
2017–2018 Annual Report Access to Information Act

April 1, 2017 – March
31, 2018

Natural Sciences and
Engineering Research Council

Contents

| | |
|---|----|
| 1. Introduction | 2 |
| 2. About NSERC | 3 |
| 2.1 Mandate | 3 |
| 2.2 Responsibilities | 3 |
| 3. Organizational structure and delegation of authority | 4 |
| 3.1 Organizational Structure | 4 |
| 3.2 The ATIP Office | 4 |
| 3.3 Delegation order | 4 |
| 4. Interpretation of Statistical Report | 5 |
| 4.1 Requests under the <i>ATI Act</i> | 5 |
| 4.2 Nature of Requests | 6 |
| 4.3 Disposition of Requests Completed | 8 |
| 4.4 Exemptions Invoked | 8 |
| 4.5 Exclusions Invoked | 9 |
| 4.6 Completion of time | 9 |
| 4.7 Inter-Organizational ATI Consultations | 10 |
| 5. Monitoring and Related activities | 12 |
| 5.1 Informal Review of Information | 12 |
| 5.2 Fees | 12 |
| 5.3 Costs | 12 |
| 5.4 Training | 12 |
| 5.5 Initiative and Projects | 12 |
| 5.6 Info Source, Publicly Accessible Information and Inquiry Points | 13 |
| 5.7 Challenges | 13 |
| 5.7.1 Backlog of Cases | 13 |
| 5.7.2 Human resources | 13 |
| 5.7.3 Complexity of Files | 14 |
| 6. Complaints and Audits | 14 |
| 6.1 Number and Nature of Complaints | 14 |
| Appendix A — Delegation Instrument | 15 |
| Appendix B — 2017-2018 Annual Access to Information Act Statistical Report .. | 16 |

1. Introduction

The *Access to Information Act* (Revised Statutes of Canada, Chapter A-1, 1985) ("*ATI Act*") was proclaimed on July 1, 1983.

The *ATI Act* gives right of access to Canadian citizens or permanent residents in Canada or abroad, and all individuals and corporations present in Canada. The right of access is for information contained in government records, subject to certain specific and limited exceptions.

Section 72 of the *ATI Act* requires that the head of every federal government institution prepare an Annual Report, which is tabled in Parliament, on the administration of the *Act* within the institution during each fiscal year.

This report represents an overview of the activities of the Natural Sciences and Engineering Research Council of Canada (NSERC) for the reporting period of April 1, 2017 to March 31, 2018 (the current reporting period).

For more information:

Access to Information and Privacy Coordinator
Natural Sciences and Engineering Research Council of Canada
350 Albert Street, 13th Floor
Ottawa, Ontario K1A 1H5

Email: atip-aiprp@nserc-crsng.gc.ca
Telephone: 613-995-6214
Facsimile: 613-943-1222

2. About NSERC

2.1 Mandate

NSERC was established on May 1, 1978, as a federal agency defined as a “separate employer” by the *Public Service Staff Relations Act*. It is funded directly by Parliament, submits reports to it through the Minister of Science, and promotes and assists research in the natural sciences and engineering, other than the health sciences. NSERC is the primary federal agency investing in post-secondary research and training in these disciplines.

NSERC’s Council is composed of a President and up to 18 other distinguished members selected from the private and public sectors. NSERC’s President is the Chief Executive Officer. The elected Vice-President is the Chair of the Council and of its Executive Committee. NSERC’s Council is advised on policy matters by various standing committees. Funding decisions are made by the President, or designate, on the basis of recommendations made by peer review committees.

2.2 Responsibilities

NSERC helps make Canada a country of discoverers and innovators for the benefit of all Canadians. Over the last 10 years, NSERC has invested more than \$10 billion in basic research, projects involving partnerships between postsecondary institutions and industry, and the training of Canada’s next generation of scientists and engineers.

NSERC’s five strategic goals are to:

- Foster a science and engineering culture in Canada and make science and engineering mainstream.
- Launch the new generation, mobilize Canada’s future brain trust and enable early-career scientists to launch independent research careers.
- Build a diversified and competitive research base and stimulate breakthrough research and research excellence.
- Strengthen the dynamic between discovery and innovation, and deepen interactions between colleges and universities, the private sector, governments and civil society.
- Go global, secure Canada’s access to global scientific and engineering knowledge and expertise, and increase participation in international research endeavours.

3. Organizational structure and delegation of authority

3.1 Organizational Structure

The Access to Information and Privacy (ATIP) Office resides in NSERC's Secretariat under the directorship of the Corporate Secretary.

A full-time ATIP Coordinator reports to the Corporate Secretary and is assisted by an ATIP/Secretariat Officer who spends about half of his/her time on ATIP. The delegation of authority from the President includes the Vice-President, Communications, Corporate and International Affairs; the Executive Director, Corporate Planning and Policy; the Corporate Secretary and the ATIP Coordinator.

Temporary help service contractors are used for additional resources, as required.

3.2 The ATIP Office

The ATIP Office coordinates responses to requests submitted to NSERC under the *ATI Act*. It also provides interpretation, advice, and recommendations to NSERC staff on the implications of the *ATI Act* on their activities, and delivers training, education and awareness sessions to staff. The ATIP Office activities also include:

- Processing and managing access to information (ATI) complaints;
- Processing ATI consultations received from other institutions;
- Preparing annual statistics for Treasury Board of Canada Secretariat (TBS) and an Annual Report to Parliament;
- Updating information on NSERC's web site regarding ATI functions and ATI requests processed;
- Coordinating updates to the Info Source publication;
- Managing the ATIP electronic management system;
- Reviewing departmental documents; and
- Participating in forums for the ATIP community, such as the TBS ATIP Community meetings and working groups

3.3 Delegation order

Under section 3 of the *ATI Act*, the President of NSERC is designated as the head of the government institution for purposes of the administration of the said act.

Pursuant to section 73 of the *ATI Act*, deputy heads may delegate any of their powers, duties or functions under the *Act* by signing an order authorizing one or more officers or employees of the institution, who are at the appropriate level, to exercise or perform the powers, duties or functions of the head specified in the order. This Delegation of Authority can be found in [Appendix A](#).

