

Ombudsman

National Defence and
Canadian Armed Forces



Défense nationale et
Forces armées canadiennes

Annual Report to
Parliament on the
Administration of the
Access to Information Act

2021-2022

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1 Introduction

The purpose of the *Access to information Act* is to extend the present laws of Canada to provide a right of access to information in records under the control of a government institution, according to 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.

1.1 Background

Section 72 of the *Access to Information Act* requires that the head of every government institution prepare and submit to Parliament an annual report on the administration of the *Act* within the institution. This is the twentieth annual report to Parliament on performance with respect to administration of the *Act* by the Office of the Ombudsman for the Department of National Defence and the Canadian Armed Forces (the Office or the Office of the Ombudsman).

The Office of the Ombudsman is committed to openness and transparency about its administration and functioning. The Office endeavours to ensure that information about its work is widely disseminated and easily available. For example, the Ombudsman's annual reports, special reports and press releases are posted on the Office's website as soon as they are released. The website also contains case studies and statistics on the Office's caseload, and educational material on subjects of interest to our constituents.

Critical to the resolution of complaint files and investigations is the confidentiality of the information provided by the constituents who come forward. Therefore, before any case study or report is released, identifying information is removed to ensure the protection of personal information and confidentiality of our communications. As well, summaries of completed requests for access to information are available on our website at <https://www.canada.ca/en/ombudsman-national-defence-forces/information-about-office/access-information-privacy/completed-requests.html>.

As the Ombudsman's Office is part of the Defence portfolio, disclosure of the Ombudsman's travel and hospitality expenses, contracts over \$10,000 and position reclassifications are reported on the National Defence website at <https://www.canada.ca/en/department-national-defence/corporate/transparency.html>.

The Office of the Ombudsman proactively posts to its website correspondence between the Ombudsman and senior officials on matters of interest to our constituency. This initiative is in keeping with the Ombudsman's goal of promoting transparency and with the Open Government initiative. In accordance with the Directive on Open Government, correspondence is reviewed prior to release to ensure it does not contain any information raising concerns about privacy, confidentiality or security. The Access to Information and Privacy Unit conducts the

review of correspondence prior to release. Correspondence can be found on the Ombudsman website in the Letters and Statements section at <https://www.canada.ca/en/ombudsman-national-defence-forces/reports-news-statistics/ombudsman-letters.html>.

1.2 Mandate of the Office of the Ombudsman for the Department of National Defence and the Canadian Armed Forces

The first Ombudsman for the Department of National Defence and the Canadian Armed Forces was appointed in June 1998 by Governor in Council (Federal Cabinet). The creation of an Ombudsman institution was part of a wide range of initiatives brought forth by the Government of Canada to enhance the overall fairness and effectiveness of the military justice system, enhance the transparency of internal review mechanisms, streamline the Canadian Armed Forces grievance process, and promote greater openness, accountability and transparency within the Department of National Defence and the Canadian Armed Forces.

The duties and functions of the Ombudsman are set out in the *Ministerial Directives Respecting the Ombudsman for the Department of National Defence and the Canadian Forces*: <https://www.canada.ca/en/department-national-defence/corporate/policies-standards/defence-administrative-orders-directives/5000-series/5047/5047-1-office-of-the-ombudsman.html>.

The *Ministerial Directives* confirm that the Ombudsman and the Office operate outside the military chain of command as well as outside the civilian management of the Department of National Defence. The Ombudsman reports directly to, and is accountable only to, the Minister of National Defence, who is responsible for the management and direction of the Canadian Armed Forces and of all matters relating to National Defence. However, the Ombudsman operates at arm's length from the Minister, preserving the Ombudsman's independence from the executive function.

The *Ministerial Directives* governing the Office provide that the Ombudsman is to act, on the Minister's behalf, as a neutral and objective sounding board, mediator, investigator and reporter on matters related to the Department of National Defence and the Canadian Armed Forces. The Ombudsman also acts as a direct source of information, referral and education to assist individuals in accessing existing internal channels of assistance and redress. The overall goal of the Office of the Ombudsman is to contribute to substantial and long-lasting improvements to the welfare of the Defence community.

Under the *Ministerial Directives*, the Ombudsman is required to issue an annual report to the Minister of National Defence on the operations of the office. The *Ministerial Directives* further provide that the Ombudsman may publish reports concerning any investigation if the Ombudsman considers that it is in the public interest to do so.

