



Canadian Security
Intelligence Service

Service canadien du
renseignement de sécurité



Annual Report

2022–2023

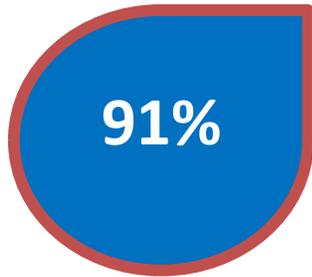
Administration of the
ACCESS TO INFORMATION ACT

Canada 

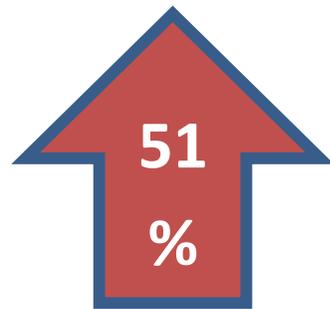
Table of Contents

1. 2022-2023 Highlights	2
2. Introduction	3
3. CSIS Mandate	3
4. Organizational Structure	4
5. Delegation Order.....	5
6. Interpretation of the 2022-2023 statistical report for requests under the <i>Access to Information Act</i>	5
6.1 - Sources of requests.....	7
6.2 - Disposition of completed requests.....	7
6.3 - Deemed refusals	8
6.4 - Extensions	9
6.5 – Exemptions and exclusions invoked	9
6.6 - Consultations received from other Government of Canada institutions	10
6.7 – Other requests:	12
6.8 – Impact of Covid-19 measures	12
7. Proactive Publication under Part 2 of the <i>ATIA</i> :	12
8. Training and Awareness.....	13
9. Policies, Guidelines, Procedures and Initiatives	13
10. Initiatives and Projects to Improve Access to Information.....	13
11. Issues and Actions Taken on Complaints or Audits	14
12. Monitoring Compliance	16
13. Fees	16
Annex A: Delegation Order	
Annex B: 2022-2023 Statistical Report on the administration of the <i>Access to Information Act</i>	
Annex C: 2022-2023 Supplemental Statistical Report	

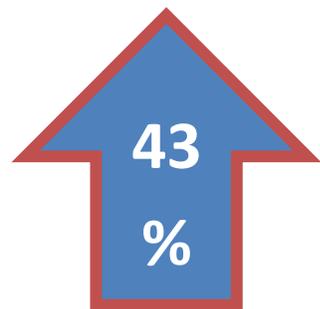
1. 2022-2023 Highlights



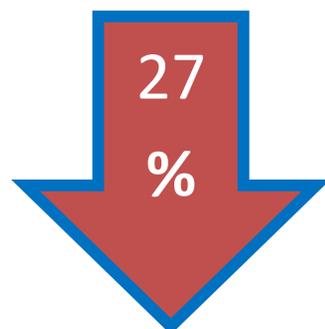
- During the 2022-2023 fiscal year, the **on-time compliance** rates for *Access to Information Act* requests stood at 91%



- **1,276 Access to Information Act requests** were received during the 2022-2023 fiscal year (51% increase from the 2021-2022 fiscal year)



- **805 informal requests** were received during the 2022-2023 fiscal year (43% increase from the 2021-2022 fiscal year)



- **27% less complaints** were filed with the Office of the Information Commissioner (OIC) than during the previous reporting period

2. Introduction

The *Access to Information Act* (hereafter the “Act”) provides Canadian citizens, as well as individuals and corporations present in Canada, the right to access federal government records of a non-personal nature. The public’s right of access to information is balanced against the legitimate need to protect sensitive information and to maintain the effective functioning of government, while promoting transparency and accountability in government institutions. The *Act* complements, but does not replace, other means of obtaining government information.

In June 2019, Bill C-58, *An Act to Amend the Access to Information Act and Privacy Act and to make consequential amendments to other Acts*, received Royal Assent. The Bill brought forth the most significant advances to the *Act* since it came into force in 1983. The amendments include providing the Information Commissioner (IC) with order making powers, allowing government institutions to seek the approval of the IC to decline to act on vexatious requests, requiring government institutions to proactively publish various information, etc.

This report is prepared and tabled in Parliament in accordance with section 94 of the *Access to Information Act* and with section 20 of the *Service Fees Act*. It covers the way in which the Canadian Security Intelligence Service (CSIS) administered the *Act* from April 1, 2022 to March 31, 2023.

The Service is not reporting on behalf of wholly owned subsidiaries or non-operational institutions.

3. CSIS Mandate

CSIS has, since 1984, continued to demonstrate its value to Canadians by providing the Government of Canada with crucial information and advice linked to threats to the security of Canada and to Canadian interests. The *CSIS Act* gives CSIS the mandate to investigate activities suspected of constituting threats to the security of Canada including terrorism and violent extremism, espionage and sabotage, foreign influenced activities, and subversion of government. In addition to providing advice to Government on these threats, CSIS may also take lawful measures to reduce them. CSIS also provides security assessments on individuals who require access to classified information or sensitive files within the Government of Canada as well as security advice relevant to the exercise of the *Citizenship Act* and the *Immigration and Refugee Protection Act*. Foreign intelligence collection within Canada is also conducted by CSIS at the request of the Minister of Foreign Affairs or the Minister of National Defence.

In 2019, the *National Security Act, 2017* modernized the original *CSIS Act* by addressing outdated legal authorities, introducing new safeguards and accountability measures as well as clarifying CSIS’ responsibilities. The legislation addressed specific challenges and provided new modern authorities needed to keep pace with continuous changes in the threat, as well as the technological and legal landscapes.

The new, ever-evolving and persistent threat environment requires a nimble and dynamic operational approach. Canadians can be confident that when CSIS carries out its duties and functions, it acts in a

manner consistent with fundamental Canadian rights and freedoms and in line with its democratic values.

4. Organizational Structure

During the 2022-2023 fiscal year, the Access to Information and Privacy (ATIP) Section remained under the Deputy Director, Policy and Strategic Partnerships Directorate. Within the Directorate, the ATIP Section is part to the Litigation and Disclosure Branch headed by the Director General. The employees of the ATIP Section are fully dedicated to the administration of both the *Access to Information Act* and the *Privacy Act* programs within CSIS, providing high quality and timely responses to internal and external clients including other government departments as well as providing advice to CSIS employees as they fulfill their obligations under both *Acts*. CSIS Legal Services Branch, staffed by Department of Justice lawyers, provides legal advice as required.

