

Annual Report on the *Access to Information Act*

2022–23



Office of the
Auditor General
of Canada

Bureau du
vérificateur général
du Canada

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21 September 2023

Office of the Auditor General of Canada
2022–23 Annual Report on the *Access to Information Act*

To the Honourable Speakers of the House of Commons and the Senate:

In accordance with section 94(1) of the *Access to Information Act* and section 20 of the *Service Fees Act*, please find attached the Office of the Auditor General of Canada's 2022–23 Annual Report on the *Access to Information Act*.

Yours sincerely,

Karen Hogan, FCPA
Auditor General of Canada
240 Sparks Street
Ottawa, Ontario K1A 0G6

Enclosure

Table of Contents

| | |
|--|-----------|
| Introduction | 1 |
| Organizational structure | 1 |
| Performance in 2022–23..... | 4 |
| Administration of the <i>Access to Information Act</i>..... | 5 |
| Appendix—Statistical Report on the <i>Access to Information Act</i> | 10 |

Introduction

The *Access to Information Act* gives Canadian citizens and permanent residents, and any person and corporation present in Canada, the right to access information contained in federal government records, subject to certain specific and limited exceptions.

Section 94(1) of the act requires the head of each government institution to prepare an annual report on the administration of the act within the institution and to submit the report to Parliament. Additionally, section 20 of the *Service Fees Act* requires institutions to report on any legislative fees processed during the reporting period.

This annual report on the *Access to Information Act* at the Office of the Auditor General of Canada (OAG) describes how we administered our responsibilities under the act during the 2022–23 fiscal year.

The OAG audits federal government operations and provides Parliament with independent information, advice, and assurance regarding the federal government's stewardship of public funds.

We are in the business of legislative auditing. We conduct

- performance audits of federal departments and agencies
- annual financial audits of the government's financial statements
- special examinations and annual financial audits of Crown corporations
- audits of the governments of Nunavut, Yukon, and the Northwest Territories

Since 1995, the OAG has also had a specific environmental and sustainable development mandate, which is carried out by the Commissioner of the Environment and Sustainable Development on behalf of the Auditor General of Canada. The Commissioner has additional responsibilities under the *Federal Sustainable Development Act* and the *Canadian Net-Zero Emissions Accountability Act* to review and monitor the Government of Canada's sustainable development strategies and its implementation of measures aimed at mitigating climate change.

Organizational structure

The Access to Information and Privacy (ATIP) Coordinator is a member of the Legal Services, ATIP, and Policy team headed by the OAG's Senior General Counsel. The full-time ATIP Coordinator is supported by a junior analyst, counsel, and administrative staff as required. During the 2022–23 reporting period, the OAG retained a consultant to assist with processing 1 ATIP request. The main activities of the ATIP Coordinator included

- monitoring compliance with ATIP legislation and relevant procedures and policies
- processing requests under both the *Access to Information Act* and the *Privacy Act*
- developing and maintaining policies, procedures, and guidelines to ensure that the OAG respected the *Access to Information Act* and the *Privacy Act*
- promoting awareness of the *Access to Information Act* and the *Privacy Act* within the OAG to ensure that employees were aware of their responsibilities

- preparing annual reports to Parliament and other statutory reports, as well as other material that might be required by central agencies
- representing the OAG in dealings with the Treasury Board of Canada Secretariat, the information and privacy commissioners, and other government departments and agencies in matters pertaining to the *Access to Information Act* and the *Privacy Act*
- helping the OAG meet its commitments to ensure openness and transparency, through proactive and informal disclosure of information

The Information and Data Management team is responsible for proactive publication under Part 2 of the *Access to Information Act*.

The OAG was not a party to any service agreements under section 96 of the act during the 2022–23 reporting period.



**DELEGATION ORDER under the
ACCESS TO INFORMATION ACT
and the PRIVACY ACT**

I, Karen Hogan, Auditor General of Canada, pursuant to subsection 95(1) of the *Access to Information Act* and subsection 73(1) of the *Privacy Act*, hereby delegate to the persons holding the positions set out below or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions as the head of the Office of the Auditor General of Canada, under the provisions of the Act and related regulations set out in the schedule beside each position. This delegation order replaces all previous delegation orders.

