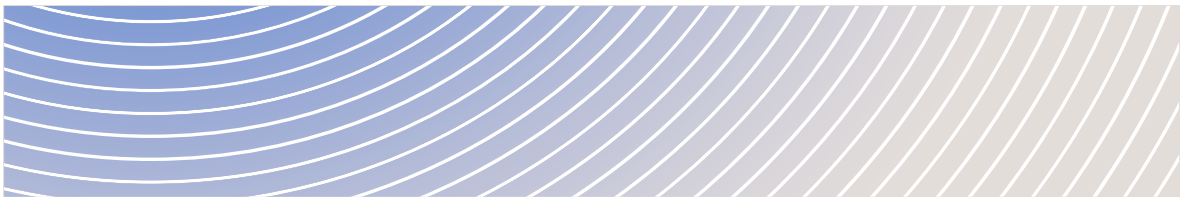


# **Impact Assessment Agency of Canada**



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

**ANNUAL REPORT TO PARLIAMENT 2021-2022**

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2021-2022.

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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 *Access to Information 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, 2021 to March 31, 2022.

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 Canada. 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 Manager of Information Management, ATIP & GCdocs who reports to the President through the Vice-President, Corporate Services, to fulfill the Agency’s *Access to Information Act* responsibilities. The Impact Assessment Agency of Canada was not party to any service agreement pursuant to section 96 of the Act during the reporting period of April 1, 2021 to March 31, 2022.

The ATIP function is the direct responsibility of the ATIP Coordinator and a team of three ATIP Analysts.

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](http://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.

## **Impact of COVID-19**

In March 2021, the World Health Organization declared COVID-19 to be a pandemic. The ATIP Team was able to move to a 100% remote work model, in large part due to the Agency's ongoing transformation of the ATIP process to a paperless process, and previously established remote work capabilities. Throughout the pandemic, the ATIP Team has provided uninterrupted service to all its clients and stakeholders.

## **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, 2021 to March 31, 2022 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 2021-2022.

### *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.

### *Fees*

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 *Access to Information Act*, the information below is reported in accordance with the requirements of section 20 of the *Service Fees Act*.”

The \$5.00 application fee is the only fee charged for an ATI request. In the 2021–2022 reporting period, total fees of \$270 were collected for the processing of 54 requests. No fees were waived during the 2021-2022 reporting period.

### *Cost*

The total costs involved in administering the Access to Information Act during the 2021-2022 reporting period were \$167,320. This includes \$135,649 for salaries, and \$31,671 for professional services contracts

### *Number, source and disposition of Access requests received*

Figure 1 is a percentage breakdown of the sources of the 54 access requests received during the 2021-2022 reporting period this data is pulled from section 1.3 of the statistical report:

Figure 1

<b>Source of Requests</b>	<b>Number</b>	<b>Percentage</b>
Media	1	1
Academia	1	1
Business	13	25
Organization	13	25
Public	21	39
Declined to Identify	5	9
<b>Total</b>	<b>54</b>	<b>100</b>

An additional 11 requests were brought forward from the previous 2020-2021 reporting period, making a total of 65 active requests. Of those active requests, 54 were completed within the reporting period and 11 were not completed. Those 11 requests, which were received during the 2021-2022 reporting period, and were within their legislated due dates, were carried forward to the next reporting period.

There were no Informal Requests addressed in this reporting period.

During the reporting period, 54 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. 72% of completed requests were disclosed in part and 2% of requests were disclosed in full. Figure 2 outlines the resulting dispositions of those completed requests.

Figure 2

<b>Outcomes of completed requests</b>	<b>Number</b>
All disclosed	1
Disclosed in part	39
Nothing disclosed (All exempted)	0
Nothing disclosed (All excluded)	0
No records exist	10
Request transferred	0
Request abandoned	4
Neither confirmed nor denied	0
<b>Total</b>	<b>54</b>

### *New Exemptions*

Figure 3 shows that in the 2021-2022 reporting period, the Agency did not invoke any of the new exemptions.

