



Public Health  
Agency of Canada

Agence de la santé  
publique du Canada

**Public Health Agency of Canada**  
***Access to Information Act***  
**Annual Report**  
**2013-2014**

Canada 



2013-2014 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 2013-2014 sur la  
*Loi sur l'accès à l'information.*

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## 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 2013-2014.

### **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 Agency, 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 Division

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

In June 2012, under the terms of the Public Health Agency of Canada and HC Shared Services Partnership Agreement, a shared service was established for the administration of the *Access to Information Act* and the *Privacy Act* in the two institutions. 2013-2014 was the first full fiscal year under this new arrangement, and saw the implementation of a single ATIP Coordinator model for the Agency and HC.

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 Access to Information (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.

In 2013-2014, the *Act* was administered at the Agency by 3.41 full-time equivalent (FTE) employees with the support of 5.4 FTEs in consultant services for a total complement of 8.81 FTEs.

### 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

On July 11, 2013, a new delegation order for the *Access to Information Act* was signed by the Minister of Health. The new delegation order extends the delegation of authorities beyond the Coordinator to the Assistant Deputy Minister and Director General levels within HC's Corporate Services Branch. Select authorities have also been delegated to ATIP managers and analysts in order to more effectively manage the volume of access to information requests received. This revised approach was adopted to maximize operational efficiency while continuing to minimize risks.

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, 2013 and March 31, 2014 (Appendix B).

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

#### Number of Access Requests

Although there was a decrease in the number of requests received in 2013-2014 (130 as compared with 185 in 2012-2013), since 2008-2009, the Agency has seen an overall increase of 16% in the number of requests received.

#### Source of Requests: Trends

Of the 130 ATI requests received by the Agency in 2013-2014, 18 were from the business sector, representing a drop of 77% as compared with 2012-2013. The media and

the general public now represent the vast majority of the Agency's requests, as depicted in the table below.

### SOURCE OF REQUESTS

Source	Number of Requests	Variance (%)
Media	51	16%
Public	49	17%
Business (Private Sector)	18	-77%
Academia	10	-23%
Organization*	2	-71%
Total	130	

\*Examples – associations, political parties and unions

#### Informal Requests

Whenever feasible to do so, the Agency processes requests informally as "access informal". The department has seen an increase in the use of this processing method which includes previously released ATI. In 2013-2014, the Agency processed eight requests as "access informal" compared to 14 requests in 2012-2013. The decrease can be explained by the fact that requestors will often ask for multiple previously released packages in one request. The Agency is looking at ways to modify the process around "access informal" requests in order to attain more reliable data for future reports. This will also allow the department to adequately assess performance associated with these requests.

#### Case Load

During the 2013-2014 fiscal year, the Agency completed the processing of 173 of 213 (81%) active requests. Active requests included 130 new requests and 83 requests carried over from previous years. Note that three requests were re-opened, accounting for a discrepancy in carry-over figures that were reported in year 2012-2013. This also affects the number of requests received, previously reported as 185.

While 2013-2014 saw a significant decrease from the previous year in the number of pages reviewed, there are a number of factors that contributed to this result. First, the Agency has attempted to be more strategic in the manner with which it deals with its requests, and has dedicated more resources to front-end processes. For example, requests are more closely analyzed and discussed with the requestor from the outset, in an attempt to retrieve records that respond to their needs. In a similar vein, ATIP has worked with departmental officials to help ensure that documents retrieved are relevant to the request. Finally, it is worth noting that the number of pages reviewed relate only to files closed



during 2013-2014, and do not account for large active requests still under review at the end of the fiscal year.

### PAGES REVIEWED BY FISCAL YEAR

Fiscal Year	# of Pages Reviewed
2009-2010	298,098
2010-2011	114,792
2011-2012	224,900
2012-2013	320,000
2013-2014	141,995

#### Posting of Completed ATI Requests

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

#### Consultations Completed for Other Institutions

In 2013-2014, the Agency completed 84 consultations representing 3,857 pages from other federal institutions, and completed three consultations from other jurisdictions.

