



Public Health
Agency of Canada

Agence de la santé
publique du Canada

Public Health Agency of Canada
Access to Information Act
Annual Report
2014-2015

Canada 

2014-2015 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 2014-2015 sur la
Loi sur l'accès à l'information.

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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 OPERATIONS DIVISION.....	2
II. READING ROOM	2
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	6
IV. EXEMPTIONS INVOKED	6
V. EXCLUSIONS CITED	7
VI. DISPOSITION AND COMPLETION TIME	7
VII. EXTENSIONS	7
VIII. TRANSLATIONS	8
IX. FORMAT OF INFORMATION RELEASED	8
X. FEES	8
XI. COSTS	8
TRAINING AND AWARENESS	9
NEW AND/OR REVISED INSTITUTION-SPECIFIC ACCESS TO INFORMATION RELATED POLICIES, GUIDELINES AND PROCEDURES	9
ATIP OPERATIONS DIVISION	9
COMPLAINTS AND COURT APPLICATIONS FOR REVIEWS.....	10
I. COMPLAINTS TO THE INFORMATION COMMISSIONER.....	10
II. TYPES OF COMPLAINTS AND THEIR DISPOSITION COMPLETED IN 2014-2015	10
III. APPLICATIONS/APPEALS SUBMITTED TO THE FEDERAL COURT/FEDERAL COURT OF APPEAL	10
IV. RESPONSES TO RECOMMENDATIONS RAISED BY OTHER AGENTS OF PARLIAMENT...	11
APPENDIX A: <i>ACCESS TO INFORMATION ACT</i> AND <i>PRIVACY ACT</i> – DELEGATION ORDER.....	12
APPENDIX B: STATISTICAL REPORT ON THE <i>ACCESS TO INFORMATION ACT</i>.....	14

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 2014-2015.

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 Agency 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 Operations Division

The Access to Information and Privacy (ATIP) Operations 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 the implementation of relevant government-wide policies, systems and procedures. 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 ATI process;
- Promoting staff awareness and providing training on the *Act*;
- Preparing annual reports to Parliament ; 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 2014-2015, the *Act* was administered by 4.69 full-time equivalent (FTE) employees with the support of consultant services (2.04 FTE) and some part-time and casual employees (0.18 FTE) for a total complement of 6.91 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 Operations Division
1600 Scott Street, Holland Cross,
Tower B, 7th Floor, Suite 700
Ottawa, Ontario K1A 0K9

Delegation of Authority

On July 11, 2013, a delegation order for the *Access to Information Act* was signed by the Minister of Health. The 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, which provides ATIP services to the Agency. 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, 2014 and March 31, 2015 (Appendix B).

II. Number of Access Requests and Case Load

Number of Access Requests

Although there was a slight increase in the number of requests received in 2014-2015 (133 as compared with 130 in 2013-2014), the Agency has seen an overall increase of 16% in the number of requests received in the six years since 2008-2009.

Source of Requests: Trends

Of the 133 ATI requests received by the Agency in 2014-2015, 25 were from the business sector, representing an increase of 72% as compared with 2013-2014. The media and the general public still represent the vast majority of the Agency's requests, as depicted in the table below.

SOURCE OF REQUESTS

Source	Number of Requests	Variance (%)
Media	55	8%
Public	32	-35%
Business (Private Sector)	25	39%
Academia	17	70%
Organization*	3	50%
Decline to Identify	1	N/A
Total	133	

*Examples – associations, political parties and unions

New this year, the option of “Decline to Identify” as a source of request was added to the existing options for requesters and represented 1% of the total number of requests.

Informal Requests

Whenever feasible to do so, the Agency processes requests informally as "access informal". There was a slight increase in the use of this processing method, which includes records previously released under the *Access to Information Act*. In 2014-2015, the Agency processed 13 requests as "access informal" compared to eight requests in 2013-2014. In the past, the Agency reported separately on ‘access informals’ and ‘treated informally’ however, these previous categories are now combined into one.

Posting of Completed ATI Requests

The Agency met TBS requirement to proactively post on its web site monthly summaries of completed ATI requests, which assists in facilitating Canadians’ right of access to institutional records.

Case Load

During the 2014-2015 fiscal year, the Agency completed the processing of 136 of 173 (79%) active requests. Active requests included 133 new requests and 40 requests carried over from previous years.

While 2014-2015 saw a 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 dedicated more resources to addressing some of the oldest requests, which are voluminous and more complex in nature. Second, challenges arising from migration to the Windows 7 operating system impacted the Agency’s operations. The upcoming

implementation of a new case management system will support more efficient processing of requests going forward.

