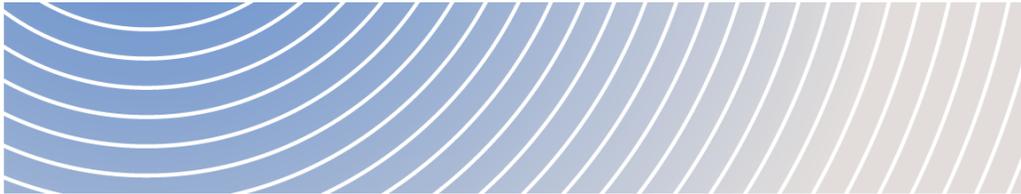




Impact Assessment  
Agency of Canada

Agence d'évaluation  
d'impact du Canada

# **Administration of the *Access to Information Act***



ANNUAL REPORT 2023-2024

October 2024

Canada<sup>ca</sup>



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Catalogue Number: En14-12/1E-PDF

ISSN 2562-766X

This document has been issued in French under the title: Application de la Loi sur l'accès à l'information



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## List of abbreviations and acronyms

Abbreviation/Acronym	Definition
ATI	Access to Information
ATIP	Access to Information and Privacy
Act, the	Access to Information Act
ECCC	Environment and Climate Change Canada
IAA	Impact Assessment Act
IAAC	Impact Assessment Agency of Canada
OIC	Office of the Information Commissioner of Canada
OPI	Office of Primary Interest



PD/OG	Proactive Disclosure/Open Government
PSPC	Public Services and Procurement Canada
Registry, the	Canadian Impact Assessment Agency Registry
SACC	Standard Acquisition Clauses and Conditions
TBS	Treasury Board Secretariat

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# Introduction

The Access to Information Act (the Act) provides Canadian citizens, as well as people and corporations present in Canada, the right of access to federal government records that are not of a personal nature and/or subject to certain limited and specific exceptions. The Act complements but does not replace other procedures for obtaining government information. It is not intended to limit in any way the access to government information that is normally available to the public upon request.

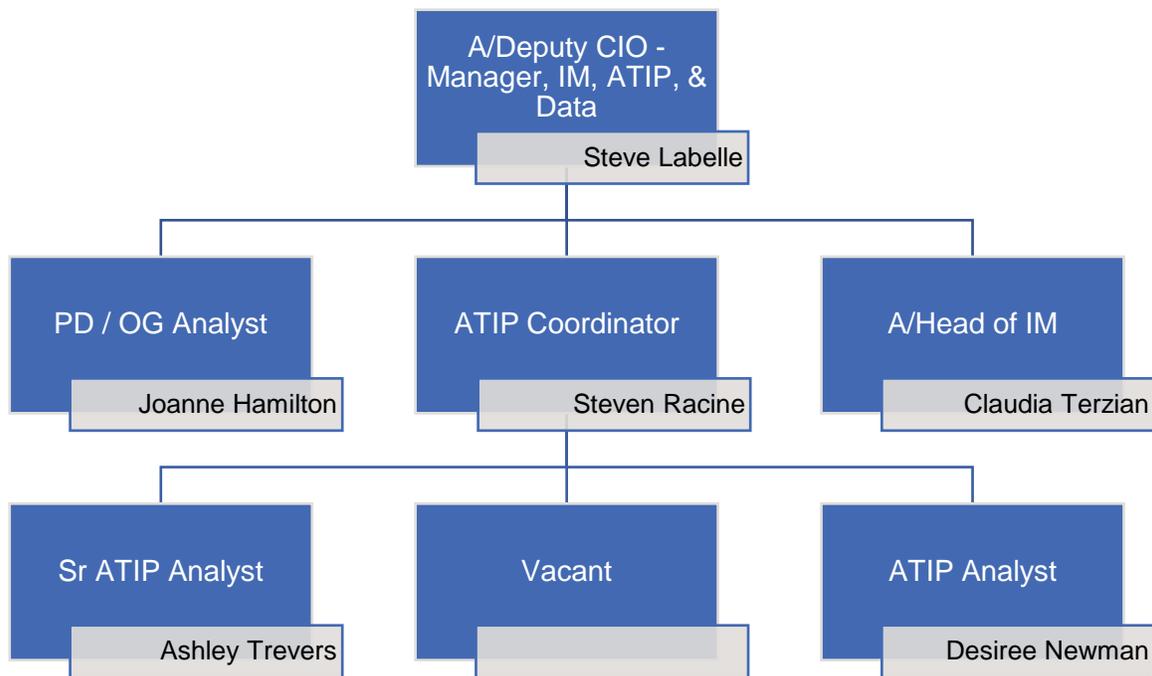
This report is submitted in accordance with section 94(1) of the Act, which requires every head of a federal government institution to submit a report to Parliament on the administration of the Act within their institution during the reporting period and in accordance with section 20 of the Service Fees Act. It presents an overview of the Access to Information Act activities carried out within the Impact Assessment Agency of Canada (IAAC) (formerly known as the Canadian Environmental Assessment Agency) during the reporting period of April 1, 2023 to March 31, 2024.

The IAAC is a federal body that reports to the Minister of Environment and Climate Change Canada. Under the Impact Assessment Act (IAA), the IAAC is the lead federal organization responsible for conducting and administering environmental and impact assessments. The IAAC is also the Crown coordinator for Indigenous consultation on designated projects. In leading these assessments, the IAAC is responsible for assessing the positive and negative environmental, economic, social, health, and gender effects of designated projects.



# Organizational Structure

The proactive publication responsibilities associated with Part 2 of the ATI are assigned to the Manager, Executive Coordination and Briefing Unit (ECBU), in the President's Office. This person is also known as the Proactive Disclosure/Open Government (PD/OG) Analyst. Each team responsible for compiling the raw data will submit their report to the PD/OG analyst who will then ensure that the reports meet standards for accessibility, translation, formatting, and completeness. The PD/OG analyst will then seek approval of the IM Manager, who is also the responsible manager for ATIP, before posting these reports to the Open Government website.





# Delegation Order

For the purposes of the Act, the IAAC's "head of the institution" as defined in section 3 of the Act is the President of the IAAC.

The responsibilities associated with the administration of the Act are delegated to the senior executive officers reporting directly to the President (Vice-presidents and General Counsel), as well as the Access to Information and Privacy Coordinator by the President for the effective administration of the program. The decision-making responsibility for the application of the various provisions of the Act is formally established and outlined in the departmental Delegation of Authority Instrument, which can be found under Appendix A.

## Performance 2023-2024

The Statistical Report on Access to Information requests processed by the IAAC from April 1, 2023 to March 31, 2024 is included in Appendix B of this report. The following sections provide an overview of key data on the IAAC's performance for the year with some explanations, interpretations and analysis of the Statistical Report for 2023-2024.