Figure 3

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

## 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 39 of the requests completed during the reporting period (highlighted portion). This is reflected in Table 4.1 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	0	1	0	0	0	1
Disclosed in part	1	10	2	16	5	5	0	39

Of the 39 requests requiring one or more extensions, 17 extensions were required given that meeting the original time limit would have unreasonably interfered with the operations of the Agency. Twenty extensions were required for necessary consultations with other government institutions and 18 were required for third party notices, as reflected in Table 5.1 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	0	0	0	1
Disclosed in part	17	0	20	17
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
<b>Total</b>	<b>17</b>	<b>0</b>	<b>20</b>	<b>18</b>



## Access Consultation Requests

The details of the Access Consultation requests processed during the 2021-2022 reporting period are presented in Section 7 of the Statistical Report in Appendix B.

The Agency received 30 Access Consultation requests from other federal institutions and three from other organizations, for a total of 33 consultation requests received during the 2021-2022 reporting period. One request was carried forward from the 2020-2021 reporting period.

Thirty-one of the Access Consultation requests received from other federal institutions and other organizations were completed within 30 days. Two consultation requests were carried forward into the 2022-2023 reporting period. Over 1300 pages of records were processed as part of these Access Consultations.

When viewed collectively, Figure 6 and Figure 7 show that the Agency recommended full disclosure in 26 of the consultation requests, and partial disclosure for the remaining three requests.

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

Figure 6

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	17	9	0	0	0	0	0	26
Disclose in part	2	1	0	0	0	0	0	3
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
<b>Total</b>	<b>19</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>29</b>

Recommendations and completion time for consultations received from other organizations

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	2	0	0	0	0	0	0	2
Disclose in part	0	1	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	0	0	0	0	0	0	0	0
<b>Total</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>

### 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 were no late files in the 2021-2022 reporting period and one late file in the 2020-2021 reporting period as noted below in Figure 9.

Figure 8

ACCESS TO INFORMATION REQUESTS	2018-2019	2019-2020	2020-2021	2021-2022
Number of ATI requests closed	36	44	51	54
Number of late files	0	0	1	0

Figure 10 shows that 25% of requests came from the Business and 25% of requests came from the Organization sector.

Figure 9

SOURCE OF REQUESTS 2018-2022	2018-2019		2019-2020		2020-2021		2021-2022	
	#	%	#	%	#	%	#	%
Total number of requests received	46	100%	41	100%	53	100%	54	100%
Media (Number and %)	6	13%	6	14.5%	3	5.6%	1	1%
Academia (Number and %)	1	2.5%	4	10%	2	3.7%	1	1%
Business (Number and %)	26	56%	7	17%	25	47%	13	25%
Organization (Number and %)	8	17.5%	4	10%	11	21%	13	25%
Public (Number and %)	3	6.5%	14	34%	10	19%	21	39%

SOURCE OF REQUESTS 2018-2022	2018-2019		2019-2020		2020-2021		2021-2022	
	#	%	#	%	#	%	#	%
Decline to Identify	2	4.5%	6	14.5%	2	3.7%	5	9%

Figure 10 illustrates the steady trend for the release of records in electronic format rather than paper. Most requestors now specify they would like their release packages electronically.

Figure 10

FORMAT OF RELEASE PACKAGES	2018-2019	2019-2020	2020-2021	2021-2022
Release format: paper	3	0	0	0
Release format: electronic (CD)	13	21	53	54
Percentage electronic	<b>81%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

With regard to Access Consultations, it is noted in this reporting period that there was a slight increase of consultations from federal institutions and other organizations. This is detailed below in Figure 11.

Figure 11

ACCESS CONSULTATIONS RECEIVED	2018-2019	2019-2020	2020-2021	2021-2022
No. of federal institution consults	45	46	19	30
No. of other organization consults	3	3	0	3
% of consults from other organizations	<b>6%</b>	<b>6%</b>	<b>0%</b>	<b>9%</b>

## 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 delivered several training sessions to promote awareness of 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

Six complaints were received in the 2021-2022 reporting period. The Office of the Information Commissioner is currently investigating a total of four active complaints, and no appeals have been filed with the Federal Court of Appeal on closed complaints.

