



Department of Justice
Canada

Ministère de la Justice
Canada

ANNUAL REPORT TO PARLIAMENT 2020-21

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INTRODUCTION

The *Access to Information Act* (ATIA) was proclaimed into force on July 1, 1983.

The ATIA gives Canadian citizens, permanent residents and any person and corporation present in Canada a right of access to information contained within government records, subject to specific and limited exceptions. The ATIA complements but does not replace existing procedures for obtaining government information. It is not intended to limit in any way the access to government information that is normally available to the public upon request.

Section 94 of the ATIA requires that the head of every government institution prepare for submission to Parliament an annual report on the administration of the ATIA within the institution during each fiscal year.

This thirty-eighth Annual Report on the Administration of the ATIA is prepared in accordance with section 94 of the Act. It is intended to describe how the Department of Justice (hereinafter referred to as “the Department”) administered its responsibilities during the 2020-21 fiscal year.

PART I – GENERAL INFORMATION

DEPARTMENT OF JUSTICE

To better understand the context within which the ATIA is administered, this section provides background information about the Department.

The Department has a dual mandate. This mandate stems from the dual role of the Minister of Justice, who is also the Attorney General of Canada.

In support of the Minister of Justice, the Department is responsible for providing policy and program advice and direction through the development of the legal content of bills, regulations and guidelines. In support to the Attorney General of Canada, the Department is responsible for litigating civil cases by, or on behalf of the Federal Crown and for providing legal advice to federal law enforcement agencies and other government departments.

ACCESS TO INFORMATION ACTIVITIES

The Access to Information and Privacy (ATIP) Director (also referred to as ATIP Coordinator) is accountable for the development, coordination and implementation of effective policies, guidelines, systems and procedures in order to enable efficient processing of requests under the ATIA. The Coordinator is also responsible for related policies, systems and procedures stemming from the ATIA.

Activities of the ATIP Office include:

- Ensuring timely processing of requests under the ATIA and assisting clients in accordance with the principles for assisting applicants;
- Acting as spokesperson for the Department in dealing with the Treasury Board Secretariat, the Information Commissioner and other government departments and agencies regarding the application of the ATIA;
- Responding to consultation requests submitted by other federal institutions on Department documents located in their files and on records that may be subject to solicitor-client privilege;
- Coordinating, reviewing, approving and publishing new entries and modifications to Info Source, an annual Government of Canada resource that describes its organization and information holdings;

- Preparing the Annual Report to Parliament and other statutory reports, as well as other materials that may be required by central agencies;
- Developing, coordinating and implementing policies, procedures and guidelines for the orderly implementation of the ATIA by the Department;
- Providing advice and guidance to senior management and all departmental employees on ATIP-related matters, as well as offering training and awareness sessions, to ensure departmental respect of the obligations imposed on the government; and
- Monitoring departmental compliance with the ATIA, its regulations and relevant procedures and policies.

Monitoring Compliance

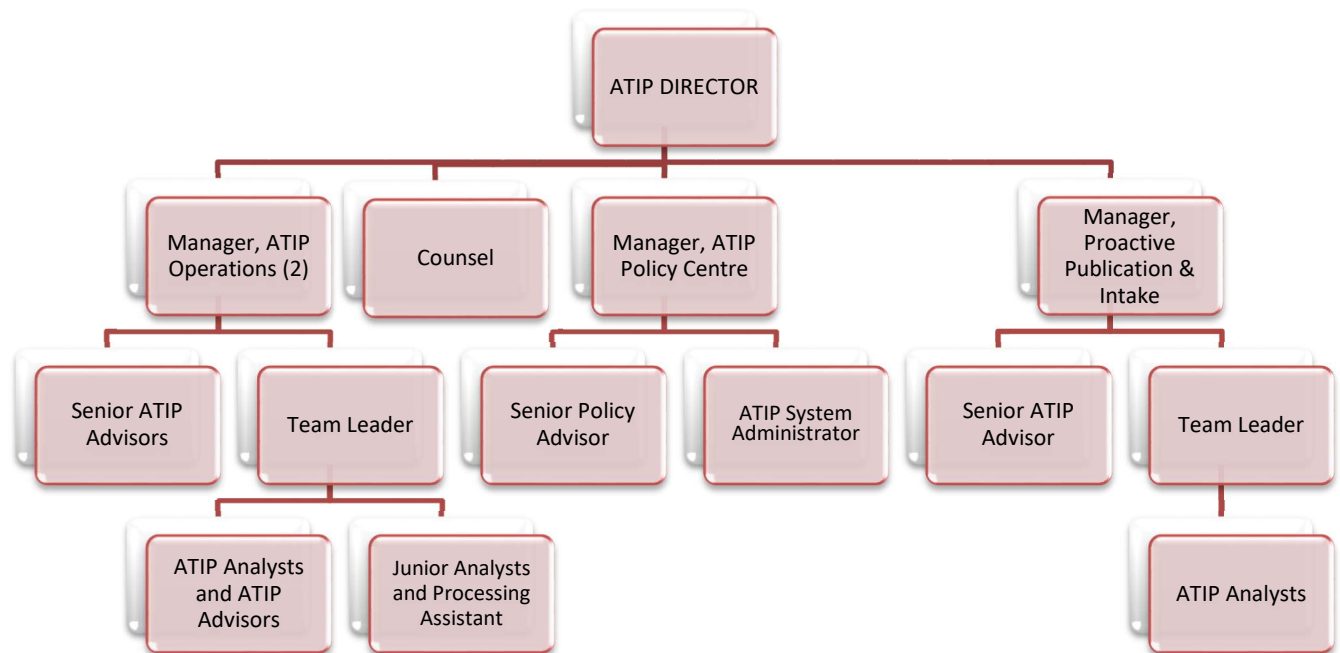
The workload was assessed, through the ATIP Case Management System, on a daily basis in order to ensure that workload was evenly distributed and effectively managed to meet statutory deadlines. Various reports were produced to ensure that all levels of officials are advised.

