



Canadian Food
Inspection Agency

Agence canadienne
d'inspection des aliments

Canadian Food Inspection Agency
**Annual Report on the
Access to Information Act
2022-2023**



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1) Introduction

The [*Access to Information Act*](#) (hereafter referred to as the *Act*) gives Canadian citizens as well as people and corporations present in Canada, the right to access records under the control of federal government institutions with limited and specific exceptions. The *Act* is intended to complement existing procedures for access to Government information and not to limit, in any way, information that is normally available to the public.

Section 94 of the *Act* requires the heads of federal government institutions to submit a report to Parliament on their institution's administration of the *Act* for each fiscal year. This report, along with all Access to Information annual reports, is tabled in Parliament in accordance with section 94 of the *Act* and describes how the Canadian Food Inspection Agency (CFIA) administered the *Act* for fiscal year 2022-23. This report is also prepared and tabled in accordance with section 20 of the *Service Fees Act*.

As part of its commitment to openness and transparency, the CFIA recognizes the right to access information in government records and makes every reasonable effort to assist those that request access to information.

About the Canadian Food Inspection Agency

The Canadian Food Inspection Agency's (CFIA) employees are dedicated to safeguarding food safety, animal and plant health to enhance Canada's environment, economy, and the health and well-being of all Canadians. The Agency is one of Canada's largest science-based, regulatory departments/agencies. The CFIA is led by its President, who reports to the Minister of Health, and its employees work across five operational regions: Atlantic; Quebec; the National Capital Region; Ontario; and the West.

The CFIA develops program requirements and delivers inspection and other services to:

- prevent and manage food safety risks;
- protect plant resources from pests, diseases and invasive species;
- prevent and manage animal and zoonotic diseases;
- contribute to consumer protection; and
- contribute to market access for Canada's food, plants, animals and their products.

CFIA bases its activities on science, effective risk management, commitment to service and efficiency, and collaboration with domestic and international organizations that share its objectives.

The CFIA is responsible for administering and enforcing 11 federal statutes, one fee notice and 22 regulations that govern the safety and labelling of food sold in Canada and support a sustainable plant and animal resource base.

The CFIA shares many areas of responsibility with other federal departments and agencies, provincial, territorial and municipal authorities, and other stakeholders. Within this complex operating environment, the CFIA works with its partners to implement food safety measures, manage food, animal and plant risks and emergencies, and promote the development of food safety and disease control systems to maintain the safety of Canada's high-quality agriculture, agri-food, aquaculture; fishery and their related products.

The CFIA's activities include:

- verifying the compliance of imported products;
- registering and inspecting establishments;
- testing food, animals and plants, and their related products; and,
- approving the use of many agricultural inputs.

The CFIA also provides scientific advice, develops new technologies, provides testing services, and conducts regulatory research. Its responsibilities and strategic outcomes are illustrated in the [Departmental Results Framework](#), which reflects how the CFIA allocates and manages its resources to achieve the corresponding expected results.

2) Organizational Structure

Administration of the *Act*

Administration of the *Act* within the CFIA is the primary responsibility of the Access to Information and Privacy (ATIP) Office, which is part of the Agency's Communications and Public Affairs Branch. The ATIP Office processes all requests for information and coordinates all activities related to the *Act*, along with associated regulations, directives and guidelines. Proactive publication, in accordance with Part 2 of the *Act*, is a shared responsibility between multiple stakeholders across the Agency. The CFIA was not party to any agreements under section 96 of the *Act* during this reporting period.

Resources

The ATIP Office is headed by a director who reports to the Executive Director, Communications Services and Strategic Planning. During the reporting period there were 15.170 full-time and part-time equivalents and 2.107 persons (contracted consultants) dedicated to the ATIP Office. In addition to the ATIP Office resources, there are also dedicated ATIP advisor positions in the

core branches who report on branch-related ATIP issues and activities. These branch advisors work with the ATIP Office to ensure an efficient and effective process to respond to applicants in a timely manner.

An estimated \$1,024K in salary costs and \$380.5K in operating costs were incurred by the ATIP Office to administer the *Access to Information Act* for the reporting period. These costs do not include resources within each branch (such as the Branch ATIP advisors), nor any other expenditures incurred by the branches and program areas to meet the requirements of the *Act*.

