

NRC·CMRC

Annual Report to Parliament 2019-2020

Access to Information Act



National Research
Council Canada

Conseil national de
recherches Canada

Canada

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Également disponible en français

I. INTRODUCTION

The National Research Council of Canada (NRC) is pleased to present to Parliament its annual report on the administration of the *Access to Information Act* (ATIA) for the 2019-2020 reporting period. This is done in accordance with section 94 of the ATIA, which requires the head of every government institution to submit an annual report to Parliament on the administration of the Act during the period beginning on April 1 of the preceding year and ending on March 31 of the current year.

The purpose of the ATIA is to enhance the accountability and transparency of federal institutions in order to promote an open and democratic society and to enable public debate on the conduct of those institutions. In furtherance of that purpose, Part 1 of the Act extends the present laws of Canada to provide a right of access to information in records under the control of a government institution in accordance with the principles that government information should be available to the public, that necessary exceptions to the right of access should be limited and specific and that decisions on the disclosure of government information should be reviewed independently of government. Part 2 of the Act sets out requirements for the proactive publication of information.

This thirty-sixth annual report on the administration of the ATIA at the NRC provides an overview of the activities by the Council undertaken during the 2019-2020 reporting period.

Mandate of the National Research Council of Canada

The NRC supports industrial innovation, the advancement of knowledge, technology development, and public policy mandates. The NRC plays a unique role in Canada, undertaking large-scale mission-oriented research and development programs. With a presence in every province, the NRC combines its strong national foundation with international linkages to help Canada grow in productivity and remain globally competitive. The NRC works in collaboration with industry, governments, and academia to maximize Canada's overall R&D investment.

II. ORGANIZATIONAL STRUCTURE AND DELEGATION OF AUTHORITY

From April 1, 2019, to March 31, 2020, NRC's President delegated full authority for the application and administration of the ATIA to the Vice-President, Business and Professional Services, to the Chief Information Officer & Director General of Knowledge, Information and Technology Services, and to the Director, Library and Information Management Services. Partial authority was delegated to the Access to Information and Privacy (ATIP) Coordinator.

A copy of the signed Delegation Order is included as Annex A.

During the 2019-2020 reporting period, the NRC's ATIP Office was part of the Library and Information Management Services Directorate within the Knowledge, Information and Technology Services Branch.

The ATIP Office has three full-time positions: one ATIP Coordinator, one Senior ATIP Officer, and one Junior ATIP Officer. During this reporting period, NRC experienced challenges in staffing a full complement of ATIP Officers. As noted by other institutions subject to the Act, as well as by the Information Commissioner of Canada, a shortage of experienced ATIP personnel presents a challenge for staffing in both short and long term capacities.

The ATIP Office works closely with the NRC's Information Management team, the Industrial Research Assistance Program ATIP Liaison Officer, Executive Advisors, the Communications Branch, and senior management across the organization.

The ATIP Office is responsible for the coordination and implementation of policies, guidelines, and procedures to ensure the organization's compliance with the ATIA. To this end, the Office provides the following services:

- Promotes awareness of the ATIA within the organization;
- Processes and manages access to information requests and complaints;
- Manages the ATIP electronic case management system;
- Processes consultations received from other institutions;
- Provides professional advice and guidance to senior management and all departmental staff on the Act;
- Prepares the annual report to Parliament and the annual statistical report;
- Maintains NRC's Info Source chapter;
- Reviews departmental documents (such as audit and evaluation reports prior to their proactive disclosure on the organization's website), Parliamentary Questions and Harassment Reports for access-related considerations;
- Develops internal procedures; and,
- Participates in forums for the ATIP community, such as the Treasury Board of Canada Secretariat (TBS) ATIP Community meetings and working groups.

The NRC also offers facilities where members of the public may obtain and read information on the Council, including the inspection of manuals used by employees to administer or carry out programs or activities that affect the public. These facilities are located in Building M-55 of the NRC Montreal Road Campus, Ottawa, Ontario. Other arrangements can be offered if requested.

During the period covered by this report, the NRC was not party to any service agreements under section 96 of the ATIA.