ORGANIZATION FOR THE IMPLEMENTATION OF ACCESS TO INFORMATION ACTIVITIES

The ATIP Office reports to the Chief Information Officer of the Information Solutions Branch, under the direction of the Assistant Deputy Minister and Chief Financial Officer of the Management Sector.

The ATIP Director has full authority delegated by the Minister for the administration of the Act. For the purpose of increased executive oversight, full authority is also conferred to the Deputy Minister and Associate Deputy Minister, the Assistant Deputy Minister and Chief Financial Officer, Management Sector and the Chief Information Officer. The Delegation Order can be found at **Appendix A** of this report.

The ATIP team comprises analysts and privacy policy experts, who play a key compliance and risk mitigation role for the Department. Within the ATIP Office, 20.6 employees were dedicated on a full-time basis to the administration of the ATIA and related functions. The organizational chart of the ATIP Office is as follows:



The ATIP Office is supported by a designated network of offices of primary interest (OPIs), holders of the relevant information identified in an access request. OPIs are directly involved in the application of the ATIA by making recommendations concerning the disclosure of records and by ensuring compliance with the provisions of the Act.

The stages for processing requests are as follows:



The reading rooms at the Department's headquarters and those located in the regional offices across Canada make available to the public the most recent published version of Info Source, as well as departmental publications and manuals. Many of these publications can be found on the Department's and the Treasury Board Secretariat's websites.

Reporting on Access to Information fees for the purposes of the *Service Fees Act*

The *Service Fees Act* requires a responsible authority to report annually to Parliament on the fees collected by the institution.

With respect to fees collected under the ATIA, the information below is reported in accordance with the requirements of section 20 of the *Service Fees Act*.

In accordance with the *Interim Directive on the Administration of the Access to Information Act*, issued on May 5, 2016, the Department waives all fees prescribed by the Act and Regulations, other than the \$5.00 application fee set out in paragraph 7(1)(a) of the Regulations.

During this reporting period, the Department collected \$1,600.00 (320 requests). Fees were waived in 157 instances for an amount of \$785.00. There were no service agreements under section 96 of the ATIA.

As indicated below, the total cost for operating the Access to Information Program in 2020-21 amounted to \$2,325,863.00.

Salary and Administrative Expenditures

A total of 20.6 full-time equivalents were utilized on a full-time basis in the administration of the ATIA. The salary expenditures amounted to \$2,098,952.

The administrative expenditures amounted to \$213,141, which included professional services contracts. The overtime expenditures amounted to \$13,770.

These costs do not include resources expended by the Department's other sectors to meet the requirements under the ATIA.

Accomplishments

The Department continued to strive to provide leadership and improve its performance in order to maintain the highest standards of service. For fiscal year 2020-21, the ATIP Office has accomplished the following:

- The Department continued to work throughout the COVID-19 lockdowns. ATIP employees worked remotely since March 13, 2020 and continued to assist applicants and process requests.
- The Department instituted alternative working arrangements to help ATIP employees affected by school closures, loss of childcare arrangements, and disruption to family life due to

COVID-19. The Department worked diligently to provide service to clients, and communicated with its clients clearly during the challenge.