9 March 2023

**ARRÊTÉ AUTORISANT LA DÉLÉGATION
DE POUVOIRS PRÉVUS DANS LA LOI
SUR L'ACCÈS À L'INFORMATION ET
LA LOI SUR LA PROTECTION DES
RENSEIGNEMENTS PERSONNELS**

Je, Karen Hogan, soussignée, vérificatrice générale du Canada, en vertu de la paragraphe 95(1) de la *Loi sur l'accès à l'information* et de la paragraphe 73(1) de la *Loi sur la protection des renseignements personnels*, délègue aux titulaires des postes indiqués dans l'annexe qui suit, ou aux personnes occupant ces postes à titre intérimaire, l'exercice des pouvoirs et fonctions qui lui ont été conférés à titre de responsables du Bureau du vérificateur général du Canada en vertu des dispositions de la Loi et du Règlement qui figurent ci-dessous. Le présent document remplace tous les arrêtés sur la délégation de pouvoirs.

Le 9 March 2023

Schedule / Annexe

| Position / Poste | <i>Access to Information Act</i> and Regulations / Loi sur l'accès à l'information et règlements | <i>Privacy Act</i> and Regulations / Loi sur la protection des renseignements personnels et règlements |
|---|---|---|
| Senior General Counsel / Avocate générale principale | Full Authority / Autorité absolue | Full Authority / Autorité absolue |
| ATIP Coordinator / Coordonnateur de l'AIPRP | Full Authority / Autorité absolue | Full Authority / Autorité absolue |

Karen Hogan, FCPA
Auditor General of Canada
240 Sparks Street
Ottawa, Ontario K1A 0G6

Performance in 2022–23

Requests received under the *Access to Information Act*

During the reporting period, from 1 April 2022 to 31 March 2023, the OAG received 3 formal requests, 2 of which were closed during the reporting period and 1 of which was carried over to the next reporting period. Additionally, the OAG processed and closed 7 formal requests that had been carried over from the previous reporting period. All 9 requests for this reporting period were closed within legislated timelines.

Multi-year trends

The OAG continues to receive a low overall number of *Access to Information Act* requests:

- In the 4 most recent reporting periods, including the period of this report, the OAG received a total of 35 requests.
- During the 2019–20 fiscal year, the OAG received and completed 10 requests.
- During the 2020–21 fiscal year, the OAG received and completed 8 requests.
- During the 2021–22 fiscal year, the OAG received and completed 10 requests.
- During the current reporting period, the majority of the files processed and closed were carried over from the previous fiscal year.

Most of these requests were complex or voluminous, and the OAG continues to receive multiple requests for personal information using the *Access to Information Act*.

Several of the requests closed during this reporting period pertained to the collective bargaining process and subsequent labour dispute between the OAG and a union representing some OAG employees during 2021 and 2022.

Extensions and completion time of closed requests

During the reporting period, the OAG invoked extensions in processing 2 requests: 1 extension of less than 30 days, 2 extensions of 31 to 60 days, and 1 extension of 121 to 180 days, which included a mandatory extension to consult with third parties.

Of the requests received during the reporting period, 1 request was disclosed in its entirety, 1 request was abandoned, and 1 request was carried over to the next reporting period.

Consultations

Consultations received from other government departments are commonly related to ongoing audits. While the OAG is required to withhold audit information pursuant to section 16.1(1)(a) of the *Access to Information Act*, consulting departments cannot invoke the same exemption. Therefore, the OAG cannot recommend doing so. If the records refer to an ongoing audit, the OAG typically

recommends an exemption pursuant to section 22 of the act if disclosure of the records could prejudice the outcome of the audit. The OAG responded to 28 consultations during the reporting period and recommended exemptions in 5 cases. One consultation was carried over to the next reporting period.

Impact of COVID-19 measures

The OAG was not affected by COVID-19–related measures during the reporting period.

Administration of the *Access to Information Act*

Requests under the *Access to Information Act*

| | |
|--------------------------------------|-----------|
| Received during the reporting period | 3 |
| Outstanding from the previous period | 7 |
| Total | 10 |

Sources of requests received

During the reporting period, all requests were submitted by members of the public.