The CSIS ATIP Section had twenty full-time positions to fulfill CSIS' obligations under the *Act* and the *Privacy Act*. Throughout this reporting period, two of the thirteen Analyst positions remained vacant. As such, the team comprised of one Chief (Coordinator), one Deputy Chief, three unit Heads, nine full-time Analysts, and two Administrative Officers. The ATIP Section also included two full-time and one part-time Analysts dedicated to the processing of historical records under the *Act*.

During the 2022-2023 fiscal year, the ATIP Section experienced the same resourcing challenges as the other ATIP Sections across government. In order to relieve some of those challenges, the ATIP Section's management team presented a modernization initiative to the Human Resources (HR) Section, including the reclassification of certain position to create an opportunity for career progression and the requirement for additional resources. While HR did not initially support the initiative, the ATIP Section continues to push for its modernization.

The ATIP Section's responsibilities vis-à-vis the *Act* are divided in two categories:

Operations

- receiving and processing all requests in accordance with the *Act*;
- assisting requesters in formulating their requests when required;
- gathering all pertinent records and ensuring that the search for information is rigorous and complete;
- conducting the initial review of the records and providing recommendations to the program areas;
- conducting and responding to all internal and external consultations;
- consolidating the recommendations;
- applying all discretionary and mandatory exemptions under the *Act*;
- assisting the Office of the Information Commissioner (OIC) in all access to information related matters including complaints against CSIS; and
- representing CSIS in access to information litigation cases.

Policies and Procedures

- coordinating the annual Info Source update and submission to the Treasury Board Secretariat of Canada (TBS);
- preparing the annual report on the administration of the *Act*;
- providing ongoing advice and guidance to senior management and departmental staff on all matters related to the access to information program;
- promoting access to information awareness and training sessions and ensuring all employees are aware of the obligations imposed by the legislation;
- monitoring departmental compliance with the *Act*, regulations and relevant procedures and policies;
- posting summaries of ATIA requests to Open Canada and processing informal requests;
- maintaining the CSIS public reading room;
- ensuring the Service meets its obligations under Part 2 of the *Act*; and
- participating in ATIP community activities, such as TBS ATIP community meetings and various working groups.

As defined by Section 96 of the *Act*, CSIS did not provide or receive services related to any power, function to or from another government institution during this reporting period.

5. Delegation Order

In accordance with Section 95(1) of the *Act*, a delegation order signed by the Minister of Public Safety and Emergency Preparedness designates the persons holding the positions of Director of CSIS, Deputy Director of the Policy and Strategic Partnerships Directorate, Director General of the Litigation and Disclosure Branch as well as the Chief of the ATIP Section to exercise and perform the duties of the Minister as Head of the institution.

The Honourable Marco E. L. Mendicino, P.C., M.P. issued the delegation order (Annex A) on May 19, 2022.

6. Interpretation of the 2022-2023 statistical report for requests under the *Access to Information Act*

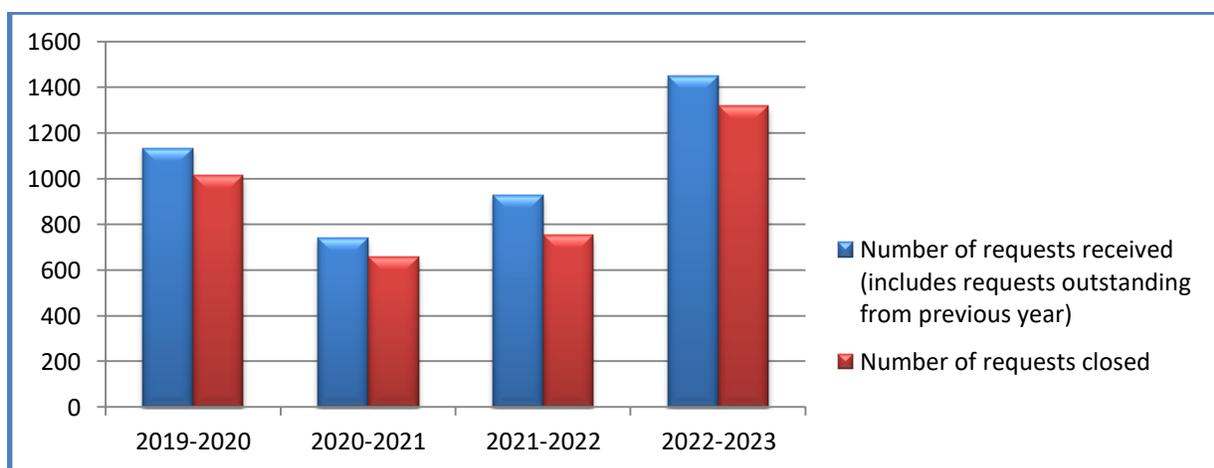
Every year, TBS requires institutions to submit a statistical report on their administration of the *Access to Information Act*, which contains cumulative data on the application of the legislation during the fiscal year. The CSIS Statistical Report for 2022-2023 as well as the Supplemental Report are included in Annex B and Annex C of this report. The statistics included in this report have been rounded to the nearest decimal point.

Table 1. Overview of the 2022-2023 statistics on the Service’s administration of access to information requests in relation to statistics from the three previous years.

Fiscal year	Requests received	Outstanding requests	Requests closed	Requests carried over	Number of pages processed	Number of pages released	On-time compliance rate
2022-2023	1,276	176	1,320	132	76,424	28,476	91%
2021-2022	844	84	752	176	45,243	17,428	94%
2020-2021	624	119	658	85	41,415	11,887	81% *
2019-2020	1,029	105	1,014	120	76,863	26,782	95%

* The Covid-19 pandemic had a significant impact on the on-time compliance rate during the 2020-2021 fiscal year.

Figure 1 - Multi-year trend: Number of requests received vs. number of requests closed



As indicated in table 1, the Service received 1,276 requests under the Act between April 1, 2022 and March 31, 2023. This represents a 51% increase from requests received during the previous reporting period. The Service had 176 outstanding requests at the end of the 2021-2022 reporting period. Of those 176 requests, 162 were received during the 2021-2022 fiscal year and 14 were received before April 1, 2021.

As of the end of the 2022-2023 fiscal year, 132 requests were carried over to the next fiscal year (see section 3.1 of Annex C). Seventy-six percent of those open requests were within their legislated timelines as of March 31, 2023 and twenty-four percent were beyond their legislated timelines as of that same date.

