

ANNUAL REPORT TO PARLIAMENT
2020-2021
ACCESS TO INFORMATION ACT
WOMEN AND GENDER EQUALITY
CANADA



WOMEN AND GENDER EQUALITY CANADA



Annual Report to Parliament 2020-2021 on the *Access to Information Act*

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1. Introduction

The *Access to Information Act (ATIA)* provides Canadian citizens, permanent residents, and individuals and corporations present in Canada a right to access records under the control of government institutions, in accordance with the principles that government information should be available to the public, that necessary exceptions to the right of access should be limited and specific, and that decisions on the disclosure of government information should be reviewed independently of government.

This annual report on the administration of the *Access to Information Act* describes how the Department for Women and Gender Equality (WAGE) fulfilled its responsibilities under the Access to Information Act during the reporting period of April 1, 2020 to March 31, 2021.

The Minister for Women and Gender Equality, as head of WAGE is required to prepare an annual report on the administration of the Act. This report is prepared and tabled in Parliament in accordance with section 94 of the *Access to Information Act*. Furthermore, pursuant to Standing Order 32(1) and section 20 of the *Service Fees Act* all fees collected must be stated in the Statistical Report.

2. Woman and Gender Equality Canada Mandate

The mandate of WAGE is to advance equality, including social, economic and political equality, with respect to sex, sexual orientation, and gender identity or expression. WAGE also works to promote a greater understanding of the intersection of sex and gender with other identity factors that include race, national and ethnic origin, Indigenous origin or identity, age, sexual orientation, socio-economic condition, place of residence and disability.

The vision of WAGE is a Canada where people of all genders, including women, are equal in every way and can achieve their full potential.

WAGE works to advance gender equality through an intersectional gendered lens. Working in partnership with key stakeholders, including civil society organizations, labour groups, the private sector, other orders of government, and First Nations, Inuit and Métis peoples, WAGE actively promotes the inclusion of all people in Canada's economic, social, and political life. WAGE works to uphold its mandate to advance gender equality by performing a central coordination function within the Government of Canada by developing and implementing policies, providing grants and contributions, delivering programs, investing in research, and providing advice to achieve equality for people of all genders, including women.

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3. Organizational Structure

The Access to Information and Privacy (ATIP) office is part of the Corporate Secretariat. This office is responsible for implementing and managing programs and services relating to WAGE's administration of the *Access to Information Act* and the *Privacy Act*, as well as providing advice to WAGE's employees as they fulfill their obligations under both acts.

In fiscal year 2020-2021, the ATIP office consisted of an ATIP Manager, ATIP Coordinator and ATIP officers at various levels. The ATIP Manager and ATIP Coordinator act on behalf of the Minister for Women and Gender Equality to ensure that the Department's responsibilities under the *Access to Information Act*, the *Privacy Act* and the *Service Fees Act* are met. The ATIP Office reports to the Corporate Secretary. There were two areas of responsibility, which included the following key activities:

Privacy Management

- Provision of advice on privacy matters both internally and externally to the department
- Development of procedures to optimize operations performance
- Promotion of awareness of privacy considerations
- Privacy issues management
- Provision of advice and review of proactive disclosures

ATIP Operations

- Provision of training and expertise on access to information to internal clients
- Processing of access to information and privacy requests formally received under the Acts
- Consultations with government organizations and/or third parties
- Response to calls and informal requests for information
- Point of contact to resolve formal complaints by oversight bodies
- Dialogue with sectors and other federal government institutions
- Provision of advice and guidance related to proactive disclosures under the *Access to Information Act*
- Preparation of WAGE's Annual Reports to Parliament on the administration of the Acts

4. Delegation Order

The Minister for Women and Gender Equality has given the responsibilities associated with the administration of the Access to Information Act to WAGE officials through a delegation order which can be found in Appendix A.

5. Performance 2020-2021

During 2020-2021, the Access to Information and Privacy (ATIP) Office received forty (40) new requests, closed thirty-seven (37) requests, carried over eight (8) requests; completed eighteen (18)

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consultations with other government of Canada institutions, completed one (1) consultation with another Canadian organization, and completed one (1) informal request. The ATIP office revised 9,079 pages during 2020-2021; and responded to eleven (11) parliamentary questions related to ATIP and worked on thirty-four (34) Proactive Disclosures.