- The Department continued to publish material as required under the ATIA. The Department continued publishing [briefing material titles](#) submitted to the Minister and Deputy Minister on a monthly basis. This process uses an automated system that streamlines the review process currently used to respond to access to information requests and enables the publication of this information to all Canadians rather than only to individual applicants.
- The Department continued to publish its annual reports to Parliament on the [Department's website](#) as well as the summaries of the completed requests on the [Open Government Portal](#), thereby improving communication with applicants and promoting transparency. This practice is in accordance with the Treasury Board Secretariat's directives and policies and with the ten principles of practice outlined on the ATIP Office's website for the public.
- The Department continued to use SharePoint, a web application platform, for the transfer of information with the Offices of Primary Interest to reduce internal processing timelines and paper consumption and allow for business continuity during office closure.
- To better serve our clients, the Department continued to be part of the [Access to Information and Privacy Online Request Service](#). Our clients can submit requests under the ATIA through an online channel. This channel also incorporates the Receiver General Buy Button service, enabling applicants to pay the requisite \$5.00 application fee for access to information requests, which avoids the need to mail in a personal cheque with their request.
- The Department monitored guidelines and service standards for the ATIP community that clarify the ATIP Office's role in requests that have been received by other federal government institutions pursuant to the ATIA.
- The Department continued to develop internal guidance documents and tools to ensure consistency and to document best practices and lessons learned. These guidance documents are routinely discussed at regular staff meetings and updated as required.
- The Department continued to update internal procedures in order to process ATIA requests more efficiently and to share best practices with other government institutions.
- Given the ATIP office worked remotely since March 2020, there was a considerable reduction in paper consumption. The office mostly receives electronic requests and records, as well as provides release packages electronically to applicants in most cases. The Department instituted

E-Post in 2019-20, in order to move away from paper consumption and to provide greater convenience to clients.

- The Department also met its obligations under Part II – proactive publication.

Education and Training

ATIP officers regularly provide advice and informal training on the application of ATIP legislation to departmental employees who must review relevant records requested under the ATIA.

Due to work restrictions and COVID-19 challenges, the ATIP Office did not provide as much training during this reporting period. However, normally, formal awareness information sessions are offered to other sectors within the Department. Particular emphasis is placed on those aspects of the Act that are directly related to the employees' areas of responsibility.

With the implementation of MS Teams across the Department, the ATIP Office began to use the platform to deliver training later in the year:

- Ministers Office – 3 sessions – 8 participants
- Questions and Answers (Qs and As) Sessions – 4 sessions – 36 participants
- ATIP Process overview – 1 session – 9 participants

The Centre for Information and Privacy Law (CIPL) also offered training to 212 departmental employees, including through the Department's Learning Program and to employees from other government departments:

- Introduction to Cabinet Confidentiality in the context of the ATIA – 2 sessions – 53 participants
- Introduction to Exemptions and Exclusions in the ATIA - 2 sessions – 159 participants

ATIP training is part of the recommended courses under the values and ethics component of the Department's Roadmap for new Managers. An e-orientation deck is posted on the Department's Intranet site for employee consultation.

ATIP employees regularly participated in collective awareness sessions with ATIP Counsel to review recent jurisprudence and case law related to the ATIA. The ATIP Counsel participated in monthly ATIP Practice Group meetings during which information was exchanged and viable solutions proposed. The Practice Group is open to all departmental counsel, including those from Legal Services Units, and its mandate is to discuss questions such as the right of access to information or privacy issues.

In addition to mentorship and partnership relationships, workshops and presentations were regularly provided within the ATIP Office on various topics concerning the application of the ATIA and related policy and procedures. This allowed ATIP employees to benefit from each other's respective levels of experience and knowledge.

Finally, ATIP employees participated in training sessions, conferences and seminars organized by the Treasury Board Secretariat or by various associations on matters relating to both access and privacy. These exchanges provided updates for employees in the development of ATIP and upcoming trends in this area.

PART II – REPORT ON THE ACCESS TO INFORMATION ACT

REQUESTS UNDER THE ACCESS TO INFORMATION ACT

Statistical Report

The Annual Statistical Report for fiscal year 2020-21 is included at Part III of this report.

