



Annual Report to Parliament on the Administration of the *Access to Information Act* *April 1, 2021 to March 31, 2022*

ATSSC·SCDATA

Service Excellence / L'excellence en service

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of the Administrative Tribunals Support Service of Canada, 2022

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Introduction

The Administrative Tribunals Support Service of Canada (ATSSC) is pleased to present to Parliament its annual report on the administration of the *Access to Information Act* (the Act) for fiscal year April 1, 2021, to March 31, 2022.

Pursuant to section 94 of the *Access to Information Act* and section 20 of the *Service Fees Act*, this *2021-2022 Annual Report on the Administration of the "Access to Information Act"* has been prepared for tabling in the House of Commons and the Senate. This Report provides an analysis of the information contained in the ATSSC's *Statistical Report on the "Access to Information Act"*. In addition, it reports on emerging trends, training activities, complaints, and monitoring with respect to the ATSSC's administration of the Act.

The purpose of the *Access to Information Act* is to provide a right of access to information in records under the control of a government institution. It maintains 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.

The Act is intended to complement and not replace existing procedures for access to records and is not intended to limit in any way access to the information that is normally available to the public.

The ATSSC is fully committed to both the spirit and the intent of the Act to foster a culture of openness and transparency within the organization.

ATSSC Mandate

The Administrative Tribunals Support Service of Canada (ATSSC) was established with the coming into force on November 1, 2014, of the *Administrative Tribunals Support Service of Canada Act*. The ATSSC is responsible for providing support services and facilities to 11 federal administrative tribunals by way of a single, integrated organization. Additionally, the ATSSC provides facilities and administrative support to the National Joint Council and supports the Environmental Protection Tribunal of Canada through a memorandum of understanding (MOU) with Environment and Climate Change Canada.

These services include the specialized services required to support the mandate of each tribunal (e.g., registry, research and analysis, legal and other mandate or case activities), as well as internal services (e.g., human resources, financial services, information management and technology, accommodation, security, planning and communications). Through these specialized services, the ATSSC supports improving access to justice for Canadians.

The Minister of Justice and Attorney General of Canada is responsible for the ATSSC.

The administrative tribunals supported by the ATSSC include:

Canada Agricultural Review Tribunal (CART)

The CART is an independent, quasi-judicial tribunal that reviews agricultural, and agri-food administrative monetary penalties issued to persons who have allegedly contravened federal rules pertaining to the import of animal and plant products; the humane transport of livestock; the use of pesticides; or the inspection of plants, animals and meats.

Canada Industrial Relations Board (CIRB)

The CIRB promotes constructive labour-management relations in the federally regulated private sector by overseeing the acquisition and termination of bargaining rights; resolving unfair labour practice complaints through mediation or adjudication; and assuring the continuity of services necessary to protect public health and safety in the event of a labour dispute. Also administers the *Status of the Artist Act*.

Canadian Cultural Property Export Review Board (CCPERB)

The CCPERB is an independent decision-making body that reports to the Minister of Canadian Heritage and Official Languages. CCPERB determines whether cultural property is of outstanding significance and national importance with a view to protecting and preserving our artistic, historic, and scientific heritage in Canada and making it accessible to the public.

Canadian Human Rights Tribunal (CHRT)

The CHRT is an independent, quasi-judicial tribunal that inquiries into allegations of prohibited discrimination under the *Canadian Human Rights Act*. The CHRT determines whether a discriminatory practice has occurred in respect of employment, or the provision of goods, services, facilities and / or accommodation. The CHRT dismisses the matter if without merit, or if the complaint is substantiated, it may provide remedial relief to the victim.

Canadian International Trade Tribunal (CITT)

The CITT is a quasi-judicial body that provides Canadian and international businesses with access to fair, transparent and timely trade remedy inquiries, federal government procurement inquiries, and customs and excise tax appeals. At the request of the Government, the Tribunal provides advice in economic and tariff matters.

Competition Tribunal (CT)

The CT is an independent specialized tribunal that combines expertise in economics and business with expertise in law. The cases it hears deal with matters such as business mergers; abuse of dominant position; agreements between competitors; refusal to comply; price maintenance; other restrictive trade practices; deceptive marketing practices; specialization agreements; delivered pricing; foreign judgments, law and directives that adversely affect economic activity in Canada; and refusals to supply by foreign suppliers.