Proactive Publication

Responsibilities for proactive publication are shared between the following key offices within the Agency:

- the President's Office;
- Corporate Client Services;
- Horizontal Enterprise Management and Integration;
- Financial and Procurement Services;
- Strategic Policy and Priorities Division;
- Legislative Affairs;
- Parliamentary Affairs; and
- the ATIP Office.

3) Performance 2022-2023

The CFIA received 220 new requests under the *Act* between April 1, 2022 and March 31, 2023. There were 75 outstanding requests from the previous year, bringing the total to 295 requests. Of the 295 requests, 240 were processed during the reporting period and 55 were carried forward to 2023-24. Please refer to section 3.1 of the Supplemental Statistical Report, found in Appendix B, for a detailed breakdown of the 55 requests carried forward to 2023-24. Of the 240 requests completed, 31 exceeded 1,000 pages and included six requests greater than 5,000 but less than 10,000 pages, five requests greater than 10,000 but less than 20,000 pages and one request over 29,000 pages.

The ATIP Office reviewed a total of 165,239 pages during the reporting period, of which 72,343 were released. This represents an 88% increase in the number of pages reviewed compared to the last reporting period.

The ATIP Office maintained a service standard of approximately 78% of requests closed within legislated timelines. This represents a 3% decrease from the previous reporting period and is attributed to progress made in clearing the backlog of requests imposed by the recent global pandemic (i.e. as backlog files, which are late, are closed, the percentage of requests that were closed beyond legislated timelines increases, thereby driving down the percentage of requests closed within legislated timelines).

The ATIP Office was not impacted by any COVID-19-related measures during the reporting period.

The following table outlines the cycle of ATI requests at CFIA for the last five fiscal years:

Number of Requests...	Fiscal Year				
	2018-19	2019-20	2020-21	2021-22	2022-23
Received	302	269	231	219	220
Completed	309	277	216	213	240
Outstanding from previous FY	69	62	54	69	75
Carried forward	62	54	69	75	55

The following represents a breakdown of the sources of requests received during the fiscal year:

- 71 requests from business (32%);
- Nine (9) requests from media (4%);
- 25 requests from organizations (11%);
- 87 requests from the public (40%);
- Seven (7) requests from academia (3%); and
- 21 declined to self-identify (10%).

Consultations

During the reporting period, the CFIA received 74 consultations from other Government institutions and organizations concerning the release of CFIA records. This represents an increase of seven consultation requests (roughly 10%) over last year, during which 67 consultations were received. The CFIA completed 73 consultations, which required the review of 2,256 pages.

	Fiscal Year				
	2018-19	2019-20	2020-21	2021-22	2022-23
Consultations received	115	99	63	67	74
Pages Reviewed	4,402	4,598	1,645	4,550	2,256

Additional information on the processing of consultations from other institutions and organizations can be found in the Statistical Report on the *Access to Information Act*, found at Appendix A.

Completion Times and Extensions

The 240 requests completed in 2022-23 were processed within the following timeframes:

- 143 within 30 days or less (59%);
- 21 within 31 to 60 days (9%);
- 28 within 61 to 120 days (12%); and
- 48 over 121 days (20%).

The CFIA was able to close 59% of requests within the first 30 days; this is marginally higher than last reporting period where 58% were closed within the first 30 days.

It was necessary to extend the 30 calendar day time limit for 84 requests. All extensions were calculated and applied as prescribed in the *Act*. A total of 135 extensions were taken, representing 35% of the requests closed in this reporting period. Of the extensions, 42 were required for third-party consultations pursuant to section 27 of the *Act*, 47 for interference with operations and another 46 for consultations with federal or provincial authorities. The CFIA monitors performance through weekly updates and quarterly reports to senior CFIA officials.

Disposition of Completed Requests

There were 240 requests completed in 2022-23. The disposition of the requests is as follows:

- 23 were fully disclosed (9.5%);
- 112 were partially disclosed (47%);
- Three (3) were fully exempted (1%);
- 79 where no records existed (33%);
- One (1) was transferred out (0.5%); and

- 22 were abandoned by the applicants (9%).