Interpretation of the Statistical Report

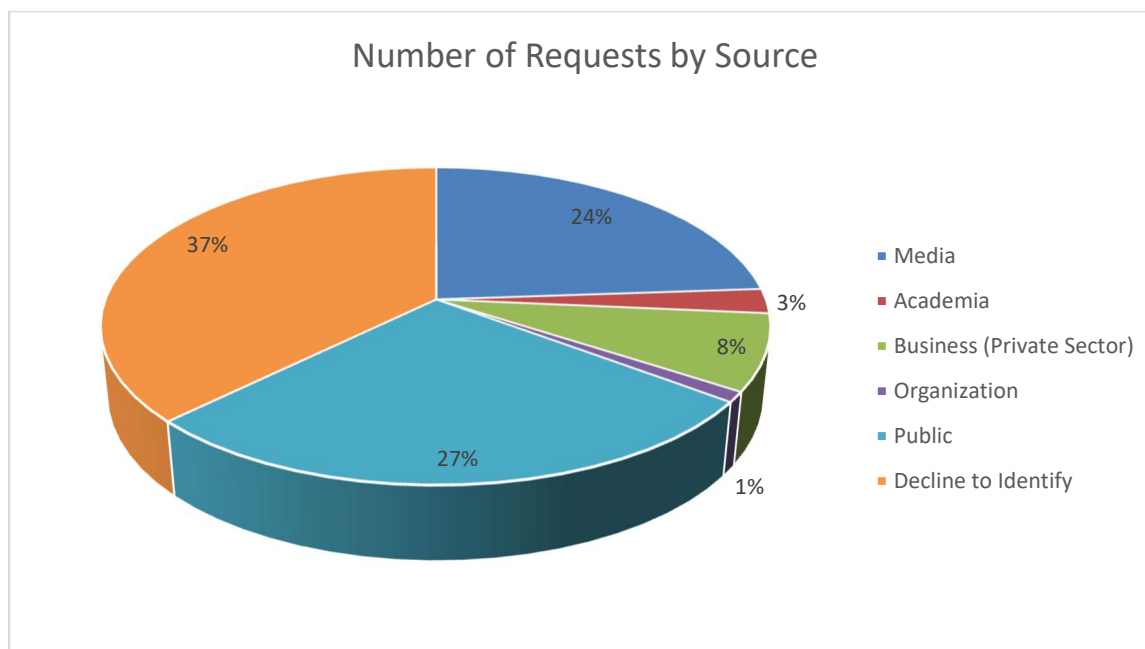
Overview of Requests Pursuant to the *Access to Information Act*

Fiscal Year	# of Requests Received	# of Requests Completed	# of Pages Processed	# of Pages Released
2020-21	477	436	174,615	22,707
2019-20	640	679	340,277	60,411
2018-19	886	797	136,954	42,221

Request Received Pursuant to the *Access to Information Act*

477 requests were received during the period under review. In addition, 286 requests were carried-forward from previous years, for a total of 763 requests to process.

The applicants who declined to identify the source was the largest group of applicants. Of the 477 requests received during this reporting period, 178 (37%) came from applicants who declined to identify the source, followed by 131 (27%) from the public and 114 (24%) from the media.



Requests Completed Pursuant to the *Access to Information Act*

436 requests were completed during the period under review. 327 requests were carried-forward to be completed in fiscal year 2021-22.

Of the 436 requests, 58.9% were completed within the allowable time limits.

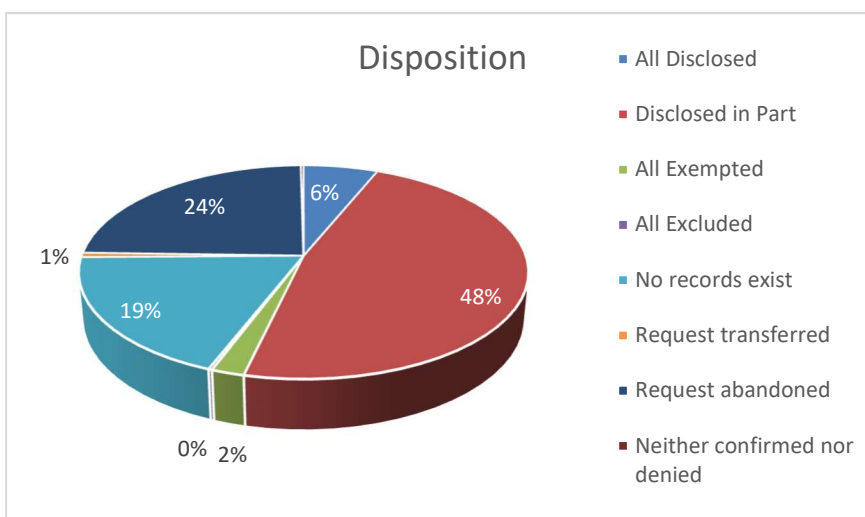
Disposition of Completed Requests

Of the 436 requests completed in fiscal year 2020-21:

- No relevant records existed under the control of the Department for 82 (19%) requests; and
- 106 (24%) requests were abandoned by the applicant. In the majority of cases, the applicant did not pursue the requests, either by withdrawing them or by not providing the clarification that was requested by the ATIP Office.

