



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

April 1, 2018 – March 31, 2019



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Agriculture and Agri-Food Canada
Annual Report to Parliament on the
Administration of the *Access to Information Act*

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1. Introduction

The Department of Agriculture and Agri-Food Canada (AAFC) presents to Parliament its *Annual Report on the Administration of the Access to Information Act* (the “Act”) for fiscal year 2018-2019 (April 1, 2018 to March 31, 2019). This report is prepared and tabled in accordance with section 72 of the Act.

The purpose of the Act is to provide a right of access to information in records under the control of a government institution. The Act maintains that government information should be made 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.

In accordance with the Treasury Board of Canada Secretariat requirements, this report provides an overview of the activities of AAFC in administering its responsibilities under the Act. This report should be considered along with AAFC’s 2018-2019 *Annual Report to Parliament on the Administration of the Privacy Act*, which is tabled separately.

AAFC’s Access to Information and Privacy (ATIP) Office is the focal point for access to information and privacy matters within the Department. For fiscal year 2018-2019, AAFC responded to all access to information requests within the prescribed deadlines.

2. AAFC’s mandate

Our vision — Driving innovation and ingenuity to build a world-leading agricultural and food economy for the benefit of all Canadians.

Our mission — Agriculture and Agri-Food Canada provides leadership in the growth and development of a competitive, innovative and sustainable Canadian agriculture and agri-food sector.

Responsibilities —The Department’s activities extend from the farmer to the consumer, from the farm to global markets, through all phases of sustainably producing, processing and marketing agriculture and agri-food products. In this regard, and since agriculture is a shared responsibility, AAFC works closely with provincial and territorial governments.

The Department is responsible for making sure that policies and programs of the organizations within the Agriculture and Agri-Food portfolio are coordinated and work to serve the interests of the sector and Canadians. The portfolio organizations consist of the Canadian Dairy Commission, the Canadian Grain Commission, Farm Credit Canada, the Canada Agricultural Review Tribunal and the Farm Products Council of Canada. AAFC also includes the Canadian Pari-Mutuel Agency, a special operating agency that regulates and supervises pari-mutuel betting on horse racing at racetracks across Canada.

3. ATIP Office structure

The ATIP Office is the focal point for access to information and privacy matters within AAFC. Key responsibilities include:

- Developing, coordinating and implementing policies, guidelines and procedures to ensure departmental compliance with the *Access to Information Act* and the *Privacy Act*;
- Ensuring timely processing of all ATIP requests and proactively disclosing summaries of closed ATI requests on the Open Government website;
- Providing senior management and all departmental staff with advice and guidance on ATIP-related matters, including privacy best practices and risk mitigation strategies, and offering training and awareness sessions to promote a consistent approach across the Department;
- Representing AAFC in its discussions and negotiations with external stakeholders, including other government departments (OGDs), third parties, the Treasury Board of Canada Secretariat (TBS), the Information and Privacy Commissioners of Canada, and the general public;
- Conducting Privacy Impact Assessment (PIA);
- Preparing annual reports to Parliament and maintaining the Department's *InfoSource* chapter;
- Developing and updating personal information banks (PIBs); and
- Processing requests on behalf of the following portfolio organizations: the Canadian Dairy Commission, the Canadian Grain Commission and the Farm Products Council of Canada.

The ATIP Office reports to the Director General (DG), Communications Services, under the direction of the Assistant Deputy Minister (ADM) of the Public Affairs Branch (PAB). The ADM, PAB, provides senior management support and leadership.

The team is comprised of access and privacy policy analysts who play a key compliance and risk mitigation role for the Department. Eleven positions are attributed to the Office:

- Director (1)
- ATIP Managers (2)
- Senior ATIP Policy Advisor (1)
- Senior ATI Analysts (3)
- Junior ATI Analyst (1)
- Privacy Policy Analyst (1)
- Privacy Analyst (1)
- Administrative Support (1)

The cost of administering the ATIP Office (for both access to information and privacy matters) during the reporting period was \$965,540, which included 9.87 FTEs (or \$664,412 in salaries and \$263,030 for professional services).