It should be noted during the reporting year, there was an increase in the number of submitted and processed pages due in part to extraordinarily large requests. A total of 9,079 pages were reviewed for relevancy (compared to 1259 during the previous fiscal year), of which, only 1004 pages qualified for full or partial disclosure.

The cost of operating the program was \$174,882 for fiscal year 2020-2021.

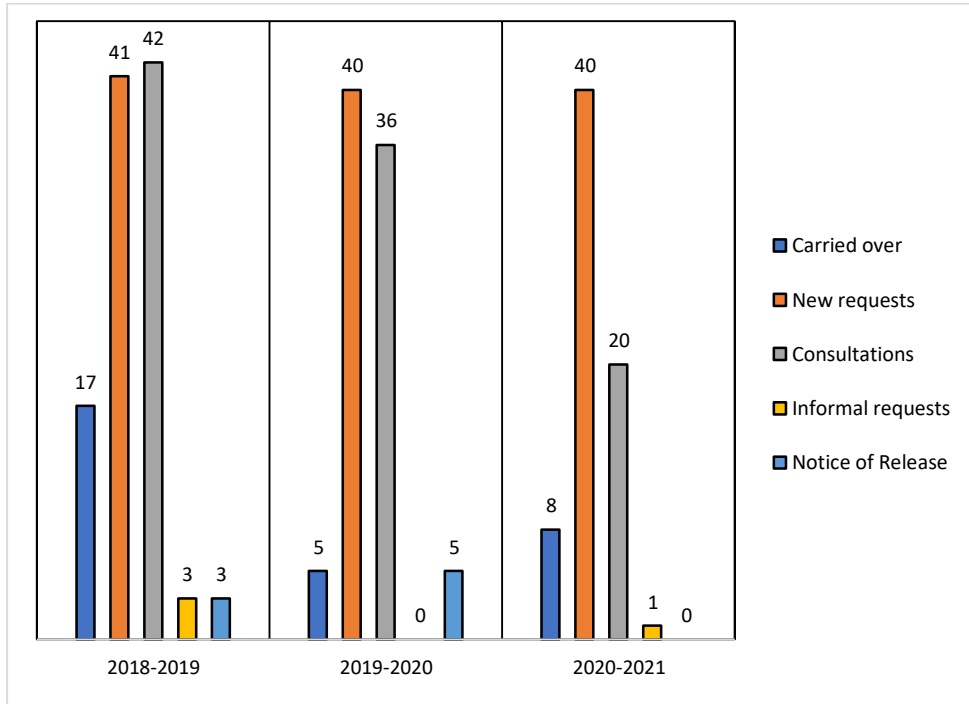
Interpretation of the Statistics for requests under the *Access to Information Act*

The annual statistical report for fiscal year 2020-2021 is included at the end of this chapter (Attached as Appendix B). An additional *Supplemental Statistical Report on the impact of COVID-19 Measures* table is included under section 11 and as Appendix C of this report in accordance with Treasury Board Secretariat of Canada requirements. This later report identifies the impact of COVID-19 measures on WAGE's performance for 2020-2021 for transparency purposes.

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The following chart provides a comparison with previous years of request categories.



Source of Requests

During the fiscal year 2020-2021, Media was the largest group of requesters, followed by those who declined to identify, Academia, and Business (Private Sector).

The following table provides a comparison of source of requests with previous years.

Source	2018-2019 ¹	2019-2020 ¹	2020-2021 ¹
Public	3 (13%)	6 (15%)	4 (10%)
Business (Private Sector)	2 (8%)	0 (0%)	3 (5%)
Media	16 (67%)	32 (82%)	21 (55%)
Organization	2 (8%)	0 (0%)	0 (0%)
Academia	1 (4%)	2 (5%)	3 (8%)
Decline to Identify	0 (0%)	0 (0%)	9 (22%)

¹ Percentages may not add to 100 due to rounding.

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Informal Requests

WAGE received one (1) informal request for the fiscal year 2020-2021.