Table 2. Number of open requests outstanding from previous reporting periods (Section 3.1 of Annex C)

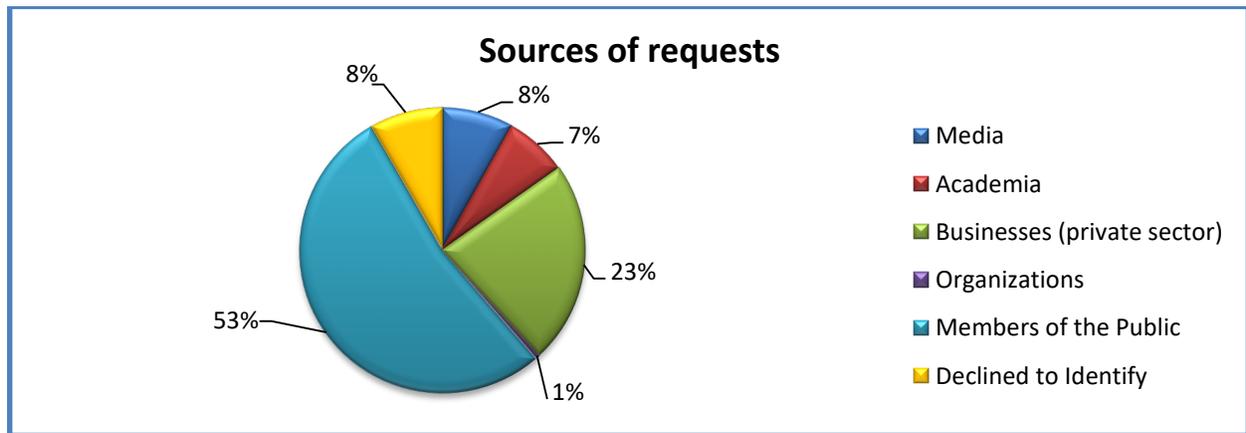
Fiscal year open requests were received	Open requests that are <i>within</i> legislated timelines as of March 31, 2023	Open requests that are <i>beyond</i> legislated timelines as of March 31, 2023	Total
2022-2023	100	16	116
2021-2022	0	14	14
2020-2021	0	1	1

2019-2020	0	1	1
Received in 2018-2019 or earlier	0	0	0
Total	100	32	132

6.1 - Sources of requests

The 1,276 requests received during this reporting period came from various sources. Fifty-three percent of requests came from members of the public who, in most part, were seeking the status of their citizenship and immigration application or seeking to discover whether the Service had investigative information on them. Twenty-three percent of requests came from businesses such as law offices looking for access to the immigration and citizenship information of their clients. Eight percent of requests came from members of the media, seven percent came from academics, and eight percent of requesters declined to identify. Ninety-four percent of requests received were submitted through the ATIP Online Request Service (AORS).

Figure 2 - Sources of requests



6.2 - Disposition of completed requests

The ATIP Section successfully closed 1,320 requests during the 2022-2023 reporting period: 47% were closed within 1 to 15 days, 26% were closed within 16 to 30 days and 12% took over 121 days to close. Of the records relevant to these requests, less than 1% were all disclosed, 28% were disclosed in part, 30% were all exempted, 25% did not exist and for 10%, the existence could be neither confirmed nor denied. No requests were denied for being vexatious, submitted out of bad faith or an abuse of right.

Figure 3 - Multi-year trend: Disposition of closed requests

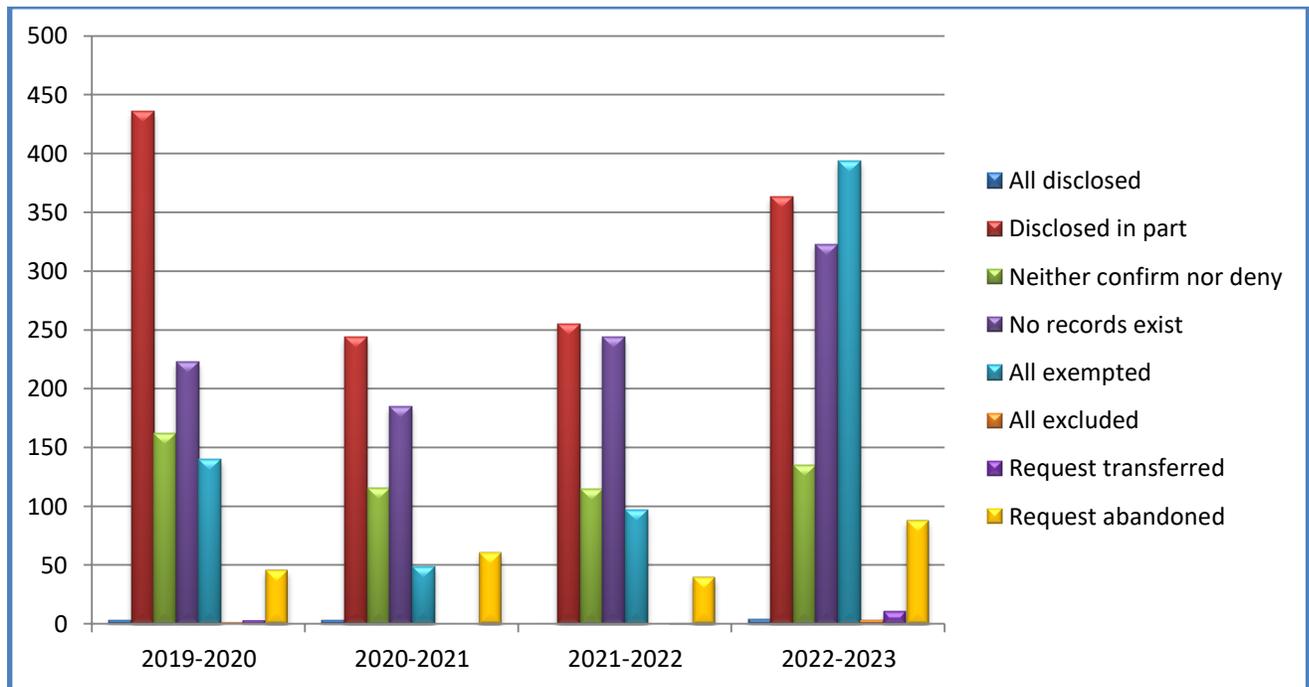
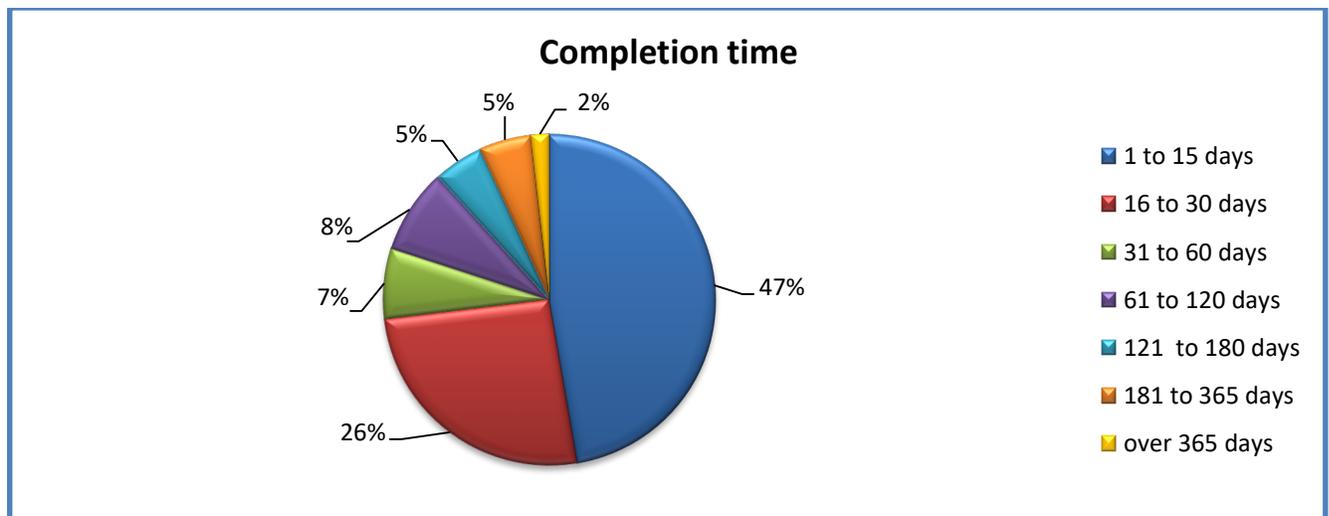