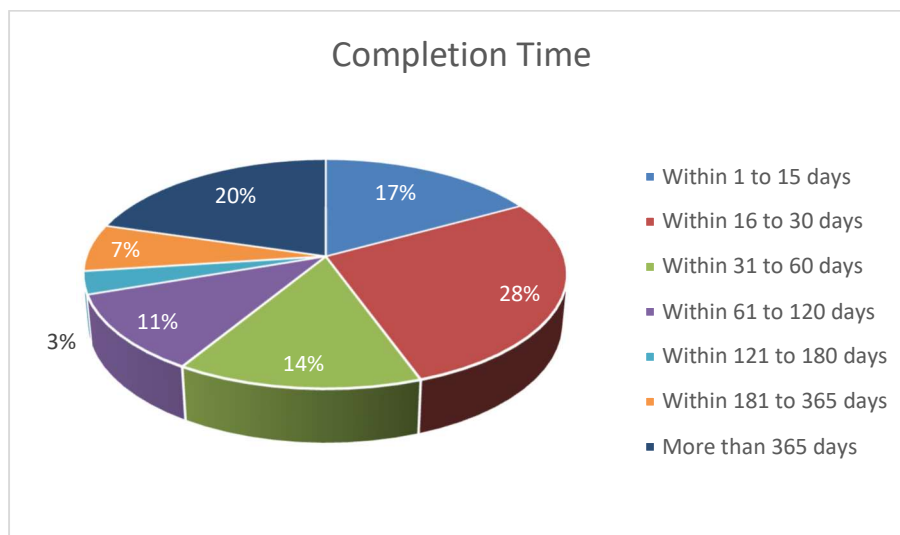
The remaining 248 requests were completed in the following manner:

- 27 were fully disclosed (6%);
- 207 were partially disclosed (48%);
- 9 were exempted in their entirety (2%);
- 1 was excluded in their entirety (less than 1%);
- 3 were transferred (1%); and
- 1 could not be confirmed nor denied (less than 1%)



Completion Time and Extensions

Out of 436 requests completed in 2020-21, 194 (45%) were processed within 30 days or less.



The ATIP Office routinely monitored the processing time for access to information requests. This routine monitoring was done through various statistical reports and meetings with ATIP employees to ensure that requests were being processed in a timely manner. All ATIP employees, portfolio contacts and senior management were made aware of the performance metrics. In some instances, the Department found it necessary to seek extensions to the prescribed time limits due to the large number of records (82 times) and/or to consult with other government institutions (141 times) or third parties (13 times).

Exemptions Invoked

The Department invoked exemptions under the ATIA for 217 requests. In descending order, section 21, which exempts information relating to the internal decision-making processes of government was invoked most often (260 times). This is followed by section 23 (173 times), which exempts information relating to solicitor-client privilege, and section 19 (154 times), which exempts personal information. For further details regarding all the exemptions invoked, please refer to the Statistical Report at Part III of this Report.

Exclusions Cited

Exclusions were invoked a total of 16 times pursuant to section 68 (published material or material available for purchase by the public) and 124 times pursuant to section 69 (confidences of the Queen's Privy Council for Canada) of the ATIA.

Method of Access

A total of 56 applicants wanted paper copies and 178 applicants chose to receive information in an electronic format at no extra charge, thereby eliminating the costs for photocopies as well as reducing the ATIP Office's paper footprint.

Fees and Fee Waivers

During the reporting period, \$1,600.00 was collected in application fees and fees were waived in 157 instances (\$785.00).

Delivery via Epost Connect was implemented in February 2020 in anticipation of client demand for service modernization regarding format of delivery. The service is offered at no charge to the applicant and is now our primary method of record delivery. It allows for secure delivery of records in an electronic format and circumvents the issue of email size restrictions and the need for the recipient to have a compatible device to access the records. This service reduced mailing and CD-ROM costs to the Department and allowed for smooth service continuity during physical office closures this year.

In limited circumstances, the Department continues to provide release packages by other methods, such as CD-ROM, email and paper format.

Consultations by other Federal Institutions or Departments

Overview of Consultations Requests Received from Other Government Institutions and Organizations

Fiscal Year	# of Requests Received	# Pages Received	# of Requests Completed	# of Pages Reviewed
2020-21	167	3,372	188	11,347
2019-20	512	12,837	484	16,324
2018-19	413	18,052	419	19,226

During the period under review, the Department received 167 requests from other government institutions and organizations requesting recommendations regarding records originating from, pertaining to, or of interest to the Department. In addition, 107 consultations outstanding from previous years were carried over, for a total of 274 to process.