### NUMBER OF CONSULTATIONS AND PAGES REVIEWED FROM OTHER FEDERAL INSTITUTIONS

Federal Institutions	Number of Consultations Completed	Pages Reviewed
Health Canada	35	2,343
Canadian Food Inspection Agency	13	338
Public Works and Government Services Canada	6	237
Department of Justice	2	222
Foreign Affairs and International Trade Canada	7	150
Others	21	567
<b>Total</b>	<b>84</b>	<b>3,857</b>

### III. Disposition of Requests Completed

Completed requests were classified as follows:

#### DISPOSITION OF REQUESTS COMPLETED BY PERCENTAGE

Disposition of Requests	Requests Completed by Percentage
Disclosed in part	32%
No records exist	19%
All disclosed	18%
Request abandoned	17%
Treated informally	7%
Request transferred	4%
All exempted	3%
All excluded	0%

#### 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 information to be published.

The majority of the 219 exemptions invoked by the Agency focussed on three sections of the *Act* accounting for 147 (67%) of the exemptions. The three most commonly invoked provisions were sections 19, 20 and 21 as indicated in the chart below.

#### PRINCIPAL EXEMPTIONS APPLIED

Exemptions	Number of Times Applied
Section 21 – Operations of Government	55
Section 19 – Personal information	46
Section 20 – Third party information	46
Section 16 – Law enforcement and investigation	24
Section 13 – Obtained in confidence	22
Section 23 – Solicitor-client privilege	8
Section 22 – Prejudices results of tests or audits	5
Section 14 – Federal-provincial affairs	3
Section 15 – Injurious to international affairs	3
Section 26 – Will be published within 90 days	3
Section 24 – Restricted under Schedule II	2
Section 18 – Economic interests	1
Section 17 – Threatens the safety of individuals	1

#### 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 Department of Justice, and potentially the Privy Council Office.

During 2013-2014, the Agency applied two exclusions pursuant to section 68 of the *Act*, and four 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 213 requests in 2013-2014, the Agency completed 173 cases and carried over 40 uncompleted requests to fiscal year 2014-2015.

The Agency was able to respond within 30 days or less to the majority of requests. The remaining requests can be categorized into 31 to 60 days, 61 to 120 days, and 121 days or more, and are depicted in the table below. It is important to note that the deadlines for many of these requests were legally extended under the *Act*.

### PERCENTAGE OF FILES PER COMPLETION TIME CATEGORY

Completion Time	Fiscal Year 2012-2013	Fiscal Year 2013-2014
30 days or less	64%	54%
31-60 days	13%	15%
61-120 days	10%	8%
More than 120 days	13%	23%

## VII. Extensions

Legal extensions were most frequently invoked to provide time to complete consultations and to process voluminous records. In 2013-2014, the Agency invoked 75 extensions under section 9(1) of the *Act*.

### EXTENSIONS INVOKED

Length of extensions	9(1)(a) Interference with operations		9(1)(b) Consultation		9(1)(c) Third party notice	
	Number of times invoked	Percentage	Number of times invoked	Percentage	Number of times invoked	Percentage
30 days or less	21	28%	2	3%	1	1%
More than 30 days	9	12%	25	33%	17	23%

## VIII. Translations

No translation was required to respond to requests in 2013-2014.

## IX. Format of Information Released

All of the information released was in paper format.

The Agency is in the process of implementing a case management and imaging system that will allow the Agency to respond to formal ATI requests using Portable Document Format (PDF). This allows for more delivery options to the public, including via CD-ROM which eliminates the need for photocopying.

## **X. Fees**

The *Act* authorizes fees for certain aspects of processing formal requests and the fee structure is prescribed in the ATI Regulations. Accordingly, 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 2013-2014, the Agency collected \$720 in application fees and \$83 in production fees, and did not seek any search fees. In total, the Receiver General for Canada collected \$803 in fees. In addition, the Agency waived \$2,840 in production fees for 103 requests in accordance with its duty to assist applicants.

## **XI. Costs**

The Agency spent a total of \$1,270,122 on ATI functions in 2013-2014. Of this total, salaries accounted for \$272,808 and administration for \$997,314, most of which was used to retain temporary help to address the volume and complexity of requests. Staffing for the fiscal year amounted to 8.81 full-time resources dedicated to ATI activities. 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*. It is important to note that these amounts relate only to the costs associated within the ATIP division, and do not account for additional costs that other divisions within the Agency bear for responding to ATI requests.

