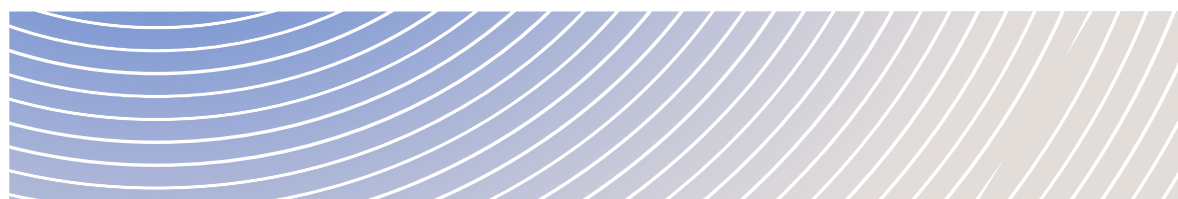


Impact Assessment Agency of Canada



**Administration of the
*Access to Information Act***

ANNUAL REPORT TO PARLIAMENT 2019-2020



Administration of the *Access to Information Act* - Annual Report to Parliament
2019-2020.

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Introduction

The *Access to Information Act* (the Act) provides Canadian citizens, as well as people and corporations present in Canada, the right of access to federal government records that are not of a personal nature and/or subject to certain limited and specific exceptions. The Act complements but does not replace other 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.

This report is submitted in accordance with Section 94(1) of the Act, which requires every head of a federal government institution to submit a report to Parliament on the administration of the Act within their institution during the reporting period. It presents an overview of the *Access to Information Act* activities carried out within the Impact Assessment Agency of Canada (formerly known as the Canadian Environmental Assessment Agency and further referred to in this report as “the Agency”) during the reporting period of April 1, 2019 to March 31, 2020.

Established in 1994, the Agency came into being to prepare for the implementation of the *Canadian Environmental Assessment Act*, which came into effect in early 1995. The Agency is a federal body accountable to the Minister of Environment and Climate Change. The Agency provides high-quality impact assessments that contribute to informed decision making, in support of sustainable development. The Agency is the responsible authority for most federal impact assessments. The current *Impact Assessment Act of Canada, 2019* came into force on August 28, 2019 and its accompanying regulations provide the legislative framework for impact assessments.

Organizational Structure

The provision of Access to Information and Privacy (ATIP) services in the Agency is the responsibility of the Director of Human Resources, Wellness Division & ATIP Division who reports to the President through the Vice-President, Corporate Services, to fulfill the Agency’s *Access to Information Act* responsibilities.

The ATIP function is the direct responsibility of the ATIP Coordinator and a team of two ATIP Officers.

The ATIP Team has administered the Act by:

- Receiving Access requests under the Act, creating request files and tracking the processing of requests using AccessPro Case Management software;
- Assessing required processing time, any fees that were still applicable, and communicating with applicants regarding those assessments;
- Coordinating retrieval of records for response to Access requests;
- Sending statutory notices to applicants, third parties, and the Information Commissioner;
- Conducting necessary consultations;
- Advising applicants and third parties of their rights and obligations under the legislation;
- Negotiating with third parties to obtain their consent to disclosure under the Act;

- Processing records for disclosure in response to applicants' requests, using AccessPro Redaction software;
- Providing training and advice to Agency officials on interpretation and application of the Act, as well as its interaction with the *Impact Assessment Act of Canada, 2019*;
- Negotiating the resolution of formal complaints;
- Compiling statistics;
- Responding to Parliamentary Questions related to the administration of the Act;
- Drafting and updating the Agency's procedural documents relating to the processing of Access requests;
- Posting the monthly proactive disclosure of completed Access to Information request summaries on the Open Government Portal (open.canada.ca);
- Preparing, submitting and posting the Agency's annual report to Parliament on the administration of the Act; and
- Preparing, submitting and posting the Agency's annual Info Source update.

Delegation Order

For the purposes of the Act, the Agency's "head of the institution" as defined in section 3 of the Act is the President of the Agency.

