



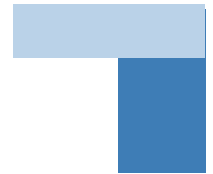
Public Health  
Agency of Canada

Agence de la santé  
publique du Canada



**Public Health Agency of Canada**  
***Access to Information Act***  
**Annual Report**  
**2012-2013**

Canada 



2012-2013 Annual Report on the *Access to Information Act*  
is available on the Public Health Agency of Canada web site.

Également disponible en français sur le site Web de l'Agence de la santé publique du  
Canada sous le titre :  
Rapport annuel 2012-2013 sur la  
*Loi sur l'accès à l'information.*

To obtain additional copies, please contact:  
Access to Information and Privacy Division  
Public Health Agency of Canada  
1600 Scott Street, Tower B, A.L. 3107A  
7th Floor, Suite 700  
Ottawa, Ontario K1A 0K9  
Tel: 613-954-9165  
Fax: 613-941-4541

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## Table of Contents

Introduction.....	1
I. <i>Access to Information Act</i> .....	1
II. About the Public Health Agency of Canada.....	1
Access to Information Infrastructure .....	2
I. The Access to Information and Privacy (ATIP) Division .....	2
II. Reading Room.....	3
Delegation of Authority .....	3
Requests under the <i>Access to Information Act</i> - Statistical Figures, Interpretation and Explanation .....	3
I. Statistical Report.....	3
II. Number of Access Requests and Case Load.....	3
III. Disposition of Requests Completed.....	7
IV. Exemptions Invoked .....	7
V. Exclusions Cited.....	8
VI. Disposition and Completion Time.....	9
VII. Extensions.....	9
VIII. Translations.....	9
IX. Format of Information Released.....	10
X. Fees .....	10
XI. Costs.....	10
Training and Awareness .....	10
New and/or Revised Institution-Specific Access to Information Related Policies, Guidelines and Procedures.....	11
I. Development and Revision of Policies, Guidelines and Procedures.....	11
II. ATIP Division and the Transformation Agenda .....	11
Complaints and Court Applications for Reviews .....	12
I. Complaints to the Information Commissioner.....	12
II. Types of Complaints and their Disposition Completed .....	13
III. Public Health Agency of Canada Applications/Appeals Submitted to the Federal Court/Federal Court of Appeal.....	13
IV. Public Health Agency of Canada Responses to Recommendations raised by other Agents of Parliament (e.g. Auditor General).....	13
Appendix A: Delegation Order.....	14
Appendix B: Statistical Report on the <i>Access to Information Act</i> – 2012-2013.....	17



## Introduction

### ***I. Access to Information Act***

The *Access to Information Act* (the *Act*) gives the Canadian public a right to access information contained in federal government records, subject to certain specific and limited exceptions.

The *Act* requires the head of every federal government institution to submit an Annual Report to Parliament on the administration of the *Act* following the close of each fiscal year. This annual report is prepared and is being tabled before each House of Parliament in accordance with section 72 of the *Access to Information Act*. This report provides a summary of how the Public Health Agency of Canada (the Agency) has fulfilled its access to information responsibilities during the fiscal year 2012-2013.

### ***II. About the Public Health Agency of Canada***

The Agency's mission is to promote and protect the health of Canadians through leadership, partnership, innovation and action in public health.

The role of the Public Health Agency of Canada is to:

- Promote health;
- Prevent and control chronic diseases and injuries;
- Prevent and control infectious diseases;
- Prepare for and respond to public health emergencies;
- Serve as a central point for sharing Canada's public health expertise with the rest of the world;
- Apply international research and development to Canada's public health programs; and
- Strengthen intergovernmental collaboration on public health and facilitate national approaches to public health policy and planning.

For more information about the Public Health Agency of Canada, please visit our web site at: <http://www.phac-aspc.gc.ca/index-eng.php>

## Access to Information Infrastructure

### I. The Access to Information and Privacy (ATIP) Division

In June 2012, under the Public Health Agency of Canada (the Agency) – Health Canada (HC) Shared Services Partnership Agreement, the Agency and HC established a shared service for Access to Information and Privacy (ATIP) by merging resources to allow for a streamlined and consistent approach to applying the *Access to Information Act* and the *Privacy Act* across both institutions. Although the shared service was established, the Agency and HC maintain separate ATIP Coordinators, who have been delegated with all access to information (ATI) authorities for their respective institutions. This report will only address ATI activity within the Agency. A separate report has been prepared for HC.

The Access to Information and Privacy (ATIP) Division is housed in the Planning, Integration and Management Services Directorate, Corporate Services Branch at HC.

In 2012-2013, the *Act* was administered at the Agency by 3.5 full-time equivalent (FTE) employees with the support of 4.6 FTE in consultant services for a total complement of 8.1.

