Exempt entirely	0	1	0	0	0	0	0	1
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	16	9	3	0	0	0	0	28

6.3 Recommendations and completion time for consultations received from other organizations

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

Part 7 – Completion Time of Consultations on Cabinet Confidences

7.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

7.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Part 8: Complaints and Investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal representations	Section 37 Reports of finding received	Section 37 Reports of finding containing recommendations issued by the Information Commissioner	Section 37 Reports of finding containing orders issued by the Information Commissioner
4	1	2	0	0	0

Part 9: Court Action

9.1 Court Action on complaints received before June 21, 2019 and ongoing

Section 41	Section 42	Section 44	Total
0	0	0	0

9.2 Court actions on complaints received after June 21, 2019

Section 41 (after June 21, 2019)				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

Part 10: Resources Related to the Access to Information Act

10.1 Costs

Expenditures		Amount
Salaries		\$49,438
Overtime		\$2,352
Goods and Services		\$484
• Professional services contracts	\$0	
• Other	\$484	
Total		\$52,274

10.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.60
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	0.60

ANNEX C

Supplemental Statistical Report 2020-2021

Section 1: Capacity to Receive Requests – Number of weeks the 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

Section 2.1: The number of weeks the institution was able to process paper records in different classification levels

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

Section 2.2: The number of weeks the institution was able to process electronic records in different classification levels

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