The responsibilities associated with the administration of the Act are delegated to the senior executive officers reporting directly to the President (Vice-presidents and General Counsel), as well as the Access to Information and Privacy Coordinator by the President for the effective administration of the program. The decision-making responsibility for the application of the various provisions of the Act is formally established and outlined in the departmental Delegation of Authority Instrument, which can be found under Appendix A.

Statistical Report – Interpretation and Analysis

The Statistical Report on Access to Information requests processed by the Agency from April 1, 2019 to March 31, 2020 is included in Appendix B of this report. The following sections provide an overview of key data on the Agency's performance for the year with some explanations, interpretations and analysis of the Statistical Report for 2019-2020.

Subject matter of Access requests received

The requests received during this reporting period dealt with a range of topics including:

- Environmental assessment projects and panel reviews;
- Meetings and correspondence involving senior management and industry representatives;
- Departmental and ministerial briefings;
- Agency records on various industry projects;
- Staffing processes; and
- Procurement matters.

Number, source and disposition of Access requests received

The Agency received 41 requests under the *Access to Information Act* during the 2019-2020 reporting period. Figure 1 is a percentage breakdown of the sources of access requests received in 2019-2020:

Figure 1

Source of Requests	Number	Percentage
Media	6	14.5
Academia	4	10
Business	7	17
Organization	4	10
Public	14	34
Declined to Identify	6	14.5
Total	41	100

An additional 12 requests were brought forward from the previous 2018-2019 reporting period, making a total of 53 active requests. Of those active requests, 44 were completed within the reporting period and nine were not completed. Those nine requests are carried forward to the next reporting period.

There were four Informal Requests addressed in this reporting period; these Informal Requests were all completed within 15 days.

During the reporting period, 44 completed requests were processed within the legislated timeframes (the initial 30-day or the allotted extension period). This includes requests for which the Agency required extensions to consult with other government departments and/or third parties. Figure 2 outlines the resulting dispositions of those completed requests.

Figure 2

Outcomes of completed requests	Number
All disclosed	1
Disclosed in part	20
Nothing disclosed (All exempted)	0
Nothing disclosed (All excluded)	0
No records exist	15
Request transferred	1
Request abandoned	7
Neither confirmed nor denied	0
Total	44

New Exemptions

Figure 3 shows in the 2019-2020 reporting period, the Agency did not invoke any of the new exemptions.

Figure 3

Access to Information Act	
16.31 Investigation under the Elections Act	0
16.6 National Security and Intelligence Committee	0
23.1 Patent or Trademark privilege	0
Total	0

Extensions

Section 9 of the Act allows institutions to extend the legislated timeframe for processing a request if a search for responsive records cannot be completed within 30 days of receipt of the request, or if the institution must consult with other institutions or third parties.

Figure 4 shows that under section 9, the Agency invoked one or more extensions (beyond the initial 30 days) in eleven of the requests completed during the reporting period (highlighted portion). This is reflected in Table 3.1 of the Statistical Report in Appendix B.

Figure 4

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	0	1	0	0	0	0	1
Disclosed in part	0	10	1	5	2	2	0	20

Of the 11 requests requiring one or more extensions, six extensions were required given that meeting the original time limit would have unreasonably interfered with the operations of the Agency. Ten extensions were required for necessary consultations with other government institutions and nine were required for third party notices, as reflected in Table 4.1 of the Statistical Report in Appendix B and highlighted below in figure 5.

Figure 5

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	1
Disclosed in part	5	0	9	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	6	0	10	9

For those eleven requests requiring extension, the time extensions enabled the ATIP Team to undertake necessary consultations, as highlighted in the second column of Figure 6 below, which is excerpted from Table 3.5.3 of the Statistical Report in Appendix B. These necessary consultations included consultations with other government institutions and/or third parties.

Figure 6

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	1	0	0	0	1
Disclosed in part	10	0	0	0	10

Access Consultation Requests

The details of the Access Consultation requests processed during the 2019-2020 reporting period are presented in Section 6 of the Statistical Report in Appendix B.

