



Canadian Grain Commission  
Commission canadienne  
des grains



**Canadian Grain Commission**  
**2023-24**  
**Annual Report to Parliament**  
***Access to Information Act***

# Canadian Grain Commission 2023-24 Annual Report to Parliament on the *Access to Information Act*

## TABLE OF CONTENTS

1. Introduction
2. Access to Information and Privacy Office structure
3. Delegation of authority
4. *Access to Information Act* Statistical Report
5. Access to Information and Privacy training and education
6. Policies, guidelines, procedures and engagement
7. Proactive Publication under Part 2 of the ATIA
8. Initiatives and Projects to Improve Access to Information
9. Access complaints, investigations and audits
10. Reporting of the Access to Information fees for the purpose of the *Service Fees Act*
11. Monitoring timelines
12. Closing

Annex A – *Access to Information Act* Delegation Order

Annex B – Delegation of authority instrument for the administration of the *Access to Information Act*

Annex C – Statistical report

### 1. Introduction

The Canadian Grain Commission (CGC) presents to Parliament its *Annual Report on the Administration of the Access to Information Act* (the “Act”) for fiscal year 2023-24 (April 1, 2023 to March 31, 2024). This report is prepared and tabled in accordance with section 94 of the Act and section 20 of the *Service Fees Act*.

The Act gives Canadian citizens, permanent residents and any person or corporation present in Canada a right to access records of government institutions that are subject to the Act. The Act maintains that government information should be made available to the public, necessary exceptions to the right of access should be limited and specific, and decisions on the disclosure of government information should be reviewed independently of government.

In accordance with the Treasury Board of Canada Secretariat (TBS) requirements, this report provides an overview of the activities of the CGC in administering its responsibilities under the Act. The CGC does not have any non-operational (“paper”) subsidiaries, consequently, this report does not include reporting obligations for such entities. This report should be considered along with the CGC’s 2023-24 *Annual Report to Parliament on the Administration of the Privacy Act*, which is tabled separately.

The CGC is a federal government department, which administers the provisions of the *Canada Grain Act* (CGA). The CGC’s mandate, as set out in the CGA, is to, “in the interests of producers, establish and maintain standards of quality for Canadian grain and regulate grain handling in Canada, to ensure that grain is a dependable commodity for domestic and export markets”.

The CGC's Core Responsibility is Grain Regulation, or, to regulate grain handling in Canada and to establish and maintain science-based standards for Canadian grain. The CGC regulates the handling of 21 grains grown in Canada to protect producer rights and ensure the integrity of grain transactions.

The Departmental Results of this Core Responsibility are that domestic and international markets regard Canadian grain as dependable and safe and that farmers are fairly compensated for their grain. The CGC supports its Core Responsibility through its programs: Grain Quality, Grain Research, and Safeguards for Grain Farmers.

## **2. Access to Information and Privacy Office structure**

The CGC is supported by Agriculture and Agri-Food Canada's (AAFC) Access to Information and Privacy (ATIP) office who assists in processing and responding to access to information and privacy requests received by the CGC.

The CGC's Chief Operating Officer is responsible for the coordination and implementation of policies, guidelines, and procedures to ensure compliance with the *Access to Information Act* and the *Privacy Act*.

The CGC has an Access to Information and Privacy Coordinator whose key responsibilities include:

- Ensuring timely processing of all ATIP requests and coordinating with AAFC's ATIP office for processing the CGC's ATIP requests;
- Providing senior management and all departmental staff with advice and guidance on ATIP-related matters;
- Responding to and managing privacy breaches and inquiries;
- Proactively disclosing summaries of closed access requests on the CGC website;
- Preparing annual reports to Parliament and maintaining the CGC Info Source chapter; and
- Developing and updating Personal Information Banks (PIBs).

## **3. Delegation of authority**

The Chief Commissioner of the CGC is responsible for responding to requests made under the Act. Subsection 95(1) of the Act provides for the delegation of the powers, duties and functions designated by the Act.