Disposition of completed requests

Of the requests completed during the reporting period,

- 2 requests were disclosed in their entirety
- 5 requests were disclosed in part
- 1 request was abandoned
- the OAG declined to act on 1 request on approval by the Information Commissioner of Canada

Exemptions invoked

Of the 4 requests in which exemptions were invoked,

- section 16(2)(c) was invoked in 1 request
- section 19(1) was invoked in 5 requests
- section 20(1)(a) was invoked in 1 request
- section 20(1)(b) was invoked in 2 requests

- section 20(1)(c) was invoked in 2 requests
- section 20(1)(d) was invoked in 1 request
- section 21(1)(a) was invoked in 2 requests
- section 21(1)(b) was invoked in 2 requests
- section 21(1)(c) was invoked in 1 request
- section 21(1)(d) was invoked in 2 requests
- section 23 was invoked in 3 requests

Exclusions cited

The OAG did not invoke any exclusions during the reporting period.

Completion time

Of the requests completed during the reporting period,

- 4 were completed within 30 days
- 1 was completed within 31 to 60 days
- 2 were completed within 61 to 120 days
- 1 was completed within 365 days

Extension of time limits

Section 9 of the act provides for the extension of the statutory time limits if consultations are necessary, or if a large number of records have been requested and processing the request within the original time limit would unreasonably interfere with OAG operations. Of the requests completed during the reporting period,

- 1 was extended for 30 days or less pursuant to section 9(1)(a)
- 2 were extended for 61 to 120 days pursuant to section 9(1)(a)
- 2 were extended for 121 to 180 days pursuant to section 9(1)(a)
- 1 was extended for 30 days or less pursuant to section 9(1)(b)
- 1 was extended for 31 to 60 days or less pursuant to section 9(1)(b)
- 2 were extended for 60 days pursuant to section 9(1)(c)

Method of access

Electronic copies of records were provided for all 7 requests resulting in disclosure, in their entirety or in part.

Training and awareness

The OAG requires that all employees complete mandatory ATIP training, offered by the Canada School of Public Service as an online, self-paced course.

All new OAG employees are required to complete the training within 3 months of the start date of their employment.

During the reporting period, 50 employees completed this training.

The ATIP Coordinator regularly provides OAG employees with guidance and briefings on the processing of ATIP requests. Furthermore, information and tools to help employees process ATIP requests are available on the OAG's external and internal websites.

Policies, guidelines, and procedures

The OAG did not revise policies, guidelines, or procedures related to the *Access to Information Act*—or implement new ones—during the reporting period.

The OAG did not conduct any internal audits related to the access to information process during the reporting period.

Proactive publication under Part 2 of the *Access to Information Act*

The OAG is a government entity for the purposes of Part 2 of the *Access to Information Act* and is required to proactively publish contracts over \$10,000 (section 86), grants and contributions over \$25,000 (section 87), and certain briefing materials (section 88). The OAG also proactively publishes the travel and hospitality expenses of its senior officers, although sections 82 and 83 of the act do not apply to the OAG. The OAG publishes this information on the [Open Government portal](#) and on the [OAG website](#).

The OAG maintains an internal inventory of what is published and has assigned the task of proactive publication to only a select number of employees to centralize and limit the role of publication.

Initiatives and projects to improve access to information

The OAG intends to purchase and implement new request processing and tracking software. The OAG also participates in the ATIP online service offered by the Treasury Board of Canada Secretariat.

Summary of key issues and actions taken on complaints

One complaint received during the 2019–20 reporting period was deemed well founded by the Information Commissioner of Canada and was resolved. The OAG reviewed the outcome of this investigation by the Office of the Information Commissioner of Canada and incorporated lessons learned into its business processes related to contracts with third-party consultants.

Two other complaints were discontinued during the reporting period:

- Both complaints related to 2 requests from the same individual and alleged the improper application of section 16.1(1)(a) of the *Access to Information Act*, which requires the exemption of any records created or obtained during the course of audits by the Auditor General of Canada. As the requests were exclusively for audit records, the OAG was required to withhold all of the records.
- Both complaints were discontinued by the requester.

Two complaints received during the 2020–21 reporting period were carried over to the 2022–23 reporting period but were concluded during the 2023–24 reporting period. Both will be summarized in the 2023–24 annual report to Parliament.