The Agency received 46 Access Consultation requests from other federal institutions and three from other organizations, for a total of 49 consultation requests. All 46 Access Consultation requests received from other federal institutions were completed within 30 days. All three requests from other organizations were completed within 30 days. No consultation requests were brought forward from the 2018-2019 fiscal year and no consultations were carried over to 2019-2020, resulting in a total of 49 completed

Access Consultation requests in 2019-2020. Over 4000 pages of records were processed as part of these Access Consultations.

When viewed collectively, Figure 7 and Figure 8 show that the Agency recommended full disclosure in 41 of the consultation requests, three to be transferred for consultation with another institution, and partial disclosure for the remaining five requests.

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

Figure 7

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	33	5	0	0	0	0	0	38
Disclose in part	3	2	0	0	0	0	0	5
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	3	0	0	0	0	0	0	3
Other	0	0	0	0	0	0	0	0
Total	39	7	0	0	0	0	0	46

Recommendations and completion time for consultations received from other organizations

Figure 8

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	3	0	0	0	0	0	0	3
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	3	0	0	0	0	0	0	3

Multi-year Trends

The following demonstrates the trends that have emerged over the last three reporting periods in comparison with the current reporting period.

There was one late file in the reporting period and there have been no late files in three previous reporting periods as noted below in Figure 9.

Figure 9

ACCESS TO INFORMATION REQUESTS	2016-2017	2017-2018	2018-2019	2019-2020
Number of ATI requests closed	53	32	36	44
Number of late files	0	0	0	1

Figure 10 shows that 34% of requests came from the Public and 17% of requests came from the Business sector. The Agency received four requests where the applicant identified as affiliated with the Academia, a notable increase from the previous three fiscal years.

Figure 10

SOURCE OF REQUESTS 2016-2020	2016-2017		2017-2018		2018-2019		2019-2020	
	#	%	#	%	#	%	#	%
Total number of requests received	51	100%	28	100%	46	100%	41	100%
Media (Number and %)	7	14%	2	7%	6	13%	6	14.5%
Academia (Number and %)	0	0%	1	4%	1	2.5%	4	10%
Business (Number and %)	22	43%	18	64%	26	56%	7	17%
Organization (Number and %)	13	26%	7	25%	8	17.5%	4	10%
Public (Number and %)	3	6%	0	0%	3	6.5%	14	34%
Decline to Identify	6	12%	0	0%	2	4.5%	6	14.5%

Figure 11 illustrates the increased trend for the release of records in electronic format rather than paper. Most requestors now specify they would like their release packages on CD or sent through email.

Figure 11

FORMAT OF RELEASE PACKAGES	2016-2017	2017-2018	2018-2019	2019-2020
Release format: paper	15	5	3	0
Release format: electronic (CD)	12	11	13	21
Percentage electronic	44%	69%	81%	100%

With regard to Access Consultations, it is noted in this reporting period that the percentage of consultations from federal institutions increased and percentage of consultations from other organizations remained the same. This is detailed below in Figure 12.

Figure 12

ACCESS CONSULTATIONS RECEIVED	2015-2016	2016-2017	2017-2018	2019-2020
No. of federal institution consults	53	40	44	46
No. of other organization consults	9	4	3	3
% of consults from other organizations	15%	9%	6%	6%

Training and Awareness

Agency employees are provided with training and guidance to assist them in fulfilling their duties under the *Access to Information Act*. The ATIP Team provides advice and support on an as-needed basis. The ATIP Team is currently developing new training to reflect the changes arising from Bill C-58: *An Act to amend the Access to Information Act and the Privacy Act and to make consequential amendments to other Acts*, which came into force in June 2019.

Employees have been informed of the ATIP-related training offered by the Canada School of Public Service. Training and reference materials are made available to employees on the Agency's Intranet site.

Policies, Guidelines and Procedures

No new Agency policy regarding administration of the *Access to Information Act* was implemented during the reporting period. Subsequent to the report period, the Agency implemented the new proactive publication requirements as introduced in Bill C-58 – *An Act to amend the Access to Information Act and the Privacy Act and to make consequential amendments to other Acts*.