Of the 274 consultations active throughout the reporting period, 188 were completed during the 2020-21 fiscal year (11,347 pages) and the remaining 86 were carried forward to be completed in fiscal year 2021-22.

Other types of Requests

Informal Requests

The policy of the ATIP Office is to process requests on an informal basis when records have already been released in response to previous ATIA requests or where the Department has already informally released documents elsewhere. As a result of the online posting of summaries of completed ATIA requests, there was an increase of informal requests for previously released information.

The ATIP Office processed 242 informal requests. This number does not include the numerous emails or telephone calls from potential applicants who were responded to informally or were redirected to other institutions.

Advice

The ATIP Office acted as a resource on several occasions for departmental officials, as well as those from other government institutions, offering advice and guidance on the provisions of the legislation and related policies. The Office was consulted on the disclosure and collection of information on a wide range of issues.

Complaints, Investigations and Federal Court Cases

Complaints Filed

The Department received 92 Notices of intention to investigate from the Office of the Information Commissioner of Canada (OIC) during the reporting period. The reasons for the complaints were as follows:

- 54 related to the extension;
- 14 related to delay;
- 5 were miscellaneous;¹
- 10 concerned the exemption or exclusion of information; and
- 9 concerned the handling of the request in general.

Completed Investigations

Complaint findings are defined as follows:

Well-founded with recommendations: If the head of the institution accepted the OIC recommendations and remedial action was taken by the institution to the satisfaction of the OIC, the matter is considered resolved and no further action by the OIC is necessary;

Well-founded without recommendations: The institution took remedial action to the satisfaction of the OIC during the course of the investigation. The OIC did not need to provide a recommendation to the head of the institution.

Well-founded with order: The OIC has found the complaint well-founded, and has issued an order to the institution to take certain actions to address the complaint.

Not well-founded: As a result of the investigation, the OIC found that the institution applied the ATIA correctly.

¹ A [miscellaneous complaint](#) is defined by the Office of the Information Commissioner as any matter “related to requesting or obtaining access to records under the *Access to Information Act*. For instance, you disagree with the format or language in which the institution provided the records”.

Discontinued: The complaint was withdrawn or abandoned by the complainant before allegations were fully investigated. In some cases, the complainant did not respond to the OIC's request for representations within a reasonable time period, or cannot be located.

Resolved: The complainant is satisfied with the resolution achieved through the OIC's intervention, or the matter central to the complaint is no longer at issue before the complaint has been fully investigated.

A total of 39 investigations were completed during the reporting period, some of which had been carried forward from previous years. Out of these 39 investigations, 4 complaints were well-founded with recommendations, 12 were well-founded without recommendation, 1 was well-founded with order, 11 were not well-founded, 5 were discontinued, and 6 were resolved.

Review by the Federal Court of Canada

1 application was filed before the Federal Court pursuant to section 41 of the ATIA during the reporting period.

PART III – ANNUAL STATISTICAL REPORT



Government
of Canada

Gouvernement
du Canada

Statistical Report on the *Access to Information Act*

Name of institution: Department of Justice

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

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

1.1 Number of requests

	Number of Requests
Received during reporting period	477
Outstanding from previous reporting period	286
Total	763
Closed during reporting period	436
Carried over to next reporting period	327

1.2 Sources of requests

Source	Number of Requests
Media	114
Academia	12
Business (private sector)	37
Organization	5
Public	131
Decline to Identify	178
Total	477

1.3 Informal requests

Completion Time							Total
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
118	44	65	10	0	2	3	242

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

Section 2: Decline to act vexatious, made in bad faith or abuse of right requests

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

Section 3: Requests Closed During the Reporting Period

3.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	2	15	7	1	0	2	0	27
Disclosed in part	12	67	38	42	11	15	22	207
All exempted	0	2	4	0	0	3	0	9
All excluded	0	1	0	0	0	0	0	1
No records exist	37	26	12	3	1	2	1	82
Request transferred	3	0	0	0	0	0	0	3
Request abandoned	20	8	1	2	2	7	66	106
Neither confirmed nor denied	0	1	0	0	0	0	0	1
Decline to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	74	120	62	48	14	29	89	436