4. Interpretation of Statistical Report

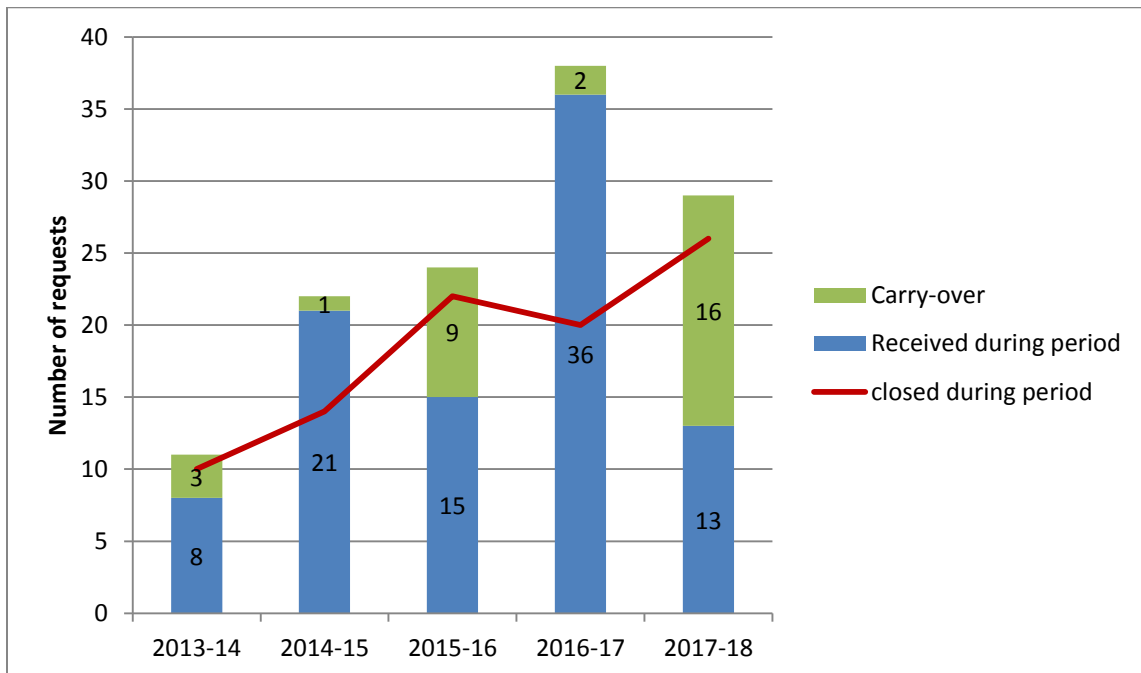
NSERC's 2017-2018 statistical report on the *ATI Act* is provided in [Appendix B](#).

4.1 Requests under the *ATI Act*

From April 1, 2017 to March 31, 2018, NSERC received 13 new requests, and 16 requests were outstanding from the previous reporting period (2016-2017), for a total of 29 requests.

NSERC closed 26 requests during the reporting period and carried forward three requests into the next reporting period (2018-2019).

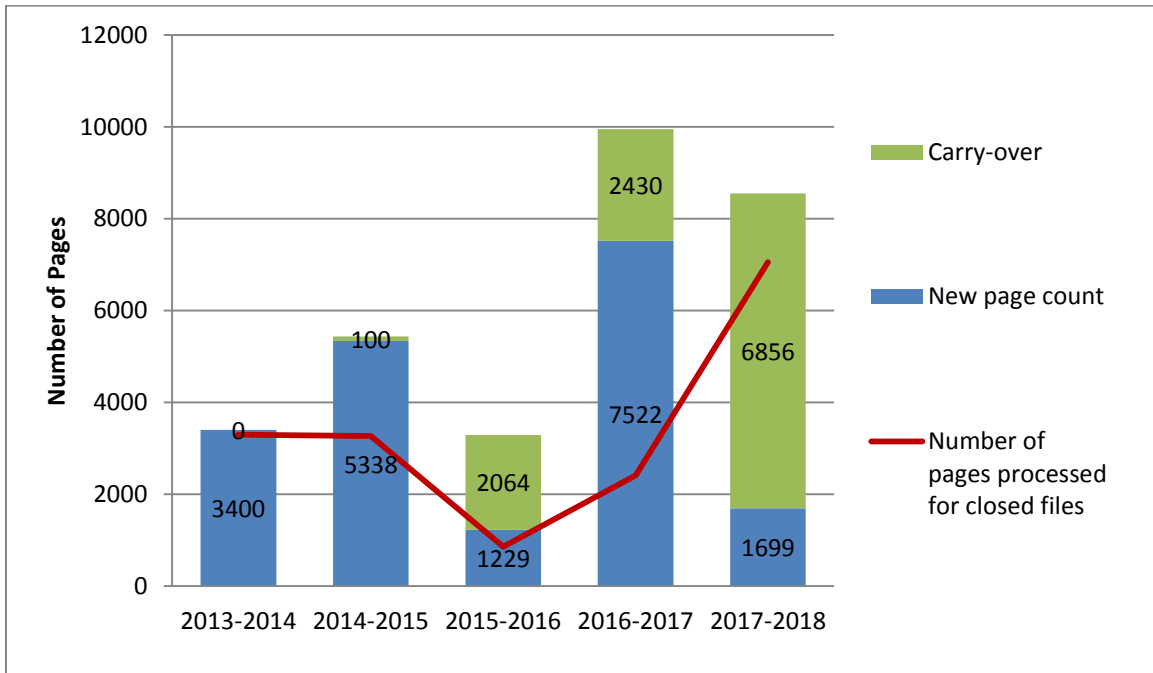
Figure 1: Number of requests received and closed 2013-2018



The number of pages received was less in 2017-2018 after having experienced a significant increase in 2016-2017. During the current reporting period, the ATIP Office received 1,699 new pages to process and had a carry-over of 6,856 pages from the previous period, for a total of 8,555 pages.

NSERC processed 7,058 pages during the current period; three pages were fully disclosed, and 1,242 were carried over to the next reporting period.

Figure 2: Number of page count 2013-2018

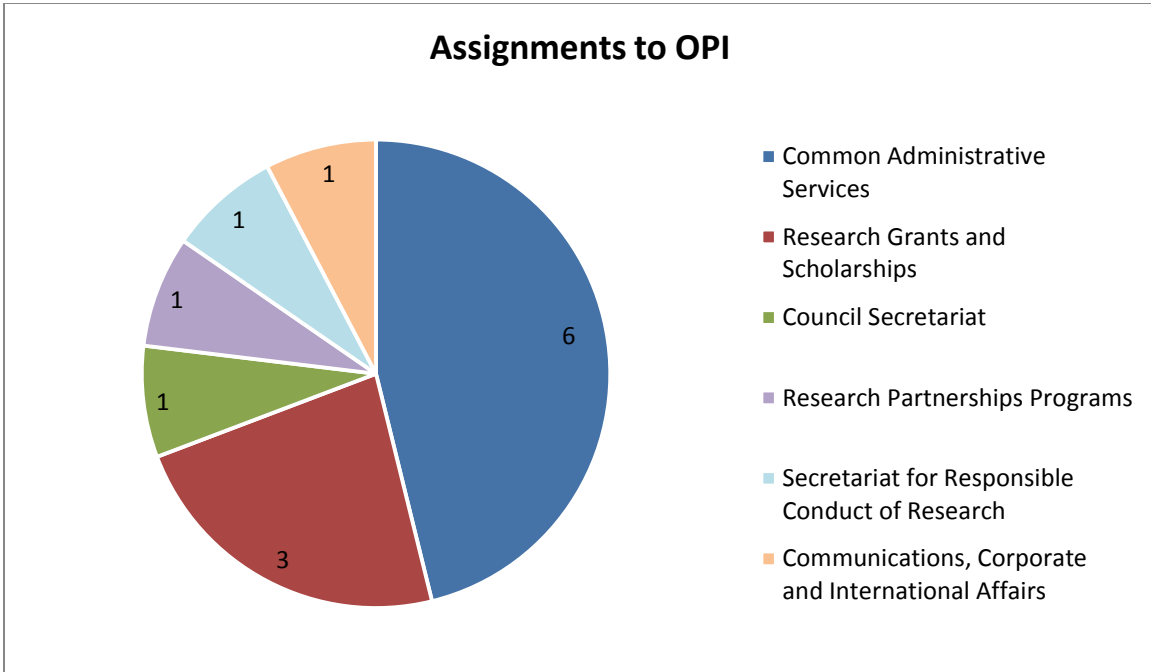


4.2 Nature of Requests

ATI requests can target multiple programs and activities. The 13 new ATI requests, received during this reporting period, were distributed across Offices of Primary Interest (OPIs). In total, the ATIP office did 13 taskings across the different divisions and directorates of NSERC, as some requests were relevant to more than one division or directorate.