The ATIP Coordinator is accountable for the development, coordination and implementation of effective policies, guidelines, systems and procedures in order to enable efficient processing of requests under the *Act*. The Coordinator is also responsible for related policies, systems and procedures stemming from the *Act*. The Division is responsible for all the Agency ATI legislative requirements pursuant to the *Act* such as:

- Responding to access to information requests within the statutory time frame as well as meeting the duty to assist requesters;
- Providing advice and guidance to departmental employees on the application of the *Act* and Treasury Board of Canada policies;
- Developing corporate-wide access to information protocols and practices to guide the access to information process;
- Promoting staff awareness and providing training on the *Act*;
- Ensuring that a comprehensive description of institutional responsibilities is published in Info Source, including for programs and functions, classes of records and all manuals;
- Preparing the annual report to Parliament and other statutory reports; and,
- Liaising with the Office of the Information Commissioner (OIC), the Treasury Board of Canada Secretariat (TBS), other federal departments and agencies, provincial ministries of health and other key stakeholders.



## **II. Reading Room**

Section 71 of the *Act* requires government institutions to provide facilities where members of the public may inspect any manuals used by employees of the institution in administering or carrying out programs or activities of the institution that affect the public. The Agency has a reading room available where members of the public may make arrangements to review materials.

The following Agency location in Ottawa has been designated as a public reading room.

Access to Information and Privacy Division  
1600 Scott Street, Holland Cross,  
Tower B, 7th Floor, Suite 700  
Ottawa, Ontario K1A 0K9

## **Delegation of Authority**

The Delegation Order is attached as Appendix A.

## **Requests under the *Access to Information Act* - Statistical Figures, Interpretation and Explanation**

### **I. Statistical Report**

This section of the report includes an interpretation and explanation of the data contained in the Agency's statistical report which summarizes ATI-related activity for the period between April 1, 2012 and March 31, 2013 (Appendix B).

### **II. Number of Access Requests and Case Load**

#### **Number of Access Requests**

The number of new access to information requests has increased over the past five years. In 2008-09 there were 112 ATI requests compared with 185 in 2012-2013 which is a 65% increase over five years.

## Source of Requests: Trends

The largest number of new requests (79) came from the business sector. The breakdown of request follows:

### Source of Requests

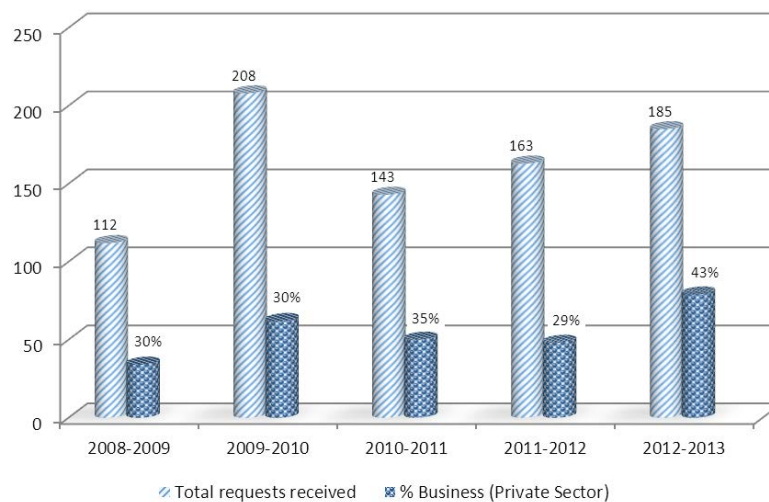
Source	Number of Requests
Business (Private Sector)	79
Media	44
Public	42
Academia	13
Organization*	7

\*Examples – Associations, Political Parties and Unions

In 2012-2013, the Agency saw an increase in the number of requests stemming from the business sector which is a change from the previous fiscal year. In 2012-2013, there were 79 requests compared to 48 in 2011-2012. Requests from the public decreased to 42 in 2012-2013 compared to 70 in 2011-2012.

The graphic below identifies the total requests received from the business sector over a five year span. The spike in requests in 2009-2010 was mainly due to requests related to the H1N1 pandemic.