The ATIP Office is supported by a designated network of 17 offices of primary interest (OPIs) - holders of the relevant information identified in an access request. OPIs are responsible for

coordinating branch-specific request activities and providing guidance to colleagues on the administrative processes related to the Act.

OPIs and their DGs review and make recommendations regarding the relevant information to be released prior to ATIP review and final approval. The ATIP Office continuously searches for new ways to streamline the processing of requests.

4. Delegation of authority

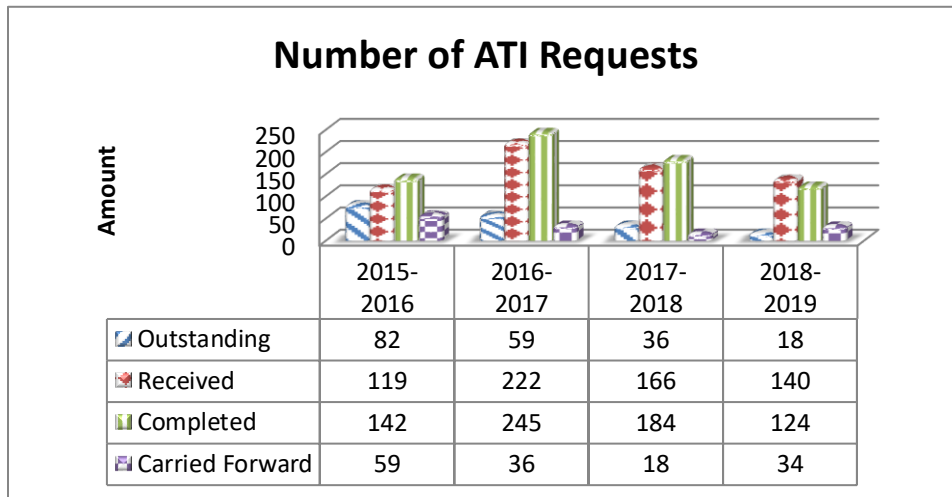
Section 73 of the *Access to Information Act* provides for the Minister of AAFC to delegate the powers, duties and functions designated by the Act.

The delegation of authority for the administration of the *Access to information Act* includes the Assistant Deputy Minister, PAB, the DG, Communications Services (PAB) and the ATIP Director positions, who have full delegated authority to approve exemptions and final release packages under the *Access to Information Act* and the *Privacy Act*, in accordance with the delegation of authority instrument approved by the Minister in July 2019. Certain administrative functions are also delegated to the ATIP Managers to enhance efficiency in request processing.

The delegation of authority instrument for the administration of the *Access to Information Act* is appended hereto at Annexes A and B.

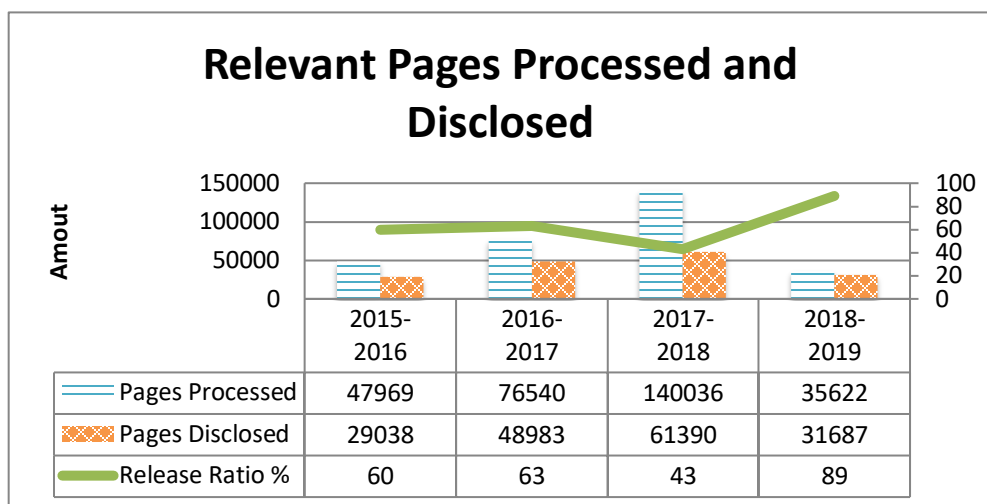
5. Access to Information Act Statistical Report

