

***Access to Information Act***  
**Annual Report to Parliament 2022-2023**

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**Northern Pipeline Agency**

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# **Access to Information Act Annual Report to Parliament 2022-2023**

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# ***Access to Information Act Annual Report to Parliament 2022-2023***

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## **1. Introduction**

This annual report describes how the Northern Pipeline Agency (NPA) met its responsibilities in administering the *Access to Information Act* (ATIA) during fiscal year 2022-2023.

### **The Access to Information Act**

The ATIA came into force on July 1, 1983, and gives the public the right of access to information contained in federal government records, subject to certain limited and specific exceptions.

Section 72 of the ATIA requires that the head of every government institution prepare an annual report on the administration of the ATIA during the financial year and table it in Parliament.

### **The Northern Pipeline Agency**

#### **Description**

The NPA was created with the proclamation of *the Northern Pipeline Act* in April 1978 to oversee planning and construction of the Canadian portion of the Alaska Highway Gas Pipeline Project by the Foothills Group of Companies. The Minister of Energy and Natural Resources is responsible for the *Northern Pipeline Act*, and for the management and direction of the NPA and reporting to Parliament on its activities. The Deputy Minister of Natural Resources Canada serves as the Commissioner of the NPA.

#### **Mandate**

The NPA mandate is twofold. First, it carries out Government of Canada responsibilities in relation to the pipeline and facilitates the efficient and expeditious planning and construction of the pipeline, taking into account local and regional interests, in particular those of Indigenous peoples. Secondly, it maximizes the social and economic benefits from the construction and operation of the pipeline while at the same time minimizing any adverse effect on the social and environmental conditions of the areas most directly affected by the pipeline.

The NPA acts as a single window between federal authorities and the Foothills Group of Companies (now owned completely by TC Energy), and between provincial and territorial governments, and the Government of the United States. In keeping with the *Northern Pipeline Act*, many regulatory powers of other Government of Canada departments and agencies related to the pipeline project are delegated to the NPA. This is not the case for those powers reserved exclusively to the Canada Energy Regulator or shared between the Canada Energy Regulator and the NPA.

## 2. Organizational Structure

Access to information-related activities for the NPA, such as the processing of requests under the ATIA, are handled by Natural Resources Canada's (NRCan) Access to Information and Privacy (ATIP) Secretariat, as per the NRCan-NPA Service Letter of Agreement. There were 0.011 full-time equivalents dedicated to support the NPA's access to information function during the reporting period.

### Proactive Publication

Bill C-58, an act to amend the ATIA and the *Privacy Act* and to make consequential amendments to other acts, received royal assent and came into force on June 21, 2019. Bill C-58 modified the ATIA to include Part 2, adding a requirement for mandatory proactive publication of specific records produced by government institutions and Ministers' offices. NRCan's ATIP Secretariat plays a coordination and review function in relation to the proactive publication requirements. Collaboration between the ATIP Secretariat and the NPA ensures that the department's legislative proactive publication requirements are met. Section 7 of this report provides more detail on roles and responsibilities to ensure that proactive publication requirements are met.

## 3. Delegation Order

See Annex A for current delegation order.

## 4. Performance 2022-2023

### Multi-year trends 2020-2021 to 2022-2023

- **Number of requests and complaints received, responded to, and completed within legislated timelines:** From April 1, 2022 to March 31, 2023, the NPA received zero requests and zero complaints under the ATIA. This is a significant decrease in the number of requests received as compared to the 2021-2022 reporting period where the NPA received eight requests under the ATIA. In the 2020-2021 reporting period, the NPA did not receive any requests. Given no requests, there are no compliance results to report for this 2022-2023 period.
- **Number of active requests/complaints outstanding from previous reporting period:** No requests or complaints were carried over from past fiscal periods.
- **Consultations received and/or completed from other institutions:** The NPA received and completed one consultation request from other federal government institutions between April 1, 2022 and March 31, 2023. In 2021-2022 and 2020-2021, the NPA did not receive or complete any consultation.
- **Application of extensions:** No extensions were taken in 2022-2023.
- **Requests for which records were "all disclosed" and "disclosed in part":** From April 1, 2022 to March 31, 2023, there were no requests completed as "all

disclosed”, 0 requests completed as “disclosed in part”, and 0 requests were abandoned.