1.3 Structure of the Access to Information and Privacy Unit

The ATIP unit for the Office of the Ombudsman is part of the Legal Services Directorate and is managed by the institution's Access to Information and Privacy Coordinator. Pursuant to section 73 of the *Access to Information Act*, the Minister of National Defence designated the Office's ATIP Coordinator to exercise all powers and perform the duties and functions of the Minister under the *Act* as it concerns the Office of the Ombudsman. This arrangement reflects the Office's independent, arm's length relationship with the Department of National Defence and Canadian Armed Forces. A copy of the delegation order appears in Appendix A to this report.

A major challenge to the application of the ATIP legislation lies in the *Ministerial Directives* that establish the Office of the Ombudsman. One of the main functions of the Office is to conduct confidential investigations, yet the records are not fully protected by having either the status of an investigative body under the regulation or having a specific provision protecting the Office's investigative records. A further challenge is caused by the fact that some of the information that is required by this Office to conduct its investigations is held by other parts of the Defence community that are designated as investigative bodies or who claim exemptions under the ATIP legislation. Because of the interplay of the Office's mandate and the ATIP legislation, legal guidance is often called upon to find the balance between the application of the mandate and compliance with the ATIP legislation, whether it be protection of personal information or access to information.

The ATIP Unit is responsible for the following activities:

- Processing requests under the *Access to Information Act* and the *Privacy Act*;
- Responding to consultation requests from other government institutions;
- Monitoring institutional compliance with the aforementioned Acts, regulations and relevant procedures and policies;
- Acting on behalf of the Office of the Ombudsman in dealings with the Treasury Board of Canada Secretariat, the offices of the Information Commissioner and Privacy Commissioner of Canada and other government institutions regarding the administration and application of the above legislation as it relates to the Office of the Ombudsman;
- Preparing annual reports to Parliament and other statutory reports and material that may be required by central agencies;
- Developing and delivering awareness training to the managers and employees of the Office to ensure responsiveness to the legal obligations imposed by both Acts and regulations;
- Conducting and providing direction to program managers regarding the completion of Privacy Impact Assessments (PIAs);
- Reviewing potential privacy breaches, and taking steps to deal with breaches;
- Publishing updates to *Info Source* annually or as needed;
- Participating in ATIP networks such as the Treasury Board Secretariat's ATIP Community meetings;
- Developing and implementing internal policies and office standards.

The ATIP unit has one ATIP Officer who administers the processing of ATIP files, among other duties. The ATIP Unit also engages a consultant, on an as-needed basis, to assist with processing of requests.

2 Key Activities and Accomplishments

2.1 Education and Training Activities

Those responsible for the delivery of the Ombudsman's ATIP services regularly attend learning activities presented by the Treasury Board of Canada Secretariat, Information and Privacy Policy Division and other learning institutions.

- ATIP staff attended (virtually) two (2) Treasury Board Secretariat coordinators and community meetings.
- A virtual presentation was delivered to all staff (approximately 55 employees) on rights and responsibilities related to access to information and privacy.
- The ATIP section was also responsible for providing information to respond to five (5) Parliamentary inquiries (order paper questions) on the administration of the ATIP legislation.

2.2 Institutional Access to Information Policies and Procedures

The Office of the Ombudsman has not implemented any new and/or revised institution-specific policy, guideline or procedure during this reporting period.

2.3 Effects of COVID-19 Measures on ATIP activities

To comply with public health directives, most of the ATIP activities for the entire period were conducted off-site. ATIP employees were able to monitor requests received by email remotely, and to process and provide records in electronic format. The only activity that could not be conducted online was the collection of application fees, since the Office is not set up to receive electronic fees. Mailroom services were fully available, enabling the handling of correspondence received by mail.

Working off-site prevented ATIP employees from being able to search through the complaints database (which is maintained on a dedicated Protected B server), resulting in a significant delay in responding to one request for personal information. Other than that, the Access to Information and Privacy section was not impacted by COVID-19 measures. Throughout the entire reporting period (52 weeks), we were able to receive and respond to requests fully.

3 Statistical Report on the Administration of the Access to Information Act

This section provides information about the processing of requests under the *Access to Information Act*. Appendix B provides a statistical summary of the access to information requests received and/or finalized in 2021-22.

There is not a sufficient volume of requests to be able to report on any statistically significant trends, however, this year saw a return to the small number of requests after a significant increase in 2020-2021.