### Percentage of requests responded to within legislated timelines

Of the 39 requests closed during the 2023-2024 period, 31 were closed within the legislated timeline. This represents a percentage of 79%.

**Table 1 – Requests responded to within legislated timelines**

Number of requests closed within legislated timelines	31
Percentage of requests closed within legislated timelines (%)	79%

### Number of completed requests

During the 2023–2024 reporting period, 22 (56%) of the 39 requests were completed within the initial 30-day period. This includes 18 (46%) requests completed in the first 15 days and 4 (10%) requests completed between 16 and 30 days. Table 2 provides further details and additional information on the performance of the IAAC.



**Table 2 – Completion time for access requests**

Number of days	Requests completed
1 to 15 days	18
16 to 30 days	4
31 to 60 days	1
61 to 120 days	8
121 to 180 days	2
181 to 365 days	5
More than 365 days	1
Total	39

Of the 39 requests completed, 3 (8%) were disclosed in full, and 17 (44%) were disclosed in part. Table 3 outlines the remaining resulting dispositions of all completed requests.

**Table 3 – Disposition of requests**

Outcomes of completed requests	Number	Percentage
All disclosed	3	8%
Disclosed in part	17	44%
Nothing disclosed (All exempted)	2	5%
Nothing disclosed (All excluded)	0	0%
No records exist	10	26%
Request transferred	1	2%
Request abandoned	5	13%
Neither confirmed nor denied	1	2%



## Number of active requests

During the 2023-2024 reporting period, a total of 39 (81%) new requests were received, in addition to 9 (19%) requests carried over from the 2022-2023 period, resulting in 48 active requests. As Identified in Table 4 all 9 active requests received during the 2022-2023 reporting period were completed within legislated timelines as of March 31, 2024.

**Table 4 – Number of active requests**

Fiscal year Open Requests Were Carried Over	Open Requests that are Within Legislated Timelines as of March 31, 2024	Open Requests that are Beyond Legislated Timelines as of March 31, 2024	Total
Carried over in 2023-2024	9	0	9
Carried over in 2022-2023 or earlier	0	0	0
Total	9	0	9

## Number of active complaints

During the 2023–2024 reporting period, there were 5 open complaints with the *Office of the Information Commissioner of Canada* against the IAAC.

**Table 5 – Active complaints by year**

Fiscal Year Active Complaints Were Received by Institution	Number of Active Complaints
Received in 2023-2024	5
Received in 2022-2023	10
Received in 2020-2021	1
Total	16



## Extensions

Section 9 of the Act allows institutions to extend the legislated timeframe for processing a request if a search for responsive records cannot be completed within 30 days of receipt of the request, or if the institution must consult with other institutions or third parties.

In 2023-2024, the IAAC invoked one or more extensions (beyond the initial 30 days) in 39 of the requests completed during the reporting period. Table 6 identifies the length of time sought for each extension.

**Table 6 – Length of extension**

	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation Section 69	9(1)(b) Consultation Other	9(1)(c) Third-Party Notice
30 days or less	2	0	2	0
31 to 60 days	1	0	9	10
61 to 120 days	3	0	0	1
121 to 180 days	1	0	0	0
181 to 365 days	1	0	0	0
365 days or more	0	0	0	0
<b>Total</b>	<b>8</b>	<b>0</b>	<b>11</b>	<b>11</b>

Out of 39 requests, 30 (77%) required extensions. Of these, 8 (21%) were necessary to prevent unreasonable interference with the IAAC's operations. An additional 11 (28%) extensions were needed for consultations with other government institutions, and 11 (28%) were required for third-party notices. The reasons for these extensions and the disposition of the requests are detailed in Table 7.



**Table 7 – 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 Section 69	9(1)(b) Consultation Other	9(1)(c) Third-Party Notice
All disclosed	0	0	0	1
Disclosed in part	7	0	10	8
All exempted	1	0	1	2
All excluded	0	0	0	0
Request abandoned	0	0	0	0
No records exist	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
<b>Total</b>	<b>8</b>	<b>0</b>	<b>11</b>	<b>11</b>

### Access Consultation requests

The details of the Access Consultation requests processed during the 2023-2024 reporting period are presented in Section 7 of the Statistical Report in Appendix B.

The IAAC received 41 Access Consultation requests from other federal institutions and 5 from other organizations, for a total of 46 consultation requests received during the 2023-2024 reporting period.

Additionally, 5 requests were carried forward from the 2022-2023 reporting period, resulting in a total of 51 active Access Consultations during the 2023-2024 reporting period.

### Consultations completed

49 Access Consultation requests from other federal institutions and other organizations were completed. Of these, 45 (92%) were completed within 30 days. Over 5048 pages of records were processed as part of these Access Consultations.

2 consultation requests were carried forward into the 2024-2025 reporting period.



Table 8 – Completion time for consultations received from other Government of Canada institutions

Recommendation	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	Total
Disclose entirely	15	11	1	0	0	0	27
Disclose in part	5	6	2	1	0	0	14
Exempt entirely	0	1	0	0	0	0	1
Exclude entirely	0	1	0	0	0	0	1
Consult other institution	1	0	0	0	0	0	1
Other	0	0	0	0	0	0	0
<b>Total</b>	<b>21</b>	<b>19</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>44</b>

Table 9 – Completion time for consultations received from other organizations

Recommendation	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	Total
Disclose entirely	2	1	0	0	0	0	3
Disclose in part	2	0	0	0	0	0	2
Exempt entirely	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
<b>Total</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>



## The IAAC's 2023-2024 Statistical Report on the Access to Information Act for 2023-2024

### Source and channels of access requests received

Requests received by the public 13 (33%) and media 9 (23%) represent the largest source of incoming requests. Figure 10 shows a percentage breakdown of the sources of the access requests received during the 2023-2024 reporting period.

**Table 10 – Percentage breakdown of source of requests**

Source of Requests	Number	Percentage
Media	9	23%
Academia	0	0%
Business	6	15%
Organization	3	8%
Public	13	33%
Declined to Identify	8	21%
Total	39	100%

The 39 requests were received through Access to Information and Personal Information Online Request Service, as identified in Table 11.



**Table 11 – Percentage breakdown of channel of requests**

Channel	Number	Percentage
Online	39	100%
E-mail	0	0%
Mail	0	0%
In person	0	0%
Phone	0	0%
Fax	0	0%
Total	39	100%

### Informal requests

A total of 30 informal requests were received during the 2023-2024 reporting period. All requests were received online.

19 informal requests were re-released within 1 to 15 days. 10 were re-released within 16 to 30 days. Lastly, 1 was re-released within 31 to 60 days. Section 2 of this report provides a breakdown of each.