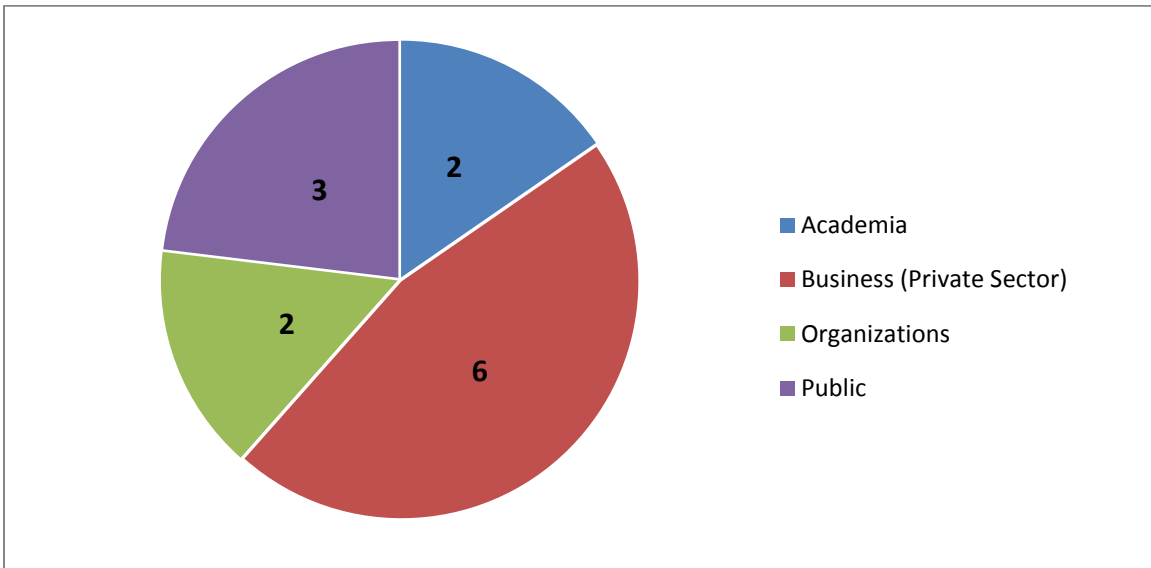
The distribution of tasking to OPIs was as follows:

Figure 3: Assignment of the requests received at NSERC 2017-2018 to OPIs



The sources of all of the 13 new ATI requests, received during the current reporting period, were distributed as follows:

Figure 4: Sources of ATI Requests 2017-2018

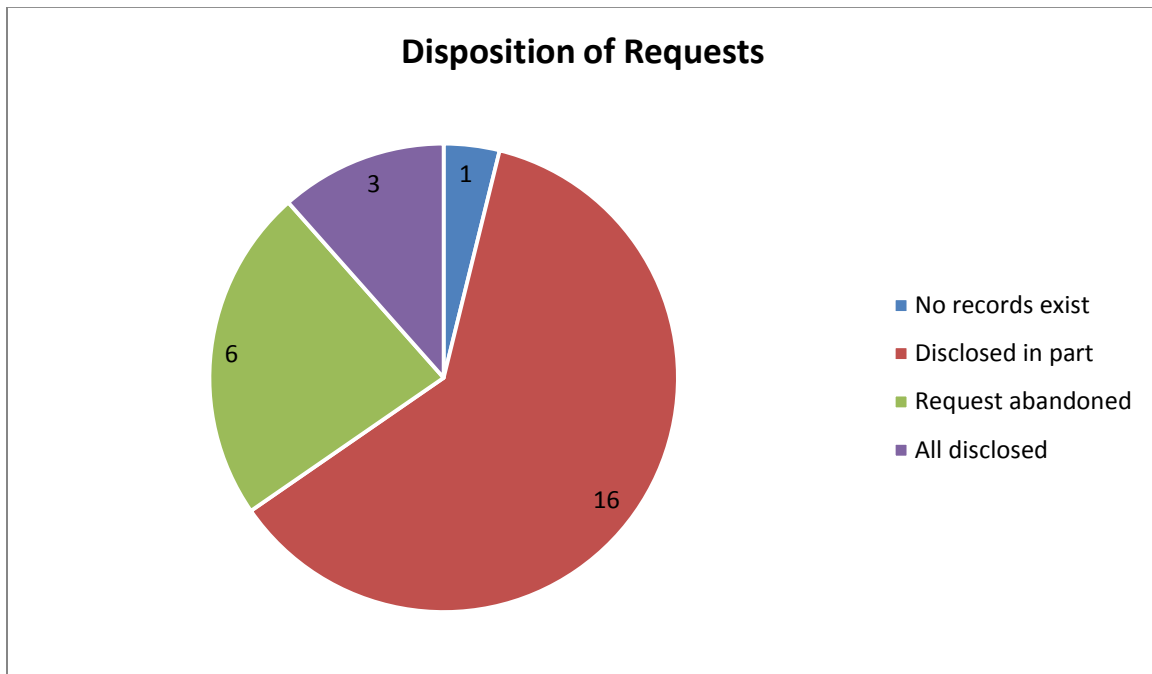


No requests were received from the media during this reporting period.

4.3 Disposition of Requests Completed

Of the ATI requests processed during 2017-2018, 26 were closed; a total of 8555 pages were processed and 4622 pages were released. 1497 pages were not fully processed and released as the requests were abandoned.

Figure 5: Disposition of Completed ATI Requests 2017-2018



Of the 26 closed requests, six were abandoned, three requests were fully disclosed and none were fully exempted, fully excluded, or transferred.

4.4 Exemptions Invoked

The *ATI Act* prescribes a number of exemptions that allow or require the Agency to refuse to disclose certain types of information. The two most common exemptions invoked by NSERC in 2017–2018 were for personal information (section 19) and third-party information (section 20). Exemptions under section 16 (methods employed to protect buildings, structures or systems), section 21 (internal decision-making processes of government), 22 (internal audits), and section 23 (solicitor-client privilege) were invoked. Note that more than one exemption can be applied to one ATI request.