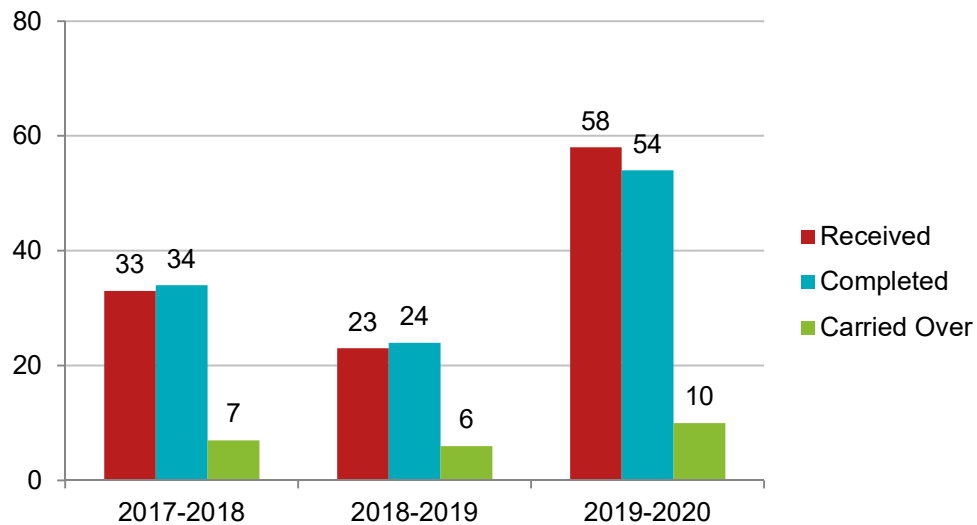
III. INTERPRETATION OF STATISTICAL REPORT

The complete statistical report on the administration of the ATIA by the NRC from April 1, 2019, to March 31, 2020, is included as Annex B. This section provides an interpretation of the statistics presented in that report.

During the 2019-2020 reporting period, the NRC received fifty-eight (58) new access to information requests. Six (6) requests were outstanding from the previous period. Of the sixty-four (64) requests processed during this period, fifty-four (54) were completed, and ten (10) were carried over to the next reporting period.

The figures, as reflected in the chart below, indicate the number of requests received and processed over the past three years. These figures do not include requests processed informally or other types of queries (requests transferred from the NRC call centre, from other branches, from the Industrial Research Assistance Program, etc.) that were also addressed by the ATIP Office.

Chart 1: Volume of access to information requests



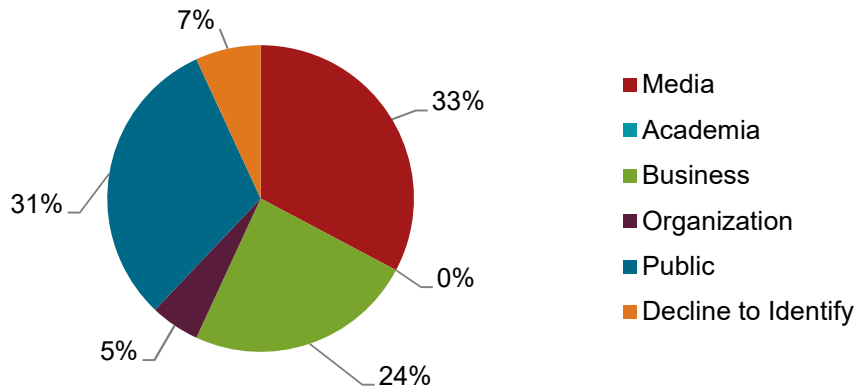
The complexity associated with the processing of requests continued to increase, primarily due to:

- An increase in the average volume of pages requiring review; and,
- The broad scope of numerous requests, requiring the ATIP Office to retrieve records from multiple individuals and organizational groups.

The ATIP Office and the Information Management team continue to provide training and guidance to employees on the effective management of information (drafts, emails, duplicates, etc.) to address challenges with volume.