### Multi-year trends

The following demonstrates the trends that have emerged over the last three reporting periods in comparison with the current reporting period.

There were 39 requests closed in the 2023-2024 reporting period as noted below in Table 12 compared to 58 in 2022-2023 and 54 in 2021-2022.

**Table 12 – Access to information requests**

	2020-2021	2021-2022	2022-2023	2023-2024
Number of ATI requests closed	51	54	58	39



Table 13 as identified previously, all of requests were received via the ATIP portal. When compared to the previous reporting year, the number of requests received has decreased by (32%).

**Table 13 – Source of requests**

	2020-2021	2021-2022	2022-2023	2023-2024
Media	3 (6%)	1 (1%)	2 (4%)	9 (23%)
Academia	2 (4%)	1 (1%)	3 (5%)	0 (0%)
Business	25 (47%)	13 (25%)	12 (21%)	6 (15%)
Organization	11 (21%)	13 (25%)	3 (5%)	3 (8%)
Public	10 (19%)	21 (39%)	35 (61%)	13 (33%)
Decline to Identify	2 (3%)	5 (9%)	2 (4%)	8 (21%)
Total number of requests received	53 (100%)	54 (100%)	57 (100%)	39 (100%)

Table 14 illustrates the steady trend for the release of records in electronic format rather than paper. All requestors in the past four reporting years have specified they would like their release packages electronically, with the last request for release in paper format submitted in 2018-2019.

**Table 14 – Electronic format vs paper format**

	2020-2021	2021-2022	2022-2023	2023-2024
Release format: paper	0	0	0	0
Release format: electronic	31	40	41	20
Percentage electronic	100%	100%	100%	100%

Regarding Access Consultations, it is noted in this reporting period that there was a decrease of consultations from federal institutions by (18%) and other organizations by (17%). This is detailed below in Table 15.



**Table 15 – Consultations received from other Government of Canada institutions and other organizations**

	2020-2021	2021-2022	2022-2023	2023-2024
No. of federal institution consults	19	30	50	41
No. of other organization consults	0	3	6	5
% of consults from other organizations	0%	10%	12%	12%

## Exemptions and exclusions

The *Access to Information Act* exempts certain information from being disclosed. In 2023–24, 39 requests contained information that was subject to exemptions and/or exclusions under the act and this information was not disclosed. A request may have multiple exemptions applied resulting in a greater number of exemptions invoked than redacted requests.

Most requests were subject to exemptions because the records requested contained the following information, as reflected in Appendix B of this report:

- published material available for purchase, and library and museum material (15 applications) (section 13 of the Act)
- law enforcement and security information (10 applications) (section 16 of the Act)
- personal information (17 applications) (section 19 of the Act)
- third-party business information (37 applications) (section 20 of the Act)
- information related to the internal decision-making processes of government (27 applications) (section 21 of the Act)

The Access to Information Act does not apply to published material, material available for purchase by the public (section 68 of the Act), or confidences of the Queen’s Privy Council for Canada (Cabinet confidences) (section 69 of the Act). Annex B shows the frequency these exclusions were invoked and include 12 occasions to exclude published material and 2 occasions to protect Cabinet confidentiality.

## Translation

No requests for translation were made in the 2023-2024 reporting year.



## The IAAC's Supplemental ATIP Statistical Report for 2023-2024

### Capacity to receive requests

The IAAC had an uninterrupted service delivery and was able to receive requests the full 52 weeks of the reporting period.

### Capacity to process paper and electronic requests

The IAAC had an uninterrupted service delivery and was able to process records in all classification levels (i.e., protected A, protected B, classified and, secret) for the full 52 weeks of the reporting period.

### Subject matter of access requests received

The requests received during this reporting period dealt with a range of topics including:

- Environmental assessment projects and panel reviews;
- Meetings and correspondence involving senior management and industry representatives;
- Departmental and ministerial briefings;
- Agency records on various industry projects;
- Staffing processes; and
- Procurement matters.



## Training and Awareness

IAAC employees are provided with training and guidance to assist them in fulfilling their duties under the Act. The ATIP Team provides advice and support on an as-needed basis.

Employees have been informed of the ATIP-related training offered by the Canada School of Public Service. Training and reference materials are made available to employees on the IAAC's Intranet site.

### Training and awareness of proactive publication responsibilities and requirements

Training sessions on proactive disclosure and publication are typically conducted as one-off sessions with the relevant employees. Each session focuses on the specific requirements and responsibilities of the team. For example, if an employee from the Finance team needs additional training or clarification, the PD/OG analyst will schedule a 30-minute meeting to cover the financial reporting requirements. Table 16 shows the total number of scheduled training sessions since tracking began. This does not include any impromptu in-person or videoconference meetings, nor does it include proactive disclosure training given as part of other training sessions, such as those for transition binders for the Minister or binders for the President's appearances before a Parliamentary Committee.

**Table 16 – Total number of scheduled training sessions 2023-2024**

Month of sessions	Total number of scheduled sessions held	Total number of attendees (not including PD/OG analyst)
April	1	1
May	2	3
June	1	1
July	1	1
August	2	4
September	0	0
October	2	12
November	0	0
December	0	0
January	2	2
February	1	1
March	6	6
<b>TOTAL FOR THE YEAR</b>	<b>18</b>	<b>31</b>



## Policies, Guidelines and Procedures

There were no new policies, guidelines or procedures implemented during this reporting period.

## Initiatives and Projects to Improve Access to Information

In the 2023-2024 reporting period, the IAAC undertook several key initiatives to enhance the efficiency and effectiveness of our Access to Information (ATI) processes. Our primary focus was on reviewing and refining our internal procedures, ensuring that our administrative tasks were streamlined to reduce redundancy and improve response times. This comprehensive review allowed us to identify and implement best practices, which have significantly improved our workflow and processing capabilities. In addition, to better position the organization for future requests, IAAC is working with information holders to streamline the ATIP process, identify efficiencies, and develop systematic improvements for the flow of information.

Additionally, we invested efforts into revising our in-house training materials for employees responsible for handling ATI requests. This initiative aimed to ensure that our staff are well-equipped with the knowledge and skills required to manage requests efficiently and in compliance with the Access to Information Act.



## Summary of Key Issues and Actions Taken on Complaints

Applicants have the right to register a complaint with the Information Commissioner of Canada (OIC) regarding any matter relating to the processing of a request.

Five complaints were received in the 2023-2024 reporting period and eleven requests were carried over from the previous reporting period. The OIC closed 12 complaints and determined two to be well founded. The complaints deemed well founded were resolved without recommendations. As of the end of this reporting period there were a total of 4 active complaints.

No appeals have been filed with the Federal Court of Appeal on closed complaints.

Table 17 provides a breakdown of the reasons for the complaints, Table 18 summarizes the findings from the OIC, and Table 19 shows the number of complaints received, closed, and carried over for the current year as well as for three of the previous reporting periods.