For more information, a copy of the 2022-2023 Statistical Report can be referenced at Annex B.

### **2022-2023 Supplemental Statistical Report on the ATIA:**

During the 2022-2023 reporting period, NPA was able to process requests.

For more information, a copy of the 2022-2023 Supplemental Statistical Report can be referenced at Annex C.

### **Impact of COVID-19-related measures on the NPA’s ability to fulfill its ATIA responsibilities and implemented mitigation measures:**

No impact to service occurred during the reporting period as the NPA was prepared to receive requests electronically.

## **5. Training and Awareness**

There were no access to information training activities provided to or requested by NPA personnel in 2022-2023.

## **6. Policies, Guidelines, Procedures and Initiatives**

Effective January 1, 2015, the NPA started to use the Open Government website to provide its monthly access to information summaries.

## **7. Proactive Publication under Part 2 of the ATIA**

The NPA is a government entity, given that it is an institution that is listed in Schedule I.1 of the *Financial Administration Act*, for the purposes of Part 2 of the ATIA.

As noted above, the Minister of Energy and Natural Resources is the Minister responsible for the management and control of the NPA, and the Deputy Minister of Natural Resources is the Commissioner and Deputy Head of the NPA. To that end, the NPA is subject to sections 74 to 78, as well as sections 82 to 88 of the ATIA.

As noted above, the NPA has a Service Letter of Agreement with NRCan where internal services are provided by various departmental sectors. The NPA and each applicable NRCan sector lead receives or compiles the required information subject to the proactive publication requirement. Prior to publishing, the information is reviewed through consultation with NPA and/or the NRCan ATIP Secretariat. Following review, the NPA or NRCan publishes the proactive publication requirement within the prescribed legislative timeline. The table below outlines key information related to the proactive publication process at the NPA:

| Legislative Requirement  | Section of the ATIA | Responsible Leads | Publication Timeline  | Compliance                      |
|--|---------------------|-------------------|---|---------------------------------|
| <b>All Government Institutions as defined in section 3 of the <i>Access to Information Act</i></b>   |                     |                   |   |                                 |
| Travel Expenses  | 82                  | Lead: NPA         | Within 30 days after the end of the month of reimbursement<br>Annual: To coincide with the tabling of the Departmental Results Report | Not applicable (NA)<br><br>100% |
| Hospitality Expenses   | 83                  | Lead: NPA         | Within 30 days after the end of the month of reimbursement<br>Annual: To coincide with the tabling of the Departmental Results Report | NA<br><br>100%                  |
| Reports tabled in Parliament   | 84                  | Lead: NPA         | Within 30 days after tabling  | 100%                            |
| <b>Government entities or Departments, agencies, and other bodies subject to the Act and listed in Schedules I, I.1, or II of the <i>Financial Administration Act</i></b>  |                     |                   |   |                                 |
| Contracts over \$10,000  | 86                  | Lead: NPA         | Q1-3: Within 30 days after the quarter<br>Q4: Within 60 days after the quarter  | NA<br><br>N/A                   |
| Grants & Contributions over \$25,000   | 87                  | Lead: NPA         | Within 30 days after the quarter  | NA                              |
| Packages of briefing materials prepared for new or incoming deputy heads or equivalent   | 88(a)               | Lead: NPA         | Within 120 days after appointment   | NA                              |
| Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office   | 88(b)               | Lead: NPA         | Within 30 days after the end of the month received  | 87.5%                           |
| Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament  | 88(c)               | Lead: NPA         | Within 120 days after appearance  | NA                              |
| <b>Government institutions that are departments named in Schedule I to the <i>Financial Administration Act</i> or portions of the core public administration named in Schedule IV to that Act (i.e., government institutions for which Treasury Board is the employer)</b> |                     |                   |   |                                 |
| Reclassification of positions  | 85                  | Lead: NPA         | Within 30 days after the quarter  | NA                              |

