

RCMP



ROYAL CANADIAN MOUNTED POLICE

2021-2022 ANNUAL REPORT TO PARLIAMENT

ADMINISTRATION OF THE
ACCESS TO INFORMATION ACT

2021-2022



Royal Canadian Mounted Police
Gendarmerie royale du Canada

Canada

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Catalogue No: PS61-41E-PDF

ISSN: 2564-2766

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1. INTRODUCTION

The Royal Canadian Mounted Police (RCMP) depends on an informed public in order to maintain the trust and confidence of Canadians. In this regard, compliance with both the *Access to Information Act* (ATIA) and the *Privacy Act* (PA) is of critical importance. The purpose of the ATIA is to enhance the accountability and transparency of federal institutions in order to promote an open and democratic society. The Act provides a right of access to information in accordance with the principles that government information should be available to the public and that necessary exceptions should be limited and specific. The RCMP takes these responsibilities seriously, and is committed to meeting the expectations of Canadians while protecting the integrity of the investigations undertaken on their behalf.

That said, the RCMP's Access to Information and Privacy (ATIP) program – which denotes both the dedicated ATIP personnel in the ATIP Branch in Ottawa as well as supporting personnel in divisions and business lines across the country – has faced numerous challenges over the past decade, which has hampered its ability to meet its obligations under both the ATIA and PA. As outlined in last year's annual report, the RCMP is taking concrete steps to improve its ATIP program and ultimately meet its obligations. Implementation on the RCMP's ambitious modernization effort, led by a comprehensive strategy, *Access Granted: Restoring Trust in the RCMP's Access to Information and Privacy Program* and supporting action plan is well underway.

This annual report outlines the first year of the implementation of the five-year strategy, and the RCMP is pleased to be able to report some significant improvements. We encourage all Canadians to monitor our progress through our public website at <https://www.rcmp-grc.gc.ca/en/access-information-and-privacy-programs-modernization-strategy>.

While the RCMP has made significant strides over the past year, this reporting period was not without its challenges. The ongoing impact of the COVID-19 pandemic, as well as significant operational demands during the reporting period had negative impacts on the RCMP's compliance with the ATIA. Nevertheless, the RCMP ATIP Branch adapted to these challenges, and continues to examine new and innovative ways of working in order to meet the expectations of Canadians.

The RCMP is pleased to outline in this annual report details of the manner in which it discharged its responsibilities in relation to the ATIA during the reporting period. The report is prepared and tabled in Parliament in accordance with section 94 of the ATIA.

2. ORGANIZATIONAL STRUCTURE

2.1 Royal Canadian Mounted Police (RCMP)

For nearly 150 years, the RCMP has been Canada's national police service. As a federal, provincial, territorial and municipal policing body, the RCMP is unique in the world. The RCMP provides federal policing services to all Canadians and policing services under contract to the three territories, eight provinces, and more than 180 municipalities delivered

through more than 750 detachments across Canadian communities, 600 Indigenous communities and three international airports.

The RCMP's mandate is multifaceted and includes: preventing and investigating crime; maintaining peace and order; enforcing laws; contributing to national security; ensuring the safety of state officials, visiting dignitaries and foreign missions; and, providing vital operational support services to other police and law enforcement agencies within Canada and abroad.

The organization is subdivided into 16 divisions (ten provinces, three territories, National Division, Depot and National Headquarters in Ottawa), each of which is under the direction of a Commanding Officer or Director General. National Headquarters includes nine business lines and is structured as follows: Federal Policing; Contract and Indigenous Policing; Specialized Policing Services; Corporate Management and Comptrollership; Human Resources; Internal Audit and Evaluation; Legal Services; Professional Responsibility Sector; and, Strategic Policy and External Relations.

2.2 ACCESS TO INFORMATION AND PRIVACY (ATIP) BRANCH

The RCMP established the ATIP Branch in 1983, as the central contact point for matters arising from both the ATIA and PA. The ATIP Branch falls within Strategic Policy and External Relations.

Traditionally, the Director of the ATIP Branch acts on behalf of the head of the institution as the Departmental ATIP Coordinator for the RCMP. The ATIP

Coordinator ensures compliance with both the spirit and the intent of the ATIA and PA, as well as all associated regulations and guidelines. During this reporting period, the new Director General position of ATIP was also created, primarily tasked with leading the program's broad modernization effort.

Functionally, the ATIP Branch is divided into two areas:

Policy Team: This team monitors and develops internal policies, procedures and guidelines for the collection, retention, disposition, use and disclosure of all personal and non-personal information for RCMP-wide applications. These dedicated professionals provide policy advice and expertise to the RCMP on access to information and privacy-related issues, including supporting the drafting and development of Privacy Impact Assessments (PIAs). The team also offers support within the program to the ATIP Branch analysts and the RCMP ATIP Coordinator, provides guidance to RCMP business lines and divisions across Canada with respect to the PA, the ATIA and related Treasury Board Secretariat (TBS) policies, directives and guidelines. In addition, the team reviews and creates internal policies that reflect TBS policies and directives as well as expectations of the Office of the Information Commissioner (OIC) and Office of the Privacy Commissioner (OPC) in order to meet its obligations in relation to *Info Source: Sources of Federal Government and Employee Information and PIAs within the RCMP*.

Disclosure Team (Operations): This team processes all formal requests under both the ATIA and PA,

including: working with requesters to discuss scope and clarity of their submissions; opening requests; and, tasking and receiving/importing records to and from Liaison Officers (LOs) within the RCMP's various business lines and divisions across the country. The team also reviews records and provides disclosed pages to requesters. As well, it processes informal access to information requests, and review, and respond to complaints received through both the OIC and OPC.

It must be mentioned that significant efforts were undertaken during fiscal year 2021-22 to restructure and modernize the reporting structure of the Branch. While these changes were not implemented during the reporting period, they will be firmly in place next year. An overview of these efforts can be found in Section 6 of this report.

When tasking requests, the ATIP Branch works closely with LOs and record holders, known as Office of Primary Interest (OPIs). Some responsibilities of the LOs and OPIs include:

Liaison Officers: LOs are responsible for forwarding all ATIP requests to the appropriate personnel (i.e., OPIs) within their business lines or divisions. Other responsibilities include: tracking submissions to ensure responsive records are sent by OPIs to the ATIP Branch; ensuring responses are on time; and, documenting and communicating internal RCMP ATIP processes to all who facilitate the processing of requests.

Office of Primary Interest: As the record holders, some of the OPIs' responsibilities include: providing

electronic copies of the responsive records; reviewing records for duplication; ensuring that the information falls within the scope of the request; notifying the ATIP Branch if records are voluminous; and, advising the Branch or LO if an extension is required.

3. DELEGATION ORDER

The Departmental ATIP Coordinator has full authority to administer the legislation. A copy of the signed Delegation Order is included in [Appendix A](#). Of note, due to the reorganization of the Branch (see Section 6), this delegation order is being updated to reflect the new operational structure.

4. PERFORMANCE

This section provides an overview of the RCMP's performance with respect to information requested under the ATIA for the 2021-2022 reporting year. The completed statistical report is found in [Appendix B](#), and the supplemental statistical report is found in [Appendix C](#).

During 2021-2022, the RCMP's ATIP Branch led the overall coordination of Bill C-58 proactive publication requirements for the RCMP. The ATIP Branch worked with various internal units, which were responsible for producing briefing materials to ensure that the RCMP met its legislative requirements.

The ATIP Branch also continued to work closely with its partners and stakeholders in finding solutions and reviewing processes to ensure that it responded to Canadians' requests in a satisfactory and timely manner.

IMPACT OF THE COVID-19 PANDEMIC AND MITIGATION MEASURES

The COVID-19 pandemic continued to present challenges to the RCMP's ATIP program during the 2021-2022 reporting period. Due to work restrictions, the RCMP continued to have employees work remotely across the organization, which resulted in some employees not being able to perform the full breadth of their duties, including being unable to retrieve physical records from the office or access highly sensitive material remotely. Even as efforts were made to mitigate this challenge within the ATIP Branch in Ottawa, the uneven and unpredictable impact on the broader workforce as a result of pandemic measures across the country, which differed province to province depending on municipal and provincial restrictions in place, continued to pose challenges. Specifically, personnel in divisions were at times also restricted from accessing physical work locations, which delayed their retrieval and review of requested material. To address this, the ATIP Branch implemented temporary measures to ensure Canadians continued to receive information, such as reprioritizing requests to better meet timelines and electronically releasing smaller sized consultations and responses to requests. These measures helped the RCMP improve its compliance rates but the COVID-19 pandemic nevertheless had an impact on operations.