The Chief Operating Officer of the CGC heads CGC operations and reports to the Chief Commissioner. This position has full delegated authority of the powers, duties and functions designated by the Act.

The delegation of authority instrument for the administration of the Act is appended hereto as Annexes A and B.

## **4. Access to Information Act Statistical Report**

The CGC's detailed Statistical Report on the Act for April 1, 2023 to March 31, 2024 is attached in Annex C. In comparing this Report with that of the previous reporting period (April 1, 2022 to March 31, 2023), it was noted that the CGC received the same

number of requests for information under the Act.

### **Number of access to information (ATI) requests**

<b>Year</b>	<b>Outstanding</b>	<b>Received</b>	<b>Completed</b>	<b>Carried Forward</b>
2019-2020	4	8	12	0
2020-2021	0	6	6	0
2021-2022	0	1	1	0
2022-2023	0	2	2	0
2023-2024	0	2	2	0

### **Access requests received and completed**

- The CGC received two new requests for information under the Act.
- The two requests received were completed within 16-30 days.
- As part of the completed requests, 16 pages were reviewed and released entirely.

### **Exemptions invoked**

- The appended statistical reports provide details regarding the types of exemptions and exclusions applied to information contained in records for completed requests. The CGC did not use any exemptions or exclusions during the reporting period.

### **Extensions**

- The Act allows extensions beyond the 30-day statutory time frame for specific reasons. During the reporting period there were no time extensions required.

### **Informal requests**

- The CGC also responds to informal requests for information from the public. Informal requests are generally requests for previously released records under a formal access request.
- There was one informal request received during this reporting period.

### **Consultations**

- The CGC must also respond to consultations pursuant to the Act from other government institutions in order to provide those institutions with recommendations regarding the release of information related to the CGC.
- For this reporting period, the CGC received no consultation requests from other government institutions.

### **Number of Pages to Review for Consultations**

- The number of pages reviewed by the CGC for other institutions totaled zero.

<b>Year</b>	<b>Outstanding</b>	<b>Received</b>	<b>Completed</b>	<b>Carried Forward</b>
2019-2020	0	17 (327 pages)	17	0
2020-2021	0	14 (28 pages)	14	0
2021-2022	0	12 (48 pages)	12	0
2022-2023	0	9 (59 pages)	9	0
2023-2024	0	0	0	0

## **Summary**

The CGC received three requests during the reporting period, two requests for information, zero consultation requests and one informal request. There were zero requests to review pages for other institutions. The CGC received fewer requests over the previous reporting period (13 total requests were received in 2022-23).

In compliance with TBS requirements, summaries of the CGC's completed ATI requests can be found on the Government of Canada's [Open Government](#) website.

### **5. ATIP training and education**

During the reporting period, there was no training provided to CGC employees.

The CGC continues to raise awareness about information and records management practices and procedures within the organization.

### **6. Policies, guidelines, procedures and engagement**

The CGC did not implement any new or revise any existing access to information polices, guidelines, or procedures during the 2023-24 reporting period.

The CGC was not party to any service agreements under section 96 of the Act during the 2023-24 reporting period.

### **7. Proactive Publication under Part 2 of the ATIA**

The CGC is subject to Part 2 of the Act and is responsible for meeting several proactive publication requirements and ensuring that the applicable requirements are met within the legislative timeline identified in the Act. To fulfill these requirements, the CGC has procedures and systems in place to identify and track records required to be proactively disclosed. Results are reconciled against systems and approved for proactive publication.

The CGC proactively publishes information on contracts over \$10,000, briefing note titles, reclassifications of positions, and travel and hospitality. Information is posted to the CGC's [Transparency](#) web page.

In the 2023-24 reporting period, 99% of the CGC's proactive publication requirements were met within legislated timelines. One percent of the CGC's proactive publication requirements were met outside of legislated timelines.