### TOTAL REQUESTS RECEIVED FROM BUSINESS SECTOR 2008-2013



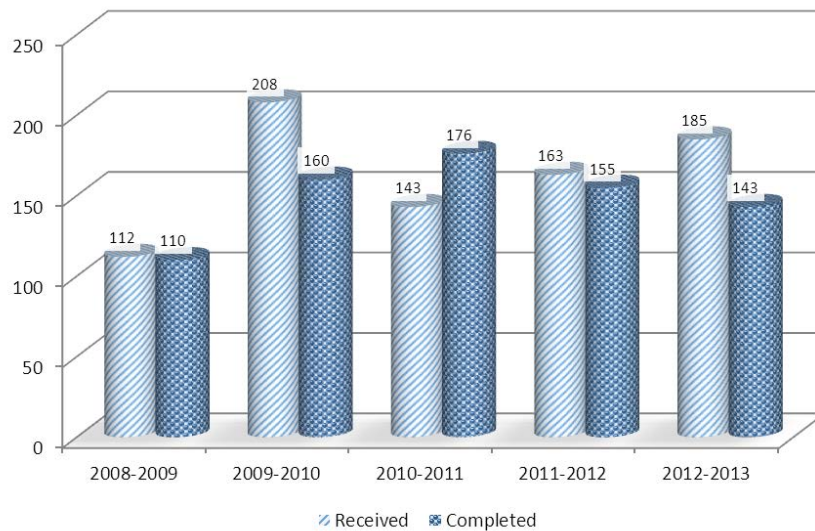
### Informal Requests

As a best practice, the Agency processes requests informally, referred to "access informal" whenever feasible. This processing method which includes, as example, releases of previously released ATI packages and requests for specific data that does not require the release of records. In 2012-2013, the Agency processed 14 requests as "access informal" compared to 36 requests in 2011-2012.

### Case Load

During the 2012-2013 fiscal year, the Agency completed processing 143 of 223 (64%) active requests (active requests included 185 new requests and 38 requests carried over from previous years).

### ATI REQUESTS RECEIVED AND COMPLETED BY FISCAL YEAR

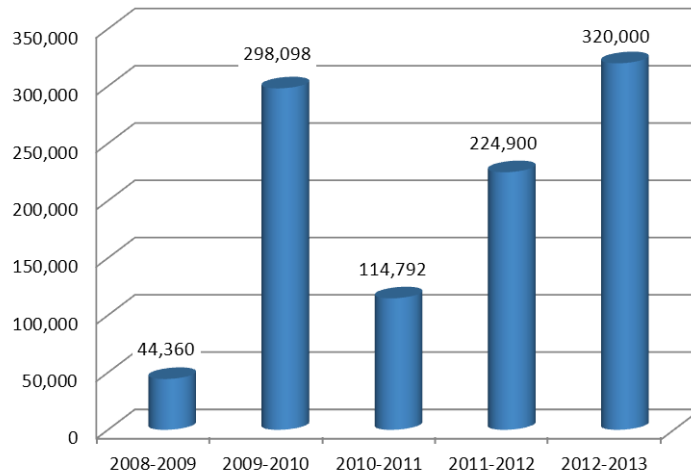


*Note: More ATI requests are completed than received when the institution completes requests that were carried-over from previous years as well as those received within the fiscal year.*

In 2012-2013, the Agency reviewed 320,000 pages. Over a five-year period, this represents a 621% increase in the pages reviewed. In 2012-2013, the number of pages reviewed per request was 2,238, compared with 403 five years ago.



## PAGES REVIEWED BY FISCAL YEAR



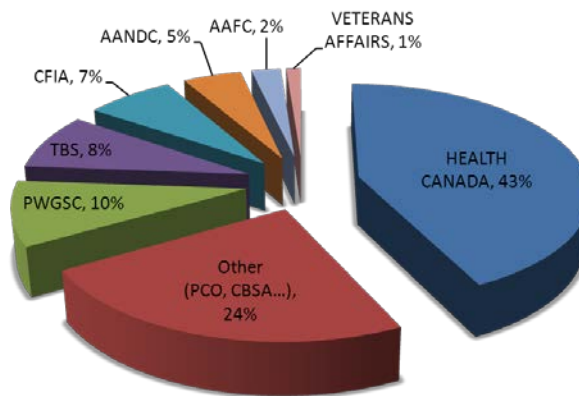
### Posting of Completed ATI Requests

The Agency proactively posts on its web site monthly summaries of completed access to information requests to assist and facilitate Canadians' right of access to the Agency's records.