Exemptions and Exclusions

The CFIA invoked exemptions pursuant to the *Act* a total of 447 times. The exemptions were invoked as follows:

- 15 instances for records dealing with information obtained in confidence (s. 13);
- six (6) for records concerning federal-provincial affairs (s. 14);
- 23 for records deemed injurious to the conduct of international affairs (s. 15);
- 34 for records concerning law enforcement and investigations (s. 16);
- five (5) for safety of individuals (s. 17);
- zero (0) for economic interests of Canada (s. 18);
- 102 for records containing personal information (s. 19);
- 147 for records containing third-party business information (s. 20);
- 90 for records relating to the internal decision-making processes of government (s. 21);
- one (1) for records relating to testing procedures, tests and/or audits (s. 22);
- 21 for records containing solicitor-client privilege (s. 23); and
- three (3) for statutory prohibition against disclosure (s.24).

One (1) exclusion was invoked for published material. No exclusions were invoked during the reporting period for Confidences of the King's Privy Council for Canada.

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

- Enabling authority: *Access to Information Act*.
- Fee payable: \$5.00 application fee is the only fee charged for a request under the *Access to Information Act*.
- Total revenue: \$1,175 for 214 requests.
- Fees waived: \$25 for five requests.
- Fees refunded: \$5 for one request.
- Cost of operating the program: \$1,404,732 in salaries, goods and services.

4) Staff Training and Awareness

The ATIP Office delivered 16 virtual training sessions to 94 employees during fiscal year 2022-23. The purpose of these training sessions ranged from: four sessions to increase awareness of the *Act*, clarify requirements under the *Act*, and highlight processes that facilitate the CFIA in meeting its obligations; four sessions providing a comprehensive introductory course covering both the *Access to Information Act* and the *Privacy Act*; and four sessions to increase awareness of what constitutes personal information under the *Act*.

In addition to the above, the ATIP Office provided training to the Agency's branch ATIP advisors on the updated Directive on Access to Information Requests, specifically the section pertaining to Duty to Assist. Training highlighted this section, with particular focus on the requirement to consider both the letter and the spirit of the request. General ATIP training remains a mandatory requirement for all CFIA employees.

5) Policies, Guidelines and Procedures

The CFIA continuously works on process improvements in order to provide greater oversight and accountability for ATIP activities. The activities related to ATIP are reviewed quarterly and weekly updates regarding request volumes and performance are provided to the Offices of both the Ministers of Health and Agriculture and Agri-food, CFIA's senior management cadre, and key internal partners. No new policies, guidelines, or procedures were implemented during the reporting period.

6) Proactive Publication under Part 2 of the ATIA

Pursuant to section 81 of the *Act*, the CFIA is a government entity for the purposes of Part 2 of the *Act*. The CFIA is listed in Schedule II of the *Financial Administration Act*. The following table outlines the proactive publication requirements the CFIA is subject to, links to proactive disclosures, and the percentage of publications published within the legislative timelines.

Legislative Requirement	Link to proactive publication	Percentage published within legislated timelines
Travel Expenses	Proactive disclosure Open Government, Government of Canada	100%
Hospitality Expenses	Proactive disclosure Open Government, Government of Canada	100%

Reports tabled in Parliament	Reports to Parliament - Canadian Food Inspection Agency (canada.ca)	100%
Contracts over \$10,000	Search Government Contracts over \$10,000 (canada.ca)	100%
Grants & Contributions over \$25,000	Proactive disclosure Open Government, Government of Canada	100%
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	Briefing Package for CFIA Deputy Head, 2023 - Canadian Food Inspection Agency (canada.ca)	100%
Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office	Proactive disclosure Open Government, Government of Canada	0%
Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament	Proactive disclosure Open Government, Government of Canada	100%

Please note, CFIA is a member of the Health Portfolio and therefore Health Canada is responsible for proactive publication for requirements under section 74, including Question Period notes and packages of briefing materials for the minister. As a separate employer, the CFIA is exempt from proactive publication of reclassifications of positions.

7) Initiatives and Projects to Improve Access to Information

The CFIA has begun the process to acquire new request processing software to enhance its ability to respond to requests under the *Act*. The new software will include a suite of modernized tools which should allow the Agency to maintain or increase its current service standard in responding to requests.

The ATIP Office increased its use of various electronic tools, including the ATIP Online Management Tool and ePost Connect to transfer response packages to requesters in electronic fashion. The use of these tools allows requesters to access their response packages more quickly. Moreover, the use of secure electronic tools allows the ATIP Office to communicate more

quickly and efficiently with requesters as well as reduce the transit time for consultations with third parties and other Government departments.