Legislative Requirement	Section	Publication Timeline	Institutional Requirement
<b>All Government Institutions as defined in section 3 of the <i>Access to Information Act</i></b>			
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	X
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	X
Reports tabled in Parliament	84	Within 30 days after tabling	X
<b>Government entities or Departments, agencies, and other bodies subject to the Act and listed in Schedules I, I.1, or II of the <i>Financial Administration Act</i></b>			
Contracts over \$10,000	86	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	X
Grants & Contributions over \$25,000	87	Within 30 days after the quarter	X
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	X
Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office	88(b)	Within 30 days after the end of the month received	X
Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament	88(c)	Within 120 days after appearance	X
<b>Government institutions that are departments named in Schedule I to the <i>Financial Administration Act</i> or portions of the core public administration named in Schedule IV to that Act (i.e. government institutions for which Treasury Board is the employer)</b>			
Reclassification of positions	85	Within 30 days after the quarter	X
<b>Ministers</b>			
Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Within 120 days after appointment	
Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office	74(b)	Within 30 days after the end of the month received	
Package of question period notes prepared by a government institution for the minister and in use on the last sitting day of the House of Commons in June and December	74(c)	Within 30 days after last sitting day of the House of Common in June and December	
Packages of briefing materials prepared by a government institution for a minister's appearance before a committee of Parliament	74(d)	Within 120 days after appearance	
Travel Expenses	75	Within 30 days after the end of the month of reimbursement	
Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	
Contracts over \$10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	
Ministers' Offices Expenses *Note: This consolidated report is currently published by TBS on behalf of all institutions.	78	Within 120 days after the fiscal year	

## **8. Initiatives and Projects to Improve Access to Information**

Requests received under the Act by the CGC are monitored by AAFC's ATIP office using an automated system to ensure the timely processing of ATIP requests. The workflow case management tool used by AAFC tracks all actions and due dates, stores relevant records requiring review, maintains audit logs, promotes the use of standard templates, allows extensive search capability to facilitate analysis and generates progress and statistical reports.

## **9. Access complaints, investigations and audits**

The Act provides a system of review to help ensure federal institutions comply with their obligations. Under this system of review, a requester may file a complaint with the Information Commissioner of Canada, who will investigate the matter on behalf of the requester. After the complaint investigation is carried out, the Commissioner issues a finding on the matter and determines whether an institution handled the request properly.

The CGC received no complaints during the reporting period.

No audits in relation to the CGC's obligations under the Act were carried out during the reporting period.

## **10. Reporting of the Access to Information fees for the purpose of the *Service Fees Act***

The *Service Fees Act* requires a responsible authority to report annually to Parliament on the fees collected by the institution.

With respect to fees collected under the Act, the information below is reported in accordance with the requirements of section 20 of the *Service Fees Act*.

- Enabling authority: *Access to Information Act*.
- Fee payable: \$5.00 application fee is the only fee charged for an ATI request.
- Total revenue: The total fee revenue for the 2023 to 2024 fiscal period collected was \$10.00.
- Fees waived or refunded: 0
- Cost of operating: \$19,329

## **11. Monitoring timelines**

Requests received under the Act by the CGC are monitored by AAFC's ATIP office using an automated system to ensure the timely processing of ATIP requests.

The CGC's ATIP Coordinator monitors the time to process access to information requests by completing an internal tracking log spreadsheet, which is updated to reflect key dates and activities for all requests including deadlines. Senior management is kept apprised of the access to information activities as required.

CGC staff responsible for proactive publication requirements under the Act monitor the accuracy and completeness with internal procedures and tracking documents.

## **12. Closing**

In summary, the CGC received the same number of access requests for the 2023-24 reporting period as the year previous and completed all requests within the legislated deadline. The CGC is fully committed to both the spirit and the intent of the Act to ensure openness and transparency within the CGC and with the Canadian public.