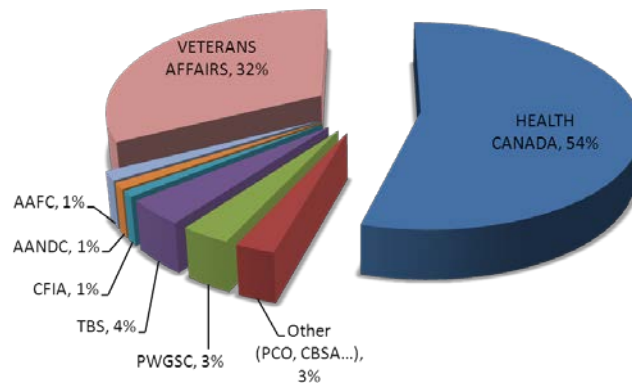
### Consultations Completed for Other Institutions

In 2012-2013, the Agency completed 84 consultations representing 9,397 pages from other federal institutions. Seven (7) federal institutions accounted for 76% of all requests, as indicated in the graphic below:

## PERCENTAGE OF CONSULTATIONS COMPLETED FOR OTHER FEDERAL INSTITUTIONS



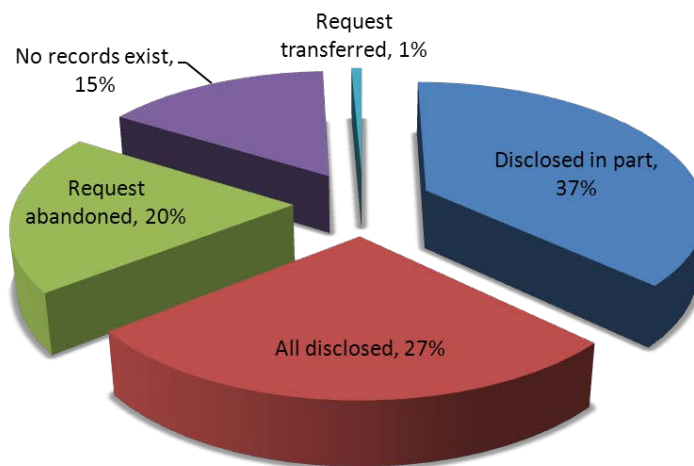
## PERCENTAGE OF PAGES REVIEWED FOR CONSULTATIONS COMPLETED FOR OTHER FEDERAL INSTITUTIONS



### III. Disposition of Requests Completed

Completed requests were classified as follows:

#### DISPOSITION OF REQUESTS COMPLETED BY PERCENTAGE, 2012-2013



### IV. Exemptions Invoked

Sections 13 through 24 of the *Act* set out the exemptions intended to protect information pertaining to a particular public or private interest, and section 26 of the *Act* is a discretionary exception relating to the publication of information.

The majority of the 176 exemptions invoked by the Agency fell under three sections of the *Act* accounting for 117 (66%) of the exemptions. The three most commonly invoked provisions were sections 19, 20 and 21 as indicated in the chart below.

### PRINCIPLE EXEMPTIONS APPLIED, 2012-2013

Exemptions	Number of Times Applied
Section 19 – Personal information	49
Section 21 – Operations of Government	44
Section 20 – Third party information	24
Section 13 – Obtained in confidence	17
Section 14 – Federal-provincial affairs	16
Section 16 – Law enforcement and investigation	10
Section 23 – Solicitor-client privilege	6
Section 15 – Injurious to international affairs	5
Section 24 – Restricted under Schedule II	3
Section 17 – Threatens the safety of individuals	2
Section 22 – Prejudices results of tests or audits	0
Section 18 – Economic Interests	0
Section 26 – Will be published within 90 days	0

### V. Exclusions Cited

The *Access to Information Act* does not apply to published material, material available to the public for purchase or for public reference (section 68); nor does it apply to confidences of the Queen's Privy Council (section 69). Requests containing proposed exclusions under section 69 require consultation with the Privy Council Office.

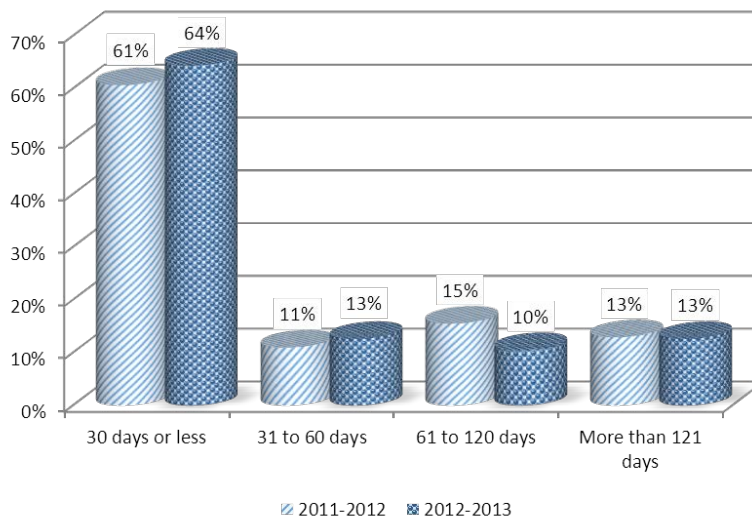
During 2012-2013, the Agency applied no exclusions pursuant to section 68 *Act*, and 4 exclusions for section 69 of the *Act*.