| <b>Ministers</b>   |       |   |   |      |
|--|-------|---|---|------|
| Packages of briefing materials prepared by a government institution for new or incoming ministers  | 74(a) | <b>Lead:</b> NPA                        | Within 120 days after appointment   | NA   |
| Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office                                      | 74(b) | <b>Lead:</b> NPA                        | Within 30 days after the end of the month received                                | 100% |
| Package of question period notes prepared by a government institution for the minister and in use on the last sitting day of the House of Commons in June and December | 74(c) | <b>Lead:</b> NPA                        | Within 30 days after last sitting day of the House of Common in June and December | NA   |
| Packages of briefing materials prepared by a government institution for a minister's appearance before a committee of Parliament                                       | 74(d) | <b>Lead:</b> NPA                        | Within 120 days after appearance  | NA   |
| Travel Expenses  | 75    | <b>Lead:</b> NPA                        | Within 30 days after the end of the month of reimbursement                        | NA   |
| Hospitality Expenses   | 76    | <b>Lead:</b> NPA                        | Within 30 days after the end of the month of reimbursement                        | NA   |
| Contracts over \$10,000  | 77    | <b>Lead:</b> NPA                        | Q1-3: Within 30 days after the quarter<br>Q4: Within 60 days after the quarter    | NA   |
| Ministers' Offices Expenses<br><small>*Note: This consolidated report is currently published by Treasury Board Secretariat on behalf of all institutions.</small>      | 78    | <b>Lead:</b> Treasury Board Secretariat | Within 120 days after the fiscal year   | NA   |

The publications are available at the following web links:

- [Open Government | Open Government, Government of Canada](#)
- [Natural Resources Canada](#)
- [Northern Pipeline Agency](#).



## **8. Initiatives and Projects to Improve Access to Information**

As noted above, access to information-related activities for the NPA, such as initiatives and projects to improve access to information under the ATIA, are handled by NRCan's ATIP Secretariat, as per the Service Letter of Agreement. The NPA did not seek or receive recommendations regarding initiatives and projects in 2022-2023.

## **9. Summary of Key Issues and Actions Taken on Complaints**

There were no complaints or investigations initiated during this period or carried forward from the previous reporting period.

## **10. Monitoring Compliance**

There was no monitoring conducted by the NPA or NRCan ATIP Secretariat during the reporting period.

## **11. Reporting on Access to Information Fees for the Purposes of the *Service Fees Act***

The *Service Fees Act* requires a responsible authority to report annually to Parliament on the fees collected by the institution, except fees collected under the ATIA. With respect to fees collected under the ATIA during 2022-2023, the information below is reported in accordance with the requirements of section 20 of the *Service Fees Act*.

- Enabling authority: *Access to Information Act*
- Fee payable: \$5.00 application fee is the only fee charged for an ATI request
- Total revenue: \$0
- Fees waived: \$0
- Cost of operating the program: \$800

## ***Annex A: Delegation Order***

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| <b>Positions</b> | <b>Sections of the <i>Access to Information Act</i></b>   |
|------------------|---|
| Deputy Minister  | 20(6)   |
| Coordinator      | 7, 8(1), 9, 11(1) – (6), 12(2), 13 to 20(5),<br>21(1) to 24(1), 26, 27(1), 27(4), 28(2), 29(1),<br>33, 35(2)(b), 37(1)(b), 43(1), 44(2), 68, 69 |

## Annex B: Statistical Report



Government  
of Canada

Gouvernement  
du Canada

### Statistical Report on the Access to Information Act

Name of institution: Northern Pipeline Agency

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

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

##### 1.1 Number of requests

|   |   | Number of Requests |
|---|---|--------------------|
| Received during reporting period                  |   | 0                  |
| Outstanding from previous reporting periods       |   | 0                  |
| • Outstanding from previous reporting period      | 0 |                    |
| • Outstanding from more than one reporting period | 0 |                    |
| <b>Total</b>                                      |   | 0                  |
| Closed during reporting period                    |   | 0                  |
| 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                     | 0                  |
| Academia                  | 0                  |
| Business (private sector) | 0                  |
| Organization              | 0                  |
| Public                    | 0                  |
| Decline to Identify       | 0                  |
| <b>Total</b>              | 0                  |