CASE LOAD VERSUS PAGES REVIEWED BY FISCAL YEAR

Fiscal Year	Number of Requests Received	Number of Requests Carried Over	Total Caseload	Number of Requests Closed	# of Pages Reviewed for Closed Files
2009-2010	208	18	226	160	298,098
2010-2011	143	63	206	176	114,792
2011-2012	163	30	193	155	224,900
2012-2013	185	38	223	143	320,000
2013-2014	130	83	213	173	141,995
2014-2015	133	40	173	136	118,825

Consultations Completed for Other Institutions

In 2014-2015, the Agency completed 61 consultations representing 1,700 pages from other federal institutions, and completed eight consultations from other jurisdictions.

NUMBER OF CONSULTATIONS AND PAGES REVIEWED FROM OTHER FEDERAL INSTITUTIONS

Federal Institutions	Number of Consultations Completed	Pages Reviewed
Health Canada	25	857
Canadian Food Inspection Agency	8	176
Fisheries and Oceans Canada	1	136
Privy Council Office	4	127
Public Works and Government Services Canada	4	99
Other	19	305
Total	61	1,700

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	27%
All disclosed	21%
Request abandoned	13%
Request transferred	5%
All exempted	1%
All excluded	1%

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 temporary exception relating to information to be published.

The majority of the 183 exemptions invoked by the Agency focussed on three sections of the *Act* – section 19 (personal information), section 20 (third party information), and section 21 (operations of government). Together, these accounted for 117 (64%) of the exemptions applied in 2014-2015. It is worth noting that the invocation of section 20 on 34 occasions necessitated numerous consultations with third parties, many of which were large multi-national corporations. Such consultations are complex and resource intensive.

PRINCIPAL EXEMPTIONS APPLIED

Exemptions	Number of Times Applied
Section 21 – Operations of Government	51
Section 20 – Third party information	34
Section 19 – Personal information	32
Section 16 – Law enforcement and investigation	23
Section 13 – Obtained in confidence	18
Section 23 – Solicitor-client privilege	12
Section 14 – Federal-provincial affairs	5
Section 15 – Injurious to international affairs	3
Section 18 – Economic interests	2
Section 26 – Will be published within 90 days	1

PRINCIPAL EXEMPTIONS APPLIED

Exemptions	Number of Times Applied
Section 22 – Prejudices results of tests or audits	1
Section 17 – Threatens the safety of individuals	1
Section 24 – Restricted under Schedule II	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 Department of Justice, and potentially the Privy Council Office.

During 2014-2015, the Agency applied two exclusions pursuant to section 68 of the *Act*, and six 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 173 requests in 2014-2015, the Agency completed 136 cases and carried over 37 uncompleted requests to fiscal year 2015-2016.

The Agency was able to respond within 30 days or less to the majority of requests. The remaining requests, categorized into time segments of 31 to 60 days, 61 to 120 days, and 121 days or more, 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 2013-2014	Fiscal Year 2014-2015
30 days or less	54%	60%
31–60 days	15%	10%
61–120 days	8%	9%
More than 120 days	23%	21%

VII. Extensions

Legal extensions were most frequently invoked to provide time to complete consultations and to process voluminous records. In 2014-2015, the Agency invoked 79 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	
	# of times invoked	Percentage	# of times invoked	Percentage	# of times invoked	Percentage
30 days or less	19	24%	10	13%	0	0%
More than 30 days	15	19%	26	33%	9	11%

VIII. Translations

No translation was required to respond to requests in 2014-2015.

IX. Format of Information Released

Of requests that were fully or partially disclosed, 15 were sent out in paper format. This number, however, represents only 24% of the total pages released. Comparatively, 57 requests were released electronically, representing 76% of pages released.

In 2015-16, the Agency will implement a case management and imaging system that will allow to provide documents to requesters in Portable Document Format (PDF). This will allow for more efficient processing, as well as 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 2014-2015, the Agency collected \$550 in application fees and did not seek any production or search fees. In total, the Receiver General for Canada collected \$550 in fees. In addition, the Agency waived \$1,603 in fees for 95 requests in accordance with its duty to assist applicants.

XI. Costs

The Agency spent a total of \$779,073 on ATI functions in 2014-2015. Of this total, salaries accounted for \$390,715 and administration for \$388,358, most of which was used to retain temporary help to address the volume and complexity of requests. Staffing for the fiscal year amounted to 4.69 FTEs dedicated to ATI activities. In previous years, these figures did not include administrative support, management, reporting, monitoring and policy resources, nor did they include their overhead cost which contributed to

overall support of the operations of the application of the *Act*. In this fiscal year (2014-2015) these elements were incorporated in the above noted costs.