## VI. Disposition and Completion Time

The Agency tracks the disposition of closed requests and the length of time taken to process them. Of the total caseload of 223 requests in 2012-2013, the Agency completed 143 cases and carried over 80 uncompleted requests to fiscal year 2013-2014.

The Agency was able to respond within 30 days or less to 92 (64%) requests. The remaining requests were completed within 31 to 60 days in 18 (13%) cases, in 61 to 120 days in 15 (10%) cases, and 18 (13%) cases required 121 days or more to be completed.

### PERCENTAGE OF FILES PER COMPLETION TIME CATEGORIES



## VII. Extensions

Legal extensions were most frequently invoked to provide time to complete consultations and to process voluminous records. The Agency invoked extensions under section 9(1) of the *Act* in 50 cases. Of the 50 extensions applied, 18 requests (36%) required an extension of 30 days or less which included: 16 to search through or for a large volume of records; and 2 for third party notification in accordance with subsection 27(1) of the *Act*. The remaining 32 extensions (64%) required greater than 30 days which included: 16 for consultation; 8 to address a large volume of records; and 8 to notify third parties.

## VIII. Translations

No translation was required to respond to 2012-2013 access requests.



## **IX. Format of Information Released**

All of the information released was in paper format.

As part of the shared services arrangement, imaging software will be implemented to respond to formal ATI requests using Portable Document Format (PDF) which provides more delivery options to the public. Released documents can be mailed on CD-ROM which eliminates the need for photocopying; and documents can also be delivered through ePosting for faster delivery when the requester provides an email address. It is anticipated that electronic format will become the preferred delivery choice in future years.

## **X. Fees**

The *Act* authorizes fees for certain aspects of processing formal requests and the fee structure is prescribed in ATI Regulations. However, the Agency cannot charge fees for reviewing records, overhead or shipping, nor can it charge for the first five hours needed to search for a record or prepare any part of it for disclosure.

Based on requests completed in 2012-2013, the Agency collected \$625 in application fees and \$125 in production fees, and did not seek any search fees. In total, the Receiver General for Canada collected \$750 in fees. In addition, the Agency waived \$2,655 in production fees for 94 requests in accordance with its duty to assist applicants.

## **XI. Costs**

The Agency spent a total of \$423,263 on ATI functions in 2012-2013. Of this total, salaries accounted for \$269,305 and administration costs, for the retention of consultants accounted for \$153,958. Staffing for the fiscal year amounted to 3.5 FTE employees dedicated to access to information activities with the support of 4.6 FTE consultants. These figures do not include administrative support, management, reporting, monitoring and policy resources nor do they include their overhead cost which contributed to overall support of the operations of the application of the *Act*.

## **Training and Awareness**

### **Training for Agency Employees**

Within the Division, there is one employee designated as a full time training coordinator. Training sessions regarding the *Act* and related processes are delivered to Agency employees. Eleven (11) “ATI 101” training courses, with 46 attendees, took place during 2012-2013. The basic objectives of the course are to impart an understanding of the *Access to Information Act*, roles and responsibilities, the handling of formal and informal requests, basic grounds to withhold information and how to process an ATI request.

Additionally, a series of 5 “courses” customized for specific teams, were attended by a total of 95 employees.

### **Orientation and Awareness**

The Agency continued to increase awareness of all employees of their responsibilities under the *Act* by publishing helpful tips and tools on the intranet site, as well as through Broadcast News messages (a daily electronic newsletter sent to every Agency employee) throughout the reporting period. Management from across the Agency has been informed of the newly created shared service and responsibilities related to the *Act*.

## **New and/or Revised Institution-Specific Access to Information Related Policies, Guidelines and Procedures**

### **I. Development and Revision of Policies, Guidelines and Procedures**

In 2012-2013, a business process review was undertaken in order to identify areas where ATIP, as a newly created shared service, could streamline processes and procedures to create efficiencies. The ATIP management team and staff members continue to be engaged in the implementation of strengthened business processes.

#### **Policies**

No new policies were implemented in 2012-2013.

#### **Guidelines**

No new guidelines were developed in 2012-2013.

#### **Standard Operating Procedures**

No new standard operating procedures were developed in 2012-2013.

### **II. ATIP Division and the Transformation Agenda**

The Agency-HC Shared Services Partnership, launched in June 2012, harmonized the Agency and HC ATIP operations which include treatment of ATI and Privacy requests, as well as privacy policy and other key functions. Separate ATIP Coordinator functions remained in place for the Agency and HC for 2012-2013. As part of this move to a shared service, a transformation agenda was developed, the main components of which are identified below:

#### **ATIP Delegation Order**

In 2012-2013 the ATIP delegation orders were reviewed to ensure that they aligned with the structure of the ATIP Division and to streamline processes and efficiencies.