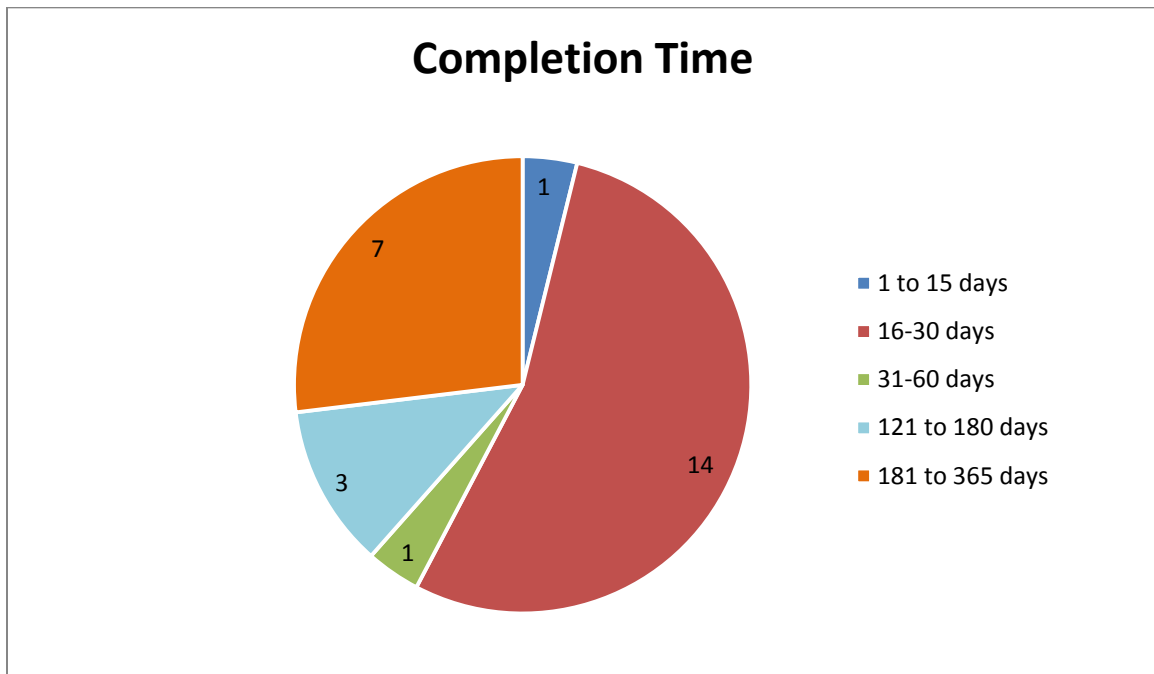
4.5 Exclusions Invoked

One case had 10 exclusions invoked by NSERC during reporting period under section 69 (Cabinet Confidences).

4.6 Completion of time

Of the 26 ATI requests closed during the reporting period, six were abandoned, 10 were closed within the initial 30 days. The other 10 ATI requests were closed past the initial 30 days, and for those requests, time limit extensions were taken. The details are shown in Figure 6 below.

Figure 6: Completion time for closed ATI requests 2017-2018



Section 9(1)(a) was invoked for 14 cases due to interference with operations, the requirement to conduct a large search and based on the high volume of records. Section 9(1)(b), consultations, was invoked for four cases. Third-party Notice, Section 9(1)(c) was invoked for three cases.

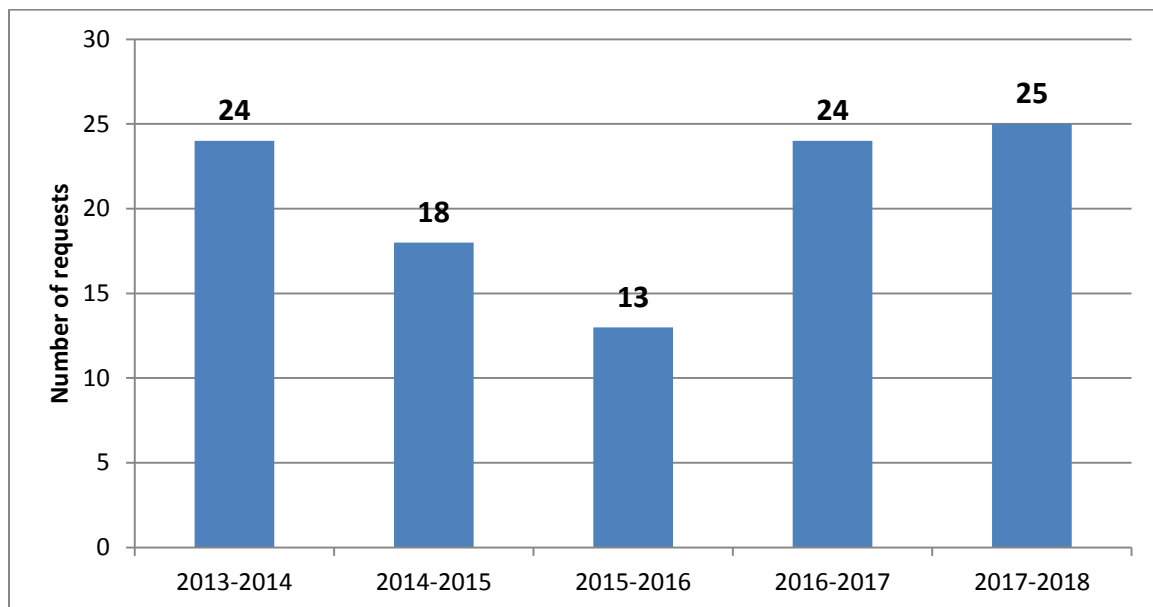
Other government institutions are consulted if ATI requests contain issues of interest to them. Although formal consultations are undertaken in writing, additional discussions between ATIP offices are initiated as required in order to facilitate the completion of requests. Consultations are also regularly undertaken with third parties and other levels of government. In seven cases, an extension of time was also taken for consultations with other federal government departments or third-parties.

Also, nine responses were provided past the legislated due date since the extension of time claimed was not adequate (due to the complexity of requests, the high volume of pages to be processed, the lack of resources and the waiting time for consultation responses).

4.7 Inter-Organizational ATI Consultations

NSERC received and processed a total of 25 ATI consultation requests; 24 from other government departments and one from other organizations. This compares to 24 consultation requests from the previous reporting period (2016-2017), and is higher than the average of 19 consultation requests for the four preceding reporting periods.

Figure 7: Number of ATI consultation requests closed 2013-2018



Of the 25 ATI consultation requests NSERC received in 2017-2018, 24 were closed in 2017-2018 and one was carried over to 2018-2019.

The amount of pages has also decreased significantly since 2016-2017. In 2017-2018, ATI consultation requests amounted to a total of 186 pages. This is significantly less than the previous reporting period (2016-2017: 2,666 pages), and about five times less than the average of 963 pages for the four years prior.