Decline to act, vexatious, made in bad faith or abuse of right requests

WAGE did not decline to act on any requests or receive requests that may be considered as vexatious, made in bad faith, or otherwise an abuse of the right to make a request for access to records, for the fiscal year 2020-2021.

Requests closed during the reporting period

Disposition and completion time of requests closed and carried forward

Thirty-seven (37) requests were closed during this fiscal year and eight (8) requests were carried forward to be completed in fiscal year 2021-2022.

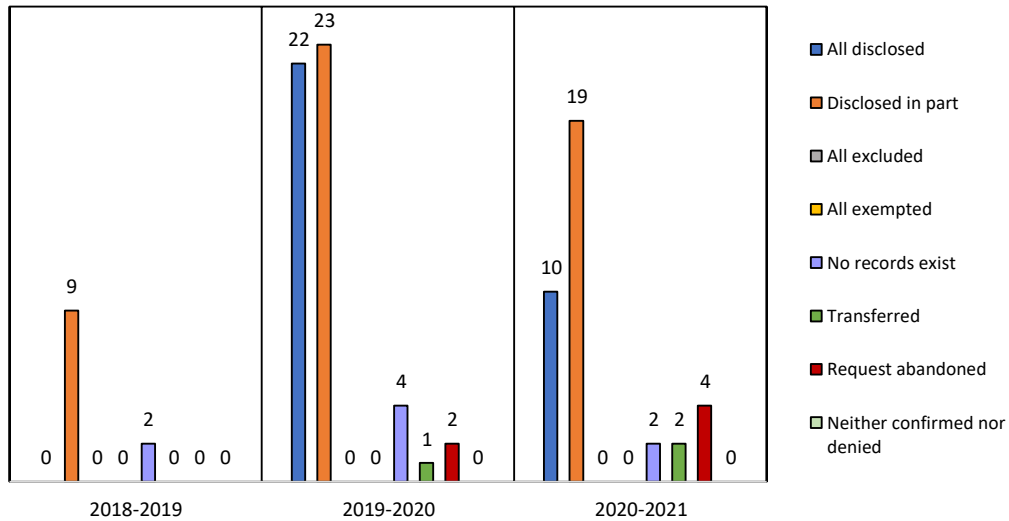
The following table provides the disposition of the number of requests completed.

Disposition	Number of Requests	Percentage ¹
All disclosed	10	27%
Disclosed in part	19	51%
All excluded	0	0%
All exempted	0	0%
No records exist	2	5%
Transferred	2	5%
Request abandoned	4	11%
Neither confirmed nor denied	0	0%
TOTAL	37	100%

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The following chart provides a comparison with previous years in terms of disposition of requests completed.



Extensions

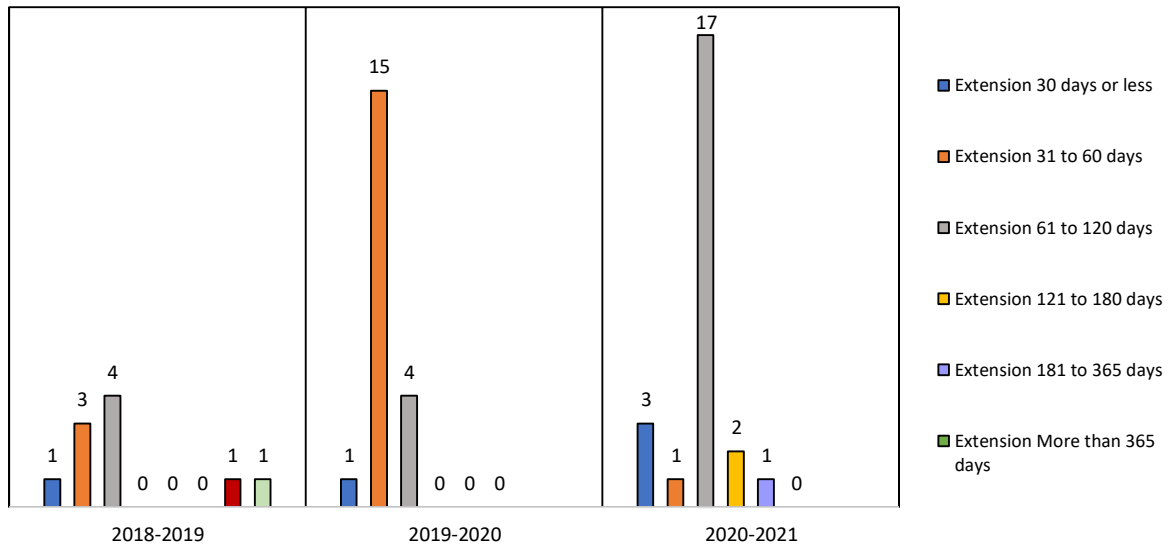
The time limits were extended for sixteen (16) requests; they were extended due to interference with the operations of the department, or external consultations with other government institutions and third-party notices. The requests were extended as follows:

Number of Days	Number of Requests
30 days and under	2
31 to 60 days	2
61 to 120 days	3
121 to 180 days	6
181 to 365 days	2
More than 365 days	1

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The following chart provides a comparison with previous years in terms of extensions taken.



Method of Access

Access to the relevant documents was given in whole or in part for twenty-nine (29) requests. No paper copies were provided as records were provided in an electronic format in all twenty-nine (29) cases.

Fees

Applications fees of \$115.00 were collected for 16 of the 39 requests received over this period. The total amount of fees waived was \$75.00

6. Reporting on Access to Information Fees for the purpose 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. The following information is reported in accordance with the requirements of section 20 of the *Service Fees Act*.

In accordance with the Interim Directive on the Administration of the *Access to Information Act*, issued on May 5, 2016, and the changes to the *Access to Information Act* that came into force on June 21, 2019, WAGE waived all fees prescribed by the Act and Regulations, other than the \$5 application fee set out in paragraph 7(1)(a) of the Regulations.

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7. Training and Awareness

There was one formal training activity provided during the reporting period. In addition, there were twenty-three (23) requests for advice and guidance that were provided during the fiscal year to internal and/or external clients.

8. Policies, Guidelines, Procedures, and Initiatives

The Department experienced challenges in meeting deadlines pertaining to requests made under the *Access to Information Act* during the 2020-2021 fiscal period. WAGE has taken steps to address this issue by developing and implementing clear processes and timelines for ATIP requests and hiring additional ATIP officials to increase the capacity of the ATIP team

9. Summary of Key Issues and Actions taken on Complaints or Audits

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

The Department received one complaint during the fiscal year 2020-2021.

No audits relating to the administration of ATIP legislation were concluded during the reporting period.

10. Monitoring Time to Process Requests

A status report of all requests is prepared on a weekly basis for the review and oversight by the Corporate Secretary, and to WAGE's senior management.

11. Supplemental Statistical Report on the impact of COVID-19 on the *Access to Information Act*

In addition to completing the forms for the Statistical Report on the *Access to Information Act* for 2020-21, institutions were asked to complete a Supplemental Report to help identify the impact of COVID-19 measures on institutional performance for 2020-21 and going forward. The Supplemental Statistical Report can be found in Appendix C.

During the 2020-2021 reporting period, the department was able to continue to provide a right of access to Canadians pertaining to formal requests received by our department during the pandemic.

APPENDIX A

DELEGATION ORDER

The responsibilities associated with the administration of the *Access to Information Act* are delegated to departmental officials through a delegation order signed by the Minister of Status of Women, currently Minister for Women and Gender Equality.

STATUS OF WOMEN CANADA / CONDITION FÉMININE CANADA

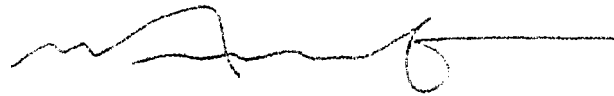
Access to Information Act and Privacy Act Delegation Order
Arrêté sur la délégation en vertu de la *Loi sur l'accès à l'information*
et de la *Loi sur la protection des renseignements personnels*

The Minister for Status of Women, pursuant to section 73 of the *Access to Information Act* and the *Privacy Act*, hereby designates the persons holding the positions set out in the schedules hereto, or the persons occupying on an acting basis those positions, to exercise the powers and functions of the Minister as the head of a government institution, under the section of the Acts set out in the schedules opposite each position. This Delegation Order supersedes all previous Delegation Orders.