3.1 Formal requests under the Access to Information Act

The Office of the Ombudsman received five (5) requests for information under the *Access to Information Act* during the period from April 1, 2021 to March 31, 2022. One (1) request was carried over from the previous year. All six (6) requests were closed during the reporting period. The requests were treated formally. A total of 1,325 pages were reviewed.

3.2 Disposition of Completed Requests

Six (6) requests were processed during this fiscal year, and no (0) requests carried over to 2022-2023. Two (2) requests were disclosed in full and four (4) were disclosed in part. All of the requestors received electronic copies of the records released.

3.3 Exemptions to the Release of Information

Information was withheld on the basis of s.19 (1) (personal information) of the *Access to Information Act* in all four (4) requests that were not released in full. In addition, three (3) requests had exemptions taken on the basis of sections 21(1)(a) and (b) (operations of government) and 23 (solicitor-client privilege) of the Act

Since the overall volume of requests is low, it is not possible to report on any significant trends on the application of exemptions and exclusions, or on completion times or extensions.

Over the past 5 years, section 19 (1) of the Act has been invoked to prevent the disclosure of personal information when responding to requests under the Act, perhaps due to the nature of the information involved (complaints to or other activities of the Ombudsman). Other exemptions invoked over the past 5 years have included section 21 (1) (a) (b) and (c) (operations of government) and section 23 (solicitor-client privilege) of the Act.

3.4 Completion Time

Five (5) requests were completed within the 30 day statutory limit; an extension was taken for one (1) request under section 9(1)(b) of the Act, in order to consult with another government department.

The number of requests is too low to draw statistically significant conclusions. However, the low volume of requests also allows every attempt to be made to meet the statutory deadlines. Over the past five years, extensions have only been taken to allow for consultations with other government departments.

3.5 Extension of the Time Limit

One (1) extension was sought under section 9(1)(b) of the *Access to Information Act*, in order to consult with another government department..

3.6 Consultations

The Office received two (2) consultations from another government institution concerning the *Access to Information Act*. The consultations were both completed in less than 15 days. The total number of pages reviewed was 510.

3.7 Informal Access Requests

Requests for information about the Office's policies and procedures and for general information are responded to on an informal basis where possible. During the current reporting period the ATIP Unit did not process any informal requests.

3.8 Fees and Costs

There are no costs associated with ATIP specific software as the volume of requests does not warrant the expenditure.

- The total cost assigned to salaries for the administration of the *Access to Information Act* totalled \$28,102
- There were no other administrative costs
- The total costs were \$28,102

Fifteen dollars (\$15) were collected in application fees by the ATIP Unit during the fiscal year; the application fee was waived for one (1) request, and the fee for one (1) request was collected by another government department, which then transferred the request to the Office of the Ombudsman..

3.9 Complaints and Audits

During this reporting period, the Office of the Ombudsman received no complaints under the *Access to Information Act*, and concluded no audits or investigations.

4 Monitoring – Access to Information Requests

The ATIP Unit uses a tracking spreadsheet to monitor processing times for access to information requests. The ATIP Coordinator reports to the senior management committee as necessary for their situational awareness. The senior management committee includes the Ombudsman, Directors General and Directors.

Annex 1: Delegation Order

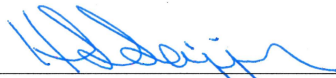
DESIGNATION ORDER

Access to Information Act and Privacy Act

The Minister of National Defence, pursuant to section 95(1) of the *Access to Information Act* and section 73(1) of the *Privacy Act*, hereby designates the person holding the position of Access to Information and Privacy Coordinator for Office of the Ombudsman for the Department of National Defence and the Canadian Forces, or the person acting in that position, to exercise all powers and perform the duties and functions of the Minister of National Defence under these acts, concerning the Office of the Ombudsman for the Department of National Defence and the Canadian Forces.

This designation replaces all previous designation orders.

Date: **AUG 07 2019**



The Hon. Harjit S. Sajjan, PC, OMM, MSM,
CD, MP
Minister of National Defence

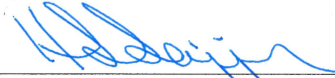
ARRÊTÉ SUR LA DÉLÉGATION

Loi sur l'accès à l'information et Loi sur la protection des renseignements personnels

En vertu de l'article 95(1) de la *Loi sur l'accès à l'information* et l'article 73(1) de la *Loi sur la protection des renseignements personnels*, le ministre de la Défense nationale délègue au titulaire du poste de coordonnateur de l'accès à l'information et de la protection des renseignements personnels du Bureau de l'ombudsman du ministère de la Défense nationale et des Forces canadiennes, ou à la personne occupant à titre intérimaire ledit poste, tous les pouvoirs et toutes les fonctions dont il est investi par les dispositions de ces lois, au sujet du Bureau de l'ombudsman du ministère de la Défense nationale et des Forces canadiennes.