Federal Public Sector Labour Relations and Employment Board (FPSLREB)

The FPSLREB is an independent quasi-judicial statutory tribunal established by the *Federal Public Sector Labour Relations and Employment Board Act*. The FPSLREB is responsible for administering the collective bargaining and grievance adjudication systems in the federal public service and in Parliament. It is also responsible for the resolution of staffing complaints related to internal appointments and layoffs in the federal public service. It can also receive complaints about appointments that were made to comply with an order in a previous FPSLREB decision, as well as revocations of internal appointments.

Public Servants Disclosure Protection Tribunal (PSDPT)

The PSDPT was established to enhance public confidence in the integrity of public servants. Its mandate is to hear reprisal complaints referred by the Public Sector Integrity Commissioner. The Tribunal can grant remedies in favor of complainants and order disciplinary action against persons who take reprisals.

The Tribunal's mission is to contribute to the enhancement of an ethical culture in the public service through the impartial and timely disposition of cases.

Social Security Tribunal of Canada (SST)

The SST is an independent administrative tribunal that makes quasi-judicial decisions on appeals related to the *Employment Insurance Act*, the Canada Pension Plan, and the *Old Age Security Act*.

Specific Claims Tribunal Canada (SCT)

The SCT is an independent tribunal established under the *Specific Claims Tribunal Act* to adjudicate First Nations' grievances against the Crown. The Tribunal has the express mandate of deciding specific claims including claims related to the non-fulfilment of treaties, fraud, illegal leases and dispositions, and inadequate compensation for reserve lands or other assets. The purpose of the *Specific Claims Tribunal Act* is to resolve outstanding grievances and to encourage reconciliation between First Nations and the Crown.

Transportation Appeal Tribunal of Canada (TATC)

The TATC provides a recourse mechanism to the national transportation sector regarding administrative actions taken by the Minister of Transport and the Canadian Transportation Agency under various pieces of federal transportation legislation. The Tribunal holds review and appeal hearings at the request of those affected by these administrative decisions.

Environmental Protection Tribunal of Canada (EPTC)

The EPTC is an independent, quasi-judicial tribunal that carries out review hearings of Administrative Monetary Penalties and Compliance Orders issued by Environment and Climate Change Canada (ECCC) enforcement officers. The EPTC is independent from ECCC and was formerly known as Environmental Protection Review Canada.

National Joint Council (NJC)

The NJC is the forum for co-development, consultation and information sharing between the government as employer and public service bargaining agents.

Organizational Structure

The Access to Information and Privacy (ATIP) Office is responsible for administering the *Access to Information Act* (the Act) on behalf of the ATSSC. Its mandate is to ensure compliance with the legislation, regulations and government policy and to create organizational standards and directives relating to the Act. Responsibility for the powers, duties and functions for the administration of the Act has been formally established and is outlined in the Delegation Order for the purpose of the *Access to Information Act and Access to Information Regulations* signed by the ATSSC Chief Administrator. The Director General, Corporate Services Branch, the Director, Planning and Communications and the ATIP Coordinator have been delegated authorities as described in the Delegation Order included in Appendix A.

Within the ATSSC's organizational structure, the ATIP Office reports to the Planning and Communications Unit which is part of the Corporate Services Branch. Oversight of which is administered by the Director, Planning and Communications. The ATIP Office consists of the coordinator and two analysts, as well as support services of an ATIP consultant dedicated to privacy activities.

The ATIP Office receives, coordinates and processes requests in accordance with the Act, promotes awareness of the Act within the organization, fulfills reporting responsibilities relating to the Act. It also provides expert advice and guidance to senior management and ATSSC staff on matters relating to the Act.

The ATSSC has not entered into any service agreements under section 96 of the *Access to Information Act* during this reporting period.

Performance for 2021-2022

The ATSSC received a total of 59 formal requests under the Act. With six (6) requests carried over from last fiscal year, 59 active requests were completed. Six (6) requests were carried forward into the new fiscal year.