The ATIP Team revised the templates used for correspondence with Offices of Primary Interest (OPI) on an as-needed basis and has continued to streamline the approval process for requests and consultations. The records retrieval procedure and the tasking process were revised and clarified. Liaison roles and responsibilities under the Act have been further clarified, and guidance was provided on the obligation to provide recommendations and strong rationale to ATIP. The Agency continues to examine opportunities to transform the ATIP process to a paperless process.

Complaints, Audits and Investigations

No complaints were received in the 2019-2020 reporting period. The Office of the Information Commissioner is currently investigating a total of two active complaints, and no appeals have been filed with the Federal Court of Appeal on closed complaints.

Figure 13

COMPLAINTS / INVESTIGATIONS	2016-2017	2017-2018	2018-2019	2019-2020
Number of complaints carried over from previous reporting period	5	4	4	3
Number of complaints received	2	3	1	0
Number of complaints closed	3	3	2	1
Number of complaints active at end of reporting period	4	4	3	2

Monitoring and Reporting

The Agency continues to ensure compliance with the *Access to Information Act* through effective reporting and monitoring mechanisms. Weekly ATIP reports are prepared for the Vice-President, Corporate Services, and for the Agency's senior leadership. These reports include detailed status of individual requests, compliance statistics, and any complaint investigations.

A weekly Access to Information (ATI) report is provided to the Minister's Office, which includes new ATI requests and anticipated releases. These reports also include request description, status of any individual requests and number of pages to be released.

Special reports are also submitted to provide justifications for time extensions and to outline plans for timely completion of complex or high profile requests. Extensions over 90 days require the approval of the Agency's President. Extensions under 90 days require the approval of the Vice-President, Corporate Services, and disclosure to the Agency senior leadership.

Impact Assessment Agency Registry

As required under the *Impact Assessment Act of Canada, 2019*, the Agency facilitates public access to information and records related to environmental assessments, through the Impact Assessment Agency Registry (the Registry). Formal processes are in place to provide the public with access to environmental assessment records without recourse under the *Access to Information Act*.

Subsequent to the reporting period, the Agency has undertaken a renewal of the Registry further to section 105 of the *Impact Assessment Act of Canada 2019*. Under the new legislative authorities and proposed policy direction, online comments are

automatically published when an individual agrees to the terms and conditions for submitting comments to the Registry. A Privacy Impact Assessment has occurred to examine privacy-related considerations of the Registry renewal.

In addition, the ATIP Team refers requesters to the program responsible for granting access to Registry records in accordance with the *Impact Assessment Act*.

APPENDICES

Appendix A: Designation Order

DESIGNATION ORDER (Access to Information Act)

As head of the Canadian Environmental Assessment Agency for purposes of the *Access to Information Act*, I hereby designate, under section 73 of that Act, the officers and employees of the Canadian Environmental Assessment Agency, who hold the positions set out in the attached Annex, to exercise or perform all of the powers, duties or functions that are conferred upon me by the provisions of the *Access to Information Act* specified in the aforementioned Annex.



Ron Hallman
President/Président
Canadian Environmental Assessment
Agency/Agence canadienne d'évaluation
environnementale

ARRÊTÉ DE DÉLÉGATION (Loi sur l'accès à l'information)

En tant que responsable de l'Agence canadienne d'évaluation environnementale aux fins de la *Loi sur l'accès à l'information*, je délègue, en vertu de l'article 73 de cette Loi, à des cadres et employés de l'Agence canadienne d'évaluation environnementale qui détiennent les postes présentés à l'annexe ci-jointe, mes attributions conférées par les dispositions de la *Loi sur l'accès à l'information* spécifiées dans cette annexe.

23 July '14
Date (Date)

Annex to Designation Order (Access to Information Act) Dated – July 2014
Annexe à l'Arrêté de délégation (Loi sur l'accès à l'information) datée juillet 2014

The Access to Information and Privacy Coordinator and the Senior Executive Officers reporting directly to the President of the Canadian Environmental Assessment Agency are designated to exercise or perform all powers, duties or functions of the President as the head of the Canadian Environmental Assessment Agency under the provisions of the *Access to Information Act* listed below. This designation replaces all previous delegation orders.