**Table 17 – Reason for complaint**

	Number
Denied Access	0
Unreasonable time extension	2
Processing delays	0
Improperly applied exemptions	3
Collection	0
Use and disclosure / Retention and disposal	0



**Table 18 – Office of the Information Commissioner findings**

	Number
Well founded	2
Not well founded	3
Complaints resolved during investigation	0
Discontinued	8

**Table 19 – Complaint data over multi year trend**

	2020-2021	2021-2022	2022-2023	2023-2024
Number of complaints carried over from previous reporting period	2	2	4	11
Number of complaints received	0	6	15	5
Number of complaints closed	0	4	8	12
Number of complaints active at end of reporting period	2	4	11	4



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# Reporting on Access to Information fees for the purposes of the Service Fees Act

## 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*.

The \$5.00 application fee is the only fee charged for an ATI request. In the 2023-2024 reporting period, total fees of \$185 were collected for the processing of 37 requests. Two application fees were waived.

## Cost

The total costs involved in administering the *Access to Information Act* during the 2023-2024 reporting period were \$287,000. This amount represents the total spent on salaries.

## Access to Information requests

The IAAC continues to ensure compliance with the Act through effective reporting and monitoring mechanisms. Weekly ATIP reports containing detailed statuses of individual requests are prepared for the Vice-President, Corporate Services, and for the IAAC's senior leadership. A weekly Access to Information (ATI) report is provided to the Minister's Office, which includes new ATI requests and anticipated releases. These reports include request description, and statuses of any individual requests.

Special reports are also submitted to provide justifications for time extensions and to outline plans for timely completion of complex or high-profile requests. Extensions over 90 days require the approval of the IAAC's President. Extensions under 90 days require the approval of the Vice-President, Corporate Services, and disclosure to the IAAC senior leadership.



## Inter-institutional consultations

To ensure the IAAC limits inter-institutional consultations to only when required for the proper exercise of discretion or for an intention to disclose, ATIP Analysts are instructed to review records page by page when marking records requiring consultation. This ensures not only that the appropriate institutions are being consulted, but also to limit the number of pages an institution will receive. Where possible, records requiring more than one consultation are separated by page so that institutions only have to review their information. For example, a table containing multiple institutional comments spanning 60 pages will be separated by institution, rather than sending the full 60 pages to all.

## Frequently requested information

As is described in the next section of this report, the IAAC facilitates public access to information and records related to environmental assessments, through the [Canadian Impact Assessment Agency Registry](#) (the Registry). Offices of Primary Interest work with the Registry Team to determine if additional information that is frequently requested, does not contain sensitive information, and meets the IAAC's operational policy can be posted on the Registry.

## Procurement

The IAAC ensures measures to support the right of public access to information are reflected in contracts, information sharing agreements and information sharing arrangements in accordance with section [4.2.8](#) of the Directive Access to Information Requests.

The templates used by the IAAC for preparing solicitations with resulting contract clauses are from Public Services and Procurement Canada (PSPC) and the requirement for disclosure of information is captured in those templates. For example, the IAAC's most commonly used template for under \$121K contracts includes PSPC's general conditions located in clause [2010B 34 Access to Information](#). For contracts over \$121K, clause [2035 44 Access to Information](#), containing the same information as 2010B 34 is used and a clause pertaining to the disclosure of incumbent information is used.

Further, the IAAC follows the [Directive on the Management of Procurement](#), which requires quarterly public disclosure of a contract when its value is over \$10,000, a positive or negative amendment when its value is over \$10,000, and a positive amendment when it modifies the initial value of a contract to an amended contract value that is over \$10,000.



## Proactively published information

The IAAC monitors the accuracy and completeness of proactively published information in the approval process. Each team responsible for compiling the raw data will submit their report to the Proactive Disclosure/Open Government (PD/OG) Analyst, located in the President's office. The PD/OG ensures that the reports meet standards for accessibility, translation, formatting, and completeness before posting these reports to the Open Government website.

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## Reporting on Access to Information fees for the purposes of the Service Fees Act

In adherence to the Impact Assessment Act, the IAAC champions public access to records associated with environmental assessments through the Impact Assessment Agency Registry (the Registry). Formalized protocols are in place to enable public access to these records without the need for recourse under the Access to Information Act.

After the reporting period, the IAAC has embarked on updates to the Registry pursuant to section 105 of the Impact Assessment Act. Under the updated legislative framework and proposed policy direction, online comments are automatically published once an individual consents to the terms and conditions for submissions.

Furthermore, the Registry now features a subscription service, allowing subscribers to receive notifications when new content is made available on the Canadian Impact Assessment Registry. This enhancement is designed to keep stakeholders informed and engaged with the latest developments.

Additionally, the ATIP Team assists requesters by directing them to the appropriate program for accessing Registry records, in accordance with the provisions of the Impact Assessment Act.

# Proactive Publication Under Part 2 of the ATIA

## Proactive Publication Requirements Table

All Government Institutions as defined in section 3 of the Access to Information Act

Legislative Requirement	Section	Publication Timeline	Institutional Requirement	
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	Report prepared by Finance team and posted by PD/OG	<a href="https://search.open.canada.ca/travel/">https://search.open.canada.ca/travel/</a>
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	Report prepared by Finance team and posted by PD/OG	<a href="https://open.canada.ca/en/search/hospitalityq">https://open.canada.ca/en/search/hospitalityq</a>
Reports tabled in Parliament	84	Within 30 days after tabling	Metadata report prepared by ECBU team, reviewed by the subject-matter-expert, and posted by PD/OG	Reports: <a href="https://www.canada.ca/en/impact-assessment-agency/corporate/transparency.html">https://www.canada.ca/en/impact-assessment-agency/corporate/transparency.html</a> Metadata: <a href="https://open.canada.ca/en/proactive-disclosure">https://open.canada.ca/en/proactive-disclosure</a>



**Government entities or Departments, agencies, and other bodies subject to the Act and listed in Schedules I, I.1, or II of the Financial Administration Act**