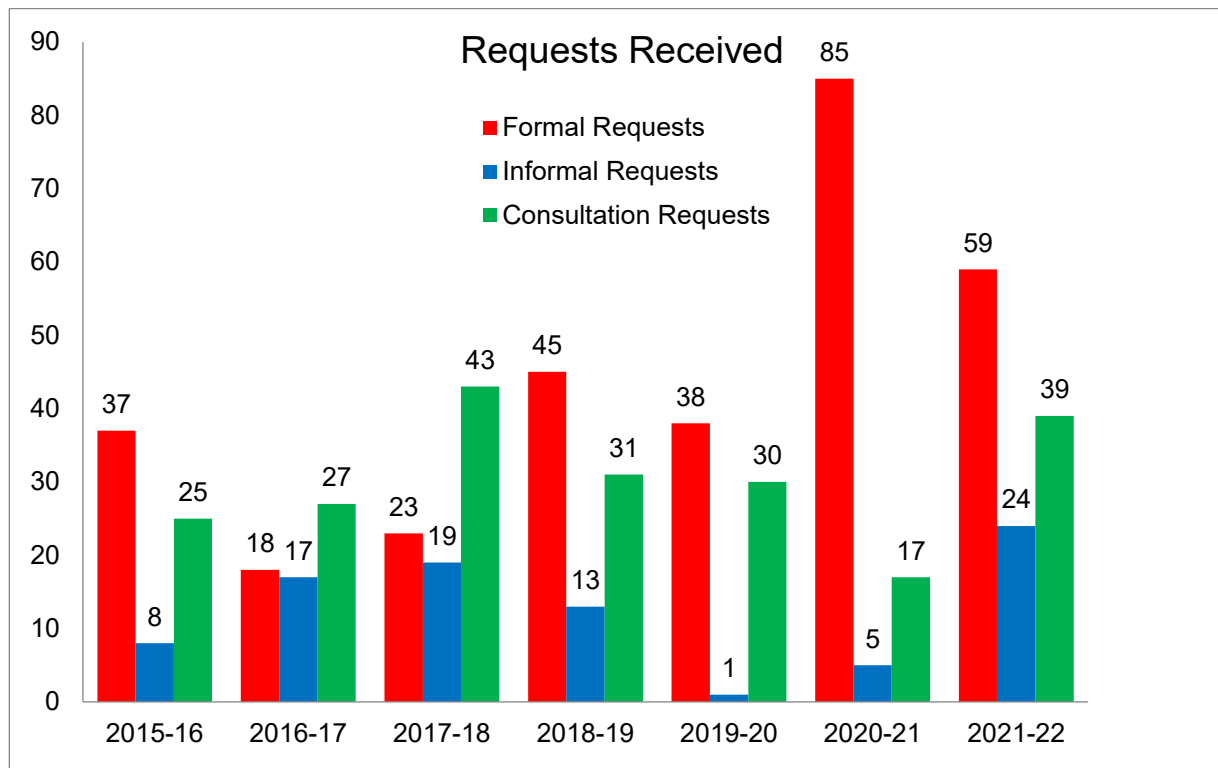
The ATSSC responded to 52 formal access to information requests within the legislated timelines which represents 88% of the 59 requests received in 2021-2022 or carried forward from previous fiscal years.

Since its creation in November 2014, the number of formal requests received have remained stable from one reporting period to the next. During this reporting period, there was a 44% decrease in formal requests from the previous reporting period (Figure 1).

The overall volume of requests received by ATSSC has increased by 15% from 107 requests in

2020-2021 to 122 requests in 2021-2022 with a significant increase in informal requests and consultations.

Figure 1: Requests Received



Consultations

In addition to processing its own requests, the ATIP Office also provides recommendations to other institutions regarding the release of records that concern the ATSSC. This reporting period, the ATSSC received 39 consultation requests from other federal institutions. All consultation requests were responded to during this fiscal year; none were carried forward. Of the 39 requests completed, full disclosure of the records was recommended in 30 cases and a partial release in seven (7) cases while two (2) were deemed non-relevant to our institution.

Consultation requests received from other federal institutions have fluctuated from one reporting period to the next with no apparent pattern (Figure 1). However, the ATIP Office has noted that the number of consultation requests for this reporting period has more than doubled in comparison to the previous reporting period.