AAFC’s detailed Statistical Report on the *Act* for April 1, 2018, to March 31, 2019, is attached at Annex C. In comparing this statistical report with that of the previous reporting period (April 1, 2017, to March 31, 2018), it was noted that AAFC received fewer requests and processed less pages during this reporting period; however, the Department has released a much greater percentage of pages. The following charts are highlights of the Statistical Report:



Access requests received and completed

- AAFC received 140 new requests for information under the Act.
- Eighteen requests were carried forward from the previous reporting period.
- One hundred and twenty-four were completed.
- As part of the completed requests, 35,622 pages were reviewed.
- Of the 35,622 pages, 31,687, or 89 percent, were released entirely or in part.
- Thirty-four ongoing requests were carried forward to the next reporting period (April 1, 2019, to March 31, 2020) and remain within the statutory time frames.



During this reporting period, most information requests were related to the African Swine Fever, canola, trade with China and glyphosate.

Exemptions invoked

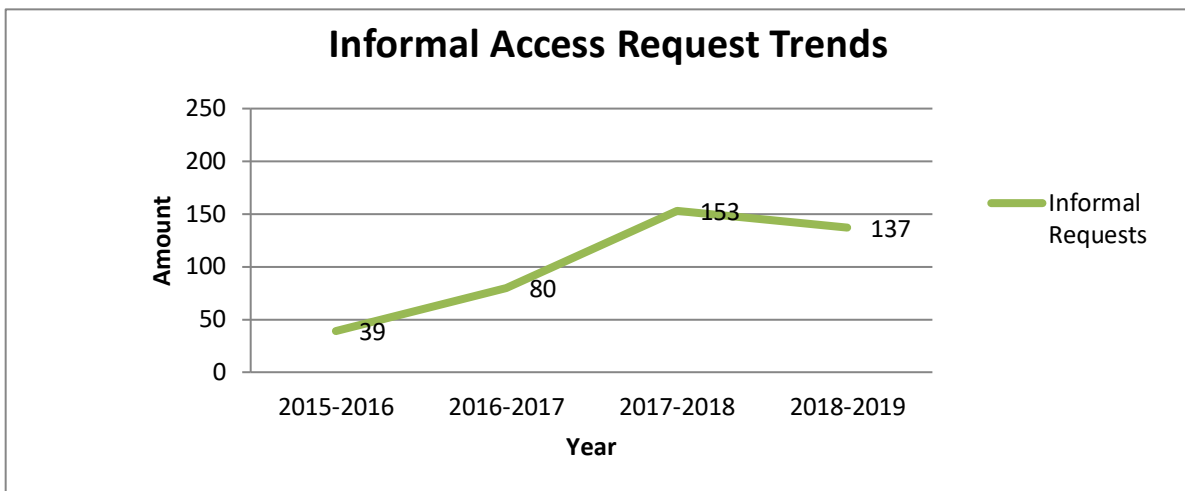
- The appended statistical reports provide details regarding the types of exemptions and exclusions applied to information contained in records for completed requests. The three exemptions most commonly used by AAFC during the reporting period were subsection 19(1) (personal information), section 20 (confidential third-party information) and section 21 (operations of government, advice, etc.).

Extensions

- The *Act* allows extensions beyond the 30-day statutory time frame for specific reasons. During the reporting period, 47 of the 124 closed requests required time extensions of 31 days or more to consult with third parties or OGDs, or required extensions owing to the volume of relevant records requiring review.