En vertu de l'article 73 de la *Loi sur l'accès à l'information* et la *Loi sur la protection des renseignements personnels*, la ministre de la Condition féminine délègue aux titulaires des postes mentionnés aux annexes ci-après ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont elle est, en qualité de responsable d'une institution fédérale, investie par les articles des lois mentionnées en regard de chaque poste. Le présent décret de délégation remplace et annule tout décret antérieur.

Dated this 26 day of April 2017

Daté ce 26 jour de Avril 2017



Maryam Monsef, P.C., M.P.
Maryam Monsef, c.p., députée

STATUS OF WOMEN CANADA

Delegation of Powers, Duties and Functions Pursuant of Section 73 of the ACCESS TO INFORMATION ACT

Section of the Act	Powers, Duties and Functions	Head, Status of Women Canada	ATIP Coordinator
7(a)	Notice where access requested	X	X
8(1)	Transfer to – transfer from institution	X	X
9	Extension of time limits	X	X
11(2), (3), (4), (5), (6)	Additional fees	X	X
12(2)	Language of access	X	X
12(3)	Access in an Alternative Format	X	X
13	Information obtained in confidence	X	X
14	Federal-Provincial affairs	X	X
15	International affairs and defense	X	X
16	Law enforcement and investigation	X	
17	Safety of individuals	X	
18	Economic interests of Canada	X	
19	Personal information	X	X
20	Third party information	X	X
21	Advice	X	X
22	Testing procedures	X	X
23	Solicitor/client privilege	X	X
24	Statutory prohibitions	X	X
25	Severance	X	X
26	Information to be published	X	X

Section of the Act	Powers, Duties and Functions	Head, Status of Women Canada	ATIP Coordinator
27(1)(4)	Third party notification	X	X
28(1)(b)	Give written notice to a third party of the Department's decision to disclose records containing information pertaining to that third party	X	X
28(2)	Waive the requirement for a written representation by a third party	X	X
28(4)	Disclose records for which a notice has been issued to a third party of the Department's decision to disclose those records, unless the third party seeks a Court review of the decision under Section 44	X	X
29(1)	Disclosure on recommendation of Information Commissioner	X	X
33	Advise Information Commissioner of third party involvement	X	X
35	Right to make representations	X	
37(4)	Access to be given complainant	X	X
43(1)	Notice to third party (application to Federal Court)	X	X
44(2)	Notice to applicant (application to Federal Court by third party)	X	X
52(2) (3)	Special rules for hearings	X	
69	Excluded information	X	X
71(2)	Exempt information severed from manuals	X	X
77	Responsibilities conferred on the head of the institution the regulations make under section 77 which are not included above	X	X



Maryam Monsef, P.C., M.P.
Minister of Status of Women Canada

26/04/17
Date

APPENDIX B

ACCESS TO INFORMATION ACT

ANNUAL STATISTICAL REPORT

APRIL 1, 2020 – MARCH 31, 2021



Statistical Report on the Access to Information Act

Name of institution: Women and Gender Equality Canada

Reporting period: 2020-04-01 to 2021-03-31

Section 1: Requests Under the Access to Information Act

1.1 Number of requests

	Number of Requests
Received during reporting period	40
Outstanding from previous reporting period	5
Total	45
Closed during reporting period	37
Carried over to next reporting period	8

1.2 Sources of requests

Source	Number of Requests
Media	21
Academia	
Business (private sector)	3
Organization	0
Public	4
Decline to Identify	9
Total	40

1.3 Informal requests

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

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

Section 2: Decline to act 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	4	3	1	1	1	0	10
Disclosed in part	0	0	0	5	5	9	0	19
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	1	0	0	0	1	0	2
Request transferred	2	0	0	0	0	0	0	2
Request abandoned	3	0	0	0	0	0	1	4
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	5	5	3	6	6	11	1	37