Active Requests

One (1) request has been carried over from the previous reporting periods which is past its legislated timeline. An extension was placed on this request pursuant to section 9(1)(a) of the *Access of Information Act* in order to conduct a thorough search and analysis of a large number of

records.

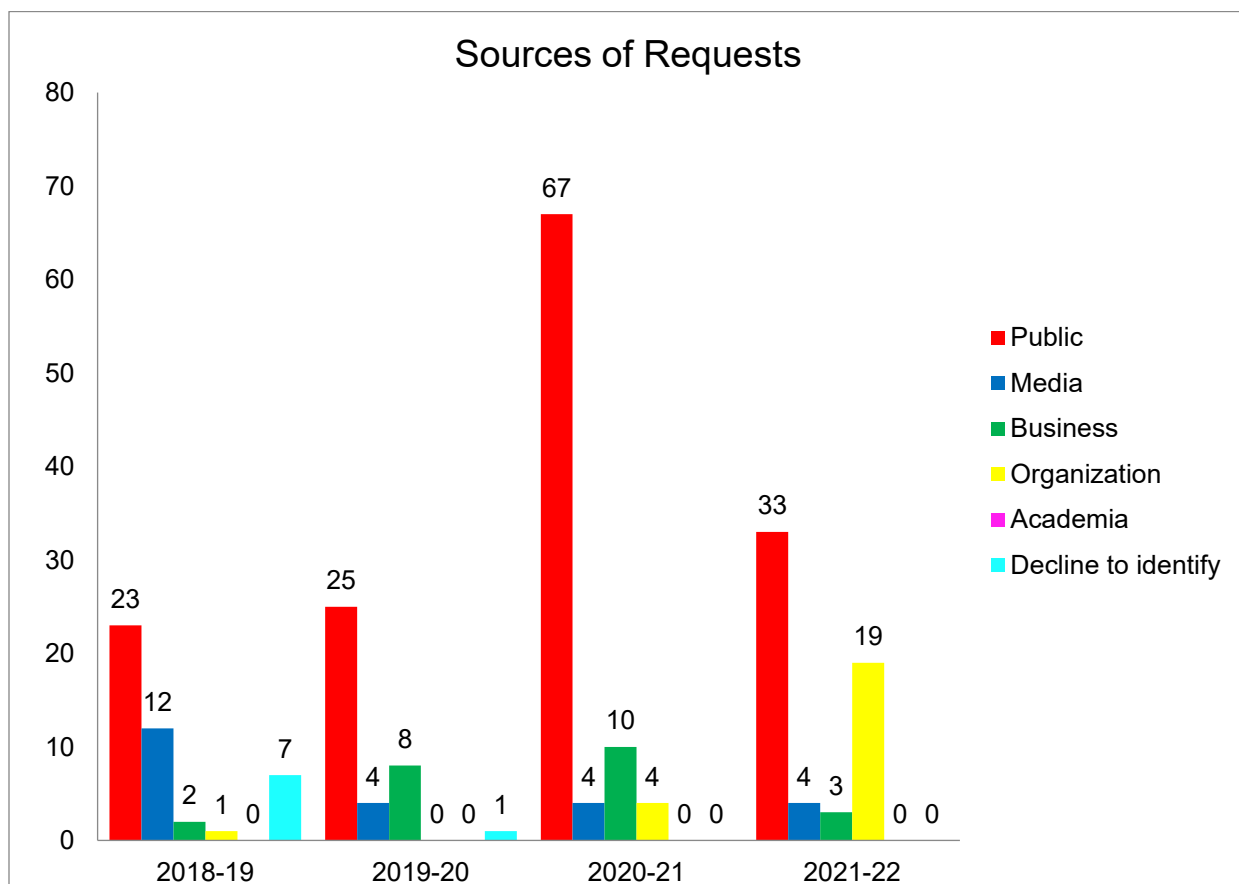
Informal Requests

Requests can be made for records previously disclosed under the Act, which are referred to as “Informal Requests”. Summaries of previously disclosed requests are published monthly on the [OpenGovernment](#) website, as part of the Government of Canada’s commitment to openness and transparency. ATSSC’s ATIP office observed more than a threefold increase in Informal Requests from its previous reporting period from five (5) to 24. (Figure 1).