Informal requests

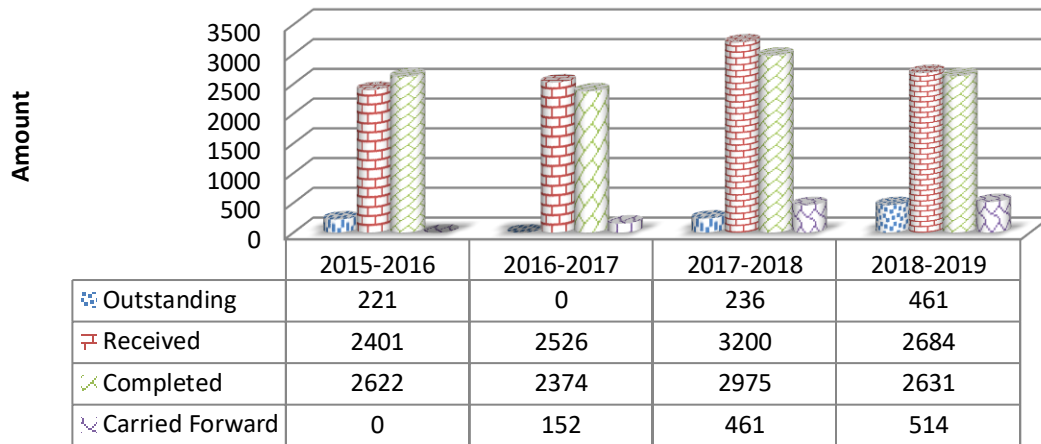
- The ATIP Office also responds to informal requests for information from the public. Informal requests are requests for previously released records under a formal access to information request.
- A total of 137 informal requests were received and responded to during this reporting period: 67 were closed within 15 days of receipt and 70 were closed within 16 to 30 days.
- The trend towards informal requests hasn't waned since the Department began posting summaries of closed access requests; over the last two fiscal years alone, there has been a 243% increase in requests for previously released material over the same previous period.



Consultations

- AAFC must also respond to consultations pursuant to the Act from other government institutions in order to provide those institutions with recommendations regarding the release of information related to AAFC.
- For this reporting period, AAFC received 142 consultation requests from other institutions. Forty-one consultation requests were carried forward to the next fiscal year.
- Eighty-Five of the 105 consultation requests were completed within 30 days of receipt.
- The number of pages reviewed by AAFC for other institutions totalled 2,631.

Number of Pages to Review for Consultations



In summary:

AAFC received 419 requests during the reporting period (140 access requests, 137 informal requests and 142 consultation requests). While this represents a minor increase in total requests received over the previous reporting period (415 requests received) and the department saw fewer pages processed in this reporting period, there was a significant increase in the percentage of pages released, almost twice that of last fiscal year. In compliance with TBS requirements, summaries of AAFC's completed access to information requests may be found on the Government of Canada's [Open Government web pages](#).

6. Access complaints, investigations and audits

The Act provides a system of review to help ensure federal institutions comply with their obligations. Under this system of review, a requester may file a complaint with the Information Commissioner of Canada, who will investigate the matter on behalf of the requester. After the complaint investigation is carried out, the Commissioner issues a finding on the matter and determines whether an institution handled the request properly.

AAFC's ATIP Office worked collaboratively with the Office of the Information Commissioner to close seven complaint investigations. These investigations related to matters such as exemptions invoked on records, extensions to the original 30-day time frame and potential missing records. Of the seven complaints closed, the Commissioner deemed that:

- Three were resolved – well founded;
- Four were resolved – not well founded.

In all seven cases, no further action was recommended by the Information Commissioner as a result of the investigations. A total of six complaints have been carried forward to the 2019-2020 reporting period. These complaints remain under investigation by the Office of the Information Commissioner.

No audits in relation to AAFC's obligations under the Act were carried out during the reporting period.

7. Reporting pursuant to the Service Fees Act

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 is reported in accordance with the requirements of section 20 of the *Service Fees Act*.

- Enabling authority: Access to Information Act
- Fee amount: \$700
- Total revenue: \$0
- Fees waived: no fees were waived for the 2018-2019 fiscal period
- Cost of operating the program: \$614,450

8. ATIP Access policies, guidelines, procedures and engagement

The ATIP Office has worked on open government initiatives with other branches of the Department. The Office's involvement entailed promoting access to government data and information for all citizens and protecting personal information. The ATIP Office reviewed written questions to Parliament and Audit reports for *Access to Information Act* considerations prior to disclosure or publication.