Figure 4 - Completion time



6.3 - Deemed refusals

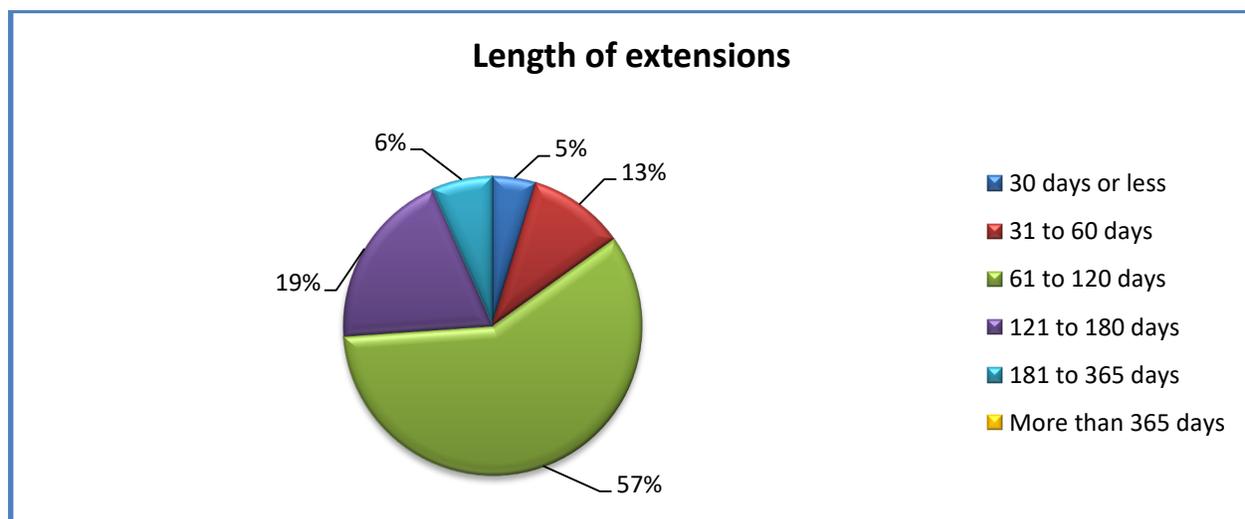
Out of the 1,320 requests closed during this reporting period, the ATIP Section successfully closed 1,200 requests (91%) within the legislated timelines; however, the remaining 120 requests (9%) were closed past the legislated timelines. It is important to note that out of the 120 requests, extensions were taken on 76%. The main reasons for requests being closed past the legislated timelines were the need

to consult other government departments on classified records, the interference with operations and the increase in workload without additional resources. During the first half of the fiscal year, the inability of certain Government of Canada departments to receive or process classified records continued to have a slight impact on the Service's ability to close requests within the legislated timeframe.

6.4 - Extensions

The legislation allows for extensions when the response requires internal or external consultations, additional review time due to large amount of records, or when the review could interfere with Service operations. Throughout the reporting period, there were 326 requests where extensions were taken. Of the extensions taken, 42% were due to the Service's need to consult various other government departments on classified records and 58% were due to the interference with CSIS operations/workload. Timelines were extended by less than 60 days in 18% of cases, between 61 to 120 days in 57% of cases and by more than 121 days in 25% of cases.

Figure 5 - Length of extensions



6.5 - Exemptions and exclusions invoked

The *Access to Information Act* allows institutions to exempt information from being released for a variety of reasons. The ATIP Section invoked 2,352 exemptions under the *Act* during the reporting period.

Table 3. Breakdown of the exemptions used

Section of the Act	Type of exemption	Number of times
Section 13	Records obtained in confidence from other levels of government	87
Section 14	Records expected to be injurious to federal-provincial relations	0
Section 15	Records expected to be injurious to the Government of Canada in the conduct of international affairs, the defense of Canada and subversive activities	495
Section 16	Records containing law enforcement, investigations and security information	963
Section 17	Records expected to threaten the safety of individuals	20
Section 19	Records containing personal information	218
Section 20	Records containing third-party information	0
Section 21	Records containing information related to the internal decision-making processes of government	214
Section 22	Records containing test procedures, tests and audits	8
Section 23	Records related to solicitor-client privilege	30
Section 24	Records where there are statutory prohibitions against disclosure	317
Section 26	Records where information is to be published within 90 days	0

The Act does not apply to information already publically available and excludes material such as Cabinet Confidences. The ATIP Section invoked exclusions under the Act, 114 times.