Sources of Requests

Of the 59 requests that were received this reporting period, 33 requests were submitted by the public and four (4) requests were submitted by the media. Requests were also received from businesses (3) and organizations (19). No requests were submitted by academia and no applicants declined to identify.

Figure 2: Sources of Requests



Disposition of Completed Requests

During this reporting period, the ATSSC completed 59 requests under the Act, five (equivalent to 9%) of which resulted in a full release and 17 (equivalent to 29%) in a partial release of the information sought. None of the information sought was withheld entirely.

Other requests that did not result in the disclosure of records were as follows:

No Records Exist

32 requests could not be processed because relevant records under the control of the ATSSC did not exist. Where possible, applicants were advised of other government institutions that may have records and were provided with contact information accordingly.

Request Abandoned

Five (5) requests were abandoned by applicants. In most abandoned cases, clarification was needed from the applicants to process their requests. When the applicants do not provide clarification, the requests are deemed as abandoned. In other cases, the applicants choose to abandon their requests.

Exemptions Invoked

The *Access to Information Act* sets out specific exceptions to the right of access known as exemptions. Each exemption is intended to protect information relating to a particular public or private interest and form the only basis for refusing access to government information under the Act. Of the 59 requests completed, exemptions to withhold information were invoked in 47 cases. The most frequently applied exemption was subsection 19(1) (records containing personal information) and 21(1)(b) (records containing consultations or deliberations).

Extensions and Completion Time

Requests can be extended beyond the 30-day statutory time frame in three circumstances:

- the request is for a large number of records or necessitates a search through a large number of records [paragraph 9(1)(a) of the Act]
- consultations are necessary [paragraph 9(1)(b) of the Act]
- the request requires giving notice to a third party [paragraph 9(1)(c) of the Act]

During this reporting period, an extension under paragraph 9(1)(a) of the Act was taken in four (4) cases because the requests were for a large number of records or meeting the original time limit would have unreasonably interfered with the operations of the ATSSC.

Four (4) extensions were taken under paragraph 9(1)(b) for the purpose of consulting within the ATSSC and/or with other institutions. Additionally, extensions under paragraph 9(1)(c) were taken

in two (2) instances in order to conduct a consultation with a third party.

The ATSSC responded to 37 requests within one to 15 days, nine (9) requests within 16 to 30 days, and six (6) requests within 31 to 60 days. Three (3) requests required 61 to 120 days to complete, one (1) request required 121 to 180 days and one (1) request required 181 to 365 days to complete whereas two (2) requests needed more than 356 days to complete. Of the 59 requests completed during this reporting period, 52 were completed within the legislated time frame.

Impact of COVID-19 on ATIP Operations

ATSSC's ATIP Office has been equipped for virtual operations since 2019, with analysts able to work remotely. While the ATSSC is equipped with an electronic records repository, the retrieval of records in response to requests has been challenged by COVID-19.

Fees

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

With respect to fees collected under the *Access to Information Act*, the information below (Figure 3) is reported in accordance with the requirements of section 20 of the *Service Fees Act*.

In accordance with the changes to the *Access to Information Act* that came into force on June 21, 2019, the ATSSC may only charge an application fee of \$5, as set out in paragraph 7(1)(a) of the Regulations. Pursuant to the *Directive on Access to Information Requests*, issued on July 13, 2022, institutions can waive this application fee as deemed appropriate.

Figure 3 is a summary of the financial information for all *Access to Information Act* fees under the organization's authority.

Figure 3: Financial information (dollars)

2020 to 2021 Revenue	2021 to 2022 Revenue	2021 to 2022 Total Cost of Operating the Program	2021 to 2022 Remissions
\$190	\$220	\$124,496	\$75

Training and Awareness

To increase the knowledge and understanding of the Act across the ATSSC, training and awareness sessions were delivered by the ATIP Office.

Ongoing training occurred on an ad-hoc basis with our liaison officers. The liaison officers assist the ATIP Office in producing the requested records and providing insight into the subject matter of the requests.