ATIP remains focused on finding efficiencies and maximizing available resources in processing requests. In this reporting period, the ATIP Office has initiated a "Paperless ATIP" initiative looking to leverage compatible technologies and systems to enable electronic transfer of records between ATIP and departmental branches in an effort to alleviate the administrative burden associated to processing requests and to reduce paper use.

Keeping a close eye on Bill C-58 proceedings the ATIP Office engaged departmental stakeholder across all levels over this reporting period and developed procedures in anticipation of its new requirements to ensure departmental readiness.

9. ATIP training and education

The ATIP Office continues to offer Access to Information and Privacy related training to ensure that staff and management understand their roles and responsibilities with respect to the Acts and information management so that AAFC's access to information obligations are fulfilled.

Courses are provided to new employees as well as to branch units when requested. The ATIP Office also offers specific training to key branches involved in the collection and handling of personal information required to support various departmental programs to ensure an understanding of their responsibilities as they relate to privacy protection. Moreover, additional sessions were developed in response to the Departments Administrative Recruitment and Development Program (ARDP), in order to provide a broad overview of administrative support staff responsibilities as they pertain to assisting senior managers in completing ATIP requests. General training was also provided to Senior Management with presentations delivered to Branches' Executives Committees.

During this reporting period, 11 formal awareness sessions were held, with 124 employees in attendance, and 2 sessions were provided in support of the ARDP program with a total of 25 participants. Two executive training sessions were also provided, with one directed to the Deputy Ministers' Office and a second one to the Director General Management Committee.

Training highlights include:

- An overview of the access to information administrative processes;
- A definition of employee roles and responsibilities in relation to fulfilling AAFC's responsibilities under the Act;
- The principles of the duty to assist;
- Responsibilities surrounding the collection, retention, use and disposition of personal information;
- Privacy Impact Assessment and Protocol guidelines;
- An overview of exemptions and exclusions; and
- Information management practices.

10. Monitoring timelines

AAFC uses an automated system to monitor the timely processing of ATIP requests. The workflow case management tool tracks all actions and due dates, stores relevant records requiring review, maintains audit logs, promotes the use of standard templates, allows extensive search capability to facilitate analysis, and generates progress and statistical reports.

Senior management is kept apprised of the Access to Information activities through a weekly status report that is prepared by the ATIP Office and shared with various OPIs and governance bodies. This report and related discussions serve to remind branches of their pending due dates for records retrieval and flags:

- New requests received;
- The lead branch responsible;
- Request- and action-specific due dates;
- Requests due in the coming 2 weeks; and
- Areas where advice and direction can be provided by the ATIP Office.

11. Closing

In closing, AAFC is fully committed to both the spirit and the intent of the Act to ensure openness and transparency within the Department and with the Canadian public.

***Access to Information Act* Designation Order**

Agriculture and Agri-Food Canada

The Minister of Agriculture and Agri-Food, pursuant to section 73 of the *Access to Information Act*, hereby designates the persons of the Department holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers and perform the duties and functions of the Minister as the head of a government institution under the sections of the *Act* set out in the schedule opposite each position. This Designation Order supersedes all previous Designation Orders.

Date

Name

Minister Agriculture and Agri-Food Canada

Delegation of Authority Instrument for the administration of *the Access to Information Act*

Sections of the Access to Information Act	Powers, Duties or Functions	Assistant Deputy Minister Public Affairs Branch	Director General Communications Services	Director ATIP and Translation Services	Team Leader
4 (2.1)	Responsibility of government institutions	X	X	X	X
7 (a)	To notify applicant and to give access to the record.	X	X	X	X
7 (b)	Giving access to records	X	X	X	-
8(1)	To transfer to another institution or to accept transfer from another institution.	X	X	X	X
9	To extend time limits.	X	X	X	-
11(2), (3)	To require additional payment before access is given.	X	X	X	X
11(4)	To require deposit before search or production of record.	X	X	X	X
11(5)	To notify applicant of payment required.	X	X	X	X
11(6)	To waive requirement for payment or to refund.	X	X	X	X
12(2)(b)	To have record translated in the public interest.	X	X	X	X
12(3)(b)	To have record made accessible in alternative format.	X	X	X	X
13	To exempt information obtained in confidence.	X	X	X	-