Table 4. Breakdown of exclusions used

Section of the Act	Exclusion type	Number of times
Section 68	Information that could be found in the public domain	6
Section 69	Confidence's of the Queen's Privy Council for Canada	108

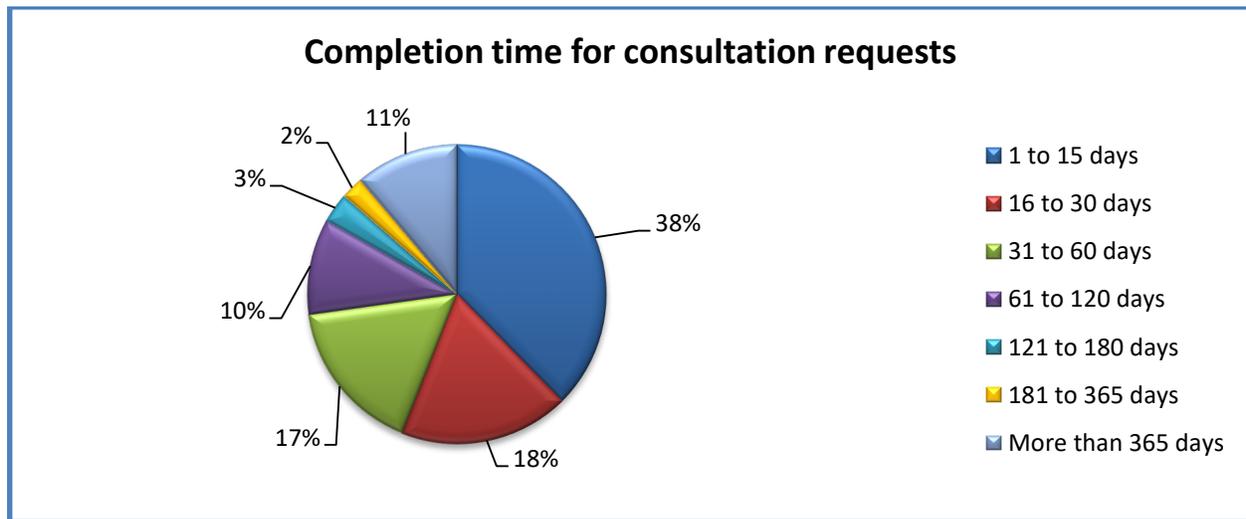
6.6 - Consultations received from other Government of Canada institutions

During the 2022-2023 fiscal year, the Service received 119 access to information consultation requests involving Service records or information. The Service had 218 outstanding consultation requests from the 2021-2022 fiscal year and carried 212 consultation requests over to the next reporting period. The large majority of the requests carried over to the 2022-2023 fiscal year were consultation requests from Library and Archives Canada (LAC). These consultations involve an immense number of pages to review and contain dated Royal Canadian Mounted Police and CSIS security intelligence files as well as complex and sensitive information. The Service is continuously striving to address the backlog of LAC consultations. The ATIP Section devoted two full-time and one part-time Analysts to process LAC

requests exclusively. Additional resources are essential to enable the Service to reduce the backlog. The ATIP Section completes the review of historical consultations based on the requirements and priorities of LAC. Regular communications between both institutions continued to take place during this reporting period.

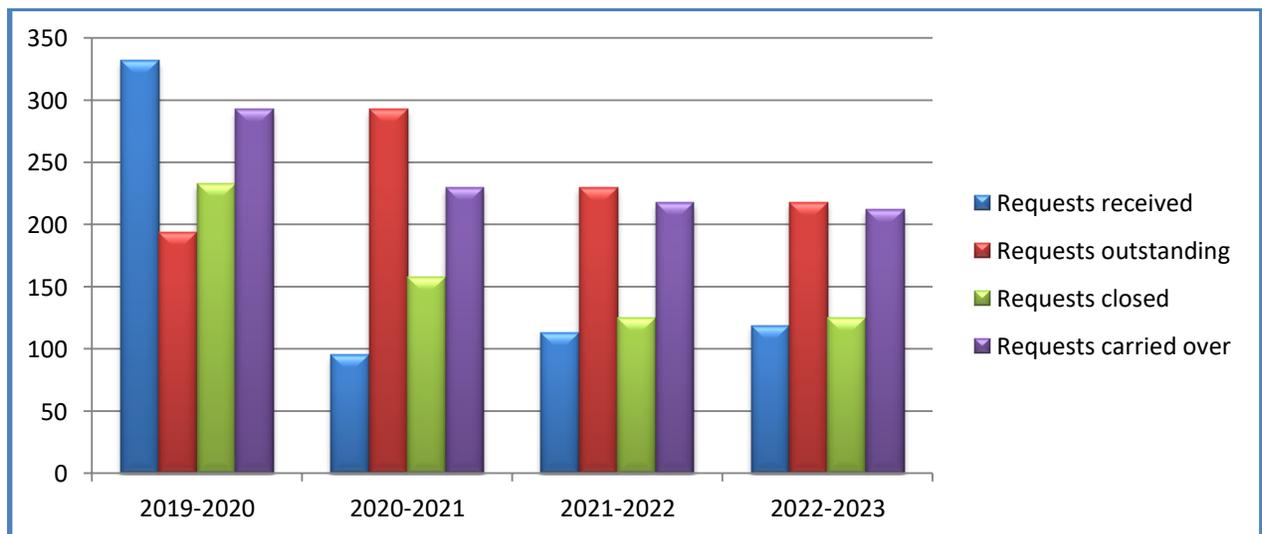
Throughout the 2022-2023 reporting period, the ATIP Section closed 125 consultation requests totaling 21,752 pages reviewed. Recommendations were provided to institutions in less than 30 days for 56% of consultation requests. The following figure represents the number of days required to complete consultation requests.

Figure 6 – Completion time for consultations received from other Government of Canada Institutions



The following figure demonstrates the trends on the Service’s consultation requests during the past four fiscal years.

Figure 7 - Multi-Year trend: Consultations received from other federal Institutions



6.7 – Other requests:

The Service processes informal requests (not subject to the *Access to Information Act*) in an efficient and timely manner in order to promote transparency and open government. The ATIP Section received 805 informal requests during this reporting period. Of those, 638 were requests for information previously released under the *Act*. The ATIP Section re-released 60,658 pages during the 2022-2023 fiscal year and was able to process 47% of these requests within 15 days of receipt.