Policies, Guidelines and Procedures

The ATSSC is guided by the Treasury Board of Canada Secretariat (TBS) suite of access to information policy and guidance instruments. During this reporting period, the ATSSC did not implement any new or revised institution-specific policies, guidelines or procedures.

Complaints

This reporting period, no new complaints were filed with the Office of the Information Commissioner of Canada (OIC) against the ATSSC regarding the processing of access to information requests.

Active complaints

The ATSSC has no active complaints which were filed with the Office of the Information Commissioner (OIC).

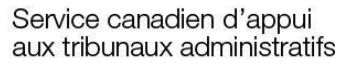
Monitoring

The monitoring of access to information requests was conducted through the case management system containing all relevant and necessary information to ensure compliance with the legislated requirements and reporting obligations. The system was updated as new requests were received or the status of a file was changed. Weekly meetings between the ATIP Coordinator and the ATIP analysts as well as meetings between the ATIP Coordinator and the Director, Planning and Communications to discuss workload and priorities also assisted the ATSSC in meeting its statutory obligations.

APPENDIX A

Access to Information Act

Delegation Order



Administrateur en chef

**Arrêté de délégation en vertu de
la Loi sur la protection des renseignements
personnels et du Règlement sur la protection
des renseignements personnels**

En vertu du paragraphe 73(1) de la *Loi sur la protection des renseignements personnels*, l'Administrateur en chef délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont l'Administrateur en chef est, en qualité de responsable du Service canadien d'appui aux tribunaux administratifs, investi par les dispositions de la Loi ou de son règlement mentionné en regard de chaque poste.

Le présent document remplace et annule tout arrêté antérieur.

Daté, en la ville d'Ottawa,
ce jour de 2021.

Digitally signed by DaSilva, Orlando
DN: C=CA, O=GC, OU=ATSSC-SCDATA, CN="DaSilva, Orlando"
Reason: I am approving this document with
my legally binding signature
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Administrateur en chef

SCHEDULE

Powers, duties and functions delegated pursuant to Subsection 73(1) of the *Privacy Act* and *Privacy Regulations*

Legend:

CA	Chief Administrator
DG	Director General, Corporate Services
D	Director, Planning and Communications
M	Manager, Access to Information and Privacy

Provision	Description	CA	DG	D	M
<i>Privacy Act</i>					
	<i>DISCLOSURE AND ACCESS</i>				
8(2)(a) – (l)	Permissible Disclosures	X	X	X	X
8(2)(m)	Disclosure in the public interest or in the interest of the individual	X	X		
8(4)	Copies of requests under paragraph 8(2)(e)	X	X	X	X
8(5)	Notice of disclosure under paragraph 8(2)(m)	X	X	X	X
9(1)	Record of disclosures	X	X	X	X
9(4)	Consistent uses	X	X	X	X
10	Personal information banks	X	X	X	X
14	Notice where access requested	X	X	X	X
15	Extension of time limits	X	X	X	X
17(2)(b)	Language of access	X	X	X	X
17(3)(b)	Access in an alternative format	X	X	X	X
	<i>EXEMPTIONS</i>				
18(2)	Exempt banks	X	X	X	X
19(1)	Information obtained in confidence	X	X	X	
19(2)	Where authorized to disclose	X	X	X	
20	Federal-provincial affairs	X	X	X	
21	International affairs and defence	X	X	X	
22	Law enforcement and investigations	X	X	X	
22.3	<i>Public Servants Disclosure Protection Act</i>	X	X	X	
23	Security clearances	X	X	X	
24	Individuals sentenced for an offence	X	X	X	
25	Safety of individuals	X	X	X	
26	Information about another individual	X	X	X	X
27	Solicitor-client privilege	X	X	X	X

28	Medical records	X	X	X	X
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Provision	Description	CA	DG	D	M
Privacy Act					
	<i>OTHER PROVISIONS</i>				
33(2)	Right to make representations	X	X	X	X
35(1)(b)	Notice of actions to implement recommendations of Commissioner	X	X	X	X
35(4)	Access to be given to complainant	X	X	X	X
36(3)(b)	Notice of actions to implement recommendations of Commissioner concerning exempt banks	X	X	X	X
51(2)(b), 51(3)	Special rules for hearings	X	X	X	X
72	Annual report to Parliament	X	X	X	X
Privacy Regulations					
7	Retention of personal information requested under paragraph 8(2)(e)	X	X	X	X
9	Examination of information	X	X	X	X
11(2), 11(4)	Notification concerning corrections	X	X	X	X
13(1)	Disclosure of personal information relating to physical or mental health	X	X	X	X
14	Examination in presence of medical practitioner or psychologist	X	X	X	X