Figure 8: Number of pages processed for ATI consultation requests 2013-2018

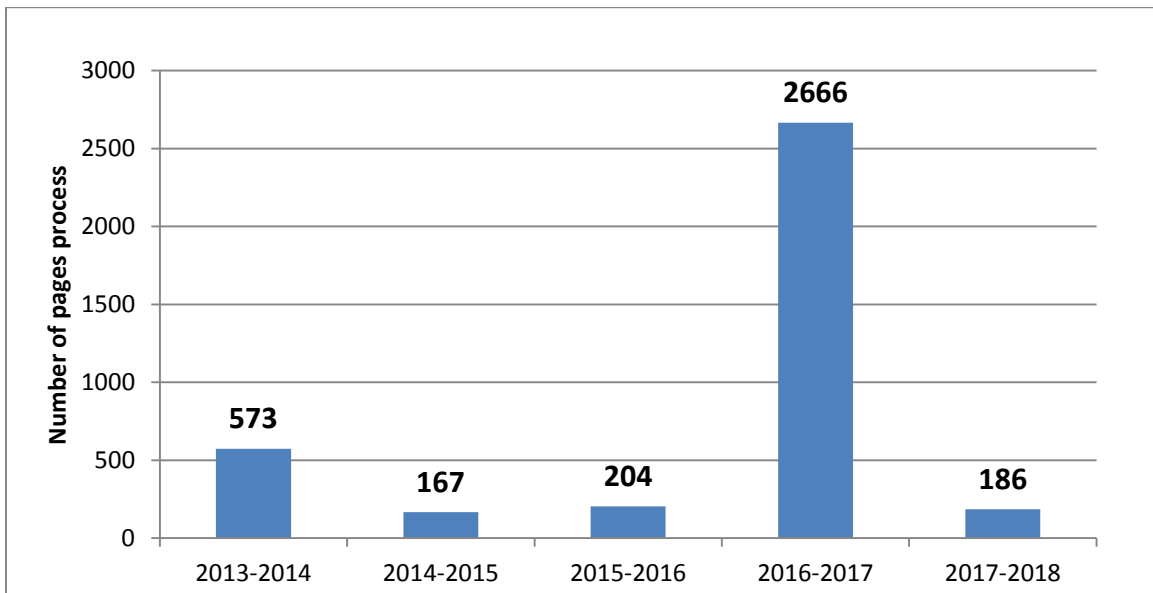
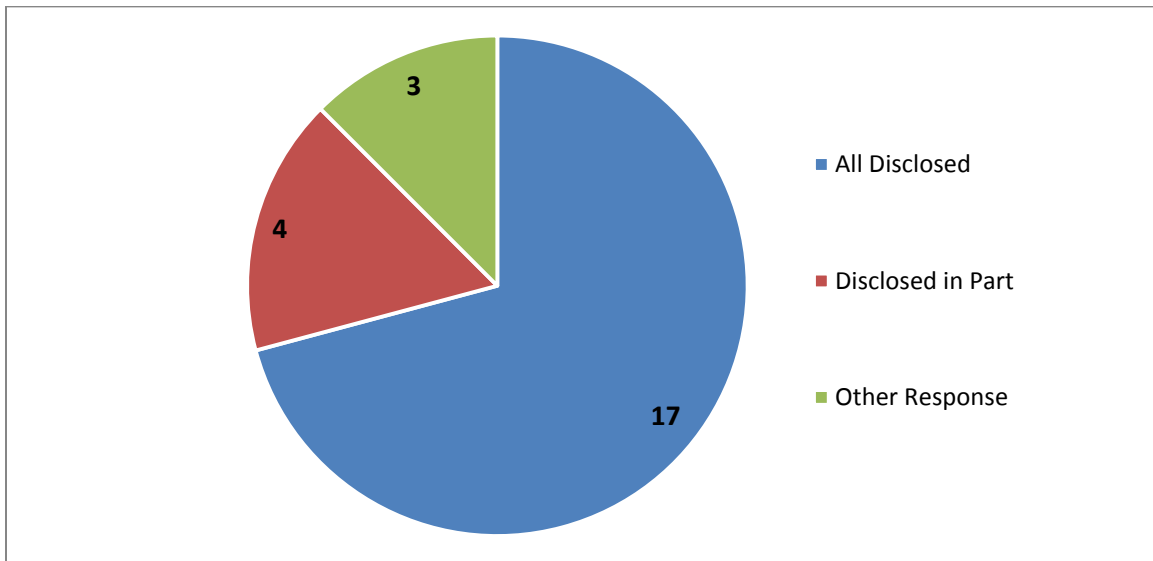


Figure 9: Disposition of ATI consultation requests 2017-2018



No request was entirely exempted. The 'Other response' category includes ATI consultations where no response from NSERC was required (one was sent to NSERC in error, one was abandoned, and a third was a courtesy notice only).

5. Monitoring and Related activities

The ATIP Office distributes a weekly report to senior management pertaining to all ATI requests.

The ATIP Office uses the software AccessPro suite to monitor the time to process ATI requests, actions completed and the level of effort and complexity of each request.

5.1 Informal Review of Information

The ATIP Office responded to two informal ATI requests during 2017-2018. One request was abandoned. The second informal request was processed and 185 pages were disclosed in part.

Furthermore, throughout the year, the ATIP Office provides advice and assists Agency staff in other divisions, including reviewing various documents such as answers to Parliamentary Questions and draft audit, evaluation, and security reports.

5.2 Fees

Under the *ATI Act*, fees for certain activities related to the processing of formal requests can be levied. The fees were collected for 11 requests for a total of \$55. Fees were waived for two requests, for a sum of \$10 uncollected.

5.3 Costs

In this year's reporting period, the total salary and professional services cost for the ATI program was \$175,634, an increase of 13% compared to \$155,425 in 2016-2017.

5.4 Training

The ATIP Office provided general and on demand training on the provisions of the *ATI Act* and its impact on NSERC programs and initiatives.

The ATIP Office continued its formal training and development activities in 2017–2018 and delivered five awareness sessions for 35 NSERC employees regarding the *ATI Act* and the *Privacy Act*.

5.5 Initiative and Projects (completed or ongoing)

During the current reporting period, given the resource and workload challenges the ATIP Office faced, no new institution-specific policies, guidelines and procedures related to access to information were implemented.

5.6 Info Source, Publicly Accessible Information and Inquiry Points

Info Source is a series of publications containing information on the Government of Canada and on the government's data collection activities. *Info Source* is intended to help the public access government information and to exercise their rights under the *Privacy Act* and the *ATI Act*. In 2017-2018, NSERC did not make any changes to its *Info Source* chapter.

NSERC's comprehensive web site provides information on the Agency's policies, programs, organizational structure and contacting staff. In accordance with the federal government's policy of proactive disclosure, NSERC's web site allows access to internal evaluations and audits, as well as information on hospitality expenses, contracts and grants.

NSERC's web site has an ATIP page that provides background information on the *Access to Information Act*, how to make a request and who to contact. It provides links to other sources, including *Info Source*, annual reports, and summaries of completed ATIP requests (now on Open Government).