## **Annex A – Access to Information Act Delegation Order - Canadian Grain Commission**

### **Access to Information Act Delegation Order - Canadian Grain Commission**

The Chief Commissioner of the Canadian Grain Commission, pursuant to section 95(1) of the *Access to Information Act*, hereby delegates the persons of the CGC holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers and perform the duties and functions of the Chief Commissioner as the head of a government institution under the sections of the Act as set out in the schedule opposite each position. This Delegation Order supersedes all previous orders.



David Hunt  
Chief Commissioner

Signed on: September 11, 2024

**Annex B – Delegation of authority instrument for the administration of the *Access to Information Act***

**Sections of the *Access to Information Act***

<b>Sections</b>	<b>Powers, Duties or Functions</b>	<b>Chief Operating Officer</b>
4(2.1)	Responsibility of government institutions	X
7(a)	To notify applicant and to give access to the record	X
7(b)	Giving access to records	X
8(1)	To transfer to another institution or to accept transfer from another institution	X
9	To extend time limits	X
11(2)	Waiver of fee	X
12(2)b)	To have record translated in the public interest	X
12(3)(b)	To have record made accessible in alternative format	X
13	To exempt information obtained in confidence	X
13(2)	To disclose with consent of the other government	X
14	To exempt information re: federal – provincial affairs	X
15	To exempt information re: international affairs and defence	X
16	To exempt information re: law enforcement and investigations	X
16.5	To exempt information re: Public Servant Disclosure Protection Act	X
17	To exempt information re: safety of individuals	X
18	To exempt information re: economic interests of Canada	X
19	To exempt personal information	X
20	To exempt third party information	X
21	To exempt information re: advice and recommendations	X
22	To exempt information re: testing procedures, tests and audits	X
22.1	To exempt information re: Audit working papers and draft audit reports	X
23	To exempt information re: solicitor client privilege	X
24	To exempt information re: statutory prohibitions	X
25	To sever exempt information from records and to disclose the remaining information	X
26	To Refuse access when information is published	X
27(1)	To notify third party of intent to disclose	X
27(4)	To extend time limit for third party notification process	X
28(1)(b)	Review representations of third parties	X
28(2)	To waive the requirement of third parties providing representation in writing	X
28(4)	To notify third party of decision	X

<b>Sections</b>	<b>Powers, Duties or Functions</b>	<b>Chief Operating Officer</b>
33	To advise Information Commissioner of third-party Involvement	X
35(2)(b)	To have the right to make representations to Information Commissioner	X
37(4)	To provide access to complainant pursuant to Information Commissioner's recommendation	X
43(2)	To provide notification to third party (application to Federal Court for review)	X
44(2)	To notify applicant that third party has applied for Court review	X
52(2)(b), (3)	Special rules for hearing	X
94	To prepare annual report to Parliament	X
<b>Legend:</b> X = has delegated authority		

### **Sections of the *Access to Information Regulations***

<b>Sections</b>	<b>Powers, Duties or Functions</b>	<b>Chief Operating Officer</b>
6(1)	Transfer of request	X
7(2)	Search and preparation fees	X
7(3)	Production and programming fees	X
8	Providing access to record(s)	X
8.1	Limitation in respect of format	X
<b>Legend:</b> X = Has delegated authority		

## Annex C - Statistical Report on the Access to Information Act



Government  
of Canada

Gouvernement  
du Canada

### Statistical Report on the Access to Information Act

Name of institution: Canadian Grain Commission

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

#### Section 1: Requests Under the Access to Information Act

##### 1.1 Number of requests

		Number of Requests
Received during reporting period		2
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
<b>Total</b>		<b>2</b>
Closed during reporting period		2
Carried over to next reporting period		0
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

##### 1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	0
Business (private sector)	0
Organization	0
Public	2
Decline to Identify	0
<b>Total</b>	<b>2</b>

##### 1.3 Channels of requests

Source	Number of Requests
Online	2
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	<b>2</b>

## Section 2: Informal Requests

### 2.1 Number of informal requests

		Number of Requests
Received during reporting period		1
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
<b>Total</b>		<b>1</b>
Closed during reporting period		1
Carried over to next reporting period		0