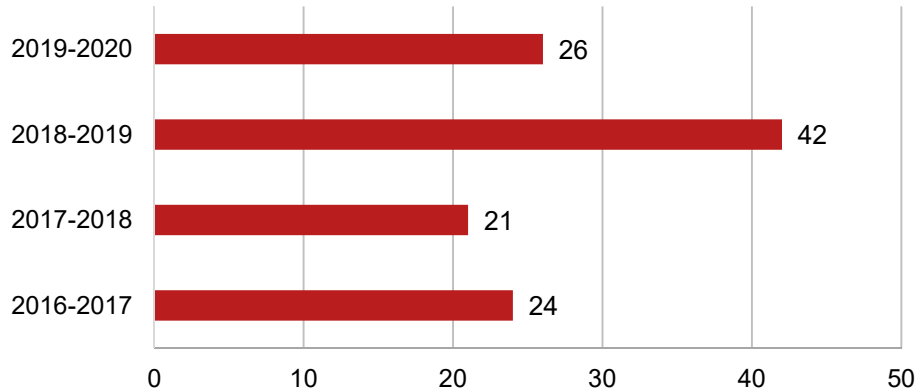
Of the fifty-eight (58) requests received, nineteen (19) were filed by the media, none (0) by academia, fourteen (14) by business, three (3) by organizations, eighteen (18) by members of the public and four (4) by requestors who declined to identify.

Chart 2: Access to information requests received by source



As a result of the posted summaries of completed access to information requests, the NRC received additional informal requests for previously released information. The ATIP Office processed twenty-six (26) informal requests (not subject to the ATIA) in this reporting period. This was a decrease of 38%, as compared to forty-two (42) informal requests received in the 2018-2019 reporting period.

Chart 3: Volume of informal access to information requests



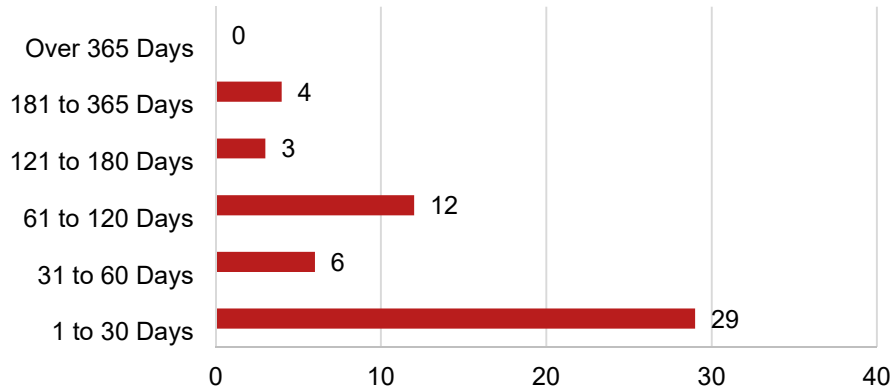
In terms of topics, the subject matter of the fifty-eight (58) requests received during this reporting period related to various activities across the organization as follows:

- Grants and contributions including the Industrial Research Assistance Program – 11
- Contracting including call-ups and purchase orders – 9
- Program research – 6
- Other (including management correspondence and other specific requests) – 32

With regard to completion times, out of the fifty-four (54) requests completed during this reporting period, twenty-nine (29) were completed in 30 days or less, six (6) were completed within 31 to 60 days, twelve (12) were completed between 61 and 120 days, three (3) were completed in 121 to 180 days, four (4) were

completed between 181 and 365 days, and no (0) requests were completed in excess of 365 days. All levels of the NRC worked diligently to ensure that statutory deadlines were met to the greatest extent possible, with 78% of requests responded to within legislated timelines.

Chart 4: Timelines and extensions – completed requests



During the 2019-2020 reporting period, the NRC had twelve (12) requests that were closed past the projected timelines, which accounted for 22% of the total requests.