5.7 Challenges

5.7.1 Backlog of Cases

In 2017-2018, NSERC had a carry-over from the previous fiscal year of 16 files. Six of these 16 requests were eventually abandoned, and NSERC completed the remaining 10 files from the previous year. 10 of the 13 new requests were closed. The remaining three were carried forward into 2018-2019 with extensions.

NSERC has limited ATIP resources and was required to establish operational priorities and to claim appropriate extensions of time. Also, NSERC offers to assist requestors in refining their request when it results in a high volume of records that will require detailed and complex redactions.

5.7.2 Human Resources

The associated ATIP human resources utilized for this reporting period were estimated at 1.84 FTE, which is 21% more than the 1.52 FTE reported in the last period (2016-2017). Of this 1.84 FTE, 0.67 came from full-time employees, 0.75 from consultants and agency personnel, and 0.42 from students.

During the current reporting period, NSERC continued to have some difficulties in staffing and contracting. NSERC was successful, however, in filling the ATIP/Secretariat Officer position that had been vacant for some time. While

NSERC allocated the necessary financial resources, it was not able to find a suitable candidate to staff the ATIP Coordinator on a permanent basis.

5.7.3 Complexity of Files

The nature of the organization and of the ATIP files is quite unique in government. The complexity of ATI files is mostly evident in those that involve records related to NSERC's grants and awards. These records include detailed personal information (e.g., curriculum vitae) and confidential scientific, financial and competitive information about applicants, their partners (other researchers or R&D companies), and volunteer peer reviewers. The processing of these files required consultation with multiple third parties within and outside the Government of Canada (i.e., professors of universities and colleges, their institutions, corporate partners, etc.). Given the sensitive personal and competitive information held by NSERC and the diverse parties and interests involved, staff must be diligent to protect information not in the public domain, which if released, could harm the competitive advantage of an individual, an institution or company.

6. Complaints and Audits

6.1 Number and Nature of Complaints

Applicants have the right to register a complaint with the *Office of the Information Commissioner of Canada* (OIC) regarding any matter relating to the processing of a request.

During the reporting period, there were seven active complaint files, four carried over from 2016-2017 and three new complaints. At year end, NSERC was awaiting responses from the OIC for six complaint files. NSERC was working on providing a response to the OIC for one file.

There were no applications or appeals to the Federal Court or Federal Court of Appeal under the *ATI Act* during the 2017–2018 reporting period.

6.2 Audits

There were no audits conducted during the reporting period.

Appendix A — Delegation Instrument

OFFICIAL DOCUMENT

DOCUMENT OFFICIEL

**NATURAL SCIENCES AND
ENGINEERING RESEARCH
COUNCIL OF CANADA**

**CONSEIL DE RECHERCHES EN
SCIENCES NATURELLES ET EN
GÉNIE DU CANADA**

DELEGATION OF AUTHORITY

DÉLÉGATION DE POUVOIRS

**ACCESS TO INFORMATION ACT
AND PRIVACY ACT**

**LOI SUR L'ACCÈS À
L'INFORMATION ET LOI SUR LA
PROTECTION DES
RENSEIGNEMENTS
PERSONNELS**

I, the President of the Natural Sciences and Engineering Research Council of Canada, pursuant to Section 73 of the *Access to Information Act* and the *Privacy Act*, hereby authorize employees of the Natural Sciences and Engineering Research Council of Canada, whose positions are set out in the attached Schedule, to carry out those of my powers, duties or functions under the Acts that are set in the Schedule in relation to those positions.

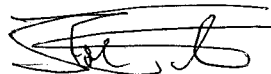
En ma qualité de président du Conseil de recherches en sciences naturelles et en génie du Canada et conformément à l'article 73 de la *Loi sur l'accès à l'information* et de la *Loi sur la protection des renseignements personnels*, j'autorise par la présente les employés du Conseil de recherches en sciences naturelles et en génie du Canada dont les postes sont indiqués dans l'annexe ci-jointe à exécuter ces attributions en vertu des lois précisées dans l'annexe visant ces postes.

Dated at Ottawa

Fait à Ottawa

This 11th day of May, 2016

Ce 11 jour de mai, 2016



Dr. B. Mario Pinto (President/Président)

| Delegation | | Position Title | | | | |
|---|-------------|----------------|---------|--------|---------------------|------------------|
| | | Deputy Head | VP-CCIA | ED-CPP | Corporate Secretary | ATIP Coordinator |
| Descriptions | Section | 1 | 2 | 3 | 4 | 5 |
| <i>Access to Information Act</i> | | | | | | |
| Notice where access granted | 7 | yes | yes | yes | yes | yes |
| Transfer of request | 8(1) | yes | yes | yes | yes | yes |
| Extension of time limits | 9(1) | yes | yes | yes | yes | yes |
| Notice of extension to Commissioner | 9(2) | yes | yes | yes | yes | yes |
| Notice where access refused | 10(1) & (2) | yes | yes | yes | yes | yes |
| Payment of additional fees | 11(2) | yes | yes | yes | yes | yes |
| Payment of fees for EDP record | 11(3) | yes | yes | yes | yes | yes |
| Deposit | 11(4) | yes | yes | yes | yes | yes |
| Notice of fee payment | 11(5) | yes | yes | yes | yes | yes |
| Waiver or refund of fees | 11(6) | yes | yes | yes | yes | yes |
| Translation | 12(2) | yes | yes | yes | yes | yes* |
| Conversion to alternate format | 12(3) | yes | yes | yes | yes | yes* |
| Information obtained in confidence | 13 | yes | yes | yes | yes | yes* |
| Refuse access – federal-provincial affairs | 14 | yes | yes | yes | yes | yes* |
| Refuse access – international affairs, defense | 15(1) | yes | yes | yes | yes | yes* |
| Refuse access – law enforcement and investigation | 16(1) | yes | yes | yes | yes | yes* |
| Refuse access – security | 16(2) | yes | yes | yes | yes | yes* |

| Delegation | | Position Title | | | | |
|---|-------------|----------------|---------|--------|---------------------|------------------|
| | | Deputy Head | VP-CCIA | ED-CPP | Corporate Secretary | ATIP Coordinator |
| Descriptions | Section | 1 | 2 | 3 | 4 | 5 |
| information | | | | | | |
| Refuse access – policing services for provinces or municipalities | 16(3) | yes | yes | yes | yes | yes* |
| Refuse access – safety of individuals | 17 | yes | yes | yes | yes | yes* |
| Refuse access – economic interests of Canada | 18 | yes | yes | yes | yes | yes* |
| Refuse access – another person's information | 19(1) | yes | yes | yes | yes | yes |
| Disclose personal information | 19(2) | yes | yes | yes | yes | yes |
| Refuse access – third party information | 20(1) | yes | yes | yes | yes | yes |
| Disclose testing methods | 20(2) & (3) | yes | yes | yes | yes | yes |
| Disclose third party information | 20(5) | yes | yes | yes | yes | yes |
| Disclose in public interest | 20(6) | yes | yes | yes | | |
| Refuse access – advice, etc. | 21 | yes | yes | yes | yes | yes* |
| Refuse access – tests and audits | 22 | yes | yes | yes | yes | yes |
| Refuse access – solicitor-client privilege | 23 | yes | yes | yes | yes | yes |
| Refuse access – prohibited information | 24(1) | yes | yes | yes | yes | yes |
| Disclose severed information | 25 | yes | yes | yes | yes | yes |