3.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	12	16(2)	11	18(a)	0	20.1	0
13(1)(b)	1	16(2)(a)	0	18(b)	3	20.2	0
13(1)(c)	17	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	1	16(2)(c)	10	18(d)	2	21(1)(a)	137
13(1)(e)	1	16(3)	0	18.1(1)(a)	0	21(1)(b)	93
14	33	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	29
14(a)	25	16.1(1)(b)	1	18.1(1)(c)	0	21(1)(d)	1
14(b)	7	16.1(1)(c)	2	18.1(1)(d)	0	22	3
15(1)	24	16.1(1)(d)	1	19(1)	154	22.1(1)	0
15(1) - I.A.*	3	16.2(1)	0	20(1)(a)	1	23	173
15(1) - Def.*	0	16.3	0	20(1)(b)	1	23.1	0
15(1) - S.A.*	1	16.31	0	20(1)(b.1)	0	24(1)	5
16(1)(a)(i)	1	16.4(1)(a)	0	20(1)(c)	13	26	2
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(d)	1		
16(1)(a)(iii)	0	16.5	0				
16(1)(b)	2	16.6	0				
16(1)(c)	5	17	1				
16(1)(d)	2						

* I.A.: International Affairs

Def.: Defence of Canada

S.A.: Subversive Activities

3.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	16	69(1)	2	69(1)(g) re (a)	26
68(b)	0	69(1)(a)	7	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	16
68.1	0	69(1)(c)	3	69(1)(g) re (d)	17
68.2(a)	0	69(1)(d)	6	69(1)(g) re (e)	19
68.2(b)	0	69(1)(e)	15	69(1)(g) re (f)	12
		69(1)(f)	1	69.1(1)	0

3.4 Format of information released

Paper	Electronic	Other
56	178	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
174615	22707	351

3.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	26	397	1	2	0	0	0	0	0	0
Disclosed in part	155	3238	22	2121	15	5659	8	6315	7	4975
All exempted	6	0	1	0	2	0	0	0	0	0
All excluded	0	0	1	0	0	0	0	0	0	0
Request abandoned	80	0	11	0	5	0	9	0	1	0
Neither confirmed nor denied	1	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	268	3635	36	2123	22	5659	17	6315	8	4975

3.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	4	0	0	0	4
Disclosed in part	63	0	3	3	69
All exempted	1	0	1	0	2
All excluded	1	0	0	0	1
Request abandoned	40	0	2	12	54
Neither confirmed nor denied	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0
Total	109	0	6	15	130

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	257
Percentage of requests closed within legislated timelines (%)	58.9

3.7 Deemed refusals

3.7.1 Reasons for not meeting legislated timelines

Number of Requests Closed Past the Legislated Timelines	Principal Reason			
	Interference with Operations / Workload	External Consultation	Internal Consultation	Other
179	131	5	6	37

3.7.2 Requests closed beyond legislated timelines (including any extension taken)

Number of Days Past Legislated Timelines	Number of Requests Past Legislated Timeline Where No Extension Was Taken	Number of Requests Past Legislated Timeline Where an Extension Was Taken	Total
1 to 15 days	16	8	24
16 to 30 days	5	4	9
31 to 60 days	8	7	15
61 to 120 days	10	8	18
121 to 180 days	6	7	13
181 to 365 days	12	16	28
More than 365 days	5	67	72
Total	62	117	179

3.8 Requests for translation

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

Section 4: Extensions

4.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	3	0	6	0
Disclosed in part	28	15	61	10
All exempted	4	0	4	0
All excluded	0	0	0	0
No records exist	1	0	1	0
Request abandoned	46	26	28	3
Decline to act with the approval of the Information Commissioner	0	0	0	0
Total	82	41	100	13

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	30	1	52	5
31 to 60 days	13	5	27	4
61 to 120 days	19	32	18	4
121 to 180 days	7	3	2	0
181 to 365 days	6	0	1	0
365 days or more	7	0	0	0
Total	82	41	100	13

Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Requests	Amount	Requests	Amount
Application	320	\$1,600	157	\$785
Other fees	0	\$0	0	\$0
Total	320	\$1,600	157	\$785

Section 6: Consultations Received From Other Institutions and Organizations

6.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	167	3372	3	58
Outstanding from the previous reporting period	107	10636	0	0
Total	274	14008	3	58
Closed during the reporting period	188	11347	3	58
Carried over to next reporting period	86	2661	0	0

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

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	16	12	6	7	2	2	4	49
Disclose in part	12	17	14	15	3	25	8	94
Exempt entirely	4	2	2	3	0	0	1	12
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	7	7	2	3	3	1	10	33
Total	39	38	24	28	8	28	23	188

6.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	0	1	0	0	0	0	0	1
Disclose in part	1	0	0	0	0	0	0	1
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	1	0	0	0	0	0	0	1
Total	2	1	0	0	0	0	0	3