During the reporting period, the ATIP Office undertook deep dive training sessions for staff on several sections of the *Act*. These sessions were designed to provide staff with an in-depth understanding of the content and application of the sections involved. Among other benefits, the training has facilitated an updated approach to determining when consultations are required.

8) Summary of Key Issues and Actions Taken on Complaints

The CFIA received 13 complaints from the Office of the Information Commissioner in 2022-23. This represents an increase of seven complaints over the previous reporting period, in which six complaints were received. The reasons cited for the new complaints are as follows:

- three (3) concerned the exemption of information;
- two (2) concerned a delay;
- six (6) concerned incomplete search or no records; and
- two (2) concerned time extensions.

Between April 1, 2022 to March 31, 2023, 14 complaints were completed, including complaints carried forward from previous years. Of the 14 complaints closed, one was discontinued, one was resolved, four were not substantiated, four were resolved as “ceased to investigate”, and four were resolved as well founded.

The CFIA took various actions to resolve access to information complaints including releasing additional information to requesters, conducting additional searches, and providing additional information to the Office of the Information Commissioner upon request.

9) Monitoring Compliance

The CFIA monitors the time taken to process access to information requests through weekly updates to senior management, including the President, on files closed by the ATIP Office. These updates include the dates requests were received, the due date, and the date each file was closed. Also included are the number of files past their legislated due date.

Analysts are required to confer with their team leader or manager prior to taking lengthy extensions so as to explore options for reducing the required extension. Options can include having discussions with requesters to identify time-saving measures (e.g. clarification of the scope of requests) and review to determine if (third party, inter-institutional, inter-governmental) consultations can be reduced or eliminated. When it is clear that consultations cannot be eliminated, a case-by-case assessment of the need to consult with other parties is undertaken and

the team leader or manager is engaged. These activities are done on a continuous basis as a part of the every day work of the ATIP Office.

10) Court Cases

Four new applications were filed with the Federal Court of Canada and six court cases were closed during the reporting period. The new applications were filed pursuant to section 44 of the *Act*. Section 44 allows a third party, to whom the head of a government institution must give notice regarding the disclosure of a record, to apply to the Court for a review of the matter.

Appendix A: Statistical Report



Government of Canada / Gouvernement du Canada

Statistical Report on the Access to Information Act

Name of institution: Canadian Food Inspection Agency

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

Section 1: Requests Under the Access to Information Act

1.1 Number of requests

		Number of Requests
Received during reporting period		220
Outstanding from previous reporting periods		75
• Outstanding from previous reporting period	51	
• Outstanding from more than one reporting period	24	
Total		295
Closed during reporting period		240
Carried over to next reporting period		55
• Carried over within legislated timeline	33	
• Carried over beyond legislated timeline	22	

1.2 Sources of requests

Source	Number of Requests
Media	9
Academia	7
Business (private sector)	71
Organization	25
Public	87
Decline to Identify	21
Total	220

1.3 Channels of requests

Source	Number of Requests
Online	201
E-mail	10
Mail	9
In person	0
Phone	0
Fax	0
Total	220

Section 2: Informal Requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		192
Outstanding from previous reporting periods		4
• Outstanding from previous reporting period	4	
• Outstanding from more than one reporting period	0	
Total		196
Closed during reporting period		188
Carried over to next reporting period		8

2.2 Channels of informal requests

Source	Number of Requests
Online	126
E-mail	66
Mail	0
In person	0
Phone	0
Fax	0
Total	192

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
77	18	24	40	25	2	2	188

2.4 Pages released informally

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

2.5 Pages re-released informally

Less Than 100 Pages Re-released		100-500 Pages Re-released		501-1000 Pages Re-released		1001-5000 Pages Re-released		More Than 5000 Pages Re-released	
Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released
79	1,326	52	12,413	27	19,486	21	40,354	9	100,923



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	4	15	4	0	0	0	0	23
Disclosed in part	3	25	17	26	10	11	20	112
All exempted	0	1	0	0	2	0	0	3
All excluded	0	0	0	0	0	0	0	0
No records exist	66	12	0	1	0	0	0	79
Request transferred	1	0	0	0	0	0	0	1
Request abandoned	11	5	0	1	1	3	1	22
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	85	58	21	28	13	14	21	240