| Delegation | | Position Title | | | | |
|--|----------|----------------|---------|--------|---------------------|------------------|
| | | Deputy Head | VP-CCIA | ED-CPP | Corporate Secretary | ATIP Coordinator |
| Descriptions | Section | 1 | 2 | 3 | 4 | 5 |
| Refuse access – information to be published | 26 | yes | yes | yes | yes | yes |
| Notice to third parties | 27(1) | yes | yes | yes | yes | yes |
| Extension of time limit | 27(4) | yes | yes | yes | yes | yes |
| Notice of third party disclosure | 28(1) | yes | yes | yes | yes | yes |
| Representation to be made in writing | 28(2) | yes | yes | yes | yes | yes |
| Disclosure of record | 28(4) | yes | yes | yes | yes | yes |
| Disclosure on Commissioner's recommendation | 29(1) | yes | yes | yes | yes | yes |
| Notice of intention to investigate | 32 | yes | yes | yes | yes | yes |
| Notice to third party | 33 | yes | yes | yes | yes | yes |
| Right to make representations | 35(2) | yes | yes | yes | yes | yes |
| Findings and recommendations of the Information Commissioner | 37(1)(b) | yes | yes | yes | yes | yes |
| Access given to complainant | 37(4) | yes | yes | yes | yes | yes |
| Notice to third party of court action | 43(1) | yes | yes | yes | yes | yes |
| Notice to person who requested record | 44(2) | yes | yes | yes | yes | yes |
| Special rules for hearings | 52(2) | yes | yes | yes | yes | yes |

| Delegation | | Position Title | | | | |
|---|---------|----------------|---------|--------|---------------------|------------------|
| | | Deputy Head | VP-CCIA | ED-CPP | Corporate Secretary | ATIP Coordinator |
| Descriptions | Section | 1 | 2 | 3 | 4 | 5 |
| Ex parte representations | 52(3) | yes | yes | yes | yes | yes |
| Exempt information may be excluded | 71(2) | yes | yes | yes | yes | yes |
| <i>Access to Information Regulations</i> | | | | | | |
| Transfer of requests | 6 | yes | yes | yes | yes | yes |
| Transfer of request | 6(1) | yes | yes | yes | yes | yes |
| Search and preparation fees | 7(2) | yes | yes | yes | yes | yes |
| Production and programming fees | 7(3) | yes | yes | yes | yes | yes |
| Providing access to record(s) | 8 | yes | yes | yes | yes | yes |
| Limitations in respect of format | 8.1 | yes | yes | yes | yes | yes |

*Indicates that the Access to Information & Privacy Coordinator may sign under this provision with approval of the President or other senior designates.

Appendix B — 2017-2018 Annual Access to Information Act Statistical Report



Statistical Report on the Access to Information Act

Name of institution: Natural Sciences and Engineering Research Council

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

Part 1: Requests Under the Access to Information Act

1.1 Number of requests

| | Number of Requests |
|--|--------------------|
| Received during reporting period | 13 |
| Outstanding from previous reporting period | 16 |
| Total | 29 |
| Closed during reporting period | 26 |
| Carried over to next reporting period | 3 |

1.2 Sources of requests

| Source | Number of Requests |
|---------------------------|--------------------|
| Media | 0 |
| Academia | 2 |
| Business (private sector) | 6 |
| Organization | 2 |
| Public | 3 |
| Decline to Identify | 0 |
| Total | 13 |

1.3 Informal requests

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

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

Part 2: Requests Closed During the Reporting Period

2.1 Disposition and completion time

| Disposition of Requests | Completion Time | | | | | | | Total |
|------------------------------|-----------------|---------------|---------------|----------------|-----------------|-----------------|--------------------|-----------|
| | 1 to 15 Days | 16 to 30 Days | 31 to 60 Days | 61 to 120 Days | 121 to 180 Days | 181 to 365 Days | More Than 365 Days | |
| All disclosed | 0 | 2 | 0 | 0 | 1 | 0 | 0 | 3 |
| Disclosed in part | 0 | 6 | 1 | 0 | 2 | 7 | 0 | 16 |
| All exempted | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| No records exist | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Request transferred | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Request abandoned | 0 | 6 | 0 | 0 | 0 | 0 | 0 | 6 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 1 | 14 | 1 | 0 | 3 | 7 | 0 | 26 |

2.2 Exemptions

| Section | Number of Requests | Section | Number of Requests | Section | Number of Requests | Section | Number of Requests |
|---------------|--------------------|------------|--------------------|------------|--------------------|----------|--------------------|
| 13(1)(a) | 0 | 16(2) | 0 | 18(a) | 0 | 20.1 | 0 |
| 13(1)(b) | 0 | 16(2)(a) | 0 | 18(b) | 0 | 20.2 | 0 |
| 13(1)(c) | 0 | 16(2)(b) | 0 | 18(c) | 0 | 20.4 | 0 |
| 13(1)(d) | 0 | 16(2)(c) | 4 | 18(d) | 0 | 21(1)(a) | 6 |
| 13(1)(e) | 0 | 16(3) | 0 | 18.1(1)(a) | 0 | 21(1)(b) | 7 |
| 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) | 13 | 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) | 12 | 24(1) | 0 |
| 15(1) - S.A.* | 0 | 16.4(1)(a) | 0 | 20(1)(b.1) | 1 | 26 | 0 |
| 16(1)(a)(i) | 0 | 16.4(1)(b) | 0 | 20(1)(c) | 9 | | |
| 16(1)(a)(ii) | 0 | 16.5 | 0 | 20(1)(d) | 0 | | |
| 16(1)(a)(iii) | 0 | 17 | 0 | | | | |
| 16(1)(b) | 0 | | | | | | |
| 16(1)(c) | 0 | | | | | | |
| 16(1)(d) | 0 | | | | | | |

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

2.3 Exclusions

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

2.4 Format of information released

| Disposition | Paper | Electronic | Other Formats |
|-------------------|----------|------------|---------------|
| All disclosed | 2 | 1 | 0 |
| Disclosed in part | 6 | 10 | 0 |
| Total | 8 | 11 | 0 |

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

| Disposition of Requests | Number of Pages Processed | Number of Pages Disclosed | Number of Requests |
|------------------------------|---------------------------|---------------------------|--------------------|
| All disclosed | 3 | 3 | 3 |
| Disclosed in part | 7055 | 4619 | 16 |
| All exempted | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 |
| Request abandoned | 1497 | 0 | 6 |
| Neither confirmed nor denied | 0 | 0 | 0 |