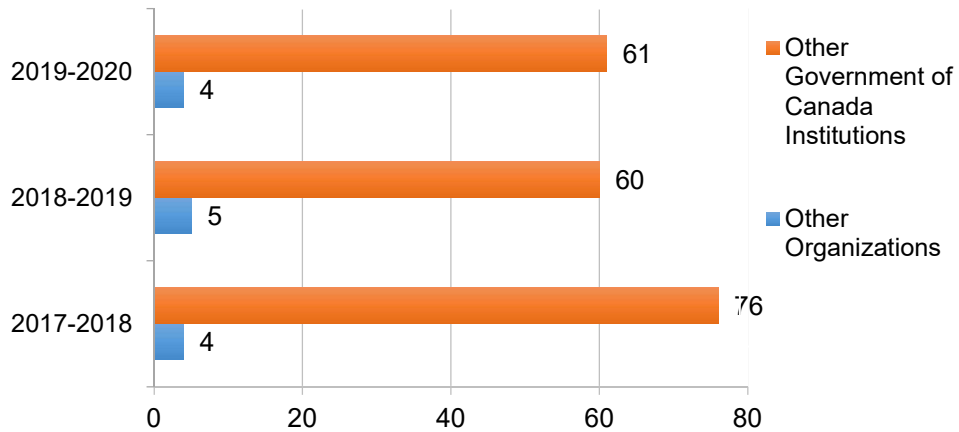
Section 9 of the ATIA allows institutions to extend the time limit for the processing of requests if: (a) the request is for a large number of records or necessitates a search through a large number of records and meeting the original time limit would unreasonably interfere with the operations of the government institution; (b) consultations are necessary to comply with the request that cannot reasonably be completed within the original time limit; or, (c) as a result of the third party notice process carried out under section 27 of the Act. The NRC invoked an extension in the case of twenty-five (25) requests. The extensions involved records containing confidential information which necessitated consultations with other institutions, organizations, and third parties, as well as in cases for which meeting the original time limit of thirty days would have unreasonably interfered with the operations of the Council.

Sections 3.2 and 3.3 of the Statistical Report focus on the application of exemptions and exclusions under the ATIA. During this reporting period, the most commonly invoked exemptions by the NRC were as follows:

- Section 18 (Economic interests of Canada)
- Section 19 (Personal information)
- Section 20 (Third party information)
- Section 21 (Advice, etc.)

As a government agency, the NRC is asked by other Government of Canada institutions, as well as other organizations (such as universities and provincial governments) for its input on disclosure of information about or originating from the NRC. During this reporting year, sixty-one (61) consultation requests were received from other Government of Canada institutions, and four (4) consultation requests were received from other organizations. This compares with sixty (60) from other Government of Canada institutions and five (5) from other organizations received in 2018-2019, and seventy-six (76) from other Government of Canada institutions and four (4) from other organizations received in 2017-2018. Providing timely responses to consultations represents a significant portion of the ATIP Office workload.

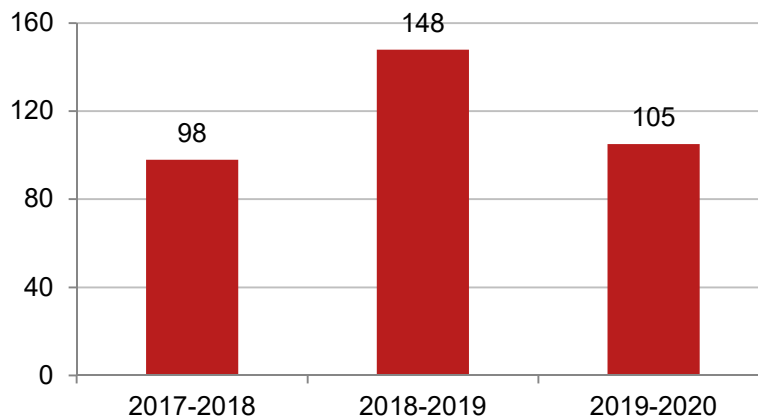
Chart 5: Consultation requests received by source



The ATIP Office works closely with the offices of primary interest at the NRC to respond effectively to these requests.

With regard for the provisions of the ATIA, the NRC's ATIP Office reviewed a total of one hundred and five (105) Parliamentary Questions received during this reporting period, compared to one hundred and forty-eight (148) reviewed in 2018-2019 and ninety-eight (98) reviewed in 2017-2018.