### 2.2 Channels of informal requests

Source	Number of Requests
Online	0
E-mail	1
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	<b>1</b>

### 2.3 Completion time of informal requests

Completion Time							
0 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
1	0	0	0	0	0	0	1

### 2.4 Pages released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1000 Pages Released		1001-5000 Pages Released		More Than 5000 Pages Released	
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released
1	18	0	0	0	0	0	0	0	0

## 2.5 Pages re-released informally

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

## Section 3: Applications to the Information Commissioner on Declining to Act on Requests

	Number of Requests
Outstanding from previous reporting period	0
Sent during reporting period	0
<b>Total</b>	<b>0</b>
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	0
Withdrawn during reporting period	0
Carried over to next reporting period	0

## Section 4: Requests Closed During the Reporting Period

### 4.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	0 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	0	2	0	0	0	0	0	2
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>

#### 4.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	0	18(d)	0	21(1)(a)	0
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	0
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	0	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	0
15(1) - Def.*	0	16.3	0	20(1)(b)	0	23.1	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	0	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	0	17	0				
16(1)(c)	0						
16(1)(d)	0						

\* I.A.: International Affairs  
Subversive Activities

Def.: Defence of Canada S.A.:

#### 4.3 Exclusions

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

#### 4.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	2	0	0	0	0

#### 4.5 Complexity

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

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
16	16	2

**4.5.2 Relevant pages processed per request disposition for paper, e-record and dataset formats by size of requests**

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	2	16	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>2</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

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

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

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



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

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

**4.5.6 Relevant minutes processed per request disposition for video formats by size of requests**

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

**4.5.7 Other complexities**

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

#### 4.6 Closed requests

##### 4.6.1 Requests closed within legislated timelines

<b>Number of requests closed within legislated timelines</b>	2
<b>Percentage of requests closed within legislated timelines (%)</b>	100

#### 4.7 Deemed refusals

##### 4.7.1 Reasons for not meeting legislated timelines

<b>Number of requests closed past the legislated timelines</b>	<b>Principal Reason</b>			
	<b>Interference with operations/ Workload</b>	<b>External Consultation</b>	<b>Internal Consultation</b>	<b>Other</b>
0	0	0	0	0

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

<b>Number of days past legislated timelines</b>	<b>Number of requests past legislated timeline where no extension was taken</b>	<b>Number of requests past legislated timeline where an extension was taken</b>	<b>Total</b>
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	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
<b>Total</b>	0	0	0

#### 4.8 Requests for translation

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

## Section 5: Extensions

### 5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	0	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
No records exist	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
<b>Total</b>	0	0	0	0

### 5.2 Length of extensions

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

## Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	2	\$10.00	0	\$0.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
<b>Total</b>	2	\$10.00	0	\$0.00	0	\$0.00

## Section 7: Consultations Received From Other Institutions and Organizations

### 7.1 Consultations received from other Government of Canada institutions and other organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	0	0	0	0
Closed during the reporting period	0	0	0	0
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

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

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	0 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

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

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	0 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

## Section 8: Completion Time of Consultations on Cabinet Confidences

### 8.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

### 8.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

## Section 9: Investigations and Reports of finding

### 9.1 Investigations

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

## 9.2 Investigations and Reports of finding

Section 37(1) Initial Reports			Section 37(2) Final Reports		
Received	Containing recommendations issued by the Information Commissioner	Containing an intent to issue an order by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
0	0	0	0	0	0

## Section 10: Court Action

### 10.1 Court actions on complaints

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

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

Section 44 - under paragraph 28(1)(b)
0

## Section 11: Resources Related to the Access to Information Act

### 11.1 Allocated Costs

Expenditures		Amount
Salaries		\$19,329
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
<b>Total</b>		<b>\$19,329</b>

### 11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.250
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
<b>Total</b>	<b>0.250</b>

**Note:** Enter values to three decimal places.