Le présent document remplace et annule tout arrêté antérieur.

Date : **AUG 07 2019**



L'hon. Harjit S. Sajjan, c.p., OMM, MSM,
CD, député
Ministre de la Défense nationale

**Annex 2: *Statistical Report on the Access to
Information Act***



Statistical Report on the Access to Information Act

Name of institution: Ombudsman for the Department of National Defence and Canadian Forces

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
Outstanding from previous reporting periods		1
• Outstanding from previous reporting period	1	
• Outstanding from more than one reporting period	0	
Total		6
Closed during reporting period		6
Carried over to next reporting period		0
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

1.2 Sources of requests

Source	Number of Requests
Media	2
Academia	0
Business (private sector)	0
Organization	0
Public	2
Decline to Identify	1
Total	5

1.3 Channels of requests

Source	Number of Requests
Online	0
E-mail	2
Mail	3
In person	0
Phone	0
Fax	0
Total	5

Section 2: Informal Requests

2.1 Number of informal requests

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

2.2 Channels of informal requests

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

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
0	0	0	0	0	0	0	0

2.4 Pages released informally

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

2.5 Pages re-released informally

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

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

	Number of Requests
Outstanding from previous reporting period	0
Sent during reporting period	0
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	0	2	0	0	0	0	0	2
Disclosed in part	3	0	0	1	0	0	0	4
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	0	0	0	0	0	0	0
Neither confirmed nor denied	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
Total	3	2	0	1	0	0	0	6

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)	0	18(d)	0	21(1)(a)	3
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	3
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	4	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	3
15(1) - Def.*	0	16.3	0	20(1)(b)	0	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)	0	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
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)	0

4.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	6	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
1325	1224	6

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		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 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	1	61	1	202	0	0	0	0	0	0
Disclosed in part	0	0	4	1062	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	0	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	0	0	0	0	0	0	0	0	0	0
Total	1	61	5	1264	0	0	0	0	0	0

4.5.3 Relevant minutes processed and disclosed for audio formats

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

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

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

Disposition	Less Than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
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	1	0	0	1
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	1	0	0	1

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	5
Percentage of requests closed within legislated timelines (%)	83.33333333

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
1	0	1	0	0

4.7.2 Requests closed beyond legislated timelines (including any extension taken)

Number of days past legislated timelines	Number of requests past legislated timeline where no extension was taken	Number of requests past legislated timeline where an extension was taken	Total
1 to 15 days	0	1	1
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	1	1

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	0	0	0	0
Disclosed in part	0	0	1	0
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	0	0	1	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	0	0	0	0
31 to 60 days	0	0	1	0
61 to 120 days	0	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	0	0	1	0

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	3	\$5.00	1	\$0.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	3	\$15.00	1	\$0.00	0	\$0.00

Section 7: Consultations Received From Other Institutions and Organizations

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

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	2	510	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	2	510	0	0
Closed during the reporting period	2	510	0	0
Carried over within negotiated timelines	0	0	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	2	0	0	0	0	0	0	2
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	2	0	0	0	0	0	0	2

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

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

Number of Days	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of 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	0	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
0	0	0	0	0	0

Section 10: Court Action

10.1 Court actions on complaints

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

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

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

Section 11: Resources Related to the Access to Information Act

11.1 Allocated Costs

Expenditures	Amount
Salaries	\$28,102
Overtime	\$0
Goods and Services	\$0
• Professional services contracts	\$0
• Other	\$0
Total	\$28,102

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.160
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	0.160

Note: Enter values to three decimal places.



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

Name of institution: Ombudsman for the Department of National Defence and the Canadian Forces

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

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	52
Able to receive requests by email	52
Able to receive requests through the digital request service	0

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	0	52	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	52	0	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	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016 or earlier	0	0	0
Total	0	0	0

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	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016 or	0

earlier	
Total	0

Section 4: Open Requests and Complaints Under the Privacy Act

4.1 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	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016 or earlier	0	0	0
Total	0	0	0

4.2 Open complaints with the Privacy Commissioner of Canada that are from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016 or earlier	0
Total	0

Section 5: Social Insurance Number (SIN)

Did your institution receive authority for a new collection or new consistent use of the SIN in 2021-2022?	No
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