4.1 COMPLIANCE

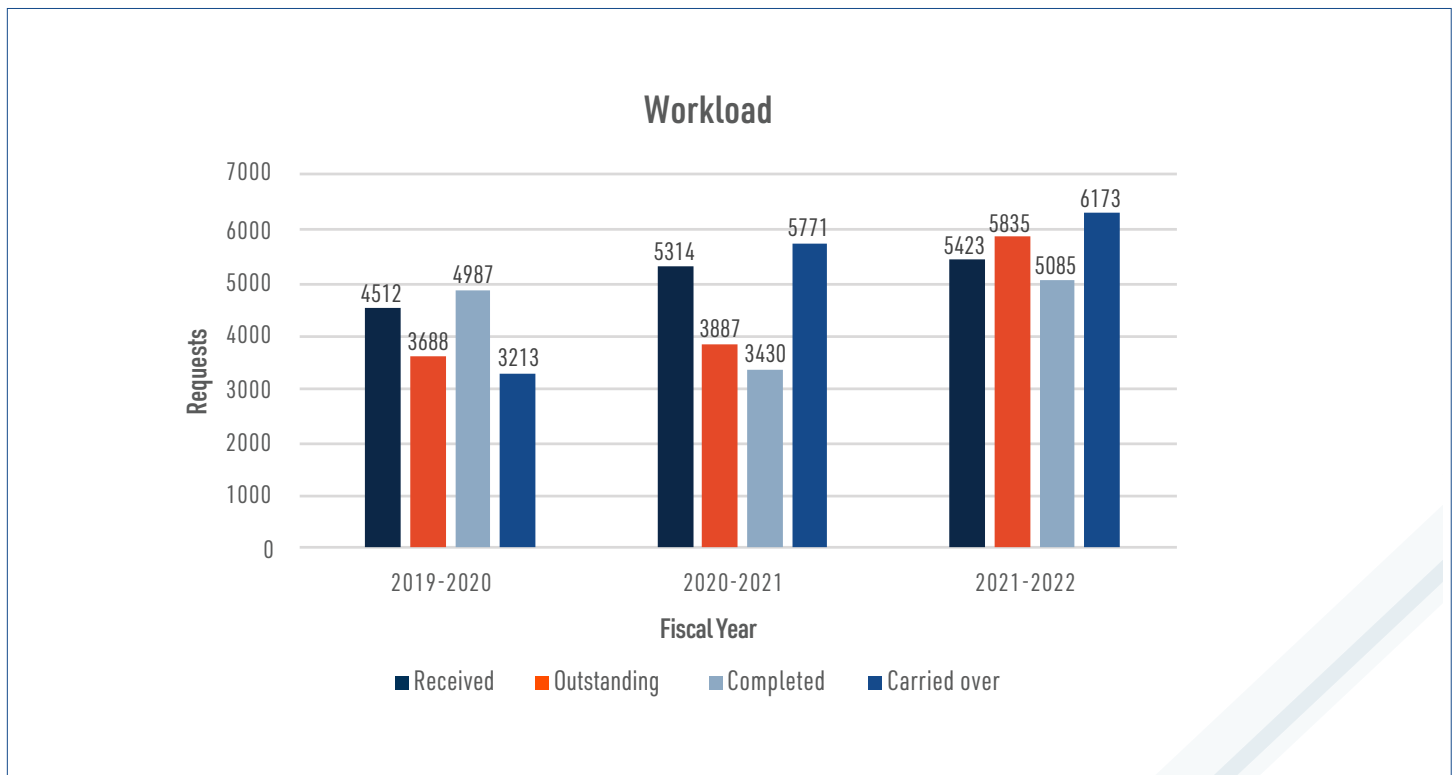
The ATIP Branch saw an increase in compliance for the number of requests closed within the legislated time frames under the ATIA. In the 2021-2022 fiscal year, compliance increased to 40.1% from 26.4% in the previous fiscal year. The increase is due, in part, to modifications in processes within the Branch, resulting in efficiencies and the utilization of contractors to complete files in order to address legislative compliance.

4.2 REQUESTS RECEIVED AND CLOSED

As noted in the Statistical Report in [Appendix B](#), the RCMP received a total of 5,423 new requests under the ATIA in 2021-2022. In addition, there were 5,835 requests outstanding from the previous reporting periods for a total of 11,258 requests. Of these, 5,085 requests were completed and 6,173 carried over to the 2022-2023 fiscal year.

Generally, ATIA requests cover a variety of topics and can include information about contracts/program costs and expenses, information related to security issues, operational file material, as well as the management of the RCMP.

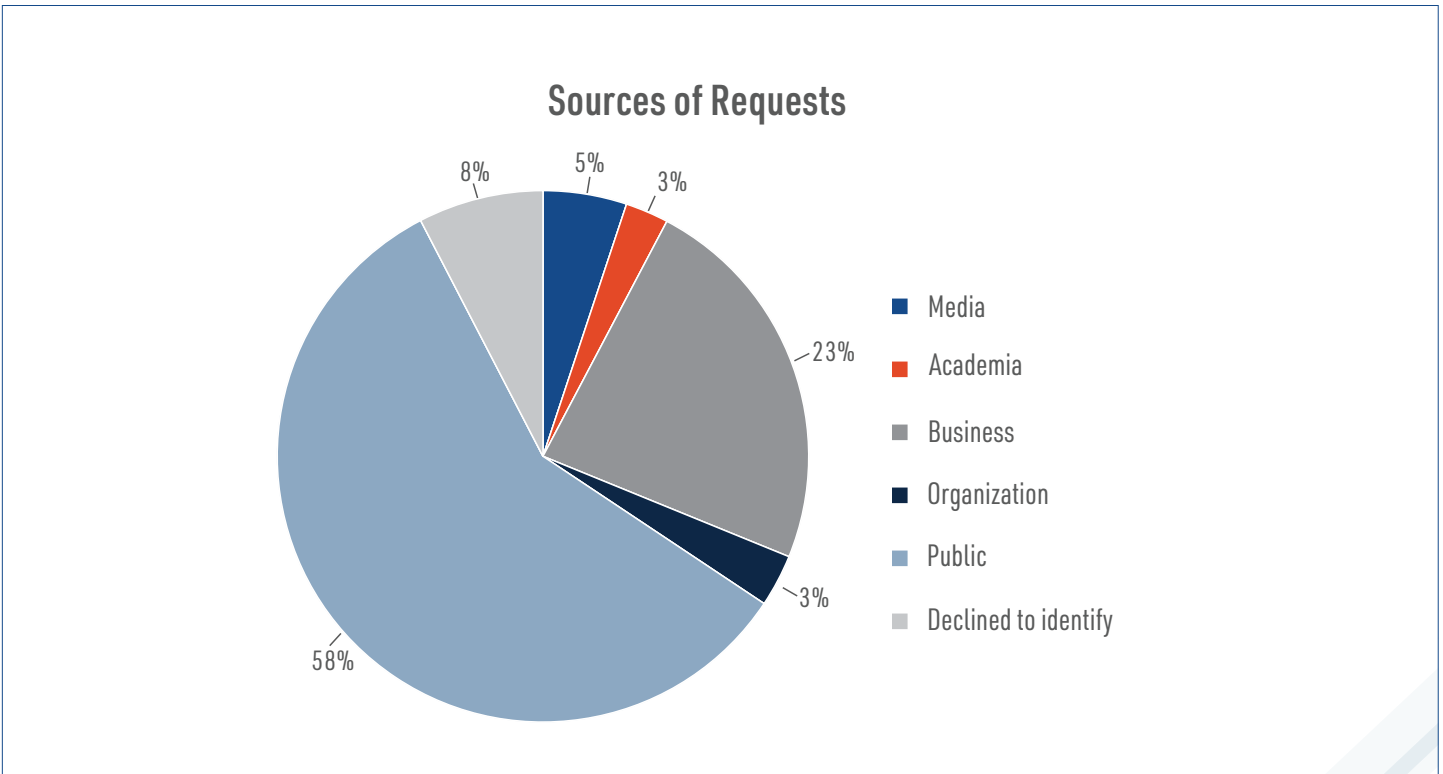
As demonstrated below, there has been a moderate increase in the number of requests received compared to the previous reporting period. Conversely, the number of requests closed for this reporting period increased by 48% compared to the previous fiscal year, and was 2% higher than the 2019-2020 fiscal year. This increase can be associated with the modernization of the program as well as to several process improvements and the assistance of consultants.