Training and Awareness

Training for Agency Employees

Training sessions regarding the *Act* and related processes are delivered to Agency employees on a regular basis. Four “ATI 101” training sessions, with 65 attendees, took place during 2014-2015. 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. Significant efforts have been put into updating training materials and tools. In addition, a new process to identify and strategically assess training needs and to provide customized training to the target groups has been implemented.

Orientation and Awareness

The ATIP Division worked in collaboration with various program areas to promote awareness and develop customized training to address Agency needs. This approach resulted in increased engagement and awareness. The Division continued to increase awareness among Agency employees of their responsibilities under the *Act* by advertising sessions open to all employees.

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

ATIP Operations Division

Organizational Renewal

Work continued to strengthen the ATIP Operations function, including a benchmarking exercise against selected other government departments.

IT Systems Modernization

Case management tools used to manage/process requests were adapted to Windows 7, the new government standard operating system. Efforts to modernize tools continued throughout the year, and implementation of a new case management system and the addition of new imaging and document processing capacity are planned for the fall of 2015.

Complaints and Court Applications for Reviews

I. Complaints to the Information Commissioner

During 2014-2015, six 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

Reason	Number of Complaints
Refusal - General	2
Other	2
Exemptions	1
Deemed Refusal	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 2014-2015

Types of Complaints and their Disposition Completed in 2014-2015		
Subject of Complaint	Number of Closed Complaints	Final Disposition by OIC
Deemed Refusal (delay)	1	<ul style="list-style-type: none"> 1 Well Founded
Exemptions	1	<ul style="list-style-type: none"> 1 Abandoned
Other	1	<ul style="list-style-type: none"> 1 Not Well Founded
Total	3	<ul style="list-style-type: none"> 1 Well Founded 1 Abandoned 1 Not Well Founded

III. 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 or the Federal Court of Appeal pursuant to subsection 44(1) of the *Act*.

IV. Responses to Recommendations raised by other Agents of Parliament

There were no recommendations raised by other Agents of Parliament during fiscal year 2014-2015.

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

Delegation of Authority

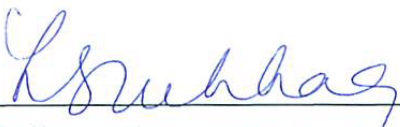
L'ordonnance de délégation des pouvoirs

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.

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

Delegation of Authority Schedule / Annexe de délégation de pouvoirs

Position /Poste	<i>Access to Information Act and Regulations / Loi sur l'accès à l'information et règlements</i>	<i>Privacy Act and Regulations / Loi sur la protection des renseignements personnels et règlements</i>
Assistant Deputy Minister, Corporate Services Branch / Sous-ministre adjoint, Direction générale des services de gestion HC/PHAC SC/ASPC	Full authority / Autorité absolue	Full authority / Autorité absolue
Director General, Planning, Integration and Management Services, Corporate Services Branch / Directeur (trice) général(e), Direction de la planification, de l'intégration et des services de gestion, Direction générale des services de gestion HC/PHAC SC/ASPC	Full authority / Autorité absolue	Full authority / Autorité absolue
Director, Access to Information and Privacy (Coordinator) / Directeur (trice), Accès à l'information et protection des renseignements personnels (Coordonnateur) HC/PHAC SC/ASPC	Full authority / Autorité absolue	Full authority / Autorité absolue
Chief, Access to Information and Privacy / Chef, Accès à l'information et de la protection des renseignements personnels	Sections / Articles : Full authority except / Autorité absolue sauf : 35(2), 52(2)(b), 52(3), 72 Regulations / Règlements : Sections / Articles : Full authority / Autorité absolue	Sections / Articles : Full authority except / Autorité absolue sauf : 8(2)(j), 8(2)(m), 8(4), 8(5), 33(2) 51(2)(b), 51(3), 72(1) Regulations / Règlements : Sections / Articles : Full authority except Autorité absolue sauf : 7
Team Leader, Access to Information and Privacy / Chef d'équipe Accès à l'information et de la protection des renseignements personnels	Sections / Articles : 4(2.1), 7, 8(1), 9(1), 9(2), 10(1), 10(2), 11(2), 11(3), 11(4), 11(5), 11(6), 12(2)(b), 12(3)(b), 19, 25, 27(1), 27(4), 33, 43(1), 44(2) Regulations / Règlements : Sections / Articles : Full authority / Autorité absolue	Sections / Articles : 14, 15, 16, 17(2)(b), 17(3)(b), 26, 31 Regulations / Règlements : Sections / Articles : 9, 11(2), 13(1), 14
Senior Analyst, Access to Information and Privacy / Analyste principal, Accès à l'information et de la protection des renseignements personnels	Sections / Articles : 4(2.1), 7, 9(2), 27(1), 27(4), 33 Regulations / Règlements : Sections / Articles : 5	Regulations / Règlements : Sections / Articles : 9, 11(2)
Analyst, Access to Information and Privacy / Analyste, Accès à l'information et de la protection des renseignements personnels	Sections / Articles : 4(2.1), 7, 9(2) Regulations / Règlements : Sections / Articles : 5	Regulations / Règlements : Sections / Articles : 9, 11(2)