## **Business Process Review**

A business process review was completed in the fall of 2012. The management team and staff members continue to be engaged in the implementation of strengthened processes around ATIP requests.

## **ATIP IT System**

An Information Technology (IT) case management and imaging system was procured to improve the ability to track and respond to requests, enhance efficiencies, streamline office of the primary interest (OPI) ATIP processes, and enhance reporting capacity.

## **Governance and Outreach**

There is an increased focus on employee engagement within the Division and stakeholder engagement through meetings with branches, central agencies and other government departments.

## **Organizational Review**

An organizational structure was developed and approved by senior management which will strengthen and stabilize the ATIP function by permanently resourcing to meet increased workload. Competitive staffing processes were launched to fill vacant positions and to support the new structure.

# **Complaints and Court Applications for Reviews**

## **I. Complaints to the Information Commissioner**

During 2012-2013, nine complaints under the *Access to Information Act* were filed with the Office of the Information Commissioner (OIC) compared to six in 2011-2012.

### **TOTAL NUMBER OF COMPLAINTS PROCESSED**

<b>Complaints Processed</b>	<b>Number of Complaints</b>
Received in 2012-2013	9
Outstanding from 2011-2012	7
Closed in 2012-2013	8
Carried forward to 2013-2014	8

## II. Types of Complaints and their Disposition Completed

Types of Complaints and their Disposition Completed		
Subject of Complaint	Number of Closed Complaints	Final Disposition by OIC
Time Extension	2	<ul style="list-style-type: none"><li>• 1 Well-founded with recommendations</li><li>• 1 Not well-founded</li></ul>
Disclosure	1	<ul style="list-style-type: none"><li>• 1 Not well-founded</li></ul>
Deemed Refusals	3	<ul style="list-style-type: none"><li>• 1 Not well-founded</li><li>• 2 Abandoned</li></ul>
Exemption	2	<ul style="list-style-type: none"><li>• 1 Resolved</li><li>• 1 Abandoned</li></ul>
Total	8	<ul style="list-style-type: none"><li>• 1 Well-founded with recommendations</li><li>• 3 Not well-founded</li><li>• 3 Abandoned</li><li>• 1 Resolved</li></ul>

Even though only one of these complaints was well-founded by the OIC, the Agency continues to work towards reducing the number of complaints by finding efficiencies and streamlining processes under the shared service model. The Agency continues to review OIC recommendations and, where appropriate, incorporate lessons learned in business functions.

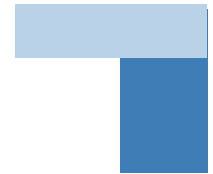
## III. Public Health Agency of Canada Applications/Appeals Submitted to the Federal Court/Federal Court of Appeal

During this reporting period, no notices of applications were filed by third parties with the Federal Court pursuant to section 44 of the *Act*. This section of the *Act* grants the right for judicial review challenging the decision by the Agency ATI Coordinator to disclose records.

## IV. Public Health Agency of Canada Responses to Recommendations raised by other Agents of Parliament (e.g. Auditor General)

There were no recommendations raised by other Agents of Parliament during fiscal year 2012-2013.






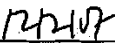
## Appendix A: Delegation Order

### *Access to Information Act – Delegation Order*

Pursuant to the powers of delegation conferred upon me by Section 73 of the *Access to Information Act*, the person exercising the functions and position of departmental Access to Information and Privacy Coordinator for the Public Health Agency of Canada and the respective successor, including in the Coordinator's absence, a person or officer designated in writing to act in the place of the holder of such functions and position is hereby authorized to exercise these powers, duties or functions of the Minister as the head of the government institution under the Act, set out in the attached schedule.

The person exercising the functions and position of departmental Access to Information and Privacy Coordinator for the Public Health Agency of Canada and the respective successor, including in the Coordinator's absence, a person or officer designated in writing to act in the place of the holder of such functions and position, is hereby authorized to exercise these powers, duties or functions of the Minister as the head of the government institution under the Act, set out in sections 6, 8, 9 and 10 of the Act.