Legislative Requirement	Section	Publication Timeline	Institutional Requirement	
Contracts over \$10,000	86	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	Report prepared by Finance team and posted by PD/OG	<a href="https://search.open.canada.ca/contracts/">https://search.open.canada.ca/contracts/</a>
Contracts under \$10,000	<a href="#">Directive on the Management of Procurement</a> Appendix C.2	Within 60 days after fiscal year end	Report prepared by Finance team and posted by PD/OG. Report also sent to PSPC.	<a href="https://search.open.canada.ca/contracts/">https://search.open.canada.ca/contracts/</a>
Grants & Contributions over \$25,000	87	Within 30 days after the quarter	Report Prepared by IR team and posted by PD/OG	<a href="https://search.open.canada.ca/grants/">https://search.open.canada.ca/grants/</a>
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	Report prepared by ECBU team and posted by PD/OG	Briefing materials: <a href="https://www.canada.ca/en/impact-assessment-agency/corporate/transparency.html">https://www.canada.ca/en/impact-assessment-agency/corporate/transparency.html</a> Metadata: <a href="https://search.open.canada.ca/opendata/">https://search.open.canada.ca/opendata/</a>
Titles and reference numbers of memoranda prepared by a government institution for the deputy head, that is received by their office	88(b)	Within 30 days after tabling	Report prepared by ECBU team and posted by PD/OG	<a href="https://search.open.canada.ca/briefing_titles/">https://search.open.canada.ca/briefing_titles/</a>
Packages of briefing materials prepared by a government institution for a deputy minister's appearance before a committee of Parliament	88(c)	Within 120 days after appearance	Report prepared by ECBU team and posted by PD/OG	Report: <a href="https://www.canada.ca/en/impact-assessment-agency/corporate/transparency.html">https://www.canada.ca/en/impact-assessment-agency/corporate/transparency.html</a> Metadata: <a href="https://search.open.canada.ca/opendata/">https://search.open.canada.ca/opendata/</a>



**Government institutions that are departments named in Schedule I to the Financial Administration Act or portions of the core public administration named in Schedule IV to that Act (i.e. government institutions for which Treasury Board is the employer)**

Legislative Requirement	Section	Publication Timeline	Institutional Requirement	
Reclassification of positions	85	Within 30 days after the quarter	Report prepared by HR and posted by PD/OG	<a href="https://open.canada.ca/en/search/reclassification">https://open.canada.ca/en/search/reclassification</a>

**Ministers**

Legislative Requirement	Section	Publication Timeline	Institutional Requirement	
Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Within 120 days after appointment	Report prepared by ECBU team and posted by PD/OG	Briefing materials: <a href="https://www.canada.ca/en/impact-assessment-agency/corporate/transparency.html">https://www.canada.ca/en/impact-assessment-agency/corporate/transparency.html</a> Metadata: <a href="https://search.open.canada.ca/opendata/">https://search.open.canada.ca/opendata/</a>
Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office	74(b)	Within 30 days after the end of the month received	Report prepared by ECBU team and posted by PD/OG	<a href="https://search.open.canada.ca/briefing_titles/">https://search.open.canada.ca/briefing_titles/</a>
Package of question period notes prepared by a government institution for the minister and in use on the last sitting day of the House of Commons in June and December	74(c)	Within 30 days after last sitting day of the House of Common in June and December	Report prepared by ECCC or PCO and posted by them.	<a href="https://search.open.canada.ca/qpnotes/">https://search.open.canada.ca/qpnotes/</a>
Packages of briefing materials prepared by a government institution for a minister's appearance before a committee of Parliament	74(d)	Within 120 days after appearance	Report prepared by ECBU team and posted by PD/OG	Report: <a href="https://www.canada.ca/en/impact-assessment-agency/corporate/transparency.html">https://www.canada.ca/en/impact-assessment-agency/corporate/transparency.html</a> Metadata: <a href="https://search.open.canada.ca/opendata/">https://search.open.canada.ca/opendata/</a>



Legislative Requirement	Section	Publication Timeline	Institutional Requirement	
Travel Expenses	75	Within 30 days after the end of the month of reimbursement	Report prepared by Finance team and posted by PD/OG	<a href="https://search.open.canada.ca/travel/">https://search.open.canada.ca/travel/</a>
Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	Report prepared by Finance team and posted by PD/OG	<a href="https://open.canada.ca/en/search/hospitalityq">https://open.canada.ca/en/search/hospitalityq</a>
Contracts over \$10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	Report prepared by Finance team and posted by PD/OG	<a href="https://search.open.canada.ca/contracts/">https://search.open.canada.ca/contracts/</a>
Ministers' Offices Expenses	78	Within 120 days after the fiscal year	Currently published by TBS on behalf of all institutions.	<a href="https://open.canada.ca/en/proactive-disclosure">https://open.canada.ca/en/proactive-disclosure</a>



### Reports published within timelines

Requirement	Number of reports published for 2023-2024	Number of reports published within timelines	Number of late reports	Percentage of late reports	Variance in late reports from previous year (Percentage 2023-24 – percentage 2022-23)
Travel Expenses	12	4	8	66%	-9%
Hospitality Expenses	12	6	6	50%	-33%
Reports tabled in Parliament					
<ul style="list-style-type: none"> <li>Fees Annual Report</li> <li>Annual Report of Activities on Federal Lands and Outside Canada under CEAA 2012</li> <li>Annual Report of the Administration of the ATIA</li> <li>Annual Report of the Administration of the Privacy Act</li> <li>MINAC Annual Report</li> <li>Departmental Sustainable Development Strategy (or update on)</li> </ul>	6	4	2	34%	-16%
Contracts over \$10,000	4	2	2	50%	-50%
Contracts under \$10,000	1	0	1	0%	n/a



Requirement	Number of reports published for 2023-2024	Number of reports published within timelines	Number of late reports	Percentage of late reports	Variance in late reports from previous year (Percentage 2023-24 – percentage 2022-23)
Grants & Contributions over \$25,000	4	2	2	50%	-50%
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	0	0	0	n/a	n/a
Titles and reference numbers of memoranda prepared by a government institution for the deputy head, that is received by their office					
Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office	12	4	8	67%	-16%
(NOTE: These are compiled in one report)					
Packages of briefing materials prepared by a government institution for a deputy minister's appearance before a committee of Parliament	1	1	0	0%	-100%
<ul style="list-style-type: none"> <li>Appearance before the House of Commons Standing Committee on Environment and Sustainable</li> </ul>					



Requirement	Number of reports published for 2023-2024	Number of reports published within timelines	Number of late reports	Percentage of late reports	Variance in late reports from previous year (Percentage 2023-24 – percentage 2022-23)
Development (December 2023): Supplementary binder used by the President					
Packages of briefing materials prepared by a government institution for a minister's appearance before a committee of Parliament (NOTE: These are published on ECCC's Transparency page with input from IAAC)	1	1	0	0%	-100%
<ul style="list-style-type: none"> <li>Appearance before the House of Commons Standing Committee on Environment and Sustainable Development (December 2023)</li> </ul>					
Reclassification of positions	4	2	2	50%	-25%
ATI Summaries	12	5	7	58 %	-33%

The changes initiated in the previous year did prove to benefit the proactive publication at the IAAC. From 2022-2023 to 2023-2024, the IAAC improved on the publication of all categories of reports without exception.



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## Initiatives to improve proactive publication

While the initiatives implemented during 2022-2023 yielded positive results, IAAC still has room for improvement. The primary focus for the PD/OG analyst has been on delegation and training.