4.3 SOURCES OF REQUESTS

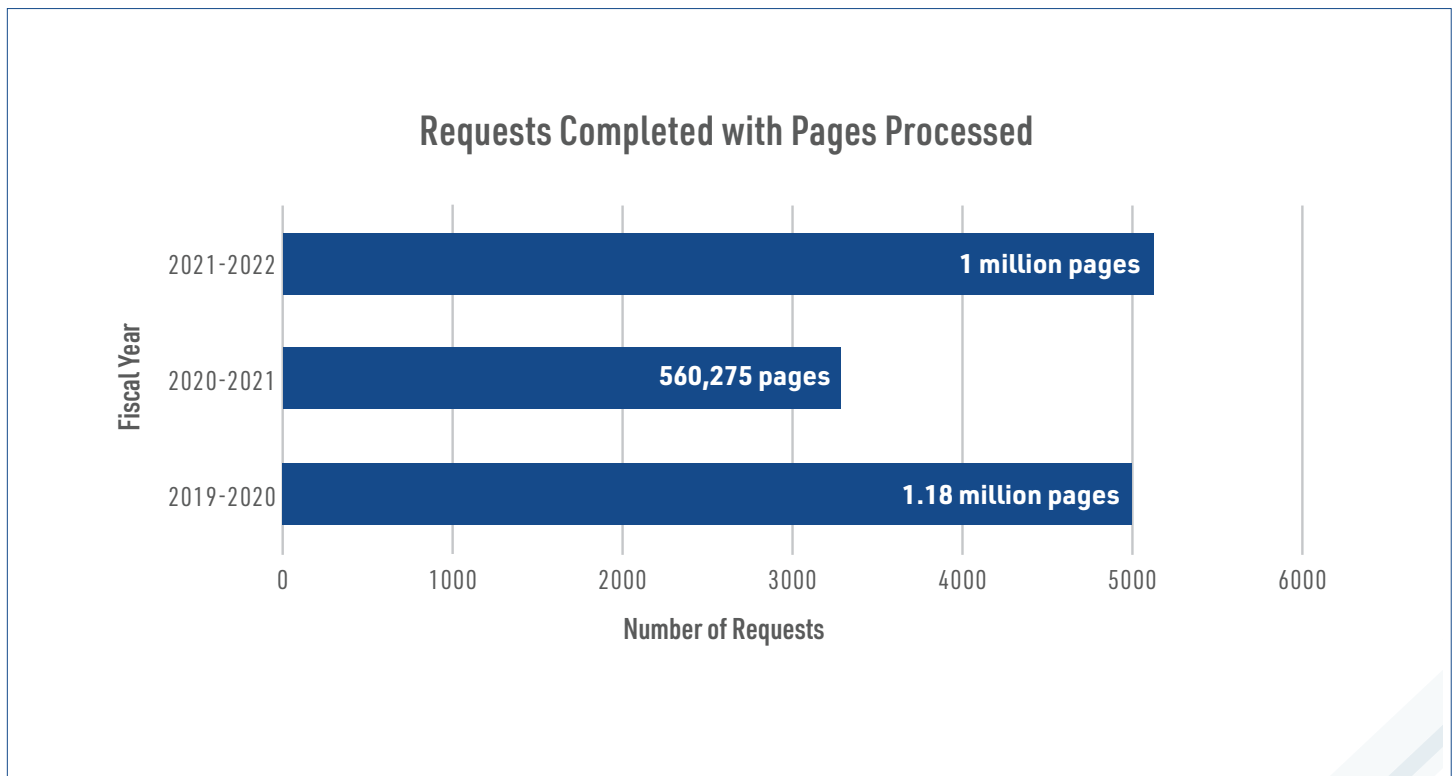
During the 2021-2022 fiscal year, a total of 5,423 requests were received. The sources of these requests were as follows:

- 3,149 (58%) from the public;
- 1,272 (23%) from business;
- 275 (5%) from the media;
- 173 (3%) from organizations;
- 142 (3%) from academia; and,
- 412 (8%) declined to identify.



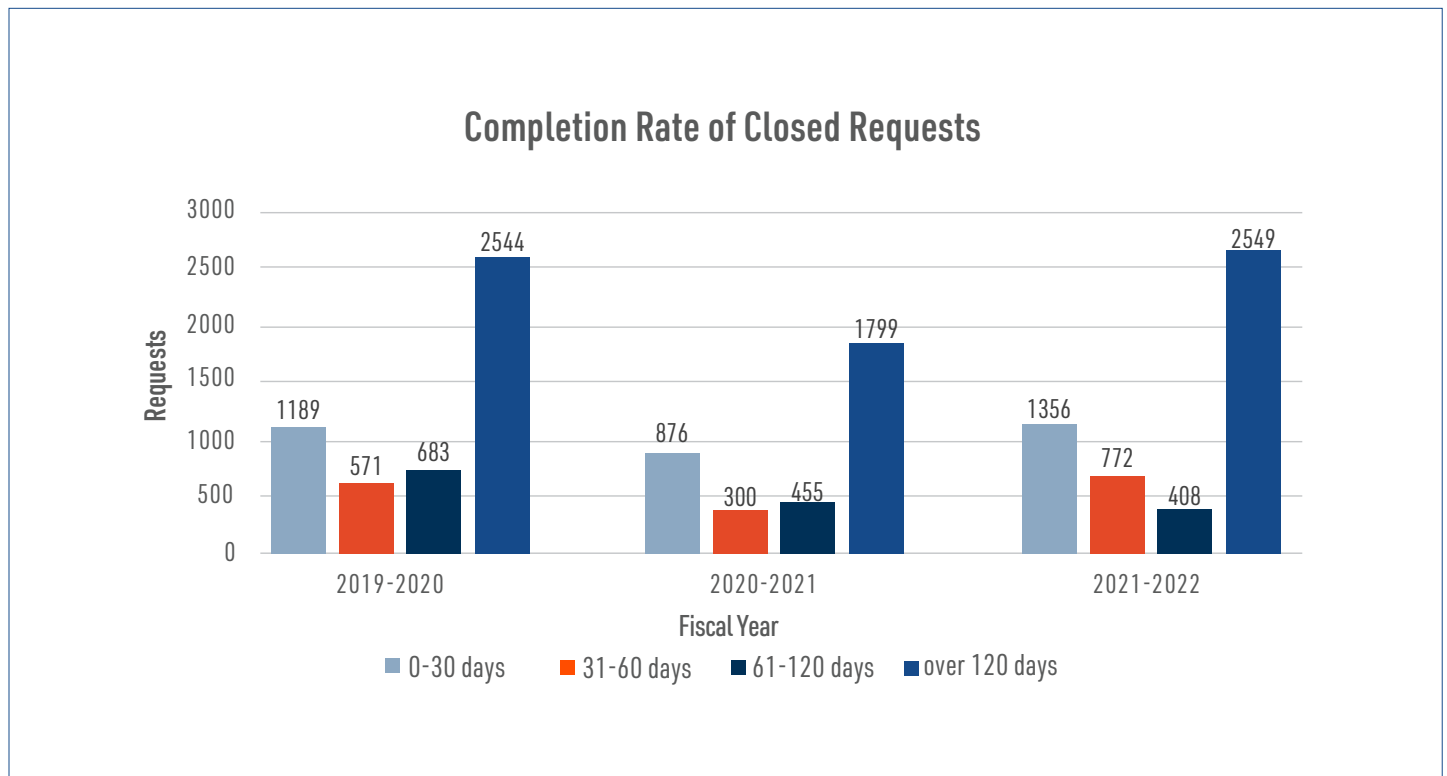
4.4 PAGES PROCESSED

The ATIP Branch's level of output for the number of pages processed under the ATIA during the 2021-2022 fiscal year increased by 80% compared to the 2020-2021 fiscal year, and was 15% lower than the 2019-2020 fiscal year. The increase in 2021-2022 is attributable to the modernization of the Branch as well as to several process improvements and the assistance of consultants.