Chart 6: Parliamentary Questions



At the end of the 2019-2020 reporting period, ATIP Offices across most Government of Canada institutions were functioning at reduced operational capacities due to exceptional measures put in place to curb the spread of the novel coronavirus (COVID-19). As a result, the processing of requests and consultations, as well as other activities that support ATIP program administration, were either delayed or temporarily suspended.

Beginning on March 13, 2020, the large majority of NRC activity moved offsite to teleworking as part of anti-COVID-19 measures. This impacted ATIP operations as ATIP staff adjusted to the new work environment and

determined the best way to deliver on obligations in the new circumstances. Nevertheless, for the period since March, the ATIP Office made every reasonable effort to maintain service delivery in accordance with its operational realities.

For the 2019-2020 reporting period, the NRC was asked to complete a supplemental report on the impact of measures to curb the spread of the novel coronavirus on its performance. This supplemental statistical report is included as Annex C.

IV. REPORTING ON ACCESS TO INFORMATION FEES FOR THE PURPOSES 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 ATIA, 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 amount: \$5 application fee
- Total revenue: \$280
- In accordance with the *Interim Directive on the Administration of the Access to Information Act*, issued on May 5, 2016, and the changes to the ATIA that came into force on June 21, 2019, the NRC waives all fees prescribed by the Act and Regulations, other than the \$5 application fee set out in paragraph 7(1)(a) of the Regulations.
- Fees waived: the application fee for two (2) requests was waived during this reporting period.
- Cost of operating the program: \$166,967

V. ACCESS TO INFORMATION-RELATED TRAINING AND EDUCATION

To increase the knowledge and understanding of the ATIA across the NRC, training and awareness sessions are delivered on an ongoing basis to NRC employees. These sessions provide basic information on the purpose and provisions of the Act, roles and responsibilities, and general best practices for information management. All training sessions include information on the identification and management of personal information and the *Privacy Act*. During this reporting period, the ATIP Office delivered a total of three (3) training sessions to forty-eight (48) employees located in the National Capital Region and in regional offices. The ATIP Office also delivered training to small groups on requests throughout the reporting period.

In support of ATIP activity across the Council, tools and guidance are updated regularly and are made available on NRC's external and internal websites.

The ATIP Office continually works to sensitize and guide employees, third parties, and requesters on the requirements of the ATIA through ongoing dialogue and bilateral discussions. During the reporting period, the ATIP Coordinator and Officers responded to numerous inquiries from colleagues (Industrial Research Assistance Program, management, etc.), providing advice and guidance on various access-related matters.

The ATIP Office promoted Data Privacy Day within NRC through postings on the NRC internal website. Throughout this reporting period, the ATIP Coordinator and Officers attended ATIP community meetings and various training sessions offered by the TBS.

VI. PROCEDURES, GUIDELINES AND DIRECTIVES

During this reporting period, the NRC refined its processes to comply with new proactive publication requirements following the Royal Assent of Bill C-58, An Act to amend the *Access to Information Act* and the *Privacy Act* and to make consequential amendments to other Acts. To this end, the ATIP Office participated in the creation of new internal procedures that support compliance with Part 2 of the ATIA which legislates the proactive publication of certain records produced by government institutions.

VII. COMPLAINTS, INVESTIGATIONS AND AUDITS

One (1) complaint against the NRC was filed with the Office of the Information Commissioner (OIC) during the period covered by this report. In support of the OIC's investigative process, the ATIP Office transferred all necessary records for their review. At the end of the reporting period, the complaint was unresolved.

There were no court cases and no audits of the NRC under the ATIA during this reporting period.

VIII. MONITORING OF ACCESS TO INFORMATION REQUESTS

In keeping with TBS policies and directives, the ATIP Office has established internal ATIP procedures and business practices to ensure the efficient and timely processing of access requests, while making every effort to assist applicants in the most expeditious manner without regard for their identity.