In January 2024, the PD/OG analyst began training their direct reports on the process for posting monthly reports. By February 2024, junior staff were delegated the task of reviewing reports from subject matter experts to ensure they meet formatting standards. After completing their reviews, they obtain necessary approvals before posting the reports on the Open Government Registry. This new process has resulted in timelier postings.

Regarding briefing packages for the deputy head and the Minister, the PD/OG analyst is now working more closely with sectors to provide advice on proactive disclosure before the packages go through the approval chain. Early results of this collaboration are promising.



# Annexes

## Annex A: Designation Order

### DESIGNATION ORDER (*Access to Information Act*)

As head of the Canadian Environmental Assessment Agency for purposes of the *Access to Information Act*, I hereby designate, under section 73 of that Act, the officers and employees of the Canadian Environmental Assessment Agency, who hold the positions set out in the attached Annex, to exercise or perform all of the powers, duties or functions that are conferred upon me by the provisions of the *Access to Information Act* specified in the aforementioned Annex.

Ron Hallman  
President/Président  
Canadian Environmental Assessment  
Agency/Agence canadienne d'évaluation  
environnementale

### ARRÊTÉ DE DÉLÉGATION (*Loi sur l'accès à l'information*)

En tant que responsable de l'Agence canadienne d'évaluation environnementale aux fins de la *Loi sur l'accès à l'information*, je délègue, en vertu de l'article 73 de cette Loi, à des cadres et employés de l'Agence canadienne d'évaluation environnementale qui détiennent les postes présentés à l'annexe ci-jointe, mes attributions conférées par les dispositions de la *Loi sur l'accès à l'information* spécifiées dans cette annexe

23 July '14  
Date (Date)



**Annex to Designation Order (Access to Information Act) Dated – July 2014  
Annexe à l'Arrêté de délégation (Loi sur l'accès à l'information) datée juillet 2014**

The Access to Information and Privacy Coordinator and the Senior Executive Officers reporting directly to the President of the Canadian Environmental Assessment Agency are designated to exercise or perform all powers, duties or functions of the President as the head of the Canadian Environmental Assessment Agency under the provisions of the *Access to Information Act* listed below. This designation replaces all previous delegation orders.

Toutes attributions du responsable de l'Agence canadienne d'évaluation environnementale conférées par les dispositions ci-dessous de la *Loi sur l'accès à l'information* sont déléguées aux Agents principaux exécutifs qui se rapportent au président, ainsi qu'au Coordonnateur de l'accès à l'information et de la protection des renseignements personnels de l'Agence canadienne d'évaluation environnementale. Le présent document remplace et annule tout arrêté antérieur.

7(a)	Respond to request for access, give access or give notice	Répondre à une demande de communication; donner accès ou aviser par écrit
8(1)	Transfer to institution which has a greater interest	Transmettre la demande à une autre institution
9	Extend time limit	Proroger le délai
11	Assess fees	Évaluation des frais
12(2)(b)	Language of access	Version de la communication
12(3)	Access in an alternative format	Communication des renseignements sur un support de substitution.
13(1)	Apply exemption - Information obtained in confidence from other governments	Exception - Renseignements obtenus à titre confidentiel d'autres gouvernements
14	Apply exemption - Federal-provincial affairs	Exception - Affaires fédéro-provinciales
15	Apply exemption - International affairs and defense	Exception - Affaires internationales et défense
16	Apply exemption - Law enforcement and investigations	Exception - Enquêtes et respect des lois
16.5	Apply exemption - Public Servants Disclosure Protection Act	Exception - Loi sur la protection des fonctionnaires divulgateurs d'actes répréhensibles
17	Apply exemption - Safety of individuals	Exception - Sécurité des individus
18	Apply exemption - Economic interests of Canada	Exception - Intérêts économiques du Canada
18.1	Apply exemption - Economic interests of certain government institutions	Exception - Intérêts économiques de certaines institutions fédérales
19(1)	Apply exemption - Personal information	Exception - Renseignements personnels
19(2)	Disclose personal information	Communication des renseignements personnels
20	Apply exemption - Third party information	Exception - Renseignements de tiers
21	Apply exemption - Operations of government	Exception - Activités du gouvernement
22	Apply exemption - Testing procedures, tests and audits	Exception - Examens et vérifications
22.1	Apply exemption - Internal audits	Exception - Vérifications internes
23	Apply exemption - Solicitor/client privilege	Exception - Secret professionnel des avocats



**Annex to Designation Order (Access to Information Act) Dated – July 2014**  
**Annexe à l'Arrêté de délégation (Loi sur l'accès à l'information) datée juillet 2014**

24	Apply exemption - Statutory prohibitions against disclosure	Exception - Interdictions fondées sur d'autres lois
26	Apply exemption - Information to be published	Exception - En cas de publication
27(1)	Notify third party of intent to disclose information	Avis aux tiers
27(4)	Extend time limit	Proroger le délai
28(1)(b)	Disclose information after third party representations	Communication de renseignements après présentation des observations de tiers
28(2)	Waive requirement that third party representation be in writing	Autorisation de faire des observations orales
28(4)	Disclose information where no third party review requested	Communication du document
29(1)	Notify all parties of disclosure on recommendation of Information Commissioner	Communication suite à une recommandation du Commissaire à l'information
33	Advise Information Commissioner of third party involvement	Avis au Commissaire à l'information de la participation d'un tiers
35(2)	Make representations to the Information Commissioner in the course of an investigation	Présenter des observations au Commissaire à l'information au cours d'une enquête
37	Give notice to the Information Commissioner of action taken/to be taken to implement recommendations and provide access to complainant	Aviser par écrit le Commissaire à l'information des mesures prises ou envisagées pour la mise en œuvre des recommandations et accorder l'accès aux documents au plaignant.
43(1)	Notice to third party (application to Federal Court for review)	Avis au tiers (révision par la Cour fédérale de Canada)
44(2)	Notice to applicant (application to Federal Court by third party)	Avis à la personne qui a fait la demande (demande de révision par la Cour fédérale faite par un tiers)
52(2)	Special rules for hearings	Règles spéciales pour l'audition des causes
69 (1)	Exclusion - Confidences of the Queen's Privy Council for Canada	Exclusion - Document confidentiels du Conseil privé de la Reine pour le Canada
71(2)	Exempt information severed from manuals	Prélèvement des renseignements visés par une exception des manuels
72(1)	Prepare annual report to Parliament	Établir le rapport d'application de la Loi pour présentation au Parlement
77	Responsibilities conferred to the head of the institution by the regulations made under section 77 which are not included above	Les responsabilités attribuées par règlement au responsable de l'institution en vertu de l'article 77 qui ne sont pas incluses ci-dessus