## **Training and Awareness**

### **Training for Agency Employees**

Within the ATIP 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 on a regular basis. Sixteen (16) “ATI 101” training sessions, with 114 attendees, took place during 2013-2014. The basic objectives of the course are to impart an understanding of the *Act*, roles and responsibilities, the handling of formal and informal requests, basic grounds to withhold information and how to process an ATI request. Additionally, two other sessions were customized for specific teams, attended by eight attendees.

### **Orientation and Awareness**

The Agency continued to increase awareness among employees of their responsibilities under the *Act* by advertising sessions open to all employees through Broadcast News messages (a daily electronic newsletter sent to every Agency employee). In 2013-2014, the ATIP division also established a working group with representatives from all parts of the Agency to discuss issues related to ATI processes and policies. This group has helped to foster a broader understanding of the *Act* and has yielded excellent feedback that helped in improving efficiencies and processes.

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

### **ATIP Division**

The Agency and HC Shared Services Partnership, launched in June 29, 2012, enabled the streamlining and simplification of the Agency and HC ATIP operations which included treatment of ATI and privacy requests, as well as privacy policy and other key functions. 2013-2014 was the first complete year under the new shared services model and work continued on activities to integrate and optimize service delivery.

### **ATI Delegation Order**

As noted earlier, on July 11, 2013, a new delegation order was signed by the Minister of Health. The new delegation order extends the delegation of authorities beyond the Coordinator to the Assistant Deputy Minister and Director General levels and, in select cases, to ATIP managers and analysts. The revised approach was adopted to maximize operational efficiency while continuing to minimize risks.

### **Organizational Renewal**

Work continued to enhance resources to strengthen and stabilize the ATIP function at the Agency and HC. This included a strategy to move away from temporary help consultants to full-time employees. Competitive staffing processes were completed in the fourth quarter of 2013-2014 in order to position ATIP to fill vacancies in 2014-2015 to support the revised structure. It is anticipated that staffing activities will continue through 2014-2015 in order to build internal capacity.

### **Business Processes**

In 2013-2014, work continued on harmonizing institutional processes between the Agency and HC. 2013-2014 was the first full fiscal year under the shared services model, and work continued to operationalize the partnership. A major milestone was the implementation of a single ATIP Coordinator model for both the Agency and HC. This approach, believed to be the first of its kind in the federal government, was adopted following extensive departmental consultations with the Legal Services unit and human resources section. The model is fully compliant with legislative requirements, and involves the cross-appointment of select delegated authorities to both organizations.

The Agency and HC also addressed the ‘care and custody’ of records that are owned by one department, yet used by the other. For example, HC has ‘care and custody’ of the Agency’s Human Resources records which can now be accessed through a harmonized process.

The management team and staff members continue to be engaged in the implementation of strengthened processes around ATIP requests.

### **IT Systems Modernization**

A case management and imaging system has been procured to improve the ability to track and respond to requests, improve efficiencies, streamline ATIP processes, and enhance reporting capacity. Much of the work performed in 2013-2014 consisted of system modification and testing, in collaboration with internal and external partners.

### **Governance and Outreach**

There is an ongoing focus on employee engagement within the division and on stakeholder engagement through meetings with branches, central agencies and other government departments. An Office of Primary Interest (OPI) – ATI working group has been established which has led to increased awareness and engagement on issues related to ATI.

## **Complaints and Court Applications for Reviews**

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

During 2013-2014, 11 complaints under the *Act* were filed with the Office of the Information Commissioner of Canada (OIC) related to requests completed by the Agency.

#### **COMPLAINTS FILED WITH THE OIC**

<b>Reason</b>	<b>Number of Complaints</b>
Deemed Refusal	1
Time Extension	9
Exemptions	1

The Agency reviews the outcomes of all OIC investigations, and where appropriate, incorporates lessons learned into business processes.

## II. Types of Complaints and their Disposition Completed in 2013-2014

Types of Complaints and their Disposition Completed in 2013-2014		
Subject of Complaint	Number of Closed Complaints	Final Disposition by OIC
Time Extension	9	<ul style="list-style-type: none"><li>• 6 Well Founded</li><li>• 2 Dismissed</li><li>• 1 Not Well Founded</li></ul>
Other	1	<ul style="list-style-type: none"><li>• 1 Not Well Founded</li></ul>
<b>Total</b>	<b>10</b>	<ul style="list-style-type: none"><li>• <b>6 Well Founded</b></li><li>• <b>2 Dismissed</b></li><li>• <b>1 Not Well Founded</b></li></ul>

## 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 subsection 44(1) of the *Act*. This section of the *Act* grants the right for judicial review challenging the decision by the Agency ATIP 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 2013-2014.