The ATIP Office uses a case management system that tracks both active and closed requests. This system is designed to follow the legislative deadlines.

The ATIP Office holds weekly meetings to discuss request-related activities, determine timelines, and ensure that all team members are informed of the status of files. Weekly meetings also take place with the Director, Library and Information Management Services.

A report of active ATIP files (which maintains the privacy of the requesters' identities) is shared with the NRC senior management team every week and a more detailed report is provided to delegated authorities. A weekly report is also shared with the Minister of Innovation, Science and Economic Development Canada.

ANNEX A: DELEGATION ORDER

Access to Information and Privacy Acts Delegation Order

Décret de délégation en vertu des Lois sur l'accès à l'information et sur la Protection des renseignements personnels

The President of the National Research Council of Canada, pursuant to section 73 of the *Access to Information Act* and the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the person occupying on an acting basis the position, to exercise the powers and functions of the President as the head of a government institution, under the section of the *Acts* set out in the schedule opposite each position. This Designation Order supersedes all previous designation orders.

En vertu de l'article 73 de la *Loi sur l'accès à l'information* et de la *Loi sur la protection des renseignements personnels*, le Président du Conseil national de recherches du Canada délègue aux personnes exerçant les fonctions indiquées en annexe ci-après, ainsi qu'à la personne occupant à titre intérimaire ledit poste, les attributions dont il est, en sa qualité de responsable d'une institution fédérale, investi par les articles des *Lois* mentionnées en regard de chaque tel poste. Le présent décret de délégation remplace et annule tout décret antérieur.

Schedule / Annexe

Position / Poste	Access to Information Act and Regulations / Loi sur l'accès à l'information et règlements	Privacy Act and Regulations / Loi sur la protection des renseignements personnels et règlements
Vice-President, Business and Professional Services / Vice-président(e), Services professionnels et d'affaire	Full authority / Autorité absolue	Full authority / Autorité absolue
Chief Information Officer & Director General, Knowledge, Information and Technology Services / Dirigeant(e) principal(e) de l'information et Directeur(trice) général(e), Services de technologies, de l'information et du savoir	Full authority / Autorité absolue	Full authority / Autorité absolue
Director, Information and Data Management / Directeur(trice), Gestion de l'information et des données	Full authority / Autorité absolue	Full authority / Autorité absolue
Access to Information and Privacy Coordinator / Coordonnateur(trice), Accès à l'information et protection des renseignements personnels	Sections/articles 7(a), 8(1), 9, 11(2) to/à Sections/articles 8(2)(j), 8(4), 8(5), (6), 12(2)(3), 26, 27(1) and/et (4), 28(1), 9(1), 9(4), 10, 14, 15, 17(2)(b), 18(2), (2) and/et (4), 29(1), 33, 37(4), 43(1), 44(2)	31, 35(1), 35(4), 36(3), 37(3), 51(2)(b)

Dated, at the City of Ottawa
Daté en la ville d'Ottawa ce

OCT 10 2017

Iain Stewart

President of the National Research Council of Canada
Président du Conseil national de recherches du Canada

Access to Information Act and Privacy Act Delegation Order

Arrêté sur la délégation en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels

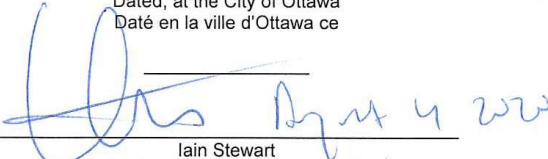
The President of the National Research Council of Canada (NRC), pursuant to section 95 of the *Access to Information Act* and section 73 of the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the President as the head of the NRC, under the sections of the Acts and related regulations set out in the schedule opposite each position. This designation replaces all previous delegation orders.

En vertu de l'article 95 de la *Loi sur l'accès à l'information* et de l'article 73 de la *Loi sur la protection des renseignements personnels*, le Président du Conseil national de recherches du Canada (CNRC) délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont il est, en qualité de responsable du CNRC, investi par les articles des Lois ou leurs règlements mentionnées en regard de chaque poste. Le présent document remplace et annule tout arrêté antérieur.