4.5 COMPLETION TIME

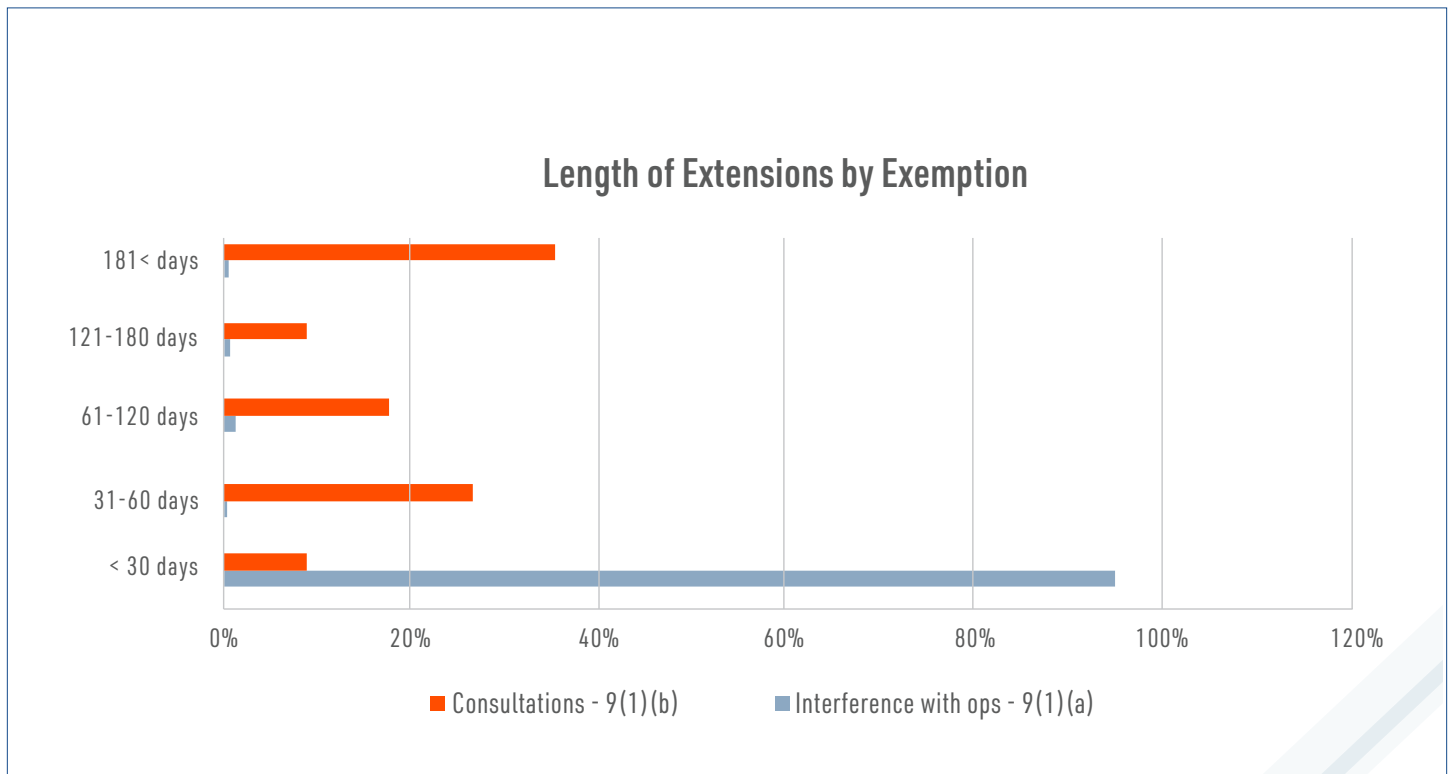
The ATIP Branch was able to complete a total of 1,356 (27%) requests in 30 days or less. During the reporting period, 772 (15%) requests were completed within 31-60 days, 408 (8%) were completed in 61-120 days and 2,549 (50%) were completed in more than 120 days.



4.6 EXTENSIONS

Section 9 of the ATIA allows institutions to extend the statutory time limits to respond to a request beyond 30 days.

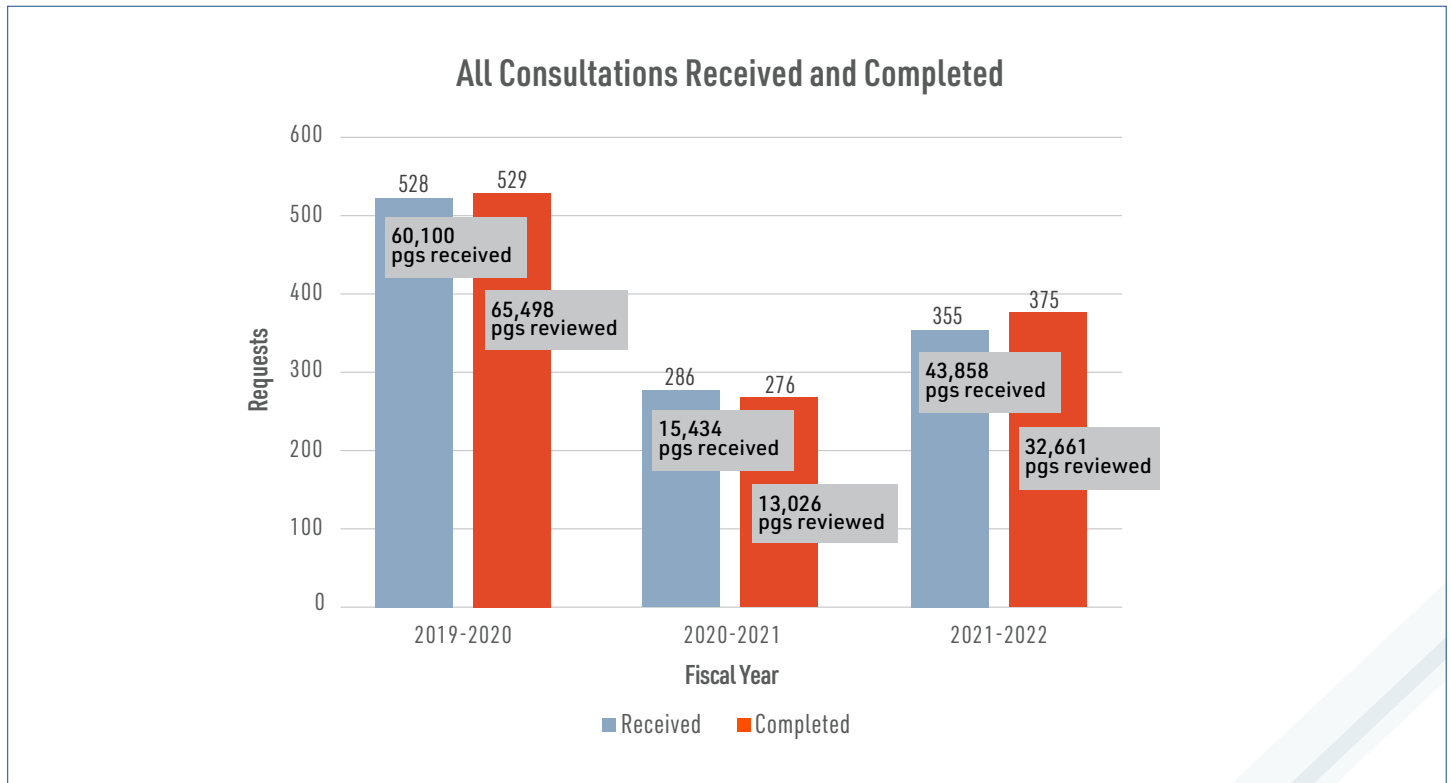
For the requests closed during the 2021-2022 reporting period, the RCMP sought a total of 1450 extensions under section 9(1)(a), which pertains to unreasonable interference with operations. A total of 11 extensions under section 9(1)(b), which pertains to necessary consultations were taken. No extensions under section 9(1)(c) were taken for third-party consultation. While the RCMP makes every effort to avoid extensions, the unique operating reality of the organization sometimes requires additional time to process requests. For example, during British Columbia's wildfires (August 2021 to September 2021) and floods (November 2021 to mid-January 2022), several detachments were structurally impacted at various levels, others had to close, and many were on Evacuation Alert. Extensions were therefore sought for all requests in these affected areas.