4.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	9	16(2)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	6	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	31	18(d)	0	21(1)(a)	32
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	35
14	4	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	17
14(a)	2	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	6
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	1
15(1)	20	16.1(1)(d)	0	19(1)	102	22.1(1)	0
15(1) - I.A.*	3	16.2(1)	0	20(1)(a)	11	23	21
15(1) - Def.*	0	16.3	0	20(1)(b)	61	23.1	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	3
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	52	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	23		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	0	17	5				
16(1)(c)	3						
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)	1	69(1)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(a)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	0
68.1	0	69(1)(c)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(d)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

4.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
2	132	0	4	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
165239	72343	160

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	17	281	4	707	1	509	1	1442	0	0
Disclosed in part	35	1203	39	9590	13	9937	21	40424	4	65018
All exempted	2	15	1	335	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	15	44	1	392	2	1496	2	5477	2	28369
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	69	1543	45	11024	16	11942	24	47343	6	93387

4.5.3 Relevant minutes processed and disclosed for audio formats

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

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

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

4.5.5 Relevant minutes processed and disclosed for video formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
34	8	4

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	4	34	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	4	34	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	59	0	7	66
All exempted	2	0	0	2
All excluded	0	0	0	0
Request abandoned	6	0	0	6
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	67	0	7	74

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	187
Percentage of requests closed within legislated timelines (%)	77.91666667

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
53	30	10	5	8

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	4	8
16 to 30 days	2	3	5
31 to 60 days	0	2	2
61 to 120 days	2	8	10
121 to 180 days	0	8	8
181 to 365 days	2	6	8
More than 365 days	1	11	12
Total	11	42	53

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	1	0	0	0
Disclosed in part	42	3	39	36
All exempted	0	0	0	2
All excluded	0	0	0	0
Request abandoned	4	0	4	4
No records exist	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	47	3	43	42

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	20	1	1	2
31 to 60 days	10	0	14	28
61 to 120 days	7	2	12	12
121 to 180 days	2	0	9	0
181 to 365 days	6	0	3	0
365 days or more	2	0	4	0
Total	47	3	43	42

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	214	\$1,175.00	5	\$25.00	1	\$5.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	214	\$1,175.00	5	\$25.00	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	58	1517	16	828
Outstanding from the previous reporting period	3	52	0	0
Total	61	1569	16	828
Closed during the reporting period	58	1499	15	757
Carried over within negotiated timelines	3	70	1	71
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	24	18	2	0	0	0	0	44
Disclose in part	0	8	5	0	0	0	0	13
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	1	0	0	0	0	0	0	1
Total	25	26	7	0	0	0	0	58

7.3 Recommendations and completion time for consultations received from other organizations outside the Government of Canada

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	10	2	0	0	0	0	0	12
Disclose in part	1	2	0	0	0	0	0	3
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	11	4	0	0	0	0	0	15

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
13	4	0

9.2 Investigations and Reports of finding

Section 37(1) Initial Reports			Section 37(2) Final Reports		
Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
1	0	1	9	0	0

Section 10: Court Action

10.1 Court actions on complaints

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

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

Section 44 - under paragraph 28(1)(b)
4

Section 11: Resources Related to the Access to Information Act

11.1 Allocated Costs

Expenditures		Amount
Salaries		\$1,024,249
Overtime		\$0
Goods and Services		\$380,483
• Professional services contracts	\$282,522	
• Other	\$97,961	
Total		\$1,404,732

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	12.136
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	1.686
Students	0.000
Total	13.822

Note: Enter values to three decimal places.

Appendix B: 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: Canadian Food Inspection Agency

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

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

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	52
Able to receive requests by email	52
Able to receive requests through the digital request service	52

Section 2: Capacity to Process Records under the *Access to Information Act* and the *Privacy Act*

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	0	0	52	52
Protected B Paper Records	0	0	52	52
Secret and Top Secret Paper Records	0	0	52	52

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Electronic Records	0	0	52	52
Protected B Electronic Records	0	0	52	52
Secret and Top Secret Electronic Records	0	0	52	52

Section 3: Open Requests and Complaints Under the Access to Information Act

3.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	31	6	37
Received in 2021-2022	1	10	11
Received in 2020-2021	1	5	6
Received in 2019-2020	0	0	0
Received in 2018-2019	0	1	1
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	33	22	55