The ATIP Section also acted as a resource for CSIS employees, including executives, by offering advice and guidance further to provisions in the legislation. The ATIP Section provided assistance over 154 times on a variety of matters including, but not limited to, information management, security of information, policies, memorandum of understandings, Parliamentary Question Period Notes (QPNs) and releases of information made by CSIS outside the parameters of the *Act*.

Throughout 2022-2023, the ATIP Section continued to receive telephone calls and emails from the public seeking direction on how to obtain information and/or how to submit a request under the *Access to Information Act*. The administration team in the ATIP Section provided guidance in a professional manner and often directed these individuals to the ATIP Online Request Service website for additional information.

6.8 – Impact of Covid-19 measures

The CSIS ATIP Section operated at full capacity for the entire fiscal year, with little to no impact on its operations. In the beginning of the fiscal year, a few institutions remained unable to access their offices to review classified materials. This resulted in a small number of requests being in deemed refusal, partial responses and/or lengthy extensions. However, as federal employees returned to the offices more frequently, the impact of the pandemic on the ATIP Section's operations became more or less inexistent.

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

CSIS is a government institution as listed in Schedule 1.1 of the *Financial Administration Act* for the purposes of Part 2 of the *ATIA*. CSIS is subject to sections 82 to 88 of the *Act*. However, the Service did not proactively publish information relating to travel and hospitality expenses, contracts over \$10,000 or grants and contributions over \$25,000. It relied on sections 90 (1) and (2) of the *Act* to refuse publication of such records for reasons set out in Part 1 of the *Act*. During the last fiscal year, the Service proactively published to Open Canada (https://search.open.canada.ca/briefing_titles), the titles and reference numbers of memoranda prepared for the Director of CSIS and received by his office, within 30 days after the end of the month it was received. The Service also proactively published, to the CSIS website ([Briefing Material - Canada.ca](https://www.csis.gc.ca/briefing-material-canada.ca)) briefing materials prepared for the Director of CSIS' appearances before a committee of Parliament. This fiscal year, the ATIP Section proactively published one briefing binder used for the Director's appearance at a committee of Parliament as well as 159 titles and reference numbers of Memoranda prepared for the Director and received by his office. The Service was able to meet the proactive publication requirements 81% of the time during this fiscal year. During the reporting period, there were 45 requests made under the *Act* further to the proactive publication of

briefing note titles and reference numbers. These requests will continue to increase as the Service continues to deliver on its obligations under Part 2 of the *Act*.

The ATIP Section has put in place administrative procedures (i.e. schedules, defined roles, tracking) to meet proactive publication requirements and has developed, later in the fiscal year, strategies to improve the timely publication of briefing materials prepared for the Director's appearances before a committee of Parliament. The Service continuously strives to improve the way it provides Canadians with complete, accurate and timely government information.

8. Training and Awareness

During this fiscal year, the CSIS ATIP Section became a member of the Treasury Board of Canada Secretariat's (TBS) ATIP Professionals Community Development Office (APCDO). The ATIP employees participated in a variety of deep dive sessions and in APCDO onboarding sessions for new ATIP professionals. The ATIP Section continued to encourage its employees to explore other training opportunities including courses offered by the Canada School of Public Service.

Through the 2022-2023 reporting period, the ATIP Section was able to resume in-person training sessions, previously cancelled due to the Pandemic. At the request of several Service branches, senior ATIP Analysts delivered valuable ATIP training sessions to employees on a variety of ATIP related topics.

The ATIP Section continued to offer its awareness sessions through ATIP e-learning narrated slides. The narrated slides form part of the employee orientation program, which is required for all new employees. All other Service employees have the ability to reference the narrative slides at any given time through an e-learning application. The narrated slides provided participants with an overview of the *Act* and the *Privacy Act*, promoted a better comprehension of individual responsibilities and obligations relating to the Acts, and offered a greater understanding of the internal ATIP process. During the 2022-2023 fiscal year, 370 Service employees viewed the ATIP online module.

9. Policies, Guidelines, Procedures and Initiatives

During this fiscal year, a few procedures were tweaked because of the coming into force of Universal Access under the *Privacy Act* as well as the on boarding to the ATIP Online Request Service (AORS) and to the ATIP Online Management Tool (AOMT). The ATIP Section did not implement other policies, guidelines, procedures or initiatives related to access to information matters this fiscal year.

10. Initiatives and Projects to Improve Access to Information

As mentioned above, the CSIS ATIP Section was on boarded to the TBS' AORS and AOMT. The ATIP Administrative team attended training at TBS to ensure a better understanding of the portals. While the team is still learning how to best use the portal, the timely delivery of ATIP services to Canadians has definitely improved.

The CSIS ATIP Section continued to evaluate its current and future needs for selecting the best option for the new Request Processing Software Solution (RPSS). A decision had not been taken by the end of the fiscal period. The ATIP Section will turn its attention to the procurement of a new RPSS during the next reporting period.

The transformation of the ATIP Section continued to be underway. ATIP management worked diligently over the past few fiscal years to modernize its organizational structure and grow its team. It was determined that creating career progression is essential to retain ATIP expertise at CSIS and to maintain CSIS' high delivery of ATIP standards and requirements to Canadians. While some roadblocks occurred during the reporting period, ATIP management is committed to its modernization.

11. Issues and Actions Taken on Complaints or Audits

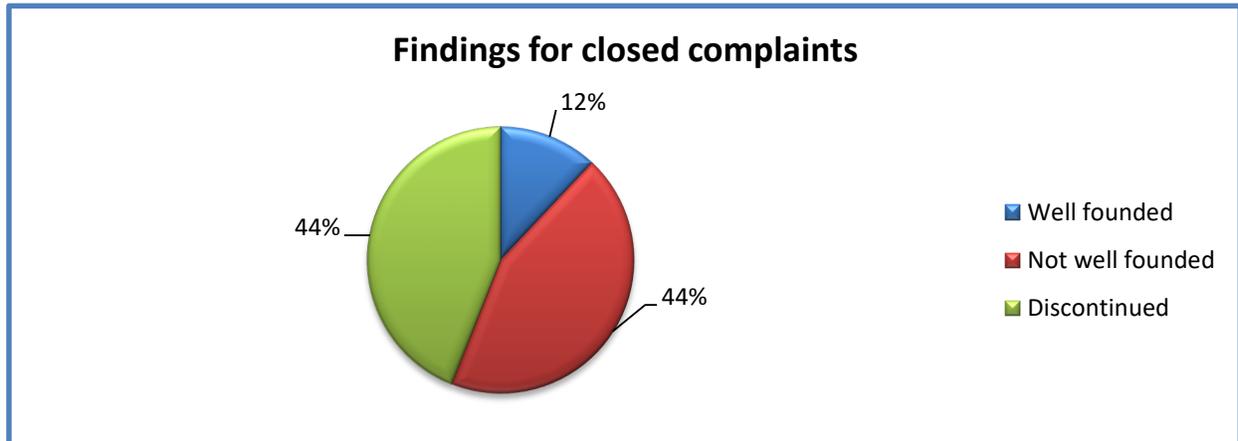
Section 30 (1) of the *Act* provides requesters with the right to file a complaint with the OIC if they are not satisfied with the response to their access to information request. Reasons for complaints include the refusal of an institution to disclose records, missing information, and delays in receiving a response. Twenty-three new complaints were registered with the OIC during the 2022-2023 fiscal year. This represents 2% of the total number of *ATIA* requests received throughout the fiscal year.