4.7 CONSULTATIONS FOR OTHER INSTITUTIONS

During the reporting period, the RCMP completed 375 consultations, totalling 32,661 pages reviewed. Of the 375 completed consultations, 292 were received from other Government of Canada institutions and 83 were from other organizations.

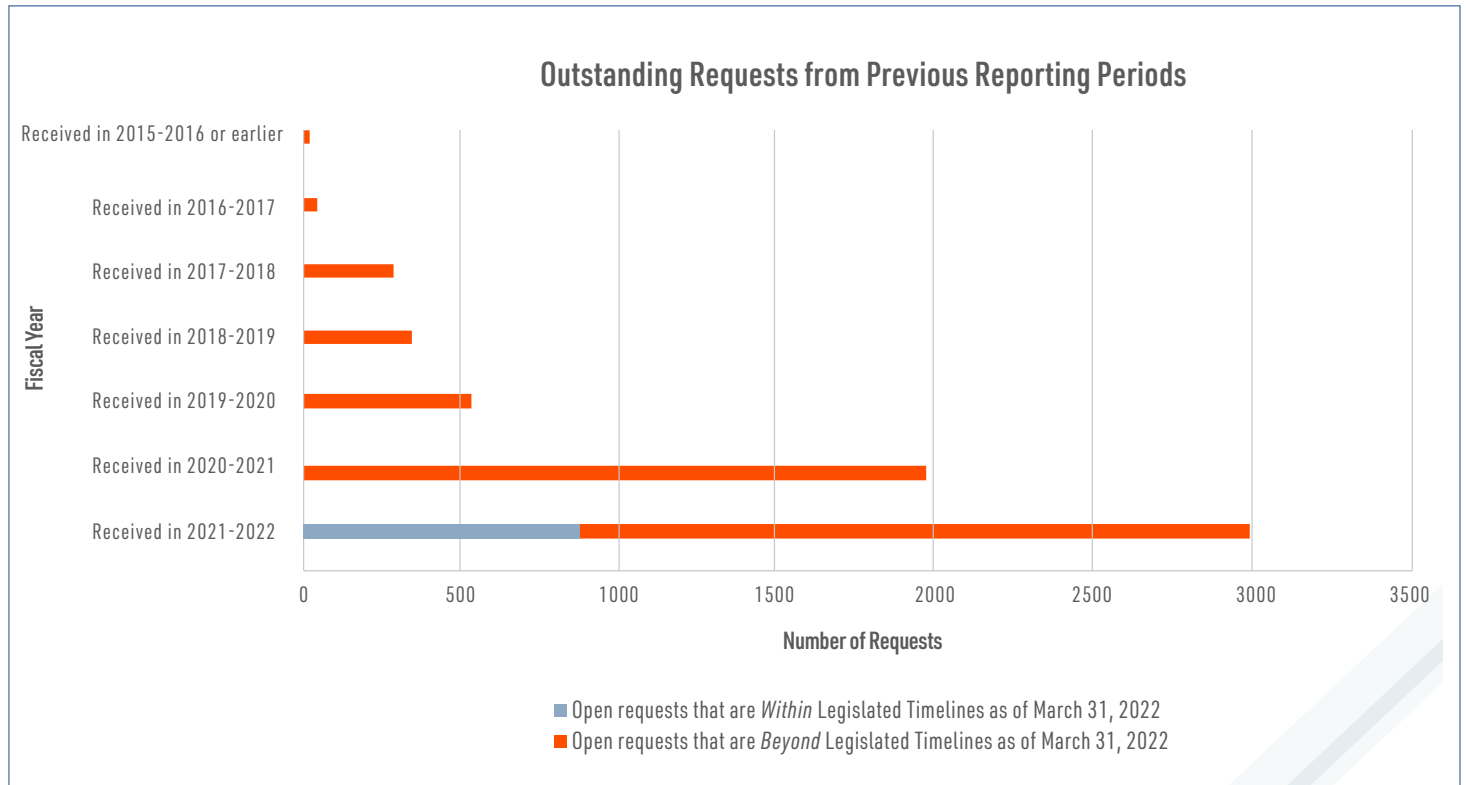
The number of consultations received and completed this reporting period has increased significantly. The RCMP assesses that this was due to the legacy of COVID-19 pandemic restrictions and the inability for other Government of Canada institutions to process requests during the first year of the pandemic, rather than an ongoing trend. The number of pages reviewed increased by 151% over the 2020-2021 reporting period and decreased by 50% compared to the 2019-2020 fiscal year.



4.8 ACTIVE OUTSTANDING REQUESTS FROM PREVIOUS REPORTING PERIODS

At the conclusion of the 2021-2022 fiscal year, a total of 6,173 requests were outstanding. Of those outstanding, 14% were carried over within legislated timelines, and 86% were carried over beyond legislated timelines. The fiscal years the carried over requests were received in are as follows:

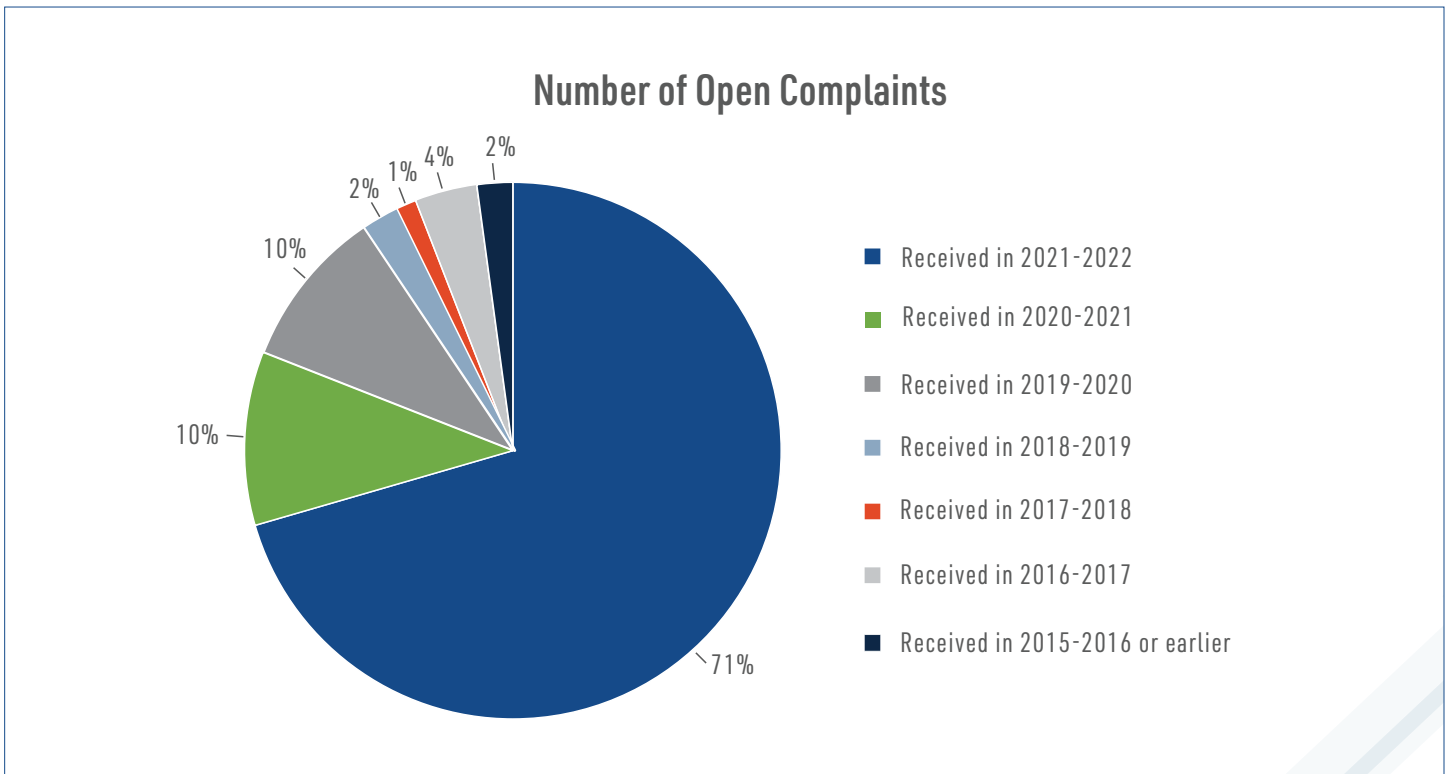
- 2,993 (48.4%) received in 2021-2022;
- 1,975 (32%) received in 2020-2021;
- 534 (8.7%) received in 2019-2020;
- 328 (5.3%) received in 2018-2019
- 275 (4.5%) received in 2017-2018;
- 51 (0.8%) received in 2016-2017; and;
- 17 (0.3%) received in 2015-2016 or earlier.