Sections of the Access to Information Act	Powers, Duties or Functions	Assistant Deputy Minister Public Affairs Branch	Director General Communications Services	Director ATIP and Translation Services	Team Leader
13(2)	To disclose with consent of the other government.	X	X	X	-
14	To exempt information re: federal - provincial affairs.	X	X	X	-
15	To exempt information re: international affairs and defence.	X	X	X	-
16	To exempt information re: law enforcement and investigations.	X	X	X	-
16.5	To exempt information re: Public Servant Disclosure Act	X	X	X	-
17	To exempt information re: safety of individuals.	X	X	X	-
18	To exempt information re: economic interests of Canada.	X	X	X	-
19	To exempt personal information.	X	X	X	-
20	To exempt third party information.	X	X	X	-
21	To exempt information re: advice and recommendations.	X	X	X	-
22	To exempt information re: testing procedures, tests and audits.	X	X	X	-
22.1	To exempt information re: Audit working papers and draft audit reports.	X	X	X	-
23	To exempt information re: solicitor client privilege.	X	X	X	-
24	To exempt information re: statutory prohibitions.	X	X	X	-
25	To sever exempt information from records and to disclose the remaining information.	X	X	X	-
26	To refuse access when information is	X	X	X	-

Sections of the Access to Information Act	Powers, Duties or Functions	Assistant Deputy Minister Public Affairs Branch	Director General Communications Services	Director ATIP and Translation Services	Team Leader
	to be published.				
27(1)	To notify third party of intent to disclose.	X	X	X	X
27(4)	To extend time limit for third party notification process.	X	X	X	X
28(1)(b)	Review representations of third parties.	X	X	X	-
28(2)	To waive the requirement of third parties providing representations in writing.	X	X	X	-
28(4)	To notify third party of decision.	X	X	X	-
29(1)	Where the Information Commissioner recommends disclosure	X	X	X	-
33	To advise Information Commissioner of third party involvement.	X	X	X	-
35(2)(b)	To have the right to make representations to the Information Commissioner.	X	X	X	-
37(4)	To provide access to complainant pursuant to Information Commissioner's recommendation.	X	X	X	-
43(1)	To provide notification to third party (application to Federal Court for review).	X	X	X	-
44(2)	To notify applicant that third party has applied for Court review.	X	X	X	-
52(2)(b), (3)	Special rules for hearing	X	X	X	-
71(1)	Facility for inspection of manuals	X	X	X	-
71(2)	To exempt information severed from	X	X	X	-

Sections of the Access to Information Act	Powers, Duties or Functions	Assistant Deputy Minister Public Affairs Branch	Director General Communications Services	Director ATIP and Translation Services	Team Leader
	manuals.				
72	To prepare annual report to Parliament.	X	X	X	-

Section of the Access to Information Regulations	Powers, Duties or Functions	Assistant Deputy Minister Public Affairs Branch	Director General Communications Services	Director ATIP and Translation Services	Team Leader
6(1)	Transfer of request	X	X	X	-
7(2)	Search and preparation fees	X	X	X	-
7(3)	Production and programming fees	X	X	X	-
8	Providing access to record(s)	X	X	X	-
8.1	Limitation in respect of format	X	X	X	-



Statistical Report on the *Access to Information Act*

Name of institution: Agriculture and Agri-Food Canada

Reporting period: 2018-04-01 to 2019-03-31

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

1.1 Number of requests

	Number of Requests
Received during reporting period	140
Outstanding from previous reporting period	18
Total	158
Closed during reporting period	124
Carried over to next reporting period	34

1.2 Sources of requests

Source	Number of Requests
Media	46
Academia	3
Business (private sector)	44
Organization	12
Public	31
Decline to Identify	4
Total	140

1.3 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	
67	70	0	0	0	0	0	137

Note: All requests previously recorded as “treated informally” will now be accounted for in this section only.