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

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

With respect to fees collected under the *Access to Information Act* during the reporting period, the information below is reported in accordance with the requirements of section 20 of the *Service Fees Act*:

- Enabling authority: *Access to Information Act*
- Fee payable: \$5 application fee*
- Total revenue: \$0
- Fees waived: \$15

* In accordance with the Directive on Access to Information Requests and the changes to the *Access to Information Act* that came into force on 21 June 2019, the OAG waives all fees prescribed by the act and regulations, other than the \$5 application fee set out in paragraph 7(1)(a) of the regulations, unless a waiver is requested.

A total of \$228,368 was incurred by the OAG to administer the *Access to Information Act*, including \$194,768 for salaries and \$33,600 for goods and services. This salary amount includes time that the ATIP Coordinator, part-time members of the ATIP team, and all other OAG employees spent on activities related to the act. The OAG is able to estimate salary costs for time spent on all ATIP-related activities because of the OAG's timekeeping software and practices, which require all employees to charge time spent on ATIP matters.

As reflected in part 11.2 of the Appendix and described in the introduction of this report, the OAG dedicated 1.75 person-years to ATIP-related activities during the reporting period.

Monitoring compliance

The OAG uses a case management system that tracks both active and closed requests. The system is designed to track legislative deadlines. The OAG also uses a time code system to track and monitor all OAG activities, including *Access to Information Act*-related functions.

The ATIP team holds biweekly meetings to discuss request-related activities, determine timelines, and help ensure that all team members are informed of the status of files. Regular meetings are also held with the Senior General Counsel as the executive member responsible for ATIP matters.

The OAG conducts inter-institutional consultations as required, particularly when information originating from, or pertaining to, another entity has been retrieved in response to a request for information. This activity is monitored in the ATIP file management system.

The OAG makes information available informally whenever possible. For example, the OAG maintains a catalogue of previously requested environmental petitions, which can be disclosed without delay. At the OAG, the Commissioner of the Environment and Sustainable Development is responsible for petitions.

Senior officials, up to and including the Auditor General, are advised about compliance with legislative, policy, and regulatory obligations, as requested or required.

Appendix—Statistical Report on the *Access to Information Act*



Statistical Report on the *Access to Information Act*

Name of institution: Office of the Auditor General of Canada

Reporting period: 2022-04-01 to 2023-03-31

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

1.1 Number of requests received

| | | Number of Requests |
|---|---|--------------------|
| Received during reporting period | | 3 |
| Outstanding from previous reporting periods | | 7 |
| • Outstanding from previous reporting period | 7 | |
| • Outstanding from more than one reporting period | 0 | |
| Total | | 10 |
| Closed during reporting period | | 9 |
| Carried over to next reporting period | | 1 |
| • Carried over within legislated timeline | 1 | |
| • Carried over beyond legislated timeline | 0 | |

1.2 Sources of request

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

1.3 Channels of requests

| Source | Number of Requests |
|--------------|--------------------|
| Online | 0 |
| Email | 3 |
| Mail | 0 |
| In person | 0 |
| Phone | 0 |
| Fax | 0 |
| Total | 3 |

Section 2: Informal Requests

2.1 Number of informal requests

| | | Number of Requests |
|---|---|--------------------|
| Received during reporting period | | 4 |
| Outstanding from previous reporting periods | | 0 |
| • Outstanding from previous reporting period | 0 | |
| • Outstanding from more than one reporting period | 0 | |
| Total | | 4 |
| Closed during reporting period | | 4 |
| Carried over to next reporting period | | 0 |

2.2 Channels of informal requests

| Source | Number of Requests |
|--------------|--------------------|
| Online | 0 |
| Email | 4 |
| Mail | 0 |
| In person | 0 |
| Phone | 0 |
| Fax | 0 |
| Total | 4 |

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 Days | Total |
| 2 | 0 | 0 | 0 | 2 | 0 | 0 | 4 |

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 |
| 4 | 331 | 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 Re-released | Pages Re-released | Number of Re-released | Pages Re-released | Number of Re-released | Pages Re-released | Number of Re-released | Pages Re-released | Number of Re-released | 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 | 1 |
| Sent during reporting period | 0 |
| Total | 1 |
| Approved by the Information Commissioner during reporting period | 1 |
| 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

| Completion Time | | | | | | | | |
|---|--------------|---------------|---------------|----------------|-----------------|-----------------|--------------------|----------|
| Disposition of Requests | 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 |
| All disclosed | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 2 |
| Disclosed in part | 0 | 1 | 0 | 2 | 0 | 2 | 0 | 5 |
| All exempted | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| No records exist | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Request transferred | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Request abandoned | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Declined to act with the approval of the Information Commissioner | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Total | 0 | 4 | 1 | 2 | 0 | 2 | 0 | 9 |