  
Minister of Health

  
Date

Minister of Health                      Date: February 12, 2007



PUBLIC HEALTH AGENCY OF CANADA  
SCHEDULE TO THE DELEGATE ORDER

DELEGATION OF POWERS, DUTIES AND FUNCTIONS PURSUANT TO  
SECTION 73 OF THE *ACCESS TO INFORMATION ACT*

SECTIONS OF ACT	POWERS, DUTIES OR FUNCTIONS	RESPONSIBLE POSITION
6	Clarify a request	ATIP Co-ordinator
7(a)	Issue notice where access requested	ATIP Co-ordinator
8(1)	Transfer to another institution or to accept transfer from another institution	ATIP Co-ordinator
9	Extension of time limits	ATIP Co-ordinator
11(2), (3), (4), (5), (6)	Additional fees and waiver of fees	ATIP Co-ordinator
12(2), (3)	Language of access	ATIP Co-ordinator
13	Refuse to disclose information obtained in confidence	ATIP Co-ordinator
14	Refuse to disclose information pertaining to federal-provincial affairs	ATIP Co-ordinator
15	Refuse to disclose information pertaining to international affairs and/or defence	ATIP Co-ordinator
16	Refuse to disclose information pertaining to law enforcement and investigations	ATIP Co-ordinator
17	Refuse to disclose information pertaining to the safety of individuals	ATIP Co-ordinator
18	Refuse to disclose information pertaining to the economic interest of Canada	ATIP Co-ordinator
19	Refuse to disclose personal information	ATIP Co-ordinator
19(2)(a), (b), (c)	Disclose personal information when authorized	ATIP Co-ordinator
20	Refuse to disclose or disclose third party information	ATIP Co-ordinator
21	Refuse to disclose information pertaining to advice and recommendations for the government institution	ATIP Co-ordinator
22	Refuse to disclose information pertaining to testing procedures	ATIP Co-ordinator
23	Refuse to disclose information subject to solicitor-client privilege	ATIP Co-ordinator
24	Refuse to disclose information subject to statutory prohibitions	ATIP Co-ordinator
25	Sever information	ATIP Co-ordinator
26	Refuse to disclose information to be published	ATIP Co-ordinator

SECTIONS OF ACT	POWERS, DUTIES OR FUNCTIONS	RESPONSIBLE POSITION
27(1), (4)	Carry-out third party notification	ATIP Co-ordinator
28(1), (2), (4)	Receive third party representation; make a decision as to whether to disclose the record or part thereof and notify the third party of the right to appeal to the Federal court	ATIP Co-ordinator
29(1)	Disclose information on the recommendation of the Information Commissioner	ATIP Co-ordinator
33	Advise the Information Commissioner of third party involvement	ATIP Co-ordinator
35(2)	Make representations to the Information Commissioner during an investigation	ATIP Co-ordinator
37(4)	Give access to records	ATIP Co-ordinator
43(1)	Issue a notice to a third party of an application for Court review	ATIP Co-ordinator
44(2)	Issue a notice to an applicant that a third party has applied for Court review	ATIP Co-ordinator
52(2), (3)	Request special rules for hearings	ATIP Co-ordinator
69	Refuse to disclose Cabinet confidences	ATIP Co-ordinator
71(2)	Refuse to disclose information from manuals	ATIP Co-ordinator
72(1)	Prepare an Annual Report to Parliament	ATIP Co-ordinator
77	Carry out responsibilities conferred on the head of the institution by the regulations made under section 77 which are not included above	ATIP Co-ordinator



## Appendix B: Statistical Report on the Access to Information Act – 2012-2013

### TBS/SCT 350-62

**Name of institution:** Public Health Agency of Canada

**Reporting period:** 2012-04-01 to 2013-03-31

### PART 1 – Requests under the Access to Information Act

#### 1.1 Number of Requests

	Number of Requests
Received during reporting period	185
Outstanding from previous reporting period	38
<b>Total</b>	223
Closed during reporting period	143
Carried over to next reporting period	80

#### 1.2 Sources of requests

Source	Number of Requests
Media	44
Academia	13
Business (Private Sector)	79
Organization	7
Public	42
<b>Total</b>	185

## PART 2 – Requests closed during the reporting period

### 2.1 Disposition and completion time

Disposition of requests	Completion Time							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
All disclosed	6	13	12	6	1	1	0	39
Disclosed in part	4	22	5	8	5	6	3	53
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	8	12	1	0	0	1	0	22
Request transferred	1	0	0	0	0	0	0	1
Request abandoned	15	11	0	1	1	0	0	28
Treated informally	0	0	0	0	0	0	0	0
<b>Total</b>	34	58	18	15	7	8	3	143

### 2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	4	16(2)(a)	0	18(a)	0	20.1	0
13(1)(b)	3	16(2)(b)	0	18(b)	0	20.2	0
13(1)(c)	10	16(2)(c)	8	18(c)	0	20.4	0
13(1)(d)	0	16(3)	0	18(d)	0	21(1)(a)	17
13(1)(e)	0	16.1(1)(a)	0	18.1(1)(a)	0	21(1)(b)	9
14(a)	9	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	13
14(b)	7	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	5
15(1) - I.A.*	2	16.1(1)(d)	0	18.1(1)(d)	0	22	0
15(1) - Def.*	0	16.2(1)	0	19(1)	49	22.1(1)	0
15(1) - S.A.*	3	16.3	0	20(1)(a)	3	23	6
16(1)(a)(i)	1	16.4(1)(a)	0	20(1)(b)	4	24(1)	3
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(b.1)	0	26	0
16(1)(a)(iii)	0	16.5	0	20(1)(c)	9		
16(1)(b)	1	17	2	20(1)(d)	8		
16(1)(c)	0						
16(1)(d)	0						