2.5.2 Relevant pages processed and disclosed by size of requests

| Disposition | Less Than 100 Pages Processed | | 101-500 Pages Processed | | 501-1000 Pages Processed | | 1001-5000 Pages Processed | | More Than 5000 Pages Processed | |
|------------------------------|-------------------------------|-----------------|-------------------------|-----------------|--------------------------|-----------------|---------------------------|-----------------|--------------------------------|-----------------|
| | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed |
| All disclosed | 3 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disclosed in part | 7 | 226 | 5 | 1142 | 1 | 694 | 3 | 2557 | 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 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 16 | 229 | 5 | 1142 | 1 | 694 | 3 | 2557 | 0 | 0 |

2.5.3 Other complexities

| Disposition | Consultation Required | Assessment of Fees | Legal Advice Sought | Other | Total |
|-----------------------|-----------------------|--------------------|---------------------|-------|-------|
| All disclosed | 0 | 1 | 0 | 0 | 1 |
| Disclosed in part | 10 | 9 | 0 | 0 | 19 |
| All exempted | 0 | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 | 0 |
| Request abandoned | 0 | 0 | 0 | 0 | 0 |
| Neither confirmed nor | 0 | 0 | 0 | 0 | 0 |
| Total | 10 | 10 | 0 | 0 | 20 |

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

| Number of Requests Closed Past the Statutory Deadline | Principal Reason | | | |
|---|------------------|-----------------------|-----------------------|-------|
| | Workload | External Consultation | Internal Consultation | Other |
| 9 | 6 | 0 | 2 | 1 |

2.6.2 Number of days past deadline

| Number of Days Past Deadline | Number of Requests Past Deadline Where No Extension Was Taken | Number of Requests Past Deadline Where An Extension Was Taken | Total |
|------------------------------|---|---|-------|
| 1 to 15 days | 0 | 2 | 2 |
| 16 to 30 days | 0 | 1 | 1 |
| 31 to 60 days | 0 | 1 | 1 |
| 61 to 120 days | 0 | 2 | 2 |
| 121 to 180 days | 0 | 2 | 2 |
| 181 to 365 days | 0 | 1 | 1 |
| More than 365 days | 0 | 0 | 0 |
| Total | 0 | 9 | 9 |

2.7 Requests for translation

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

Part 3: Extensions

3.1 Reasons for extensions and disposition of requests

| Disposition of Requests Where an Extension Was Taken | 9(1)(a) Interference With Operations | 9(1)(b) Consultation | | 9(1)(c) Third-Party Notice |
|--|---|-------------------------|-------|-------------------------------|
| | | Section 69 | Other | |
| All disclosed | 1 | 0 | 0 | 0 |
| Disclosed in part | 12 | 1 | 3 | 8 |
| All exempted | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 |
| No records exist | 0 | 0 | 0 | 0 |
| Request abandoned | 0 | 0 | 0 | 0 |
| Total | 13 | 1 | 3 | 8 |

3.2 Length of extensions

| Length of Extensions | 9(1)(a) Interference With Operations | 9(1)(b) Consultation | | 9(1)(c) Third-Party Notice |
|----------------------|---|-------------------------|-------|-------------------------------|
| | | Section 69 | Other | |
| 30 days or less | 1 | 0 | 0 | 0 |
| 31 to 60 days | 0 | 0 | 1 | 0 |
| 61 to 120 days | 5 | 0 | 2 | 0 |
| 121 to 180 days | 2 | 0 | 0 | 2 |
| 181 to 365 days | 5 | 1 | 0 | 6 |
| 365 days or more | 0 | 0 | 0 | 0 |
| Total | 13 | 1 | 3 | 8 |

Part 4: Fees

| Fee Type | Fee Collected | | Fee Waived or Refunded | |
|--------------------|--------------------|--------|------------------------|--------|
| | Number of Requests | Amount | Number of Requests | Amount |
| Application | 11 | \$55 | 2 | \$10 |
| Search | 0 | \$0 | 0 | \$0 |
| Production | 0 | \$0 | 0 | \$0 |
| Programming | 0 | \$0 | 0 | \$0 |
| Preparation | 0 | \$0 | 0 | \$0 |
| Alternative format | 0 | \$0 | 0 | \$0 |
| Reproduction | 0 | \$0 | 0 | \$0 |
| Total | 11 | \$55 | 2 | \$10 |

Part 5: Consultations Received From Other Institutions and Organizations

5.1 Consultations received from other Government of Canada institutions and organizations

| Consultations | Other Government of Canada Institutions | Number of Pages to Review | Other Organizations | Number of Pages to Review |
|--|---|---------------------------|---------------------|---------------------------|
| Received during reporting period | 25 | 182 | 1 | 4 |
| Outstanding from the previous reporting period | 0 | 0 | 0 | 0 |
| Total | 25 | 182 | 1 | 4 |
| Closed during the reporting period | 24 | 173 | 1 | 4 |
| Pending at the end of the reporting period | 1 | 9 | 0 | 0 |

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

| Recommendation | Number of Days Required to Complete Consultation Requests | | | | | | | Total |
|---------------------------|---|---------------|---------------|----------------|-----------------|-----------------|--------------------|-------|
| | 1 to 15 Days | 16 to 30 Days | 31 to 60 Days | 61 to 120 Days | 121 to 180 Days | 181 to 365 Days | More Than 365 Days | |
| Disclose entirely | 14 | 3 | 0 | 0 | 0 | 0 | 0 | 17 |
| Disclose in part | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 4 |
| Exempt entirely | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Exclude entirely | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Consult other institution | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Total | 20 | 4 | 0 | 0 | 0 | 0 | 0 | 24 |

5.3 Recommendations and completion time for consultations received from other organizations

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

Part 6: Completion Time of Consultations on Cabinet Confidences

6.1 Requests with Legal Services

| Number of Days | Fewer Than 100 Pages Processed | | 101-500 Pages Processed | | 501-1000 Pages Processed | | 1001-5000 Pages Processed | | More Than 5000 Pages Processed | |
|----------------|--------------------------------|-----------------|-------------------------|-----------------|--------------------------|-----------------|---------------------------|-----------------|--------------------------------|-----------------|
| | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed |
| 1 to 15 | 1 | 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 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

6.2 Requests with Privy Council Office

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

Part 7: Complaints and Investigations

| Section 32 | Section 35 | Section 37 | Total |
|------------|------------|------------|-------|
| 7 | 0 | 1 | 8 |

Part 8: Court Action

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

Part 9: Resources Related to the Access to Information Act

9.1 Costs

| Expenditures | | Amount |
|-----------------------------------|-----------|------------------|
| Salaries | | \$72,819 |
| Overtime | | \$0 |
| Goods and Services | | \$107,092 |
| • Professional services contracts | \$102,815 | |
| • Other | \$4,277 | |
| Total | | \$179,911 |

9.2 Human Resources

| Resources | Person Years Dedicated to Access to Information Activities |
|----------------------------------|--|
| Full-time employees | 0.67 |
| Part-time and casual employees | 0.00 |
| Regional staff | 0.00 |
| Consultants and agency personnel | 0.75 |
| Students | 0.42 |
| Total | 1.84 |

Note: Enter values to two decimal places.