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## Annex B: Statistical Report on the *Access to Information Act*

**Name of institution:** Impact Assessment Agency of Canada

**Reporting period:** 2023-04-01 to 2024-03-31

### Section 1: Requests under the *Access to Information Act*

#### 1.1a Number of requests received

	Number of Requests
Received during reporting period	39
Outstanding from previous reporting periods	9
Outstanding from more than one reporting period	0
Total	48

#### 1.1b Number of requests carried into next reporting period

	Number of Requests
Closed during reporting period	39
Carried over to next reporting period within legislated timeline	9
Carried over to next reporting period beyond legislated timeline	0

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## 1.2 Sources of requests

Source	Number of Requests
Media	9
Academia	0
Business (private sector)	6
Organization	3
Public	13
Decline to Identify	8
Total	39

## 1.3 Channels of requests

Source	Number of Requests
Online	39
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	39



## Section 2: Informal requests

### 2.1a Number of informal requests received

	Number of Requests
Received during reporting period	30
Outstanding from previous reporting periods	0
Outstanding from more than one reporting period	0
Total	30

### 2.1b Number of informal requests carried into next reporting period

	Number of Requests
Closed during reporting period	30
Carried over to next reporting period	0

### 2.2 Channels of informal requests

Source	Number of Requests
Online	30
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	30



## 2.3 Completion time of informal requests

Timeframe	Number of Requests
1 to 15 Days	19
16 to 30 Days	10
31 to 60 Days	1
61 to 120 Days	0
121 to 180 Days	0
181 to 365 Days	0
More Than 365 Days	0
Total	30

## 2.4 Pages released informally

	Number of Requests	Number of Pages
Less Than 100 Pages Released	16	313
100-500 Pages Released	5	669
501-1000 Pages Released	2	1117
1001-5000 Pages Released	7	12044
More Than 5000 Pages Released	0	0



## 2.5 Pages re-released informally

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

## Section 3: Applications to the Information Commissioner on declining to act on requests

### 3.1a Number of applications received by the Information Commissioner

	Number of Requests
Outstanding from previous reporting period	0
Sent during reporting period	0
<b>Total</b>	<b>0</b>

### 3.1b Information Commissioner decision

	Number of Requests
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	0
Withdrawn during reporting period	0
Withdrawn during reporting period	0



## Section 4: Requests closed during the reporting period

### 4.1 Disposition and 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
All disclosed	0	2	0	1	0	0	0	3
Disclosed in part	1	2	1	7	1	4	1	17
All exempted	0	0	0	0	1	1	0	2
All excluded	0	0	0	0	0	0	0	0
No records exist	10	0	0	0	0	0	0	10
Request transferred	1	0	0	0	0	0	0	1
Request abandoned	5	0	0	0	0	0	0	5
Neither confirmed nor denied	1	0	0	0	0	0	0	1
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
<b>Total</b>	<b>18</b>	<b>4</b>	<b>1</b>	<b>8</b>	<b>2</b>	<b>5</b>	<b>1</b>	<b>39</b>



## 4.2 Number of exemptions per section of the Act

Section of the Act	Number of Requests Exempted
13(1)(a)	1
13(1)(b)	0
13(1)(c)	5
13(1)(d)	1
13(1)(e)	8
14	2
14(a)	5
14(b)	1
15(1)	0
15(1) - I.A.*	0
15(1) - Def.*	0
15(1) - S.A.*	0
16(1)(a)(i)	0
16(1)(a)(ii)	0
16(1)(a)(iii)	0
16(1)(b)	0
16(1)(c)	0
16(1)(d)	0
16(2)	0
16(2)(a)	0
16(2)(b)	0



Section of the Act	Number of Requests Exempted
16(2)(c)	10
16(3)	0
16.1(1)(a)	0
16.1(1)(b)	0
16.1(1)(c)	0
16.1(1)(d)	0
16.2(1)	0
16.3	0
16.4(1)(a)	0
16.4(1)(b)	0
16.5	0
16.6	0
17	0
18(a)	0
18(b)	1
18(c)	0
18(d)	0
18.1(1)(a)	0
18.1(1)(b)	0
18.1(1)(c)	0
18.1(1)(d)	0
19(1)	17



Section of the Act	Number of Requests Exempted
20(1)(a)	3
20(1)(b)	11
20(1)(b.1)	11
20(1)(c)	6
20(1)(d)	6
20.1	0
20.2	0
20.4	0
21(1)(a)	9
21(1)(b)	10
21(1)(c)	6
21(1)(d)	2
22	0
22.1(1)	0
23	3
23.1	0
24(1)	3
26	0



### 4.3 Number of exclusions per section of the Act

Section of the Act	Number of Requests Excluded
68(a)	3
68(b)	0
68(c)	0
68.1	3
68.2(a)	3
68.2(b)	3
69(1)	0
69(1)(a)	0
69(1)(b)	0
69(1)(c)	0
69(1)(d)	1
69(1)(e)	1
69(1)(f)	0
69(1)(g) re (a)	0
69(1)(g) re (b)	0
69(1)(g) re (c)	0
69(1)(g) re (d)	0
69(1)(g) re (e)	0
69(1)(g) re (f)	0
69.1(1)	0



#### 4.4 Format of information released

Format	Number of Requests
Paper	0
Electronic: E-record	20
Electronic: Data set	0
Electronic: Video	0
Electronic: Audio	0
Other	0

#### 4.5 Complexity

##### 4.5.1 Relevant pages processed and disclosed for paper and e-record formats

	Number
Number of Pages Processed	20418
Number of Pages Disclosed	8871
Number of Requests	28

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

All disclosed	Number of Requests	Number of Pages
Less Than 100 Pages	2	14
100-500 Pages	1	160
501-1000 Pages	0	0
1001-5000 Pages	0	0
More Than 5000 Pages	0	0



Disclosed in part	Number of Requests	Number of Pages
Less Than 100 Pages	5	184
100-500 Pages	4	774
501-1000 Pages	3	1947
1001-5000 Pages	5	13037
More Than 5000 Pages	0	0

All exempted	Number of Requests	Number of Pages
Less Than 100 Pages	0	0
100-500 Pages	1	274
501-1000 Pages	0	0
1001-5000 Pages	1	4028
More Than 5000 Pages	0	0

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



Request abandoned	Number of Requests	Number of Pages
Less Than 100 Pages	5	0
100-500 Pages	0	0
501-1000 Pages	0	0
1001-5000 Pages	0	0
More Than 5000 Pages	0	0

Neither confirmed nor denied	Number of Requests	Number of Pages
Less Than 100 Pages	1	0
100-500 Pages	0	0
501-1000 Pages	0	0
1001-5000 Pages	0	0
More Than 5000 Pages	0	0

