

## Statement Outlining Results, Risks and Significant Changes in Operations, Personnel and Programs

### 1. Introduction

This quarterly report has been prepared by management as required by section 65.1 of the *Financial Administration Act* and in the form and manner prescribed by the Treasury Board. It should be read in conjunction with the [2022-23 Main Estimates](#) and the Directive on Accounting Standards, GC 4400 Departmental Quarterly Financial Report. This quarterly report has not been subject to an external audit or review.

The Administrative Tribunals Support Service of Canada (ATSSC) is responsible for providing support services and facilities to a number of federal administrative tribunals by way of a single, integrated organization. These services include the specialized services required by each tribunal (e.g., registry, research and analysis, legal and other mandate or case activities specific to each tribunal), as well as internal services (e.g., human resources, financial services, information management and technology, accommodations, security, planning and communications).

Further information on the mandate, roles, responsibilities and programs of the ATSSC can be found in the organization's [2022-23 Departmental Plan](#).

#### 1.1. Basis of Presentation

This quarterly report has been prepared using an expenditure basis of accounting. The accompanying Statement of Authorities (Annex A) includes the ATSSC's spending authorities granted by Parliament and those used by the ATSSC, consistent with the Main Estimates for the 2022-23 fiscal year. This quarterly report has been prepared using a special purpose financial reporting framework designed to meet financial information needs with respect to the use of spending authorities.

The authority of Parliament is required before money can be spent by the Government. Approvals are given in the form of annually approved limits through appropriation acts or through legislation in the form of statutory spending authority for specific purposes.

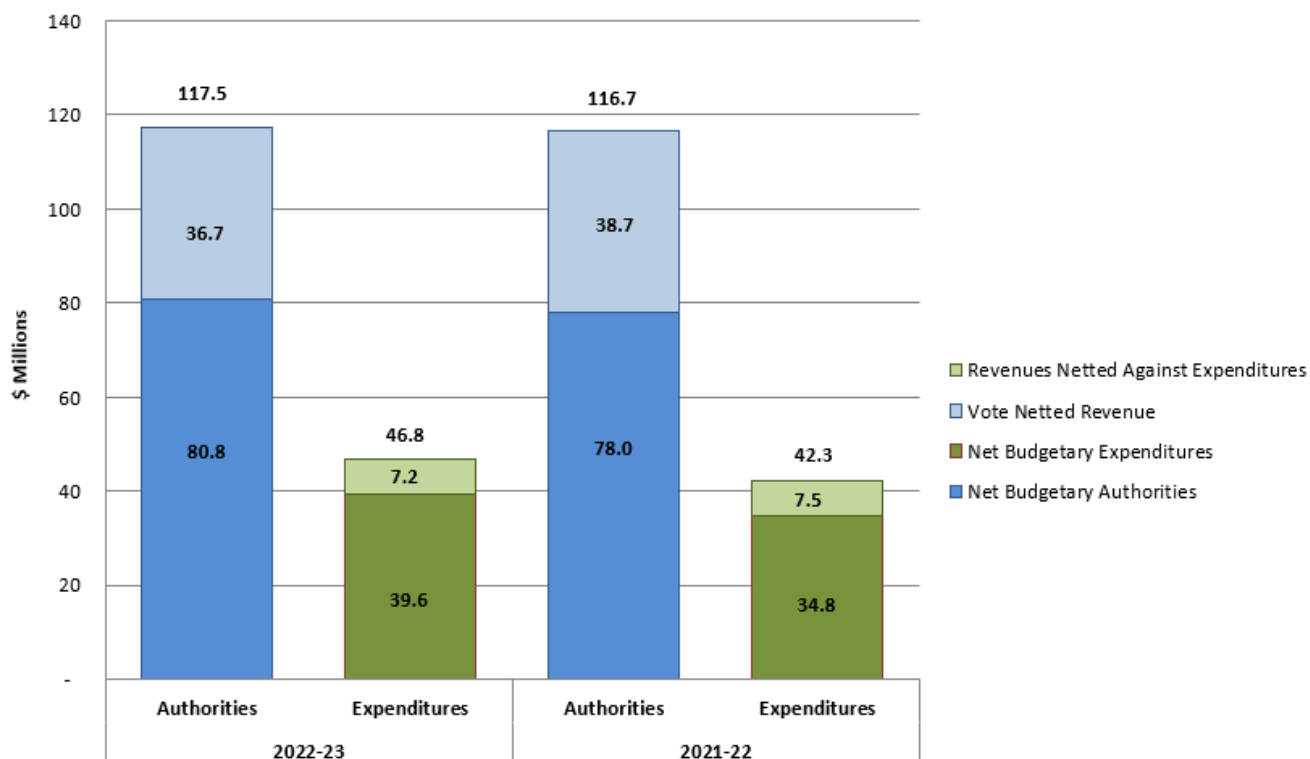
The ATSSC uses the full accrual method of accounting to prepare and present its annual departmental financial statements, which are part of the departmental results reporting process. However, the spending authorities voted by Parliament remain on an expenditure basis. The main difference between the quarterly financial report and the departmental financial statements is the timing of when revenues and expenses are recognized.