## Appendix A: Access to Information Act and Privacy Act – Delegation Order

Delegation of Authority

L'ordonnance de délégation des pouvoirs

*Access to Information Act and Privacy Act*

*Loi sur l'accès à l'information et Loi sur la protection des renseignements personnels*

I, the Minister of Health, pursuant to section 73 of the *Access to Information Act* and section 73 of the *Privacy Act*, hereby designate the persons holding the positions set out in the Delegation of Authority Schedule attached hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Minister as the head of the Public Health Agency of Canada, under the provisions of the Act and related regulations set out in the schedule opposite each position. This designation supersedes all previous delegation orders.

En ma qualité de ministre de la Santé et en vertu de l'article 73 de la *Loi sur l'accès à l'information* et de l'article 73 de la *Loi sur la protection des renseignements personnels*, je délègue par la présente aux titulaires des postes énoncés à l'annexe de délégation de pouvoirs ci-après, ou aux personnes occupant lesdits postes à titre intérimaire, les attributions dont je suis investie, à titre de ministre de l'Agence de la santé publique du Canada, aux termes des dispositions des lois et des règlements connexes mentionnés en regard de chaque poste. Le présent document remplace toute ordonnance de délégation de pouvoirs antérieure.



The Honorable Leona Aglukkaq, P.C., M.P.  
Minister of Health  
L'honorable Leona Aglukkaq, c.p., députée  
Ministre de la Santé

JUL 11 2013

Date



## Appendix B: Statistical Report on the Access to Information Act

**TBS/SCT 350-62**

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

**Reporting period:** 2013-04-01 to 2014-03-31

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

#### **1.1 Number of Requests**

<b>Requests</b>	<b>Number of Requests</b>
Received during reporting period	130
Outstanding from previous reporting period	83
<b>Total</b>	<b>213</b>
Closed during reporting period	173
Carried over to next reporting period	40

#### **1.2 Sources of requests**

<b>Source</b>	<b>Number of Requests</b>
Media	51
Academia	10
Business (Private Sector)	18
Organization	2
Public	49
<b>Total</b>	<b>130</b>

## PART 2 – Requests closed during the reporting period

### 2.1 Disposition and completion time

Disposition of requests	Completion Time							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
All disclosed	4	16	6	4	1	1	0	32
Disclosed in part	3	9	7	9	6	13	8	55
All exempted	0	0	3	0	0	2	0	5
All excluded	0	0	0	0	0	0	0	0
No records exist	12	14	5	0	0	2	0	33
Request transferred	6	0	0	0	0	0	0	6
Request abandoned	13	5	4	1	0	5	2	30
Treated informally	12	0	0	0	0	0	0	12
<b>Total</b>	<b>50</b>	<b>44</b>	<b>25</b>	<b>14</b>	<b>7</b>	<b>23</b>	<b>10</b>	<b>173</b>

### 2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	9	16(1)(c)	1	16.5	0	20(1)(c)	15
13(1)(b)	3	16(1)(d)	0	17	1	20(1)(d)	7
13(1)(c)	10	16(2)(a)	1	18(a)	0	20.1	0
13(1)(d)	0	16(2)(b)	0	18(b)	1	20.2	0
13(1)(e)	0	16(2)(c)	20	18(c)	0	20.4	0
14(a)	1	16(3)	0	18(d)	0	21(1)(a)	21
14(b)	2	16.1(1)(a)	0	18.1(1)(a)	0	21(1)(b)	16
15(1) - I.A.*	2	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	12
15(1) - Def.*	1	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	6
15(1) - S.A.*	0	16.1(1)(d)	0	18.1(1)(d)	0	22	3
16(1)(a)(i)	0	16.2(1)	1	19(1)	46	22.1(1)	2
16(1)(a)(ii)	0	16.3	0	20(1)(a)	6	23	8
16(1)(a)(iii)	0	16.4(1)(a)	0	20(1)(b)	18	24(1)	2
16(1)(b)	1	16.4(1)(b)	0	20(1)(b.1)	0	26	3