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) | 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) | 1 | |
| 14(a) | 0 | 16.1(1)(b) | 0 | 18.1(1)(c) | 0 | 21(1)(d) | 2 | |
| 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) | 5 | 22.1(1) | 0 | |
| 15(1) - I.A.* | 0 | 16.2(1) | 0 | 20(1)(a) | 1 | 23 | 3 | |
| 15(1) - Def.* | 0 | 16.3 | 0 | 20(1)(b) | 2 | 23.1 | 0 | |
| 15(1) - S.A.* | 0 | 16.4(1)(a) | 0 | 20(1)(b.1) | 0 | 24(1) | 0 | |
| 16(1)(a)(i) | 0 | 16.4(1)(b) | 0 | 20(1)(c) | 2 | 26 | 0 | |
| 16(1)(a)(ii) | 0 | 16.5 | 0 | 20(1)(d) | 1 | | | |
| 16(1)(a)(iii) | 0 | 16.6 | 0 | | | | | |
| 16(1)(b) | 0 | 17 | 0 | | | | | |
| 16(1)(c) | 0 | | | | | | | |
| 16(1)(d) | 0 | | | | | | | |
| * I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities | | | | | | | | |

4.3 Exclusions

| Section | Number of Requests | Section | Number of Requests | Section | Number of Requests |
|---------|--------------------|----------|--------------------|-----------------|--------------------|
| 68(a) | 0 | 69(1) | 0 | 69(1)(g) re (a) | 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) | |

4.4 Format of information released

| Paper | Electronic | | | | Other |
|-------|------------|----------|-------|-------|-------|
| | E-record | Data set | Video | Audio | |
| 0 | 7 | 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 |
|---------------------------|---------------------------|--------------------|
| 23971 | 12241 | 9 |

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

| | Less Than 100 Pages Processed | | 100–500 Pages Processed | | 501–1000 Pages Processed | | 1001–5000 Pages Processed | | More Than 5000 Pages Processed | |
|---|-------------------------------|-----------------|-------------------------|-----------------|--------------------------|-----------------|---------------------------|-----------------|--------------------------------|-----------------|
| Disposition | Number of Requests | Pages Processed | Number of Requests | Pages Processed | Number of Requests | Pages Processed | Number of Requests | Pages Processed | Number of Requests | Pages Processed |
| All disclosed | 2 | 51 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disclosed in part | 0 | 0 | 1 | 236 | 1 | 687 | 1 | 4669 | 2 | 18328 |
| 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 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Declined to act with the approval of the Information Commissioner | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 4 | 51 | 1 | 236 | 1 | 687 | 1 | 4669 | 2 | 18328 |

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

| | Less Than 60 Minutes Processed | | 60–120 Minutes Processed | | More Than 120 Minutes Processed | |
|---|--------------------------------|-------------------|--------------------------|-------------------|---------------------------------|-------------------|
| Disposition | 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 |
| Total | 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

| | Less Than 60 Minutes processed | | 60–120 Minutes processed | | More Than 120 Minutes processed | |
|---|--------------------------------|-------------------|--------------------------|-------------------|---------------------------------|-------------------|
| Disposition | 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 |
| Total | 0 | 0 | 0 | 0 | 0 | 0 |

4.5.7 Other complexities

| Disposition | Consultation Required | Legal Advice Sought | Other | Total |
|---|-----------------------|---------------------|----------|----------|
| All disclosed | 0 | 0 | 0 | 0 |
| Disclosed in part | 0 | 0 | 0 | 0 |
| 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 | 1 | 0 | 1 |
| Total | 0 | 1 | 0 | 1 |

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

| | |
|---|-----|
| Number of requests closed within legislated timelines | 9 |
| Percentage of requests closed within legislated timelines (%) | 100 |

4.7 Deemed refusals

4.7.1 Reasons for not meeting legislated timelines

| | Principal Reason | | | |
|---|--|-----------------------|-----------------------|-------|
| Number of requests closed past the legislated timelines | Interference with Operations/ Workload | External Consultation | Internal Consultation | Other |
| 0 | 0 | 0 | 0 | 0 |