4.9 ACTIVE OUTSTANDING COMPLAINTS FROM PREVIOUS REPORTING PERIODS

At the conclusion of the reporting period, a total of 373 complaints were outstanding. The fiscal years the outstanding complaints were received in are as follows:

- 263 (71%) received in 2021-2022;
- 39 (10%) received in 2020-2021;
- 36 (10%) received in 2019-2020;
- 8 (2%) received in 2018-2019;
- 5 (1%) received in 2017-2018;
- 14 (4%) received in 2016-2017; and;
- 8 (2%) received in 2015-2016 or earlier.



5. TRAINING AND AWARENESS

Continuous learning is a priority for the RCMP and the ATIP Branch is no exception. ATIP Branch staff are encouraged to seek out relevant courses and other learning opportunities as a means to enhance their knowledge and to improve their skills. For the 2021-2022 reporting year, the ATIP Branch held regular information-sharing sessions where staff discussed files and shared best practices. Informal briefings were also held to advise staff of the implementation of new procedures to respond to the COVID-19 pandemic. As new technological tools were introduced to support remote collaboration during the pandemic, the RCMP was able to leverage these tools (particularly videoconferencing) to provide a number of training sessions to employees. In-house training and orientation was also provided to new ATIP Intake staff and virtual training was provided to ATIP LOs in several divisions and business lines across the country, including the Canadian Criminal Real Time Identification Services, Protective Policing, H Division (Nova Scotia) and J Division (New Brunswick).

During the reporting period, the ATIP Branch, in conjunction with the RCMP's Learning and Development Unit, produced the *Access to Information and Privacy Fundamentals* online course available to all categories of RCMP employees. In addition to increasing their knowledge of the ATIA and the PA, this course also provides employees with a better understanding of their responsibilities when responding to information requests and best practices when managing personal information. While only available for the latter part of the reporting period, the course was taken by over 1,800 personnel, representing approximately 6% of the overall workforce.

6. POLICIES, GUIDELINES, PROCEDURES AND INITIATIVES

6.1 ATIP MODERNIZATION

In November 2020, the Information Commissioner of Canada released the results of a systemic investigation of the RCMP's ATIP program, entitled *Access to issue: The need for leadership*. The report was highly critical of the RCMP's ATIP program and identified fifteen (15) recommendations for improvement. Subsequently, the Minister of Public Safety issued a Direction to the RCMP to action the recommendations of the OIC's review and submit a strategy outlining a way forward to be developed in consultation with the TBS. In response, the RCMP developed a comprehensive strategy entitled *Access Granted: Restoring Trust in the RCMP's Access to Information Program*, supported by a concrete action plan, outlining initiatives to modernize the program.

The RCMP has already begun implementing the strategy and is committed to see it through over the course of the next five years. The clear objective is to increase compliance rates and enhance public transparency. The RCMP has posted the strategy, and is providing quarterly updates on the RCMP external website, and we encourage all Canadians to visit the site and monitor our progress at <https://www.rcmp-grc.gc.ca/en/access-information-and-privacy-programs-modernization-strategy>.

Over the reporting period, the RCMP has made significant progress in implementing the strategy. While more detail can be found on our external website, some key initiatives include:

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Access to Information Act

- ▶ **Restructure and reorganization of the ATIP Branch:** As noted previously, the ATIP Branch is in the process of implementing a significant restructure and reorganization to ensure that it is bringing the necessary resources and leadership to meeting its obligations under the ATIA and the PA. The new structure separates the ATIP Branch into three streams as follows: Information (responsible for meeting ATIA obligations); Privacy Protection (responsible for meeting PA obligations); and, Operational Support (responsible for providing critical support services for the entire Branch, such as intake, quality assurance, training and operational policy). Each stream is led by a director, with the Branch now reporting to a Director General. These changes are bringing new personnel into the Branch with the ultimate objective of almost doubling in size over the next five years. While these changes were authorized during the reporting period, meaningful implementation did not commence until the 2022-23 fiscal year. The RCMP looks forward to providing more detail on this effort in our next annual report.
- ▶ **New ways of working:** The RCMP engaged PricewaterhouseCooper (PwC) to assist with its modernization efforts. Specifically, PwC performed a diagnostic review of the ATIP program, which included a Lean management approach to optimize the ATIP process for the program. Following the review, they rolled out the PERFORM training regime, which is designed to support culture and business process changes. Specifically, this training included the introduction to new skills and tools that were applied to day-to-day work. With the conclusion of the training in December 2021, surveys issued to personnel indicated increases in employee expectations on effective management of workloads, employee motivation and open communications about wellbeing. To ensure that new business processes continue, sustainability plans were created for the Branch and are monitored monthly and updated quarterly.
- ▶ **Focus on training:** As part of broader modernization efforts, the RCMP ATIP Branch aggressively promoted the new training course to personnel, which directly resulted in the positive enrollment rate. Additional efforts are underway to develop new training and course offerings for ATIP Branch personnel and the broader organization that will be in place for the next reporting period. In fact, expanding training delivery forms a key part of the Branch's human resources strategy for ATIP modernization, succession planning, and employee retention.
- ▶ **Sharing best practices:** The RCMP is not the only organization modernizing its ATIP programs; change is underway across the Government of Canada. In order to ensure that the RCMP was benefiting from the lessons learned and work underway by its partners, and that partners were aware of work underway at the RCMP, the RCMP created an interdepartmental working group to exchange best practices and identify areas for collaboration.

The ATIP Branch continued to review its processes to improve operational effectiveness. During the reporting period of 2021-2022, the ATIP Branch accomplished the following:

- ▶ Reviewed employee work arrangements due to the COVID-19 pandemic restrictions and established new telework agreements, as well as a reintegration protocol to allow more flexibility for its employees;
- ▶ Updated the Disclosure and Intake teams' standard operating procedures, which was part of the ATIP Branch's efforts to formalize its internal processes;
- ▶ Enhanced internal processes for facilitating the transfer of files within the RCMP, including the creation of national shared drives for classified information;
- ▶ Modified guidelines to address its on-time and backlog files, enabling processing efficiencies;
- ▶ Worked with business lines and divisional LOs to develop guidelines, standards and awareness communiques to further facilitate RCMP ATIP modernization, and implemented new regular meetings to resolve challenges as quickly as possible;
- ▶ Continued to lead the interdepartmental working group for the development of business continuity plans specifically for ATIP programs, which led to greater information sharing among the participating departments; and,
- ▶ Collaborated in monthly conferences with the OIC, resulting in streamlined processes.

7. SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS OR AUDITS

7.1 COMPLAINTS AND INVESTIGATIONS

During this reporting period, the RCMP continued to work collaboratively with the OIC to address complaints as efficiently as possible. Following the publication of the OIC's systemic investigation in November 2020, into the RCMP and its ATIA practices, concrete steps were taken to review and update internal processes to help ensure the RCMP is meeting its obligations under the Act.