## 2. Highlights of Fiscal Quarter and Fiscal Year-to-Date Results

This section highlights the significant items that contributed to the net increase or decrease in authorities available for the year, and actual expenditures for the quarter ended September 30, 2022.

The ATSSC's financial structure is mainly composed of voted budgetary authorities, namely Vote 1—Program Expenditures and Vote Netted Revenue (VNR) authority, as well as statutory authorities for contributions to employee benefit plans. The VNR gives the ATSSC authority to make recoverable expenditures against the Canada Pension Plan (CPP) and the Employment Insurance (EI) operating accounts. Graph 1 below shows the ATSSC's gross and net budgetary authorities and expenditures for the second quarter of 2022-23. For more details, refer to the Statement of Authorities table presented in Annex A.

**Graph 1: Comparison of budgetary authorities and expenditures for the second quarter ended September 30, 2022, and September 30, 2021.**



*\* Figures may not add up to total due to rounding*

The ATSSC expended \$46.8 million (40% of total authorities available for use), including Employee Benefit Plan (EBP), in the second quarter of 2022-23. This is compared to \$42.3 million (36% of total authorities available for use) in the same quarter of 2021-22. The majority of expenditures in the second quarter of 2022-23 is related to personnel and totaled \$40.9 million (87% of gross expenditures). The remaining \$5.9

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million primarily included professional and special services (mainly informatics services, translation costs and consulting services) and rental costs.

## **2.1. Significant Changes to Authorities**

(Please refer to the Statement of Authorities table presented in Annex A.)

As of September 30, 2022, the net authorities available for use (including EBP) totaled \$80.8 million, an increase of \$2.8 million compared to the prior year. This increase is mainly due to the temporary funding received for addressing program integrity issues and the office relocation projects.

## **2.2. Significant Changes to Vote Netted Revenue (VNR)**

(Please refer to the Statement of Authorities table presented in Annex A.)

As of September 30, 2022, the VNR authorities decreased from \$38.7 million in 2021-22 to \$36.7 million in 2022-23 mainly due to the sunsetting of temporary funds received for the EI program.

## **2.3. Significant Changes to Expenditures**

(Please refer to the Departmental Budgetary Expenditures by Standard Object table presented in Annex B.)

### **Expenditures for the Quarter**

Second quarter gross budgetary expenditures increased from \$20.6 million in 2021-22 to \$24.5 million in 2022-23 mainly due to an increase in personnel expenditures (\$4.0 million) related to hiring additional employees to address new or modified tribunal mandates and the growth in caseload arising from external factors, and to the increase in salary rates resulting from the signing of collective agreements.

### **Expenditures Year-to-Date**

The year-to-date gross budgetary expenditures increased from \$42.3 million in 2021-22 to \$46.8 million in 2022-23 mainly due to an increase in personnel expenditures (\$4.6 million) related to hiring additional employees to address new or modified tribunal mandates, and to the increase in salary rates resulting from the signing of collective agreements.

## **3. Risks and Uncertainties**

The ATSSC is exposed to a variety of risks in its operating environment that could have a negative effect in achieving its objectives. The ATSSC is monitoring these risks at all management levels through various lenses. This allows management to identify, evaluate and mitigate key risks by implementing risk mitigation strategies, which include the reallocation of resources, if so required.

Meeting the demanding and dynamic workloads of the tribunals it serves is central to the ATSSC's operating context. Tribunal legislative and policy mandates are highly sensitive to external demands and,

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as a result, tribunals can at times face fluctuations in their caseloads, which can create unpredictable workloads. The vacancy rate in tribunal membership can impact when caseload is able to be addressed and is being monitored. The ATSSC continues to work closely with tribunals to identify factors that could affect caseloads, to allow the ATSSC to plan for operations and investments accordingly.