Declined to act with the approval of the Information Commissioner	Number of Requests	Number of Pages
Less Than 100 Pages	0	0
100-500 Pages	0	0
501-1000 Pages	0	0
1001-5000 Pages	0	0
More Than 5000 Pages	0	0



#### 4.5.3 Relevant minutes processed and disclosed for audio formats

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

#### 4.5.4 Relevant minutes processed per request disposition for audio formats for all sizes of requests

Disposition	Number of Requests	Minutes processed
All disclosed	0	0
Disclosed in part	0	0
All exempted	0	0
All excluded	0	0
Request abandoned	0	0
Neither confirmed nor denied	0	0
Declined to act with the approval of the Information Commissioner	0	0
Total	0	0



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

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

#### 4.5.6 Relevant minutes processed per request disposition for video formats for all sizes of requests

Disposition	Number of Requests	Minutes processed
All disclosed	0	0
Disclosed in part	0	0
All exempted	0	0
All excluded	0	0
Request abandoned	0	0
Neither confirmed nor denied	0	0
Declined to act with the approval of the Information Commissioner	0	0
Total	0	0



#### 4.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Other	Total
All disclosed	1	0	0	1
Disclosed in part	13	0	4	17
All exempted	2	0	0	2
All excluded	0	0	0	0
Request abandoned	0	0	0	0
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
<b>Total</b>	<b>16</b>	<b>0</b>	<b>4</b>	<b>20</b>

#### 4.6 Closed requests

##### 4.6.1 Requests closed within legislated timelines

	Number
Number of requests closed within legislated timelines	31
Percentage of requests closed within legislated timelines (%)	79.48



## 4.7 Deemed refusals

### 4.7.1 Reasons for not meeting legislated timelines

Principal Reason	Number of requests closed past the legislated timelines
Interference with operations/ Workload	4
External Consultation	1
Internal Consultation	2
Other	1
<b>Total</b>	<b>8</b>

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

Number of days past legislated timelines	Number of requests past legislated timeline where no extension was taken	Number of requests past legislated timeline where an extension was taken	Total
1 to 15 days	0	2	2
16 to 30 days	0	2	2
31 to 60 days	0	1	1
61 to 120 days	0	3	3
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
<b>Total</b>	<b>0</b>	<b>8</b>	<b>8</b>



## 4.8 Requests for translation

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

## 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 Section 69	9(1)(b) Consultation Other	9(1)(c) Third-Party Notice
All disclosed	0	0	0	1
Disclosed in part	7	0	10	8
All exempted	1	0	1	2
All excluded	0	0	0	0
Request abandoned	0	0	0	0
No records exist	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
<b>Total</b>	<b>8</b>	<b>0</b>	<b>11</b>	<b>11</b>



## 5.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation Section 69	9(1)(b) Consultation Other	9(1)(c) Third-Party Notice
30 days or less	2	0	2	0
31 to 60 days	1	0	9	10
61 to 120 days	3	0	0	1
121 to 180 days	1	0	0	0
181 to 365 days	1	0	0	0
365 days or more	0	0	0	0
Total	8	0	11	11

## Section 6: Fees

### 6.1a Fees collected

Fee Type	Number of Requests	Amount
Application	37	\$185.00
Other fees	0	\$0.00
Total	37	\$185.00



### 6.1b Fees waived

Fee Type	Number of Requests	Amount
Application	2	\$10.00
Other fees	0	\$0.00
Total	2	\$10.00

### 6.1c Fees refunded

Fee Type	Number of Requests	Amount
Application	0	\$0.00
Other fees	0	\$0.00
Total	0	\$0.00

## Section 7: Consultations received from other Institutions and Organizations

### 7.1a Consultations received from other Government of Canada institutions

	Number of Requests	Number of Pages to Review
Received during reporting period	41	4220
Outstanding from previous reporting periods	5	828
Total	46	5048



### 7.1b Number of consultation requests from other Government of Canada institutions carried into next reporting period

	Number of Requests	Number of Pages to Review
Closed during reporting period	44	4626
Carried over within negotiated timelines	2	422
Carried over beyond negotiated timelines	0	0

### 7.1c Consultations received from other organizations

	Number of Requests	Number of Pages to Review
Received during reporting period	5	5
Outstanding from previous reporting periods	0	0
Total	5	5

### 7.1d Number of consultation requests from other organizations carried into next reporting period

	Number of Requests	Number of Pages to Review
Closed during reporting period	5	5
Carried over within negotiated timelines	0	0
Carried over beyond negotiated timelines	0	0



## 7.2 Recommendations and completion time for consultations received from other Government of Canada institutions

	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
Disclose entirely	15	11	1	0	0	0	0	27
Disclose in part	5	6	2	1	0	0	0	14
Exempt entirely	0	1	0	0	0	0	0	1
Exclude entirely	0	1	0	0	0	0	0	1
Consult other institution	1	0	0	0	0	0	0	1
Other	0	0	0	0	0	0	0	0
<b>Total</b>	<b>21</b>	<b>19</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>44</b>

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

	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
Disclose entirely	2	1	0	0	0	0	0	3
Disclose in part	2	0	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
<b>Total</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>



## Section 8: Completion time of consultations on Cabinet confidences

### 8.1 Requests with Legal Services for all sizes

Number of Days	Number of Requests	Pages Disclosed
1 to 15	0	0
16 to 30	0	0
31 to 60	0	0
61 to 120	0	0
121 to 180	0	0
181 to 365	0	0
More than 365	0	0
Total	0	0

### 8.2 Requests with Privy Council Office

Number of Days	Number of Requests	Pages Disclosed	Size
1 to 15	0	0	n/a
16 to 30	0	0	n/a
31 to 60	0	0	n/a
61 to 120	0	0	n/a
121 to 180	0	0	n/a
181 to 365	0	0	n/a
More than 365	0	0	n/a
Total	0	0	n/a



## Section 9: Investigations and reports of finding

### 9.1 Investigations

Section	Quantity
Section 32 Notice of intention to investigate	5
Subsection 30(5) Ceased to investigate	0
Section 35 Formal Representations	17

### 9.2 Investigations and Reports of finding

	Section 37(1) Initial Reports	Section 37(2) Final Reports
Received	12	0
Containing recommendations issued by the Information Commissioner	0	0
Containing orders issued by the Information Commissioner	0	0



## Section 10: Court action

### 10.1 Court actions on complaints

Section 41	
Complainant (1)	0
Institution (2)	0
Third Party (3)	0
Privacy Commissioner (4)	0
Total	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	\$287,000
Overtime	\$0
Goods and Services	\$0
Professional services contracts	\$0
Other	\$0
Total	\$287,000

### 11.2 Human resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	3.500
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and IAAC personnel	0.000
Students	0.000
Total	3.500