Figure 12

COMPLAINTS / INVESTIGATIONS	2018-2019	2019-2020	2020-2021	2021-2022
Number of complaints carried over from previous reporting period	4	3	2	2
Number of complaints received	1	0	0	6
Number of complaints closed	2	1	0	4
Number of complaints active at end of reporting period	3	2	2	4

## Monitoring and Reporting

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

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

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.

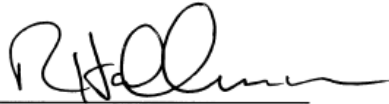
In addition, the ATIP Team refers requesters to the program responsible for granting access to Registry records in accordance with the *Impact Assessment Act*.

## 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





Government  
of Canada

Gouvernement  
du Canada

## Statistical Report on the Access to Information Act

Reporting period: 2021-04-01 to 2022-03-31

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

#### 1.1 Number of requests

		Number of Requests
Received during reporting period		54
Outstanding from previous reporting periods		11
• Outstanding from previous reporting period	11	
• Outstanding from more than one reporting period	0	
<b>Total</b>		<b>65</b>
Closed during reporting period		54
Carried over to next reporting period		11
• Carried over within legislated timeline	11	
• Carried over beyond legislated timeline	0	

#### 1.2 Sources of requests

Source	Number of Requests
Media	1
Academia	1
Business (private sector)	13
Organization	13
Public	21
Decline to Identify	5
<b>Total</b>	<b>54</b>

### 1.3 Channels of requests

Source	Number of Requests
Online	44
E-mail	7
Mail	3
In person	0
Phone	0
Fax	0
<b>Total</b>	<b>54</b>

## Section 2: Informal Requests

### 2.1 Number of informal requests

		Number of Requests
Received during reporting period		0
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
<b>Total</b>		<b>0</b>
Closed during reporting period		0
Carried over to next reporting period		0

### 2.2 Channels of informal requests

Source	Number of Requests
Online	0
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	<b>0</b>

## 2.3 Completion time of 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	Total
0	0	0	0	0	0	0	0

## 2.4 Pages released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1000 Pages Released		1001-5000 Pages Released		More Than 5000 Pages Released	
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released
0	0	0	0	0	0	0	0	0	0

## 2.5 Pages re-released informally

Less Than 100 Pages Re-released		100-500 Pages Re-released		501-1000 Pages Re-released		1001-5000 Pages Re-released		More Than 5000 Pages Re-released	
Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released
0	0	0	0	0	0	0	0	0	0

## Section 3: Applications to the Information Commissioner on Declining to Act on Requests

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

## Section 4: Requests Closed During the Reporting Period

### 4.1 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	181 to 365 Days	
All disclosed	0	0	0	1	0	0	1
Disclosed in part	1	10	2	16	5	5	39
All exempted	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0
No records exist	7	3	0	0	0	0	10
Request transferred	0	0	0	0	0	0	0
Request abandoned	4	0	0	0	0	0	4
Neither confirmed nor denied	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0
<b>Total</b>	12	13	2	17	5	5	54

### 4.2 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)	2	20.2	0
13(1)(c)	1	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	1	16(2)(c)	12	18(d)	0	21(1)(a)	21
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	19
14	1	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	11
14(a)	10	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	3
14(b)	2	16.1(1)(c)	0	18.1(1)(d)	0	22	2
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)	1	23	6
15(1) - Def.*	0	16.3	0	20(1)(b)	21	23.1	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	2
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	12	26	2
16(1)(a)(ii)	0	16.5	0	20(1)(d)	5		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	1	17	0				
16(1)(c)	1						
16(1)(d)	0						

\* I.A.: International Affairs      Defence of Canada      SA: Subversive

### 4.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	5	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

### 4.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	40	0	0	0	0

### 4.5 Complexity

#### 4.5.1 Relevant pages processed and disclosed for paper and e-record formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
18050	11003	44

**4.5.2 Relevant pages processed per request disposition for paper and e-record formats by size of**

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of	Pages Processed	Number of Requests	Pages Processed	Number of	Pages Processed	Number of	Pages Processed	Number of Requests	Pages Processed
All disclosed	1	12	0	0	0	0	0	0	0	0
Disclosed in part	12	423	15	3777	6	3567	6	10271	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	4	0	0	0	0	0	0	0	0	0
Neither confirmed nor	0	0	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	17	435	15	3777	6	3567	6	10271		