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

## 2.3 Exclusions

Section	Number of requests	Section	Number of requests
68(a)	1	69(1)(e)	2
68(b)	0	69(1)(f)	0
68(c)	0	69(1)(g) re (a)	0
68.1	1	69(1)(g) re (b)	0
68.2(a)	0	69(1)(g) re (c)	0
68.2(b)	0	69(1)(g) re (d)	0
69(1)(a)	2	69(1)(g) re (e)	0
69(1)(b)	0	69(1)(g) re (f)	0
69(1)(c)	0	69.1(1)	0
69(1)(d)	0		

## 2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	32	0	0
Disclosed in part	50	5	0
<b>Total</b>	<b>82</b>	<b>5</b>	<b>0</b>

## 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	1,539	1,539	32
Disclosed in part	18,654	17,523	55
All exempted	77	0	5
All excluded	0	0	0
Request abandoned	0	0	30

## 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	28	578	4	961	0	0	0	0	0	0
Disclosed in part	19	815	27	5,833	6	3,214	2	2,512	1	5,149
All exempted	5	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Abandoned	30	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>82</b>	<b>1,393</b>	<b>31</b>	<b>6,794</b>	<b>6</b>	<b>3,214</b>	<b>2</b>	<b>2,512</b>	<b>1</b>	<b>5,149</b>

## 2.5.3 Other complexities

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	2	0	0	0	2
Disclosed in part	21	0	0	1	22
All exempted	1	0	0	0	1
All excluded	0	0	0	0	0
Abandoned	1	0	0	0	1
<b>Total</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>26</b>

## 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
<b>64</b>	26	17	0	21

### 2.6.2 Number of days past statutory deadline

Number of days past statutory deadline	Number of requests past statutory deadline where no extension was taken	Number of requests past statutory deadline where an extension was taken	Total
1 to 15 days	15	3	18
16 to 30 days	3	4	7
31 to 60 days	2	1	3
61 to 120 days	3	5	8
121 to 180 days	2	3	5
181 to 365 days	8	12	20
More than 365 days	1	2	3
<b>Total</b>	<b>34</b>	<b>30</b>	<b>64</b>

### 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>	<b>0</b>	<b>0</b>	<b>0</b>

## 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	3	0	2	1
Disclosed in part	20	0	23	14
All exempted	1	0	0	1
All excluded	0	0	0	0
No records exist	2	0	2	0
Request abandoned	4	0	0	2
<b>Total</b>	<b>30</b>	<b>0</b>	<b>27</b>	<b>18</b>

### 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	21	0	2	1
31 to 60 days	6	0	8	11
61 to 120 days	3	0	16	6
121 to 180 days	0	0	1	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
<b>Total</b>	<b>30</b>	<b>0</b>	<b>27</b>	<b>18</b>

## PART 4 – Fees

### 4 Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	144	\$720	19	\$95
Search	0	\$0	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	1	\$83	84	\$2,745
<b>Total</b>	<b>145</b>	<b>\$803</b>	<b>103</b>	<b>\$2,840</b>



## 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	82	3794	4	759
Outstanding from the previous reporting period	4	100	0	0
<b>Total</b>	86	3894	4	759
Closed during the reporting period	84	3857	3	91
Pending at the end of the reporting period	2	37	1	668

### 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	20	30	9	0	0	0	0	59
Disclose in part	0	9	6	2	0	0	0	17
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	7	0	1	0	0	0	0	8
<b>Total</b>	27	39	16	2	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	1	1	0	0	0	0	0	2
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	1	0	0	0	0	0	0	1
<b>Total</b>	2	1	0	0	0	0	0	3

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

### 6 Completion time of consultations on Cabinet confidences

Number of days	Number of responses received	Number of responses received past deadline
1 to 15 days	0	0
16 to 30 days	0	0
31 to 60 days	0	0
61 to 120 days	0	0
121 to 180 days	0	0
181 to 365 days	0	0
More than 365 days	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

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

### 7.1 Costs

Expenditures		Amount
Salaries		\$266,837
Overtime		\$5,971
Goods and Services		\$997,314
• Professional services contracts	\$948,493	
• Other	\$48,822	
<b>Total</b>		<b>\$1,270,122</b>

### 7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	0.00	3.41	3.41
Part-time and casual employees	0.00	0.00	0.00
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.85	4.55	5.40
Students	0.00	0.00	0.00
<b>Total</b>	<b>0.85</b>	<b>7.96</b>	<b>8.81</b>