Schedule / Annexe

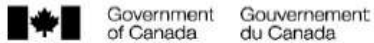
Position / Poste	Access to Information Act and Regulations / Loi sur l'accès à l'information et règlements	Privacy Act and Regulations / Loi sur la protection des renseignements personnels et règlements
Vice-President, Business and Professional Services / Vice-président(e), Services professionnels et d'affaire	Full authority / Autorité absolue	Full authority / Autorité absolue
Chief Information Officer & Director General, Knowledge, Information and Technology Services / Dirigeant(e) principal(e) de l'information et Directeur(trice) général(e), Services de technologies, de l'information et du savoir	Full authority / Autorité absolue	Full authority / Autorité absolue
Director, Library and Information Management Services/ Directeur(trice), Services de bibliothèque et de gestion de l'information	Full authority / Autorité absolue	Full authority / Autorité absolue
Access to Information and Privacy Coordinator / Coordonnateur(trice), Accès à l'information et protection des renseignements personnels	Sections/articles 7(a), 8(1), 9, 11(2), 12(2) and/et (3), 26, 27(1) and/et (4), 28(1), (2) and/et (4), 33, 37(4), 43(2), 44(2)	Sections/articles 8(2)(j), 8(4) and/et (5), 9(1) and/et (4), 10, 14, 15, 17(2)(b), 18(2), 31, 35(1), 35(4), 36(3), 37(3), 51(2)(b)

Dated, at the City of Ottawa
Daté en la ville d'Ottawa ce



Iain Stewart
President of the National Research Council of Canada
Président du Conseil national de recherches du Canada

ANNEX B: STATISTICAL REPORT



Statistical Report on the *Access to Information Act*

Name of institution: National Research Council Canada

Reporting period: 2019-04-01 to 2020-03-31

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

1.1 Number of requests

	Number of Requests
Received during reporting period	58
Outstanding from previous reporting period	6
Total	64
Closed during reporting period	54
Carried over to next reporting period	10

1.2 Sources of requests

Source	Number of Requests
Media	19
Academia	0
Business (private sector)	14
Organization	3
Public	18
Decline to Identify	4
Total	58

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	
23	3	0	0	0	0	0	26

Note: All requests previously recorded as “treated informally” will now be accounted for in this section only.

Section 2: Decline to act on vexatious, made in bad faith or abuse of right requests

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

Section 3: Requests Closed During the Reporting Period

3.1 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	15	0	2	0	0	0	19
Disclosed in part	1	4	6	9	3	4	0	27
All exempted	0	1	0	1	0	0	0	2
All excluded	0	0	0	0	0	0	0	0
No records exist	2	2	0	0	0	0	0	4
Request transferred	1	0	0	0	0	0	0	1
Request abandoned	0	1	0	0	0	0	0	1
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Decline to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	6	23	6	12	3	4	0	54

3.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	4	16(2)	0	18(a)	3	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	5	20.2	0
13(1)(c)	2	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	3	18(d)	1	21(1)(a)	11
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	6
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	4
14(a)	2	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	1
14(b)	1	16.1(1)(c)	0	18.1(1)(d)	0	22	1
15(1)	0	16.1(1)(d)	0	19(1)	21	22.1(1)	1
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	3
15(1) - Def.*	0	16.3	0	20(1)(b)	15	23.1	0
15(1) - S.A.*	0	16.31	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(c)	16	26	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(d)	8		
16(1)(a)(iii)	0	16.5	0				
16(1)(b)	0	16.6	0				
16(1)(c)	0	17	0				
16(1)(d)	0						

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

3.3 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

3.4 Format of information released

Paper	Electronic	Other
15	31	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
24926	7804	49

3.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 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
All disclosed	17	390	1	182	0	0	1	1083	0	0
Disclosed in part	13	337	11	2775	1	509	2	2528	0	0
All exempted	2	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	1	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	33	727	12	2957	1	509	3	3611	0	0

3.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	7	0	1	0	8
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	7	0	1	0	8

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	42
Percentage of requests closed within legislated timelines (%)	77.8