Toutes attributions du responsable de l'Agence canadienne d'évaluation environnementale conférées par les dispositions ci-dessous de la *Loi sur l'accès à l'information* sont déléguées aux Agents principaux exécutifs, qui se rapportent au président, ainsi qu'au Coordonnateur de l'accès à l'information et de la protection des renseignements personnels de l'Agence canadienne d'évaluation environnementale. Le présent document remplace et annule tout arrêté antérieur.

7(a)	Respond to request for access, give access or give notice	Répondre à une demande de communication; donner accès ou aviser par écrit
8(1)	Transfer to institution which has a greater interest	Transmettre la demande à une autre institution
9	Extend time limit	Proroger le délai
11	Assess fees	Évaluation des frais
12(2)(b)	Language of access	Version de la communication
12(3)	Access in an alternative format	Communication des renseignements sur un support de substitution.
13(1)	Apply exemption - Information obtained in confidence from other governments	Exception - Renseignements obtenus à titre confidentiel d'autres gouvernements
14	Apply exemption - Federal-provincial affairs	Exception - Affaires fédéro-provinciales
15	Apply exemption - International affairs and defense	Exception - Affaires internationales et défense
16	Apply exemption - Law enforcement and investigations	Exception - Enquêtes et respect des lois
16.5	Apply exemption - Public Servants Disclosure Protection Act	Exception - Loi sur la protection des fonctionnaires divulgateurs d'actes répréhensibles
17	Apply exemption - Safety of individuals	Exception - Sécurité des individus
18	Apply exemption - Economic interests of Canada	Exception - Intérêts économiques du Canada
18.1	Apply exemption - Economic interests of certain government institutions	Exception - Intérêts économiques de certaines institutions fédérales
19(1)	Apply exemption - Personal information	Exception - Renseignements personnels
19(2)	Disclose personal information	Communication des renseignements personnels
20	Apply exemption - Third party information	Exception - Renseignements de tiers
21	Apply exemption - Operations of government	Exception - Activités du gouvernement
22	Apply exemption - Testing procedures, tests and audits	Exception - Examens et vérifications
22.1	Apply exemption - Internal audits	Exception - Vérifications internes
23	Apply exemption - Solicitor/client privilege	Exception - Secret professionnel des avocats

Annex to Designation Order (Access to Information Act) Dated - July 2014
Annexe à l'Arrêté de délégation (Loi sur l'accès à l'information) datée juillet 2014

24	Apply exemption - Statutory prohibitions against disclosure	Exception - Interdictions fondées sur d'autres lois
26	Apply exemption - Information to be published	Exception - En cas de publication
27(1)	Notify third party of intent to disclose information	Avis aux tiers
27(4)	Extend time limit	Proroger le délai
28(1)(b)	Disclose information after third party representations	Communication de renseignements après présentation des observations de tiers
28(2)	Waive requirement that third party representation be in writing	Autorisation de faire des observations orales
28(4)	Disclose information where no third party review requested	Communication du document
29(1)	Notify all parties of disclosure on recommendation of Information Commissioner	Communication suite à une recommandation du Commissaire à l'information
33	Advise Information Commissioner of third party involvement	Avis au Commissaire à l'information de la participation d'un tiers
35(2)	Make representations to the Information Commissioner in the course of an investigation	Présenter des observations au Commissaire à l'information au cours d'une enquête
37	Give notice to the Information Commissioner of action taken/to be taken to implement recommendations and provide access to complainant	Aviser par écrit le Commissaire à l'information des mesures prises ou envisagées pour la mise en œuvre des recommandations et accorder l'accès aux documents au plaignant.
43(1)	Notice to third party (application to Federal Court for review)	Avis au tiers (révision par la Cour fédérale de Canada)
44(2)	Notice to applicant (application to Federal Court by third party)	Avis à la personne qui a fait la demande (demande de révision par la Cour fédérale faite par un tiers)
52(2)	Special rules for hearings	Règles spéciales pour l'audition des causes
69(1)	Exclusion - Confidences of the Queen's Privy Council for Canada	Exclusion - Document confidentiels du Conseil privé de la Reine pour le Canada
71(2)	Exempt information severed from manuals	Prélèvement des renseignements visés par une exception des manuels
72(1)	Prepare annual report to Parliament	Établir le rapport d'application de la Loi pour présentation au Parlement
77	Responsibilities conferred to the head of the institution by the regulations made under section 77 which are not included above	Les responsabilités attribuées par règlement au responsable de l'institution en vertu de l'article 77 qui ne sont pas incluses ci-dessus