4.7.2 Request 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 |
| Total | 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 |
| Total | 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/ Workload | 9(1)(b) Consultation | | 9(1)(c) Third-Party Notice |
|--|---|----------------------|----------|----------------------------------|
| | | Section 69 | Other | |
| All disclosed | 1 | 0 | 0 | 0 |
| Disclosed in part | 4 | 0 | 2 | 2 |
| 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 Commissioner | 0 | 0 | 0 | 0 |
| Total | 5 | 0 | 2 | 2 |

5.2 Length of extensions

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

Section 6: Fees

| Fee Type | Fee Collected | | Fee Waived | | Fee Refunded | |
|--------------|--------------------|---------------|--------------------|----------------|--------------------|---------------|
| | Number of Requests | Amount | Number of Requests | Amount | Number of Requests | Amount |
| Application | 0 | \$0.00 | 3 | \$15.00 | 0 | \$0.00 |
| Other fees | 0 | \$0.00 | 0 | \$0.00 | 0 | \$0.00 |
| Total | 0 | \$0.00 | 3 | \$15.00 | 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 Canada Institutions | Number of Pages to Review | Other Organizations | Number of Pages to Review |
|--|---|---------------------------|---------------------|---------------------------|
| Received during the reporting period | 28 | 7437 | 0 | 0 |
| Outstanding from the previous reporting period | 0 | 0 | 0 | 0 |
| Total | 28 | 7437 | 0 | 0 |
| Closed during the reporting period | 27 | 7402 | 0 | 0 |
| Carried over within negotiated timelines | 1 | 35 | 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 | | | | | | | Total |
|---------------------------|---|---------------|---------------|----------------|-----------------|-----------------|--------------------|-----------|
| | 1 to 15 Days | 16 to 30 Days | 31 to 60 Days | 61 to 120 Days | 121 to 180 Days | 181 to 365 Days | More Than 365 Days | |
| Disclose entirely | 0 | 22 | 0 | 0 | 0 | 0 | 0 | 22 |
| Disclose in part | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 3 |
| Exempt entirely | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 2 |
| 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 | 0 | 27 | 0 | 0 | 0 | 0 | 0 | 27 |

7.3 Recommendations and completion time for consultations received from other organizations outside the Government of Canada

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

Section 8: Completion Time of Consultations on Cabinet Confidences

8.1 Requests with Legal Services

| | Fewer Than 100 Pages Processed | | 100–500 Pages Processed | | 501–1000 Pages Processed | | 1001–5000 Pages Processed | | More Than 5000 Pages Processed | |
|-------------------|--------------------------------------|--------------------|-------------------------------|--------------------|--------------------------------|--------------------|---------------------------------|--------------------|---|--------------------|
| Number of Days | 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 |

8.2 Requests with Privy Council Office

| | Fewer Than 100 Pages Processed | | 100–500 Pages Processed | | 501–1000 Pages Processed | | 1001–5000 Pages Processed | | More than 5000 Pages Processed | |
|-------------------|--------------------------------------|--------------------|-------------------------------|--------------------|--------------------------------|--------------------|---------------------------------|--------------------|--------------------------------------|--------------------|
| Number of Days | 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 |

Section 9: Investigations and Reports of Finding

9.1 Investigations

| Section 32 Notice of Intention to Investigate | Subsection 30(5) Ceased to Investigate | Section 35 Formal Representations |
|---|--|-----------------------------------|
| 0 | 2 | 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 | Containing orders issued by the Information Commissioner |
| 1 | 0 | 0 | 1 | 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 | | \$194,768 |
| Overtime | | \$0 |
| Goods and services | | \$33,600 |
| • Professional services contracts | \$33,600 | |
| • Other | \$0 | |
| Total | | \$228,368 |

11.2 Human resources

| Resources | Person Years Dedicated to Access to Information Activities |
|----------------------------------|--|
| Full-time employees | 0.750 |
| Part-time and casual employees | 0.000 |
| Regional staff | 0.000 |
| Consultants and agency personnel | 1.000 |
| Students | 0.000 |
| Total | 1.750 |

Note: Enter values to three decimal places.