##### 1.3 Channels of requests

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

## Section 2: Informal Requests

### 2.1 Number of informal requests

|   |   | Number of Requests |
|---|---|--------------------|
| Received during reporting period                  |   | 0                  |
| Outstanding from previous reporting periods       |   | 0                  |
| • Outstanding from previous reporting period      | 0 |                    |
| • Outstanding from more than one reporting period | 0 |                    |
| <b>Total</b>                                      |   | 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                  |
| <b>Total</b> | 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                  |
| <b>Total</b>   | 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               | 0             | 0             | 0              | 0               | 0               | 0                  | 0     |
| Disclosed in part   | 0               | 0             | 0             | 0              | 0               | 0               | 0                  | 0     |
| 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     |
| <b>Total</b>  | 0               | 0             | 0             | 0              | 0               | 0               | 0                  | 0     |

## 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) | 0                  |
| 13(1)(e)      | 0                  | 16(3)      | 0                  | 18.1(1)(a) | 0                  | 21(1)(b) | 0                  |
| 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)      | 0                  | 22.1(1)  | 0                  |
| 15(1) - I.A.* | 0                  | 16.2(1)    | 0                  | 20(1)(a)   | 0                  | 23       | 0                  |
| 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 Activities      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     | 0          | 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 |
|---------------------------|---------------------------|--------------------|
| 0                         | 0                         | 0                  |

### 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   | 0                             | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| Disclosed in part   | 0                             | 0               | 0                       | 0               | 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               |
| <b>Total</b>  | 0                             | 0               | 0                       | 0               | 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                 |
| <b>Total</b>  | 0                              | 0                 | 0                          | 0                 | 0                               | 0                 |

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

| Number of Minutes Processed | Number of Minutes Disclosed | Number of Requests |
|-----------------------------|-----------------------------|--------------------|
| 0                           | 0                           | 0                  |

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

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



#### 4.5.7 Other complexities

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

#### 4.6 Closed requests

##### 4.6.1 Requests closed within legislated timelines

|   |   |
|---|---|
| Number of requests closed within legislated timelines         | 0 |
| Percentage of requests closed within legislated timelines (%) | 0 |

##### 4.7.1 Reasons for not meeting legislated timelines

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

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

| Number of days past legislated timelines | Number of requests past legislated timeline where no extension was taken | Number of requests past legislated timeline where an extension was taken | Total |
|--|--|--|-------|
| 1 to 15 days                             | 0  | 0  | 0     |
| 16 to 30 days                            | 0  | 0  | 0     |
| 31 to 60 days                            | 0  | 0  | 0     |
| 61 to 120 days                           | 0  | 0  | 0     |
| 121 to 180 days                          | 0  | 0  | 0     |
| 181 to 365 days                          | 0  | 0  | 0     |
| More than 365 days                       | 0  | 0  | 0     |
| <b>Total</b>                             | 0  | 0  | 0     |

## 4.8 Requests for translation

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

## Section 5: Extensions

### 5.1 Reasons for extensions and disposition of requests

| Disposition of Requests Where an Extension Was Taken              | 9(1)(a)<br>Interference With<br>Operations/<br>Workload | 9(1)(b)<br>Consultation |       | 9(1)(c)<br>Third-Party<br>Notice |
|---|---|-------------------------|-------|----------------------------------|
|   |   | Section 69              | Other |                                  |
| All disclosed   | 0   | 0                       | 0     | 0                                |
| Disclosed in part   | 0   | 0                       | 0     | 0                                |
| All exempted  | 0   | 0                       | 0     | 0                                |
| All excluded  | 0   | 0                       | 0     | 0                                |
| Request abandoned   | 0   | 0                       | 0     | 0                                |
| No records exist  | 0   | 0                       | 0     | 0                                |
| Declined to act with the approval of the Information Commissioner | 0   | 0                       | 0     | 0                                |
| <b>Total</b>  | 0   | 0                       | 0     | 0                                |