3.7 Deemed refusals

3.7.1 Reasons for not meeting legislated timelines

Number of Requests Closed Past the Legislated Timelines	Principal Reason			
	Interference with Operations / Workload	External Consultation	Internal Consultation	Other
12	1	8	2	1

3.7.2 Requests closed beyond legislated timelines (including any extension taken)

Number of Days Past Legislated Timelines	Number of Requests Past Legislated Timeline Where No Extension Was Taken	Number of Requests Past Legislated Timeline Where an Extension Was Taken	Total
1 to 15 days	2	3	5
16 to 30 days	0	0	0
31 to 60 days	0	2	2
61 to 120 days	0	4	4
121 to 180 days	0	0	0
181 to 365 days	1	0	1
More than 365 days	0	0	0
Total	3	9	12

3.8 Requests for translation

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

Section 4: Extensions

4.1 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	6	0	1	2
Disclosed in part	0	0	7	9
All exempted	0	0	1	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	6	0	9	11

4.2 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	4	0	2	1
31 to 60 days	1	0	6	7
61 to 120 days	0	0	1	3
121 to 180 days	1	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	6	0	9	11

Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Requests	Amount	Requests	Amount
Application	56	\$280	2	\$0
Other fees	0	\$0	0	\$0
Total	56	\$280	2	\$0

Section 6: Consultations Received From Other Institutions and Organizations

6.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	61	1842	4	735
Outstanding from the previous reporting period	1	5	0	0
Total	62	1847	4	735
Closed during the reporting period	62	1847	4	735
Carried over to next reporting period	0	0	0	0

6.2 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	Than 365 Days	
Disclose entirely	43	5	0	0	0	0	0	48
Disclose in part	5	6	2	0	0	0	0	13
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	49	11	2	0	0	0	0	62

6.3 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	3	1	0	0	0	0	0	4
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
Total	3	1	0	0	0	0	0	4

Section 7: Completion Time of Consultations on Cabinet Confidences

7.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 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
365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

7.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Request	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
365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Section 8: Complaints and investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal representations	Section 37 Reports of finding received	Section 37 Reports of finding containing recommendations issued by the Information Commissioner	Section 37 Reports of finding containing orders issued by the Information Commissioner
1	0	0	0	0	0

Section 9: Court Action

9.1 Court actions on complaints received before June 21, 2019 and on-going

Section 41 (before June 21, 2019)	Section 42	Section 44
0	0	0

9.2 Court actions on complaints received after June 21, 2019

Section 41 (after June 21, 2019)				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

Section 10: Resources Related to the *Access to Information Act*

10.1 Costs

Expenditures		Amount
Salaries		\$144,450
Overtime		\$0
Goods and Services		\$22,517
• Professional services contracts	\$22,517	
• Other	\$0	
Total		\$166,967

10.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1.87
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.08
Students	0.00
Total	1.95

Note: Enter values to two decimal places.

ANNEX C: 2019-2020 SUPPLEMENTAL STATISTICAL REPORT - REQUESTS AFFECTED BY COVID-19 MEASURES

Supplemental Statistical Report on the *Access to Information Act*

The following table reports the total number of formal requests received during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 1 – Requests Received

	Number of requests
Received from 2019-04-01 to 2020-03-13	57
Received from 2020-03-14 to 2020-03-31	1
Total	58

The following table reports the total number of requests closed within the legislated timelines and the number of closed requests that were deemed refusals during two periods 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 2 – Requests Closed

	Number of requests closed within the legislated timelines	Number of requests closed past the legislated timelines
Received from 2019-04-01 to 2020-03-13 and outstanding from previous reporting periods	42	12
Received from 2020-03-14 to 2020-03-31	0	0
Total	42	12

The following table reports the total number of requests carried over during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 3 – Requests Carried Over

	Number of requests
Requests received from 2019-04-01 to 2020-03-13 and outstanding from previous reporting period that were carried over to the 2020-2021 reporting period	9
Requests received from 2020-03-14 to 2020-03-31 that were carried over to the 2020-2021 reporting period	1
Total	10