Section 7: Completion Time of Consultations on Cabinet Confidences

7.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Request	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	7	247	1	137	1	969	0	0	0	0
16 to 30	0	0	2	392	0	0	0	0	0	0
31 to 60	5	49	1	159	0	0	0	0	0	0
61 to 120	5	97	1	140	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	4	171	0	0	0	0	0	0	0	0
More than 365	1	16	0	0	0	0	0	0	0	0
Total	22	580	5	828	1	969	0	0	0	0

7.2 Requests with Privy Council Office

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

Section 8: Complaints and investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal representations	Section 37 Reports of finding received	Section 37 Reports of finding containing recommendations issued by the Information Commissioner	Section 37 Reports of finding containing orders issued by the Information Commissioner
92	0	8	10	9	1

Section 9: Court Action

9.1 Court actions on complaints received before June 21, 2019 and on-going

Section 41 (before June 21, 2019)	Section 42	Section 44
3	0	0

9.1 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
2	0	0	0	2

Section 10: Resources Related to the Access to Information Act

10.1 Costs

Expenditures		Amount
Salaries		\$2,098,952
Overtime		\$13,770
Goods and Services		\$213,141
• Professional services contracts	\$207,160	
• Other	\$5,981	
Total		\$2,325,863

10.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	20.600
Part-time and casual employees	0.390
Regional staff	0.000
Consultants and agency personnel	1.680
Students	0.000
Total	22.670

Note: Enter values to three decimal places.

APPENDIX A – DELEGATION ORDER

Delegation Order for the *Access to Information Act* and *Privacy Act* Arrêté de délégation en vertu de la *Loi sur l'accès à l'information* et la *Loi sur la protection des renseignements personnels*

The Minister of Justice of Canada, pursuant to subsections 95(1) of the *Access to Information Act* and 73(1) of the *Privacy Act*, hereby delegates any powers, duties and functions under the Acts to the persons holding the positions set out in the schedule hereto, as well as to the persons occupying those positions on an acting basis. This delegation order replaces any previous delegation order.

En vertu des paragraphes 95(1) de la *Loi sur l'accès à l'information* et 73 (1) *Loi sur la protection des renseignements personnels*, le ministre de la Justice du Canada délègue les attributions suivantes aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes. Le présent arrêté de délégation remplace et annule tout autre arrêté de délégation.

Schedule/Annexe

POSITION/POSTE	<i>Privacy Act</i> and Regulations/ <i>Loi sur la protection des renseignements personnels</i> et règlements	<i>Access to Information Act</i> and Regulations/ <i>Loi sur l'accès à l'information</i> et règlements
The Deputy Minister and Associate Deputy Minister / Sous-ministre et Sous-ministre délégué	Full authority/Autorité absolue	Full authority/Autorité absolue (including for the Act as it was prior to June 21, 2019/incluant la Loi telle qu'elle existait avant le 21 juin 2019)
The Director, Access to Information and Privacy Office/Le directeur, Bureau de l'accès à l'information et de la protection des renseignements personnels	Full authority/Autorité absolue	Full authority/Autorité absolue (including for the Act as it was prior to June 21, 2019/incluant la Loi telle qu'elle existait avant le 21 juin 2019)
The Assistant Deputy Minister Management Sector and Chief Financial Officer/Le Sous-ministre adjoint, Secteur de la gestion et dirigeant principal des Finances	Full authority/Autorité absolue	Full authority/Autorité absolue (including for the Act as it was prior to June 21, 2019/incluant la Loi telle qu'elle existait avant le 21 juin 2019)
The Chief Information Officer / Le Dirigeant principal de l'information	Full authority/ Autorité absolue	Full authority/ Autorité absolue (including for the Act as it was prior to June 21, 2019/incluant la Loi telle qu'elle existait avant le 21 juin 2019)
The Chief of Operations, Chief of Policy and Legal Counsel, Access to Information and Privacy Office / Le Chef des opérations, Chef des politiques et le Conseiller juridique, Bureau de l'accès à l'information et de la protection des renseignements personnels	15, and the mandatory provisions of section 26 for all records / 15 et les dispositions obligatoires de l'article 26 pour tous les documents	8(1), 9, 11, and the mandatory provisions of section 19 for all records / 8(1), 9, 11 et les dispositions obligatoires de l'article 19 pour tous les documents
The Senior Access to Information and Privacy Advisors/Les conseillers principaux en accès à l'information et protection des renseignements personnels	15 for all records/15 pour tous les documents	8(1) and 9 for all records/8(1) et 9 pour tous les documents

Dated, at the City of Ottawa, this 16th day of October, 2020

Daté, en la ville d'Ottawa, ce 16 jour de octobre 2020



MINISTRE DE LA JUSTICE

THE HONOURABLE



L'HONORABLE

MINISTER OF JUSTICE