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

## 2.3 Exclusions

Section	Number of requests	Section	Number of requests	Section	Number of requests
68(a)	0	69(1)(a)	1	69(1)(g) re (a)	1
68(b)	0	69(1)(b)	1	69(1)(g) re (b)	0
68(c)	0	69(1)(c)	1	69(1)(g) re (c)	0
68.1	0	69(1)(d)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(e)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(f)	0	69(1)(g) re (f)	0
				69.1(1)	0

## 2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	39	0	0
Disclosed in part	53	0	0
<b>Total</b>	92	0	0

## 2.5 Complexity

### 2.5.1 Relevant pages processed and disclosed

Disposition of requests	Number of pages processed	Number of pages disclosed	Number of requests
All disclosed	3,905	1,457	39
Disclosed in part	37,993	11,554	53
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	10,000	0	28

### 2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less than 100 pages processed		101-500 pages processed		501-1,000 pages processed		1,001-5,000 pages processed		More than 5,000 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
All disclosed	32	632	6	787	0	0	1	38	0	0
Disclosed in part	24	515	16	2,548	3	1,066	9	3,100	1	4,325
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Abandoned	26	0	0	0	0	0	0	0	2	0
<b>Total</b>	82	1,147	22	3,335	3	1,066	10	3,138	3	4,325

### 2.5.3 Other complexities

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	5	1	0	9	15
Disclosed in part	15	4	0	10	29
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	2	1	0	2	5
<b>Total</b>	22	6	0	21	49

### 2.6 Deemed refusals

#### 2.6.1 Reasons for not meeting statutory deadline

Number of requests closed past the statutory deadline	Principal Reason			
	Workload	External consultation	Internal consultation	Other
30	30	0	0	0

#### 2.6.2 Number of days past deadline

Number of days past deadline	Number of requests past deadline where no extension was taken	Number of requests past deadline where an extension was taken	Total
1 to 15 days	0	6	6
16 to 30 days	7	0	7
31 to 60 days	4	2	6
61 to 120 days	2	3	5
121 to 180 days	1	2	3
181 to 365 days	0	2	2
More than 365 days	0	1	1
<b>Total</b>	14	16	30

### 2.7 Requests for translation

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

## PART 3 – Extensions

### 3.1 Reasons for extensions and disposition of requests

Disposition of requests where an extension was taken	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
All disclosed	11	0	4	4
Disclosed in part	10	0	11	4
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	1	0	0	0
Request abandoned	2	0	1	2
<b>Total</b>	24	0	16	10

### 3.2 Length of extensions

Length of extensions	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
30 days or less	16	0	0	2
31 to 60 days	2	0	8	4
61 to 120 days	3	0	4	4
121 to 180 days	3	0	4	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
<b>Total</b>	24	0	16	10

## PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	143	\$625	18	\$90
Search	0	\$0	0	\$0
Production	3	\$125	76	\$2,565
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
<b>Total</b>	146	\$750	94	\$2,655



## PART 5 – Consultations received from other institutions and organizations

### 5.1 Consultations received from other government institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during reporting period	83	2,005	0	0
Outstanding from the previous reporting period	5	7,479	0	0
<b>Total</b>	88	9,484	0	0
Closed during the reporting period	84	9,397	0	0
Pending at the end of the reporting period	4	87	0	0

### 5.2 Recommendations and completion time for consultations received from other government 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	15	30	14	2	0	0	0	61
Disclose in part	5	7	8	2	0	0	0	22
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	1	0	0	0	0	0	1
<b>Total</b>	20	38	22	4	0	0	0	84

### 5.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0

## PART 6 – Completion time of consultations on Cabinet confidences

Number of days	Number of responses received	Number of responses received past deadline
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
<b>Total</b>	0	0

## PART 7 – Resources related to the *Access to Information Act*

### 7.1 Costs

Expenditures		Amount
Salaries		\$267,283
Overtime		\$2,022
Goods and Services		\$153,958
• Professional services contracts	\$153,958	
• Other	\$0	
<b>Total</b>		<b>\$423,263</b>

### 7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	0.00	3.47	3.47
Part-time and casual employees	0.00	0.00	0.00
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.00	4.60	4.60
Students	0.00	0.00	0.00
<b>Total</b>	0.00	8.07	8.07