Row 11, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the *Access to Information Act*

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	5
Received in 2021-2022	0
Received in 2020-2021	2
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	7

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	2	0	2
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	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	2	0	2

Row 11, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the *Privacy Act*

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	4
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	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	4

Section 5: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2022-2023?	No
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Section 6: Universal Access under the Privacy Act

How many requests were received from confirmed foreign nationals outside of Canada in 2022-2023?	0
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Row 1, Col. 1 of Section 6 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the *Privacy Act*

Appendix C: Delegation Order

Access to Information Act and Privacy Act Delegation Orders

The President of the Canadian Food Inspection Agency, pursuant to section 95 of the *Access to Information Act* and section 73 of the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the President as the head of the Canadian Food Inspection Agency, under the provisions of the Act and related regulations set out in the schedule opposite each position. This designation replaces all previous delegation orders.

En vertu de l'article 95 de la *Loi sur l'accès à l'information* et de l'article 73 de la *Loi sur la protection des renseignements personnels*, le Président de l'Agence canadienne d'inspection des aliments délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire les-dits postes, les attributions dont il est, en qualité de responsable d'une institution fédérale, investie par les articles des lois mentionnées en regard de chaque poste. Le présent décret de délégation remplace et annule tout décret antérieur.

Position	Schedule / Annexe	
	<i>Access to Information Act and Regulations / Loi sur l'accès à l'information et règlements</i>	<i>Privacy Act and Regulations / Loi sur la protection des renseignements personnels et règlements</i>
Executive Vice-President / Première vice-présidente	Full authority / Autorité absolue	Full authority / Autorité absolue
Vice-President, Communications and Public Affairs (CPA) / Vice-présidente, Communications et affaires publiques (CAP)	Full authority / Autorité absolue	Full authority / Autorité absolue
Executive Director, Engagement, Corporate and e-Communications CPA / Directrice exécutive, Engagements, communications organisationnelles et électroniques, CAP	Full authority / Autorité absolue	Full authority / Autorité absolue
Director, Access to Information and Privacy (ATIP), CPA / Directeur, Accès à l'information et protection des renseignements personnels (AIPRP), CAP	Full authority / Autorité absolue	Full authority / Autorité absolue

<p>Manager, ATIP, IRS / Gestionnaire, AIPRP, SIR</p>	<p>Full authority / Autorité absolue</p>	<p>Sections of the Act: / Article de la Loi :</p> <p>8(2)(d), 8(2)(g), 8(2)(j), 8(2)(l), 8(4), 8(5), 9(4), 10, 14, 15, 17(2)(b), 17(3)(b), 18(2), 19(1), 19(2), 20, 21, 22, 22.3, 23, 24, 25, 26, 27, 28, 33(2) and/et 72(1)</p>
<p>Team Leaders, ATIP, IRS / Chefs d'équipe, AIPRP, SIR</p>	<p>Full authority / Autorité absolue</p>	<p>Sections of the Act: / Article de la Loi :</p> <p>8(2)(d), 8(2)(g), 8(2)(j), 8(2)(l), 8(4), 8(5), 9(4), 10, 14, 15, 17(2)(b), 17(3)(b), 18(2), 19(1), 19(2), 20, 21, 22, 22.3, 23, 24, 25, 26, 27, 28, 33(2) and/et 72(1)</p>
<p>Senior Analyst and Analyst, ATIP, IRS/ Analyste principal et Analyste, AIPRP, SIR</p>	<p>Sections of the Act: / Articles de la Loi :</p> <p>4(2.1), 7, 9, 11(2), 11(3), 11(4), 11(5), 27(1), 27(4), 28(1)(b), 33 and/et 35(2)(b)</p> <p>Sections of the regulations / Articles des règlements :</p> <p>7(2) and/et (3)</p>	<p>Sections of the Act: / Article de la Loi :</p> <p>8(4), 15 and/et 33(2)</p>

Dated, at the City of _____ Ottawa _____, this __10__ day of
_____ May _____, 2021 _____

Daté, en la ville _____ d'Ottawa _____ ce __10__ jour
de _____ mai _____
2021 _____

Siddika Mithani

Siddika Mithani, Ph.D., President, Canadian Food Inspection Agency /

Présidente, Agence canadienne d'inspection des aliments