Appendix B: Statistical Report on the Access to Information Act

TBS/SCT 350-62

Name of institution: Public Health Agency of Canada

Reporting period: 2014-04-01 to 2015-03-31

PAR 1 – Requests under the Access to Information Act

1.1 Number of requests

Requests	Number of requests
Received during reporting period	133
Outstanding from previous reporting period	40
Total	173
Closed during reporting period	136
Carried over to next reporting period	37

1.2 Sources of requests

Source	Number of requests
Media	55
Academia	17
Business (private sector)	25
Organization	3
Public	32
Decline to identify	1
Total	133

1.3 Informal requests

Completion time							Total
1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
12	0	1	0	0	0	0	13

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	2	14	5	7	0	0	1	29
Disclosed in part	4	9	7	3	3	2	15	43
All exempted	0	1	0	0	0	0	1	2
All excluded	1	0	0	0	0	0	0	1
No records exist	21	12	1	0	0	0	2	36
Request transferred	7	0	0	0	0	0	0	7
Request abandoned	11	0	0	2	1	0	4	18
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	46	36	13	12	4	2	23	136

2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	14	16(1)(b)	0	16.4(1)(b)	0	20(1)(c)	15
13(1)(b)	1	16(1)(c)	0	16.5	0	20(1)(d)	1
13(1)(c)	3	16(1)(d)	0	17	1	20.1	0
13(1)(d)	0	16(2)	7	18(a)	0	20.2	0
13(1)(e)	0	16(2)(a)	0	18(b)	2	20.4	0
14	4	16(2)(b)	0	18(c)	0	21(1)(a)	22
14(a)	0	16(2)(c)	14	18(d)	0	21(1)(b)	17
14(b)	1	16(3)	0	18.1(1)(a)	0	21(1)(c)	12
15(1)	3	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(d)	0
15(1) - I.A.*	0	16.1(1)(b)	0	18.1(1)(c)	0	22	0
15(1) - Def.*	0	16.1(1)(c)	0	18.1(1)(d)	0	22.1(1)	1
15(1) - S.A.*	0	16.1(1)(d)	0	19(1)	32	23	12
16(1)(a)(i)	2	16.2(1)	0	20(1)(a)	4	24(1)	0
16(1)(a)(ii)	0	16.3	0	20(1)(b)	14	26	1
16(1)(a)(iii)	0	16.4(1)(a)	0	20(1)(b.1)	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)	2	69(1)(a)	0	69(1)(g) re (b)	0
68(b)	0	69(1)(b)	0	69(1)(g) re (c)	0
68(c)	0	69(1)(c)	0	69(1)(g) re (d)	0
68.1	0	69(1)(d)	0	69(1)(g) re (e)	0
68.2(a)	0	69(1)(e)	0	69(1)(g) re (f)	0
68.2(b)	0	69(1)(f)	0	69.1(1)	0
69(1)	6	69(1)(g) re (a)	0		

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	4	25	0
Disclosed in part	11	32	0
Total	15	57	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	25,194	25,194	29
Disclosed in part	61,266	23,826	43
All exempted	538	0	2
All excluded	0	0	1
Request abandoned	1,900	48	18
Neither confirmed nor denied	0	0	0
Total	88,898	49,068	93

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Fewer 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	21	523	6	1,445	0	0	0	0	2	23,226
Disclosed in part	12	637	14	2,810	3	1,283	10	11,183	4	7,913
All exempted	1	0	1	0	0	0	0	0	0	0
All excluded	1	0	0	0	0	0	0	0	0	0
Request abandoned	17	0	0	0	0	0	1	48	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	52	1,160	21	4,255	3	1,283	11	11,231	6	31,139

2.5.3 Other complexities

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	5	0	0	29	34
Disclosed in part	21	0	0	43	64
All exempted	0	0	0	2	2
All excluded	0	0	0	1	1
Request abandoned	1	0	0	0	1
Neither confirmed nor denied	0	0	0	0	0
Total	27	0	0	75	102