Table 5. Reasons for complaints

Reasons for complaints	Number of new complaints
Delay (Deemed refusal)	6
Refusal – Exemption or exclusion	13
Refusal – No records or incomplete searches	2
Miscellaneous	2
Total	23

OIC investigators closed and issued their findings on 50 complaints during the reporting period. They determined that 44% were not well founded, while 44% of the complaints were discontinued. Six complaints were deemed well founded; however, four of those were resolved and did not require any action from the Service. The other two well founded complaints were subject to sections 37(1) initial reports and 37(2) final reports. For both complaints, the OIC's recommendations were addressed and resolved on a priority basis. The OIC did not issue any Orders to CSIS during this reporting period.

Figure 8 – Findings for closed complaints



The Service had 25 open complaints at the end of the 2022-2023 reporting period. The following table shows the number of open complaints that were outstanding from previous reporting periods (see Annex C - section 3.2 of the Supplemental Statistical Report on the *Access to Information and Privacy Acts*).

Table 6. Number of open complaints that were outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received	Number of Open Complaints
2022-2023	9
2021-2022	2
2020-2021	2
2019-2020	7
2018-2019	2
2017-2018	1
2016-2017	0
2015-2016 or earlier	2

CSIS continues to work closely with the OIC in order to resolve complaints in an efficient and timely manner. To quickly resolve complaints and when possible, the ATIP Section conducted new searches, disclosed additional information and/or provided detailed representations on various exemptions. The Service reviews the outcome of all investigations by the OIC and where appropriate, integrates lessons learned into corporate processes. The CSIS ATIP Section prides itself on providing excellent service and a proactive approach.

There were no audits conducted during the reporting period.

There were no Court actions filed against CSIS relating to the *Act* during the reporting period.

12. Monitoring Compliance

There is a robust case monitoring system in place using reports produced by the ATIP Case Management software. ATIA requests, the need for inter-institutional consultations and proactive publication requirements are monitored by the Chief, the Deputy Chief and the unit Heads on a daily basis. The ATIP Coordinator conveys compliance issues to the Director General, Litigation and Disclosure Branch when required.

13. Fees

The *Service Fees Act* requires a responsible authority to report annually to Parliament on the fees collected by an institution. With respect to fees collected under the *Access to Information Act*, the information below is reported in accordance with the requirements of section 20 of the *Service Fees Act*. The \$5.00 application fee is the only fee that can be charged under the *Act*. During the 2022-2023 fiscal year, the total fee revenue for the Service was \$5,785.

In accordance with the Interim Directive on the Administration of the *Act*, issued on May 5, 2016 and the changes to the *Act* that came into force on June 21, 2019, CSIS waived all fees prescribed by the *Act* and the Regulations, other than the \$5 application fee set out in paragraph 7(1)(a) of the Regulations. Fees waived by the Service totaled \$595.

During the 2022-2023 fiscal year, the ATIP Section incurred \$942,432 in salary costs and \$14,865 in other costs associated with the administration of the *Access to Information Act*. The total cost of operating the CSIS *Access to Information Act* program during the 2022-2023 fiscal was \$957,297.

ANNEX A

Access to Information Act Delegation Order

Arrêté sur la délégation en vertu de la Loi sur l'accès à l'information

The Minister of Public Safety, pursuant to section 95 (1) of the *Access to Information Act**, hereby delegates to the persons holding the positions set out in the schedule hereto to exercise the powers and perform the duties and functions of the Minister as the head of a government institution, that is, the Canadian Security Intelligence Service, under the sections of the *Act* set out in the schedule opposite each position.

En vertu de l'article 95 (1) de la *Loi sur l'accès à l'information**, le Ministre de la Sécurité publique délègue aux titulaires des postes mentionnés à l'annexe ci-après, les attributions dont il est, en qualité de responsable d'une institution fédérale, c'est-à-dire, le Service canadien du renseignement de sécurité, investi par les articles de la *Loi* mentionnés en regard de chaque poste.

Schedule / Annexe

Positions / Postes

Access to Information Act and Regulations / Loi sur l'accès à l'information et règlements

Director of the CSIS / Directeur du SCRS

Full Authority / Autorité absolue

Deputy Director, Policy and Strategic Partnerships / Sous-directeur, Politiques et partenariats stratégiques

Full Authority / Autorité absolue

Director General, Litigation and Disclosure /
Directeur général, Litiges et divulgations

Full Authority / Autorité absolue

Chief, ATIP / Chef, AIPRP

Full Authority / Autorité absolue

Dated, at the City of Ottawa
this 19 day of MAY 2022.



Marco E. L. Mendicino, P.C., M.P.
Minister of Public Safety

Daté, en la ville d'Ottawa,
le 19 ième jour de MAY 2022.