As identified in the OIC's annual report, <https://www.oic-ci.gc.ca/en/resources/reports-publications/2021-2022-annual-report>, the OIC experienced a significant influx of complaints during the reporting period. As the OIC worked diligently to respond and investigate these complaints, departments and agencies had to respond accordingly to support the OIC investigative process, and respond to the inquiries of the Agent of Parliament. The RCMP was no exception to this, and had to respond accordingly to ensure that it was meeting its expectations. As part of this modernization strategy, a team of analysts dedicated to complaints was formed. Comprised of six employees, including consultants, the ATIP Branch's complaints team enabled the RCMP to respond more efficiently to complaints received through the OIC. This new unit is not only ensuring robust response to the OIC, but also working proactively to identify and address issues before a complaint is made. Further, as part of its commitment to demonstrating leadership in resolving ATIP challenges, senior executives were actively involved in the complaint management process, including its written engagements with the OIC.

Section 8 of the Statistical Report in [Appendix B](#) also provides data on the complaints received and closed. Specifically, for the 2021-2022 reporting period, the RCMP received and provided the following under the ATIA:

- ▶ **Section 32** - The RCMP received 456 notices, which represents nearly 9% of all requests closed during the reporting period. The majority of the complaints received relate to delays, where the RCMP was unable to respond within 30 days and therefore considered in deemed refusal in accordance with the Act. Under this section, the OIC formally notifies the institution of their intent to investigate a complaint received.
- ▶ **Section 30(5)** - The RCMP received 30 notices. Under this section, if the OIC refuses or ceases to investigate a complaint, it notifies the complainant, the institution and, if applicable, any third party and the Privacy Commissioner.
- ▶ **Section 35** - The RCMP provided 122 formal representations. Under this section, the OIC provides an opportunity to institutions to provide representation to an ongoing complaint investigation.
- ▶ **Section 37** - The RCMP received nine initial reports. Under this section, the OIC finds that the complaint is well founded and provides the institution the findings of their investigation, specific recommendations to remedy the issue, and when appropriate, a specific time frame that the OIC can expect a plan to implement

the recommendations. The institution must then decide on whether to implement the recommendations.

7.2 COURT ACTION

Three court proceedings were actioned with respect to access requests processed within this current fiscal year, and three were concluded during the reporting period and dismissed.

8. MONITORING COMPLIANCE

The ATIP Branch monitors compliance through weekly and monthly statistical reports, which include compliance rate, the number of files completed on time and those that are delayed, as well as complaints. Performance Dashboards to further identify trends and assist the ATIP Branch in strategically developing efficiencies were also created. The Branch's Management team reviews the weekly and monthly reports to manage workload and to determine any upcoming issues where processes could be improved. The reports are provided to the RCMP's Chief Strategic Policy and External Relations Officer (CSPERO), the Chief Administrative Officer (CAO) and the Commissioner in an effort to improve accountability.

The ATIP Branch is currently working to bolster its data reporting function by onboarding new technology and processes. This new technology will enable the ATIP Branch to be more strategic and transparent, by automatically capturing pertinent data to assist the ATIP Branch with its planning and public reporting as well as to identify areas where efficiencies may be found.

9. REPORTING ON ACCESS TO INFORMATION FEES FOR THE PURPOSES OF THE *SERVICE FEES ACT*

Under the ATIA, the head of a government institution may charge a fee for access to information services. The fee is not to exceed the cost of providing the service. In accordance with the Interim Directive on the Administration of the ATIA, the RCMP waives all fees prescribed by the Act and Regulations, other than the \$5.00 application fee set out in paragraph 7(1)(a) of the Regulations. Under the ATIA, the head of the institution may also waive the fee or a part of a fee or may refund a fee or a part of a fee paid.

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 ATIA, 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 ATIA request. For the 2021-2022 reporting period, the RCMP collected a total revenue of \$26,325 for 5,265 access requests and waived fees in the amount of \$1,235 for 247 access requests. This was largely the result of the inability to deposit the fees in a timely manner due to COVID-19 pandemic restrictions.

The cost to operate the access to information segment of the RCMP's ATIP Branch for 2021-2022 is \$5.03 million.

APPENDIX A - DELEGATION ORDER

Access to Information Act and Privacy Act Delegation Order


The Minister of Public Safety and Emergency Preparedness, pursuant to section 73 of the *Access to Information Act* and of the *Privacy Act*, hereby designates the persons holding the position set out in the schedule 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, that is, the Royal Canadian Mounted Police, under the section of the Act set out in the Schedule opposite each position. This designation replaces and nullifies all such designations previously signed and dated by the Minister.

SCHEDULE

Position	<i>Privacy Act</i> and Regulations	<i>Access to Information Act</i> and Regulations
Commissioner of the RCMP	Full Authority	Full Authority
Chief, Strategic Policy and Planning Officer		
Departmental Access to Information and Privacy Coordinator		
Commanding Officers	Authority for 8(2)(j) and 8(2)(m)	N.A.
Officer in Charge, Policy, Processing and External Relations	Full Authority except 8(2)(j) and 8(2)(m)	7, 8(1), 9, 11(2) to 11(6) (inclusive), 12(2) and all mandatory exemptions (13(1), 16(3), 19(1), 20(1) and 24(1)) and 6(1) and 8 of the Regulations
Manager, Processing and Triage		
Manager, Quality Control		
Non-Commissioned Officers and public servants in charge of ATIP unit		
Non-Commissioned Officers and public servants in charge of ATIP Branch (analysts)	14 and 15 for all records; 17(2)(b), 19 to 28 (inclusive) for all employee records as designated in InfoSource; For all other records requiring mandatory exemptions in their entirety (19(1), 22(2) and 26) of the Act; 9 and 11(2) of the Regulations	7, 8(1) and 12(2)(b) and all records exempted in their entirety by mandatory exemptions (13(1), 16(3), 19(1), 20(1) and 24(1)) of the Act; 6(1) and 8 of the Regulations

Signed, at the City of Ottawa, this 4 day of December, 2015

Signé, à Ottawa, ce __ jour de _____, 20



The Honourable / L'honorable Ralph Goodale, P.C., M.P.
Minister of Public Safety and Emergency Preparedness
Ministre de la Sécurité publique et de la Protection civile

APPENDIX B – STATISTICAL REPORT ON THE ACCESS TO INFORMATION ACT

Name of institution: Royal Canadian Mounted Police

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		5,423
Outstanding from previous reporting periods		5,835
• Outstanding from previous reporting period	3,527	
• Outstanding from more than one reporting period	2,308	
Total		11,258
Closed during reporting period		5,085
Carried over to next reporting period		6,173
• Carried over within legislated timeline	865	
• Carried over beyond legislated timeline	5,308	

1.2 SOURCES OF REQUESTS

Source	Number of Requests
Media	275
Academia	142
Business (private sector)	1,272
Organization	173
Public	3,149
Decline to Identify	412
Total	5,423

1.3 CHANNELS OF REQUESTS

Source	Number of Requests
Online	4,264
E-mail	165
Mail	992
In person	0
Phone	0
Fax	2
Total	5,423

Section 2: Informal requests

2.1 NUMBER OF INFORMAL REQUESTS

		Number of Requests
Received during reporting period		610
Outstanding from previous reporting periods		47
• Outstanding from previous reporting period	38	
• Outstanding from more than one reporting period	9	
Total		657
Closed during reporting period		607
Carried over to next reporting period		50

2.2 CHANNELS OF INFORMAL REQUESTS

Source	Number of Requests
Online	607
E-mail	3
Mail	0
In person	0
Phone	0
Fax	0
Total	610

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
372	142	44	18	7	21	3	607

2.4 PAGES RELEASED INFORMALLY

Less Than 100 Pages Released		101-500 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		101-500 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
420	8,934	130	31,890	32	24,112	24	50,678	1	18,072

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
Total	0
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 Days	181 to 365 Days	More Than 365 Days	
All disclosed	15	31	77	44	0	60	113	340
Disclosed in part	108	248	484	217	0	468	1,063	2,588
All exempted	23	36	78	30	1	46	66	280
All excluded	0	0	0	0	0	0	5	5
No records exist	21	34	64	61	0	77	172	429
Request transferred	3	0	0	0	0	0	0	3
Request abandoned	773	62	65	49	0	125	320	1,394
Neither confirmed nor denied	0	2	4	7	0	12	21	46
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	943	413	772	408	1	788	1,760	5,085