#### **4. Significant Changes Related to Operations, Personnel and Programs**

The ATSSC has completed the consolidation of mandate and member, registry, and legal services in eight secretariats into two integrated secretariats that support eight tribunals, resulting in cost effective and more efficient operations. The ATSSC continues to ramp up its activities following the transfer of new and modified mandates to the tribunals it provides services to. The ATSSC is implementing a long-term hybrid workplace strategy that provides flexibility to its employees and will contribute to reducing the overall infrastructure footprint of the Government of Canada while maintaining the high quality of service it is known for.

#### **Approval by Senior Officials**

Approved by:

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Orlando Da Silva, LSM  
Chief Administrator

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Annie Rémillard  
Director General Corporate Services  
and Chief Financial Officer

*Ottawa, Canada.*  
November 29, 2022

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**ANNEX A**

**5. Statement of Authorities (unaudited)**

(in dollars)

	Fiscal year 2022-23			Fiscal year 2021-22		
	Total available for use for the year ending March 31, 2023 *	Used during the quarter ended September 30, 2022	Year to date used at quarter end	Total available for use for the year ending March 31, 2022 *	Used during the quarter ended September 30, 2021	Year to date used at quarter end
Vote 1— Program expenditures**	105,674,253	21,642,859	41,186,433	105,405,956	17,813,317	36,633,796
Less: Revenues netted against expenditures	(36,672,203)	(7,249,117)	(7,249,117)	(38,655,614)	(7,472,246)	(7,472,246)
<b>Net Program expenditures</b>	<b>69,002,050</b>	<b>14,393,742</b>	<b>33,937,316</b>	<b>66,750,342</b>	<b>10,341,071</b>	<b>29,161,550</b>
Budgetary statutory authorities	11,820,039	2,830,342	5,660,685	11,274,095	2,818,524	5,637,048
<b>Total Budgetary authorities</b>	<b>80,822,089</b>	<b>17,224,084</b>	<b>39,598,001</b>	<b>78,024,437</b>	<b>13,159,595</b>	<b>34,798,598</b>

\*Includes only authorities available for use and granted by Parliament at quarter end.

\*\*Employee Benefit Plan (EBP) is excluded from Program expenditures as it is included in the Budgetary statutory authorities.

**ANNEX B**

**6. Departmental Budgetary Expenditures by Standard Object (unaudited)**

(in dollars)

	Fiscal year 2022-23			Fiscal year 2021-22		
	Planned expenditures for the year ending March 31, 2023	Expended during the quarter ended September 30, 2022	Year to date used at quarter end	Planned expenditures for the year ending March 31, 2022	Expended during the quarter ended September 30, 2021	Year to date used at quarter end
<b>Expenditures:</b>						
Personnel*	91,891,422	20,880,027	40,921,129	91,350,282	16,882,040	36,320,309
Transportation and communications	2,861,622	480,329	648,188	3,341,576	287,485	508,058
Information	930,678	105,584	264,488	945,032	380,988	505,343
Professional and special services	12,536,078	1,962,330	2,980,657	9,370,083	2,257,850	3,331,045
Rentals	5,038,032	730,766	1,242,571	4,650,542	902,668	1,295,512
Repair and maintenance	1,719,675	123,131	168,619	2,738,563	22,291	64,013
Utilities, materials and supplies	706,776	157,974	199,622	703,016	61,283	131,393
Acquisition of land, building and works	0	0	0	0	0	0
Acquisition of machinery and equipment	1,807,986	33,060	427,039	3,571,413	(158,984)	110,950
Other subsidies and payments	2,023	-	(5,194)	9,544	(3,780)	4,220
<b>Total gross budgetary expenditures</b>	<b>117,494,292</b>	<b>24,473,201</b>	<b>46,847,118</b>	<b>116,680,051</b>	<b>20,631,841</b>	<b>42,270,844</b>
<b>Less Revenues netted against expenditures:</b>						
Revenues	(36,672,203)	(7,249,117)	(7,249,117)	(38,655,614)	(7,472,246)	(7,472,246)
<b>Total Revenues netted against expenditures</b>	<b>(36,672,203)</b>	<b>(7,249,117)</b>	<b>(7,249,117)</b>	<b>(38,655,614)</b>	<b>(7,472,246)</b>	<b>(7,472,246)</b>
<b>Total net budgetary expenditures</b>	<b>80,822,089</b>	<b>17,224,084</b>	<b>39,598,001</b>	<b>78,024,437</b>	<b>13,159,595</b>	<b>34,798,598</b>

\*Employee Benefit Plan (EBP) is included.