### 5.2 Length of extensions

| Length of Extensions | 9(1)(a)<br>Interference With<br>Operations/<br>Workload | 9(1)(b)<br>Consultation |       | 9(1)(c)<br>Third-Party<br>Notice |
|----------------------|---|-------------------------|-------|----------------------------------|
|                      |   | Section 69              | Other |                                  |
| 30 days or less      | 0   | 0                       | 0     | 0                                |
| 31 to 60 days        | 0   | 0                       | 0     | 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                                |
| <b>Total</b>         | 0   | 0                       | 0     | 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  | 0                  | \$0.00 | 0                  | \$0.00 | 0                  | \$0.00 |
| Other fees   | 0                  | \$0.00 | 0                  | \$0.00 | 0                  | \$0.00 |
| <b>Total</b> | 0                  | \$0.00 | 0                  | \$0.00 | 0                  | \$0.00 |

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

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

| Consultations                                  | Other Government of Canada Institutions | Number of Pages to Review | Other Organizations | Number of Pages to Review |
|--|---|---------------------------|---------------------|---------------------------|
| Received during the reporting period           | 1                                       | 5                         | 0                   | 0                         |
| Outstanding from the previous reporting period | 0                                       | 0                         | 0                   | 0                         |
| <b>Total</b>                                   | 1                                       | 5                         | 0                   | 0                         |
| Closed during the reporting period             | 1                                       | 5                         | 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         | 0   | 1             | 0             | 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     |
| <b>Total</b>              | 0   | 1             | 0             | 0              | 0               | 0               | 0                  | 1     |

### 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     |
| <b>Total</b>              | 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               |
| <b>Total</b>   | 0                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |

### 8.2 Requests with Privy Council Office

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

## Section 9: Investigations and Reports of finding

### 9.1 Investigations

| Section 32 Notice of intention to investigate | Subsection 30(5) Ceased to 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                          | \$800        |
| Overtime                          | \$0          |
| Goods and Services                | \$0          |
| • Professional services contracts | \$0          |
| • Other                           | \$0          |
| <b>Total</b>                      | <b>\$800</b> |

### 11.2 Human Resources

| Resources                        | Person Years Dedicated to Access to Information Activities |
|----------------------------------|--|
| Full-time employees              | 0.011  |
| Part-time and casual employees   | 0.000  |
| Regional staff                   | 0.000  |
| Consultants and agency personnel | 0.000  |
| Students                         | 0.000  |
| <b>Total</b>                     | <b>0.011</b>   |

## Annex C: Supplemental Statistical Report



Government of Canada / Gouvernement du Canada

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

Name of institution: Northern Pipeline Agency

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

#### Section 1: Capacity to Receive Requests under the Access to Information Act and the Privacy Act

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 under the Access to Information Act and the Privacy Act

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 | 0           | 0                | 52            | 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, 2023 | Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023 | Total    |
|---|--|--|----------|
| Received in 2022-2023                   | 0  | 0  | 0        |
| 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 or earlier        | 0  | 0  | 0        |
| <b>Total</b>                            | <b>0</b>   | <b>0</b>   | <b>0</b> |

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 2022-2023                                    | 0                         |
| 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 or earlier                         | 0                         |
| <b>Total</b>   | <b>0</b>                  |

## Section 4: Open Requests and Complaints Under the Privacy Act

| Fiscal Year Open Requests Were Received | Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2023 | Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023 | Total    |
|---|--|--|----------|
| Received in 2022-2023                   | 0  | 0  | 0        |
| 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 or earlier        | 0  | 0  | 0        |
| <b>Total</b>                            | <b>0</b>   | <b>0</b>   | <b>0</b> |

4.2 Enter the number of open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods.

| Fiscal Year Open Complaints Were Received by Institution | Number of Open Complaints |
|--|---------------------------|
| Received in 2022-2023                                    | 0                         |
| 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 or earlier                         | 0                         |
| <b>Total</b>   | <b>0</b>                  |



**Section 5: Social Insurance Number (SIN)****Has your institution begun a new collection or a new consistent use of the SIN in 2022-2023?****No****Section 6: Universal Access under the Privacy Act****How many requests were received from confirmed foreign nationals outside of Canada in 2022-2023?****0**