APPENDIX B

Access to Information Act

Statistical Report



Statistical Report on the *Access to Information Act*

Name of institution: Administrative Tribunals Support Services of Canada

Reporting period: 4/1/2021 to 3/31/2022

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

1.1 Number of requests

		Number of Requests
Received during reporting period		59
Outstanding from previous reporting periods		6
• Outstanding from previous reporting period	2	
• Outstanding from more than one reporting period	4	
Total		65
Closed during reporting period		59
Carried over to next reporting period		6
• Carried over within legislated timeline	2	
• Carried over beyond legislated timeline	4	

1.2 Sources of requests

Source	Number of Requests
Media	4
Academia	0
Business (private sector)	3
Organization	19
Public	33
Decline to Identify	0
Total	59

1.3 Channels of requests

Source	Number of Requests
Online	48
E-mail	11
Mail	0
In person	0
Phone	0
Fax	0
Total	59

Section 2: Informal Requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		24
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		24
Closed during reporting period		24
Carried over to next reporting period		0

2.2 Channels of informal requests

Source	Number of Requests
Online	22
E-mail	2
Mail	0
In person	0
Phone	0
Fax	0
Total	24

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
20	4	0	0	0	0	0	24

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
6	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
18	213	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	2	2	0	1	0	0	0	5
Disclosed in part	1	5	6	2	1	0	2	17
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	30	2	0	0	0	0	0	32
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	4	0	0	0	0	1	0	5
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	37	9	6	3	1	1	2	59

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)	3	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	1	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	1	18(d)	0	21(1)(a)	6
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	7
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)	3
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	1
15(1)	0	16.1(1)(d)	0	19(1)	16	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	4
15(1) - Def.*	0	16.3	0	20(1)(b)	2	23.1	
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	1
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)	1
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)	1
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	
3	19	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
19467	15337	27

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	4	28	1	246	0	0	0	0	0	0
Disclosed in part	12	221	2	422	0	0	2	2913	1	11841
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	4	0	0	0	0	0	1	3796	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	20	249	3	668	0	0	3	6709	1	11841

4.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
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	7	1	0	8
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	7	1	0	8

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	52
Percentage of requests closed within legislated timelines (%)	88.13559322

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
7	4	2	0	1

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	1	0	1
16 to 30 days	1	1	2
31 to 60 days	0	1	1
61 to 120 days	0	0	0
121 to 180 days	0	1	1
181 to 365 days	0	0	0
More than 365 days	0	2	2
Total	2	5	7

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	1	0
Disclosed in part	3	0	3	2
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	1	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	4	0	4	2

5.2 Length of extensions

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

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	44	\$220.00	14	\$70.00	1	\$5.00
Other fees	0		0	\$0.00	0	\$0.00
Total	44	\$220.00	14	\$70.00	1	\$5.00

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	38	4880	0	0
Outstanding from the previous reporting period	1	4	0	0
Total	39	4884	0	0
Closed during the reporting period	39	4884	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	29	1	0	0	0	0	0	30
Disclose in part	5	2	0	0	0	0	0	7
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	2	0	0	0	0	0	0	2
Total	36	3	0	0	0	0	0	39

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							
	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
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	2

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		1	1	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		\$119,363
Overtime		\$3,080
Goods and Services		\$2,053
• Professional services contracts	\$0	
• Other	\$2,053	
Total		\$124,496

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1.310
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	1.310

APPENDIX C

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



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

Name of institution: Administrative Tribunals Support Service of Canada

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

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	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	2	2	4
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	2	2
Total	2	4	6

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 earlier	0
Total	0

Section 4: Open Requests and Complaints Under the Privacy Act

4.1 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	1	0	1
Received in 2020-2021	0	1	1
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	1	1	2

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 2021-2022	5
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	5

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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