Part 2: Requests Closed During the Reporting Period

2.1 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	4	9	3	1	0	0	0	17
Disclosed in part	1	10	15	32	9	0	0	67
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	8	8	0	0	0	0	0	16
Request transferred	5	0	0	0	0	0	0	5
Request abandoned	18	1	0	0	0	0	0	19
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	36	28	18	33	9	0	0	124

2.2 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)	1	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)	1	16(2)(c)	10	18(d)	0	21(1)(a)	19
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	14
14	2	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	19
14(a)	5	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	2
14(b)	1	16.1(1)(c)	0	18.1(1)(d)	0	22	1
15(1)	6	16.1(1)(d)	0	19(1)	53	22.1(1)	0
15(1) - I.A.*	10	16.2(1)	0	20(1)(a)	1	23	6
15(1) - Def.*	0	16.3	0	20(1)(b)	21	24(1)	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	2
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	17		
16(1)(a)(ii)	0	16.5	1	20(1)(d)	16		
16(1)(a)(iii)	0	17	0				
16(1)(b)	0						
16(1)(c)	0						
16(1)(d)	0						

* I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities

2.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	0	69(1)	0	69(1)(g) re (a)	4
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)	2
68.2(a)	0	69(1)(d)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(e)	1	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	3	14	0
Disclosed in part	7	60	0
Total	10	74	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	838	838	17
Disclosed in part	34784	30849	67
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	19
Neither confirmed nor denied	0	0	0

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 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
All disclosed	15	363	2	475	0	0	0	0	0	0
Disclosed in part	32	1123	24	4693	6	3785	4	4300	1	16948
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	19	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	66	1486	26	5168	6	3785	4	4300	1	16948

2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	1	0	0	0	1
Disclosed in part	55	0	3	0	58
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor	0	0	0	0	0
Total	56	0	3	0	59

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline 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
Total	0	0	0

2.7 Requests for translation

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

Part 3: Extensions

3.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	1
Disclosed in part	11	2	23	22
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	11	2	23	23

3.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	7	0	5	0
31 to 60 days	1	1	5	16
61 to 120 days	3	1	12	7
121 to 180 days	0	0	1	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	11	2	23	23

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	140	\$700	0	\$0
Search	0	\$0	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
Total	140	\$700	0	\$0

Part 5: Consultations Received From Other Institutions and Organizations

5.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	133	2684	9	82
Outstanding from the previous reporting period	4	461	0	0
Total	137	3145	9	82
Closed during the reporting period	96	2631	9	82
Pending at the end of the reporting period	41	514	0	0

5.2 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	12	42	13	0	0	0	0	67
Disclose in part	2	16	6	0	0	0	0	24
Exempt entirely	0	1	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	0	0	0	0	0	0	4
Total	18	59	19	0	0	0	0	96

5.3 Recommendations and completion time for consultations received from other organizations

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	3	3	1	0	0	0	0	7
Disclose in part	0	2	0	0	0	0	0	2
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	3	5	1	0	0	0	0	9

Part 6: Completion Time of Consultations on Cabinet Confidences

6.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 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	5	84	0	0	0	0	0	0
16 to 30	0	0	1	11	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	6	95	0	0	0	0	0	0

6.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 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

Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
3	0	2	5

Part 8: Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0

Part 9: Resources Related to the *Access to Information Act*

9.1 Costs

Expenditures		Amount
Salaries		\$393,196
Overtime		\$0
Goods and Services		\$221,254
• Professional services contracts	\$203,184	
• Other	\$18,070	
Total		\$614,450

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	4.67
Part-time and casual employees	0.20
Regional staff	0.00
Consultants and agency personnel	0.93
Students	0.50
Total	6.30

Note: Enter values to two decimal places.