Statistical Report on the Access to Information Act

Name of institution: Impact Assessment Agency of Canada

Reporting period: 2019-04-01 to 2020-03-31

Section 1: Requests Under the Access to Information Act

1.1 Number of requests

	Number of Requests
Received during reporting period	41
Outstanding from previous reporting period	12
Total	53
Closed during reporting period	44
Carried over to next reporting period	9

1.2 Sources of requests

Source	Number of Requests
Media	6
Academia	4
Business (private sector)	7
Organization	4
Public	14
Decline to Identify	6
Total	41

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
4	0	0	0	0	0	0	4

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

Section 2: Decline to act on 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	0	0	1	0	0	0	0	1
Disclosed in part	0	10	1	5	2	2	0	20
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	11	4	0	0	0	0	0	15
Request transferred	1	0	0	0	0	0	0	1
Request abandoned	3	4	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	15	18	2	5	2	2	0	44

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)	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)	1	18(d)	0	21(1)(a)	2
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	2
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	2
14(a)	1	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	1
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	1
15(1) - Def.*	0	16.3	0	20(1)(b)	14	23.1	0
15(1) - S.A.*	0	16.31	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(c)	7	26	0
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)	0	16.6	0				
16(1)(c)	2	17	0				
16(1)(d)	0						

* 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)	2	69(1)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(a)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	0
68.1	0	69(1)(c)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(d)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

3.4 Format of information released

Paper	Electronic	Other
0	21	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
22208	11073	28

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
All disclosed	1	20	0	0	0	0	0	0	0
Disclosed in part	10	358	4	1012	3	2100	3	7583	0
All exempted	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0
Request abandoned	7	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0
Total	18	378	4	1012	3	2100	3	7583	0

3.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	1	0	0	0	1
Disclosed in part	10	0	0	0	10
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	0	0
Total	11	0	0	0	11

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	43
Percentage of requests closed within legislated timelines (%)	97.7

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
1	0	1	0	0

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	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	1	1
Total	0	1	1

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	1	0	1	1
Disclosed in part	5	0	9	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	6	0	10	9

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	0	0
31 to 60 days	1	0	4	9
61 to 120 days	1	0	6	0
121 to 180 days	0	0	0	0
181 to 365 days	2	0	0	0
365 days or more	0	0	0	0
Total	6	0	10	9

Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	36	\$180	6	\$30
Other fees	0	\$0	0	\$0
Total	36	\$180	6	\$30

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	46	3989	3	91
Outstanding from the previous reporting period	0	0	0	0
Total	46	3989	3	91
Closed during the reporting period	46		3	
Carried over to next 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							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	33	5	0	0	0	0	0	38
Disclose in part	3	2	0	0	0	0	0	5
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	3	0	0	0	0	0	0	3
Other	0	0	0	0	0	0	0	0
Total	39	7	0	0	0	0	0	46

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	3	0	0	0	0	0	0	3
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	3	0	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		Number of Requests
	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
16 to 30	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0
Total	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		501-1000 Pages Processed		1001-5000 Pages Processed		Number of Requests
	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
16 to 30	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0
Total	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
0	0	5	1	0

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
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

Section 10: Resources Related to the *Access to Information Act*

10.1 Costs

Expenditures		Amount
Salaries		\$144,210
Overtime		\$6,100
Goods and Services		\$103,813
• Professional services contracts	\$95,813	
• Other	\$8,000	
Total		\$254,123

10.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	2.14
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.50
Students	0.00
Total	2.64

Note: Enter values to two decimal places.