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)	4	18(d)	0	21(1)(a)	12
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	12
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	1
14(a)	8	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	1
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)	6	22.1(1)	0
15(1) - I.A.* 15	0	16.2(1)	0	20(1)(a)	2	23	1
(1) - Def.* 15(1)	0	16.3	0	20(1)(b)	6	23.1	0
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)	3	26	0
16(1)(a)(ii) 16(1)	0	16.4(1)(b)	0	20(1)(d)	0		
(a)(iii)	0	16.5	0				
16(1)(b)	0	16.6	0				
16(1)(c)	0	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)	0	69(1)	0	69(1)(g) re (a)	5
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)	3
68.1	0	69(1)(c)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(d)	1	69(1)(g) re (e)	2
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	29	0

3.5 Complexity

2.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
1873	997	33

2.5.2

Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	9	153	1	119	0	0	0	0	0	0
Disclosed in part	17	191	2	232	0	0	0	0	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	3	0	0	0	1	302	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	0	0	0	0	0	0	0	0	0	0
Total	29	344	3	351	1	302	0	0	0	0

2.5.3

Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	4	16	0	0	20
Disclosed in part	17	0	0	0	17
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
Declined to act with the approval of the Information Commissioner	0	0	0	0	0
Total	21	16	0	0	37

2.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	21
Percentage of requests closed within legislated timelines (%)	56.8

2.7 Deemed refusals

2.7.1 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
16	2	6	2	6

2.7.2 Requests closed beyond legislated timelines (including any

Number of Days Past Legislated Timelines	extension taken) 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	1	0	1
16 to 30 days	1	0	1
31 to 60 days	0	2	2
61 to 120 days	0	3	3
121 to 180 days	1	5	6
181 to 365 days	1	1	2
More than 365 days	0	1	1
Total	4	12	16

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

0.1 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	2	1
Disclosed in part	6	6	15	10
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	1	1	1	0
Decline to act with the approval of the Information Commissioner	0	0	0	0
Total	8	7	18	11

3.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	5	2	3	1
31 to 60 days	3	3	4	6
61 to 120 days	0	2	9	4
121 to 180 days	0	0	1	0
181 to 365 days	0	0	1	0
365 days or more	0	0	0	0
Total	8	7	18	11

Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number Requests	Amount	Number Requests	Amount
Application	16	\$75	23	\$115
Other fees	0	\$0	0	\$0
Total	16	\$75	23	\$115

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	19	944	1	3
Outstanding from the previous reporting period	1	27	0	0
Total	20	971	1	3
Closed during the reporting period	19	890	1	3
Carried over to next reporting period	1	81	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	2	3	4	4	3	1	0	17
Disclose in part	0	0	1	0	0	1	0	2
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	2	3	5	4	3	2	0	19

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	0	0	1	0	0	0	0	1
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	1	0	0	0	0	1

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		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Reques	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	3	18	0	0	0	0	0	0	0	0
61 to 120	3	42	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	6	60	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		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Reques	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	1	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	1	0	0	0	0	0	0	0	0	0

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	Section 37 Reports of finding containing orders issued by the Information Commissioner
1	0	0	0	0	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

8.1 Costs

Expenditures		Amount
Salaries		\$146,705
Overtime		\$0
Goods and Services		\$28,177
• Professional services contracts	\$28,177	
• Other	\$0	
Total		\$174,882

8.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1.920
Part-time and casual employees	0.580
Regional staff	0.000
Consultants and agency personnel	0.250
Students	0.000
Total	2.750

Note: Enter values to three decimal places.

APPENDIX C

THE *ACCESS TO INFORMATION ACT*

SUPPLEMENTAL STATISTICAL REPORT ON THE IMPACT OF COVID-19

APRIL 1, 2020 – MARCH 31, 2021



Supplemental Statistical Report on the *Access to Information Act* and *Privacy Act*

Name of institution: Women and Gender Equality Canada

Reporting period: 2020-04-01 to 2021-03-31

Section 1: Capacity to Receive Requests

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	0
Able to receive requests by email	52
Able to receive requests through the digital request service	52

Section 2: Capacity to Process Records

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	0	52	0	52
Protected B Paper Records	0	52	0	52
Secret and Top Secret Paper Records	0	52	0	52

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Electronic Records	0	0	52	52
Protected B Electronic Records	0	0	52	52
Secret and Top Secret Electronic Records	0	52	0	52

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