Marco E. L. Mendicino, C.P., député
Ministre de la Sécurité publique

ANNEX B



Statistical Report on the Access to Information Act

Name of institution: Canadian Security Intelligence Service (CSIS)

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 the reporting period		1,276
Outstanding from previous reporting periods		176
▪ Outstanding from previous reporting period	162	
▪ Outstanding from more than one reporting period	14	
Total		1,452
Closed during reporting period		1,320
Carried over to next reporting period		132
▪ Carried over within legislated timeline	100	
▪ Carried over beyond legislated timeline	32	

1.2 Sources of requests

Source	Number of Requests
Media	103
Academia	91
Business (private sector)	293
Organization	6
Public	677
Decline to Identify	106
Total	1,276

1.3 Channels of requests

Source	Number of Requests
Online	1,195
E-mail	79
Mail	2
In person	0
Phone	0
Fax	0
Total	1,276

Section 2: Informal Requests

2.1 Number of informal requests

		Number of Requests
Received during the reporting period		805
Outstanding from previous reporting periods		1
▪ Outstanding from previous reporting period	1	
▪ Outstanding from more than one reporting period	0	
Total		806
Closed during reporting period		638
Carried over to next reporting period		168

2.2 Channels of informal requests

Source	Number of Requests
Online	785
E-mail	20
Mail	0
In person	0
Phone	0
Fax	0
Total	805

2.3 Completion time of informal requests

Completion Time							Total
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
297	37	126	178	0	0	0	638

2.4 Pages released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1,000 Pages Released		1,001-5,000 Pages Released		More Than 5,000 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
19	185	1	109	0	0	0	0	0	0

2.5 Pages re-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 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
462	11,602	139	30,833	13	10,242	4	7,981	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	1	3	0	0	0	0	0	4
Disclosed in part	48	48	56	90	62	45	14	363
All exempted	293	91	3	1	2	0	4	394
All excluded	1	1	1	0	0	0	0	3
No records exist	162	116	28	15	1	0	1	323
Request transferred	9	1	0	0	0	0	0	10
Request abandoned	54	6	1	1	0	22	4	88
Neither confirm nor denied	56	75	2	2	0	0	0	135
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	624	341	91	109	65	67	23	1,320

4.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	76	16(2)	35	18(a)	0	20.1	0
13(1)(b)	4	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	4	16(2)(b)	1	18(c)	0	20.4	0
13(1)(d)	3	16(2)(c)	15	18(d)	0	21(1)(a)	100
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	99
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	7
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	8
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	8
15(1)	43	16.1(1)(d)	0	19(1)	218	22.1(1)	0
15(1) – I.A.*	13	16.2(1)	0	20(1)(a)	0	23	30
15(1) – Def.*	0	16.3	0	20(1)(b)	1	23.1	0
15(1) – S.A.*	439	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	317
16(1)(a)(i)	245	16.4(1)(b)	0	20(1)(c)	0	26	0
16(1)(a)(ii)	4	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	288	16.6	0				
16(1)(b)	60	17	20				
16(1)(c)	315	*I.A: International Affairs, Def: Defence of Canada, S.A: Subversive Activities					
16(1)(d)	0						

4.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	6	69(1)	18	69(1)(g) re (a)	17
68(b)	0	69(1)(a)	8	69(1)(g) re (b)	6
68(c)	0	69(1)(b)	4	69(1)(g) re (c)	6
68.1	0	69(1)(c)	4	69(1)(g) re (d)	9
68.2(a)	0	69(1)(d)	3	69(1)(g) re (e)	22
68.2(b)	0	69(1)(e)	10	69(1)(g) re (f)	1
		69(1)(f)	0	69.1(1)	0

4.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
111	256	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
76,424	28,476	987

4.5.2 Relevant pages processed per request disposition for paper and e-record formats by size of requests

Disposition	Less than 100 Pages Processed		100-500 Pages Processed		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More than 5,000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	3	22	0	0	1	818	0	0	0	0
Disclosed in part	255	7,968	68	15,998	32	26,265	6	8,205	2	14,793
All exempted	387	1,214	7	1,130	0	0	0	0	0	0
All excluded	3	11	0	0	0	0	0	0	0	0
Request abandoned	88	0	0	0	0	0	0	0	0	0
Neither confirm nor denied	135	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	871	9,215	75	17,128	33	27,083	6	8,205	2	14,793

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 confirm 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 confirm 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	150	0	9	159
All exempted	3	0	1	4
All excluded	0	0	0	0
Request abandoned	3	0	1	4
Neither confirm nor denied	1	0	0	1
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	157	0	11	168

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	1200
Percentage of requests closed within legislated timelines (%)	90.90909091

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
120	37	43	17	23

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	4	23	27
16 to 30 days	3	17	20
31 to 60 days	0	13	13
61 to 120 days	0	16	16
121 to 180 days	1	3	4
181 to 365 days	21	9	30
More than 365 days	0	10	10
Total	29	91	120

4.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

Section 5: Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	144	1	130	0
All exempted	7	0	1	0
All excluded	1	0	0	0
Request abandoned	36	0	0	0
No records exist	2	0	4	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	190	1	135	0

5.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	13	0	2	0
31 to 60 days	23	0	18	0
61 to 120 days	107	1	79	0
121 to 180 days	37	0	25	0
181 to 365 days	10	0	11	0
365 days or more	0	0	0	0
Total	190	1	135	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	1,157	\$5,785	119	\$595	0	\$0.00
Other Fees	0	\$0	0	\$0	0	\$0.00
Total	1,157	\$5,785	119	\$595	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	119	9,449	2	5
Outstanding from the previous reporting period	218	215,910	0	0
TOTAL	337	225,359	2	5
Closed during the reporting period	125	21,752	2	5
Carried over within legislated timeline	25	6,365	0	0
Carried over beyond negotiated timelines	187	197,242	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	
Disclosed entirely	14	5	3	1	2	0	1	26
Disclosed in part	28	17	18	12	2	3	12	92
Exempt entirely	1	0	0	0	0	0	0	1
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	4	1	0	0	0	0	1	6
TOTAL	47	23	21	13	4	3	14	125

Section 9: Investigations and Reports of findings

9.1 Investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal Representations
23	9	16

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
2	2	0	2	2	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	\$942,432
Overtime	\$9,026
Goods and Services	\$5,839
<ul style="list-style-type: none"> ▪ Professional services contracts ▪ Other 	<ul style="list-style-type: none"> \$0 \$5,839
Total	\$957,297

11.2 Human resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	10.000
Part-time and casual employees	0.500
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	10.500

Note: Enter values to three decimal places.

ANNEX C



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

Name of institution: Canadian Security Intelligence Service (CSIS)

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*

1.1 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	100	16	116
Received in 2021-2022	0	14	14
Received in 2020-2021	0	1	11
Received in 2019-2020	0	1	1
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	100	32	132

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	9
Received in 2021-2022	2
Received in 2020-2021	2
Received in 2019-2020	7
Received in 2018-2019	2
Received in 2017-2018	1
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	1
Received in 2013-2014 or earlier	1
Total	25

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, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	121	11	132
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016 or earlier	0	0	0
Total	121	11	132

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	3
Received in 2021-2022	6
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	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	9

Section 5: Social Insurance Number (SIN)

Did your institution receive authority for a new collection or 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?	222
--	-----