4.2 EXEMPTIONS

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	27	16(2)	149	18(a)	1	20.1	0
13(1)(b)	7	16(2)(a)	4	18(b)	5	20.2	0
13(1)(c)	309	16(2)(b)	2	18(c)	0	20.4	0
13(1)(d)	100	16(2)(c)	22	18(d)	0	21(1)(a)	33
13(1)(e)	5	16(3)	0	18.1(1)(a)	1	21(1)(b)	54
14	5	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	11
14(a)	2	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	4
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	1	22	14
15(1)	38	16.1(1)(d)	0	19(1)	1,701	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	1	23	113
15(1) - Def.*	24	16.3	0	20(1)(b)	36	23.1	0
15(1) - S.A.*	1	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	6
16(1)(a)(i)	1,074	16.4(1)(b)	0	20(1)(c)	32	26	15
16(1)(a)(ii)	559	16.5	0	20(1)(d)	3		
16(1)(a)(iii)	15	16.6	0				
16(1)(b)	253	17	6				
16(1)(c)	303						
16(1)(d)	1						

*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)	5	69(1)	0	69(1)(g) re (a)	3
68(b)	0	69(1)(a)	1	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)	1
68.2(b)	0	69(1)(e)	2	69(1)(g) re (f)	1
		69(1)(f)	0	69.1(1)	0

4.4 FORMAT OF INFORMATION RELEASED

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
654	2,273	1	10	22	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
1,006,354	441,569	4,653

4.5.2 RELEVANT PAGES PROCESSED PER REQUEST DISPOSITION FOR PAPER AND E-RECORD FORMATS BY SIZE OF REQUESTS

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 Pages Processed	
	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	304	3,117	30	5,705	2	1,423	3	5,887	1	157,832
Disclosed in part	1,839	49,706	515	116,079	136	94,799	88	169,389	10	176,499
All exempted	221	5,819	52	10,859	3	2,050	4	7,958	0	0
All excluded	4	66	0	0	0	0	0	0	1	175,000
Request abandoned	1,380	820	7	1,034	5	3,329	1	1,175	1	17,808
Neither confirmed nor denied	46	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	3,794	59,528	604	133,677	146	101,601	96	184,409	13	527,139

4.5.3 RELEVANT MINUTES PROCESSED AND DISCLOSED FOR AUDIO FORMATS

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
3,362	541	98

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	1	3	0	0	0	0
Disclosed in part	73	1,245	8	690	6	1,230
All exempted	5	94	1	61	0	0
All excluded	0	0	0	0	0	0
Request abandoned	3	39	0	0	0	0
Neither confirmed nor denied	1	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
Total	83	1,381	9	751	6	1,230

4.5.5 RELEVANT MINUTES PROCESSED AND DISCLOSED FOR VIDEO FORMATS

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
8,793	1,216	54

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	1	116	0	0
Disclosed in part	24	387	12	1,152	7	6,848
All exempted	5	32	1	68	0	0
All excluded	0	0	0	0	0	0
Request abandoned	1	0	2	190	0	0
Neither confirmed nor denied	1	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
Total	31	419	16	1,526	7	6,848

4.5.7 OTHER COMPLEXITIES

Disposition	Consultation Required	Legal Advice Sought	Other	Total
All disclosed	11	0	227	238
Disclosed in part	71	0	1,717	1,788
All exempted	1	0	236	237
All excluded	1	0	0	1
Request abandoned	6	0	1,099	1,105
Neither confirmed nor denied	0	0	29	29
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	90	0	3,308	3,398

4.6. CLOSED REQUESTS

4.6.1 NUMBER OF REQUESTS CLOSED WITHIN LEGISLATED TIMELINES

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	2,041
Percentage of requests closed within legislated timelines (%)	40.13765978

4.7 DEEMED REFUSALS

4.7.1 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
3,044	3,044	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	63	64	127
16 to 30 days	51	52	103
31 to 60 days	95	68	163
61 to 120 days	188	61	249
121 to 180 days	176	19	195
181 to 365 days	537	4	541
More than 365 days	1,640	26	1,666
Total	2,750	294	3,044

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	143	0	1	0
Disclosed in part	877	0	8	0
All exempted	137	0	0	0
All excluded	0	0	0	0
No records exist	149	0	2	0
Request abandoned	144	0	0	0
Decline to act with the approval of the Information Commissioner	0	0	0	0
Total	1,450	0	11	0

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	1,415	0	1	0
31 to 60 days	3	0	3	0
61 to 120 days	17	0	2	0
121 to 180 days	8	0	1	0
181 to 365 days	7	0	3	0
365 days or more	0	0	1	0
Total	1,450	0	11	0

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Requests	Amount	Requests	Amount	Requests	Amount
Application	5,265	\$26,325.00	247	\$1,235.00	0	\$0.00
Other fees	0	\$0.00	0	\$0	0	\$0.00
Total	5,265	\$26,325.00	247	\$1,235.00	0	\$0.00

Section 7: Consultations received from other institutions and organizations

**7.1 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	275	40,077	80	3,781
Outstanding from the previous reporting period	83	22,218	12	1,486
Total	358	62,295	92	5,267
Closed during the reporting period	292	28,036	83	4,625
Carried over within negotiated timelines	43	26,938	4	134
Carried over beyond negotiated timelines	23	7,321	5	508

**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	55	38	43	29	6	6	6	183
Disclose in part	4	14	28	19	9	11	11	96
Exempt entirely	0	4	1	2	0	0	0	7
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	1	0	0	0	0	1
Other	0	1	1	1	1	0	1	5
Total	59	57	74	51	16	17	18	292

**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	19	17	8	3	4	1	0	52
Disclose in part	5	6	5	6	2	0	0	24
Exempt entirely	1	2	2	0	1	0	0	6
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	1	0	0	0	0	0	0	1
Total	26	25	15	9	7	1	0	83

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		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 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
1 to 15	1	2	0	0	0	0	0	0	0	0
16 to 30	2	3	0	0	0	0	0	0	0	0
31 to 60	1	3	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	1	0	0	0	0	0	0	0	0	0
Total	5	8	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		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 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
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	1	3	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	1	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	2	3	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
456	30	122

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
9	4	5	5	1	4

Section 10: Court action

10.1 COURT ACTIONS ON COMPLAINTS

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

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		\$3,718,127
Overtime		\$229,260
Goods and Services		\$1,085,531
▶ Professional services contracts	\$1,046,949	
▶ Other	\$38,582	
Total		\$5,032,918

11.2 HUMAN RESOURCES

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	36.997
Part-time and casual employees	4.088
Regional staff	0.000
Consultants and agency personnel	3.741
Students	0.103
Total	44.929

Note: Enter values to three decimal places.

APPENDIX C - SUPPLEMENTAL STATISTICAL REPORT ON THE ACCESS TO INFORMATION ACT
Statistical Report on the Access to Information Act

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	52
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	0	52	52
Protected B Paper Records	0	0	52	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

Section 3: Open Requests and Complaints Under the *Access to Information Act*

3.1 ENTER THE NUMBER OF OPEN REQUESTS THAT ARE OUTSTANDING FROM PREVIOUS REPORTING PERIODS.

Fiscal Year Open Requests were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2022	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2022	Total
Received in 2021-2022	864	2,129	2,993
Received in 2020-2021	0	1,975	1,975
Received in 2019-2020	0	534	534
Received in 2018-2019	0	328	328
Received in 2017-2018	0	275	275
Received in 2016-2017	0	51	51
Received in 2015-2016 or earlier	0	17	17
Total	864	5,309	6,173

3.2 ENTER THE NUMBER OF OPEN COMPLAINTS WITH THE INFORMATION COMMISSIONER OF CANADA THAT ARE OUTSTANDING FROM PREVIOUS REPORTING PERIODS.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2021-2022	263
Received in 2020-2021	39
Received in 2019-2020	36
Received in 2018-2019	8
Received in 2017-2018	5
Received in 2016-2017	14
Received in 2015-2016 or earlier	8
Total	373