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
24	23	1	0	0

2.6.2 Number of days past deadline

Number of days past deadline	Number of requests past deadline where no extension was taken	Number of requests past deadline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	1	1
121 to 180 days	0	1	1
181 to 365 days	0	5	5
More than 365 days	4	13	17
Total	4	20	24

2.7 Requests for translation

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

PART 3 – Extensions

3.1 Reasons for extensions and disposition of requests

Disposition of requests where an extension was taken	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
All disclosed	7	0	8	0
Disclosed in part	19	4	19	4
All exempted	1	0	1	1
All excluded	0	0	0	0
No records exist	2	0	0	0
Request abandoned	5	0	4	4
Total	34	4	32	9

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	19	0	10	0
31 to 60 days	10	0	8	4
61 to 120 days	3	3	14	5
121 to 180 days	2	1	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	34	4	32	9

PART 4 – Fees

4.1 Fees

Fee type	Fee collected		Fee waived or refunded	
	Number of requests	Amount	Number of requests	Amount
Application	110	\$ 550	23	\$ 115
Search	0	\$ -	0	\$ -
Production	0	\$ -	0	\$ -
Programming	0	\$ -	0	\$ -
Preparation	0	\$ -	0	\$ -
Alternative format	0	\$ -	0	\$ -
Reproduction	0	\$ -	72	\$ 1,488
Total	110	\$ 550	95	\$ 1,603

PART 5 – Consultations received from other institutions and organizations

5.1 Consultations received from other Government of Canada institutions and other organizations

Consultations	Other Government of Canada institutions	Number of pages to review	Other organizations	Number of pages to review
Received during reporting period	67	2,475	4	102
Outstanding from the previous reporting period	2	37	1	668
Total	69	2,512	5	770
Closed during the reporting period	61	1,700	5	770
Pending at the end of the reporting period	8	812	0	0

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

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
Disclose entirely	28	17	1	1	0	0	0	47
Disclose in part	4	3	1	0	0	0	0	8
Exempt entirely	0	1	0	0	0	0	0	1
Exclude entirely	1	0	0	0	0	0	0	1
Consult other institution	1	0	0	0	0	0	0	1
Other	2	1	0	0	0	0	0	3
Total	36	22	2	1	0	0	0	61

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	2	0	0	0	0	0	3
Disclose in part	0	1	0	0	0	0	0	1
Exempt entirely	1	0	0	0	0	0	0	1
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	2	3	0	0	0	0	0	5

PART 6 – Completion time of consultations on Cabinet confidences

6.1 Requests with Legal Services

Number of days	Fewer than 100 pages processed		101-500 pages processed		501-1,000 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
1 to 15 days	0	0	0	0	0	0	0	0	0	0
16 to 30 days	1	2	0	0	0	0	0	0	0	0
31 to 60 days	0	0	0	0	0	0	0	0	0	0
61 to 120 days	1	3	0	0	0	0	0	0	0	0
121 to 180 days	1	0	0	0	0	0	0	0	0	0
181 to 365 days	2	32	0	0	0	0	0	0	0	0
More than 365 days	0	0	0	0	0	0	0	0	0	0
Total	5	37	0	0	0	0	0	0	0	0

6.2 Requests with Privy Council Office

Number of days	Fewer than 100 pages processed		101-500 pages processed		501-1,000 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
1 to 15 days	0	0	0	0	0	0	0	0	0	0
16 to 30 days	0	0	0	0	0	0	0	0	0	0
31 to 60 days	0	0	0	0	0	0	0	0	0	0
61 to 120 days	0	0	0	0	0	0	0	0	0	0
121 to 180 days	0	0	0	0	0	0	0	0	0	0
181 to 365 days	0	0	0	0	0	0	0	0	0	0
More than 365 days	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

PART 7 – Complaints and investigations

7.1 Complaints and investigations

Section 32	Section 35	Section 37	Total
6	6	3	15

PART 8 – Court action

8.1 Court action

Section 41	Section 42	Section 44	Total
0	0	0	0

PART 9 – Resources related to the *Access to Information Act*

9.1 Costs

Expenditures		Amount
Salaries		\$380,943
Overtime		\$9,772
Goods and services		\$388,358
• Professional services contracts	\$326,935	
• Other	\$61,423	
Total		\$779,073

9.2 Human Resources

Resources	Person years dedicated to Access to Information activities
Full-time employees	4.69
Part-time and casual employees	0.18
Regional staff	0.00
Consultants and agency personnel	2.04
Students	0.00
Total	6.91