**4.5.3 Relevant minutes processed and disclosed for audio formats**

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

#### 4.5.4 Relevant minutes processed per request disposition for audio formats by size of requests

Disposition	Less Than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0

#### 4.5.5 Relevant minutes processed and disclosed for video formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

#### 4.5.6 Relevant minutes processed per request disposition for video formats by size of requests

Disposition	Less Than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0

#### 4.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Other	Total
All disclosed	1	0	0	1
Disclosed in part	18	0	0	18
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
<b>Total</b>	19	0	0	19



## 4.6 Closed requests

### 4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	54
Percentage of requests closed within legislated timelines (%)	100

## 4.7 Deemed refusals

### 4.7.1 Reasons for not meeting legislated timelines

Number of requests closed past the legislated timelines	Interference with operations/ Workload	External Consultation	Internal Consultation
0	0	0	0

### 4.7.2 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	0	0
<b>Total</b>	0	0	0

## 4.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	0	0	0

## Section 5: Extensions

### 5.1 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	0	0	0	1
Disclosed in part	17	0	20	17
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
No records exist	0	0	0	0
Declined to act with the approval of the Information	0	0	0	0
<b>Total</b>	17	0	20	18

### 5.2 Length of extensions

Length of Extensions	9(1)(a) Interference With	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	8	0	3	0
31 to 60 days	3	0	8	14
61 to 120 days	5	0	7	4
121 to 180 days	1	0	1	0
181 to 365 days	0	0	1	0
365 days or more	0	0	0	0
<b>Total</b>	17	0	20	18

## Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	54	\$270.00	0	\$0.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
<b>Total</b>	54	\$270.00	0	\$0.00	0	\$0.00

## Section 7: Consultations Received From Other Institutions and Organizations

### 7.1 Consultations received from other Government of Canada institutions and other organizations

Consultations	Other Government of	Number of Pages to	Other	Number of Pages
Received during the reporting period	30	1251	3	115
Outstanding from the previous reporting period	1	51	0	0
<b>Total</b>	31	1302	3	115
Closed during the reporting period	29	1025	3	115
Carried over within negotiated timelines	2	277	0	0
Carried over beyond negotiated timelines	0	0	0	0

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

Recommendation	Number of Days Required to Complete Consultation Requests						
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180	181 to 365	Total
Disclose entirely	17	9	0	0	0	0	26
Disclose in part	2	1	0	0	0	0	3
Exempt entirely	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
<b>Total</b>	19	10	0	0	0	0	29

## 7.3 Recommendations and completion time for consultations received from other organizations out Government of Canada

Recommendation	Number of Days Required to Complete Consultation Requests						
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180	181 to 365	Total
Disclose entirely	2	0	0	0	0	0	2
Disclose in part	0	1	0	0	0	0	1
Exempt entirely	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
<b>Total</b>	2	1	0	0	0	0	3

## Section 8: Completion Time of Consultations on Cabinet Confidences

### 8.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Request	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Request	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
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

### 8.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of	Pages Disclosed	Number of Requests	Pages Disclosed	Number of	Pages Disclosed	Number of	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
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

## Section 9: Investigations and Reports of finding

### 9.1 Investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to	Section 35 Formal Representations
6	4	0

### 9.2 Investigations and Reports of finding

Section 37(1) Initial Reports			Section 37(2) Final Reports	
Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner
0	0	0	0	0

## Section 10: Court Action

### 10.1 Court actions on complaints

Section 41				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

### 10.2 Court actions on third party notifications under paragraph 28(1)(b)

Section 44 - under paragraph 28(1)(b)
0

## Section 11: Resources Related to the Access to Information Act

### 11.1 Allocated Costs

Expenditures		Amount
Salaries		\$135,649
Overtime		\$0
Goods and Services		\$31,671
• Professional services contracts	\$31,671	
• Other	\$0	
<b>Total</b>		<b>\$167,320</b>

### 11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	2.000
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.134
Students	0.000
<b>Total</b>	<b>2.134</b>

**Note:** Enter values to three decimal places.