



Military Police
Complaints Commission
of Canada

Commission d'examen des plaintes
concernant la police militaire
du Canada

Access to Information Act

Annual Report

April 1, 2023 – March 31, 2024

For an electronic version of the publication, please consult the Military Police Complaints Commission of Canada's website at mpcc-cppm.gc.ca.

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1. Introduction

The Military Police Complaints Commission of Canada (the Commission) is pleased to submit to Parliament its Annual Report on the administration of the [Access to Information Act](#) for the fiscal year 2023-24 (April 1, 2023 to March 31, 2024). This report was prepared and tabled in accordance with [section 94 of the Access to Information Act](#) and [section 20\(1\) of the Service Fees Act](#).

The purpose of the *Access to Information Act* 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.

The *Access to Information Act* gives Canadian citizens, permanent residents or any individuals and corporation present in Canada, a right to access information contained in government records, subject to certain specific and limited exceptions. Providing access to government records is a cornerstone of transparency and accountability and a pillar of Canada's democracy.

The Commission is an administrative tribunal created by Parliament to provide independent, civilian oversight of the Canadian Forces Military Police. As a federal institution, it is part of the Defence portfolio for reporting purposes.

The Commission's mandate is set out in Part IV of the *National Defence Act*, which provides the following powers:

- monitoring investigations by the Canadian Forces Provost Marshal of military police conduct complaints;
- reviewing disposition of conduct complaints about military police members, at the request of complainants;
- investigating complaints of interference made by military police members;
- conducting public interest investigations and hearings;
- reporting findings and making recommendations to the military police and national defence leadership.

The mission of the Commission is to promote and ensure the highest standards of conduct by the military police, to deter interference in military police investigations and to enhance public confidence in military policing.

The Commission did not have any non-operational ("paper") subsidiaries to report during this review period.

Finally, the Commission has submitted and tabled its reports to Parliament.

2. Organizational Structure to Fulfill the Commission Access to Information Act Responsibilities

The Commission is a micro-organization of 31 employees. To fulfil its *Access to Information Act* requirements, access to information including proactive publication is a shared responsibility; however, the Access to Information and Privacy (ATIP) mandate resides with the Corporate Services Sector.

The Senior Director, Corporate Services, is identified as the Commission's ATIP Coordinator; he is supported by both the Manager, Corporate Reporting, ATIP and Administration, and the Administrative Services Officer which in total dedicate an average of 10,75% of their time to fulfil the Commission's obligations under both the *Access to Information Act* and the *Privacy Act*. The Commission also hires one ATIP consultant, as required.

The ATIP coordinator is responsible for implementing and managing programs and services relating to the Commission's administration of the *Access to Information Act* and the *Privacy Act*, as well as for providing advice to its employees as they fulfil their obligations under both Acts.

Responding to Access to Information requests is a shared responsibility between the delegated request processing team and the Offices of Primary Interest.

The main activities involved in processing requests for Access to Information are:

- Analyze purpose/history of requests, interpret legislation, and determine information that may be disclosed, exempted, or excluded.
- Provide advice and consultation to requesters, third-party stakeholders and the Commission's management and employees, respond to questions and concerns, ensure that they have a clear understanding of the legislation, the Commission's policies and procedures for handling requests, and other Access to Information related issues, including document security classification.
- Conduct research and consultations with other departments and third parties to prepare responses to requests.
- Provide recommendations for the preparation of evidence to be disclosed during a Public Interest Hearing in accordance with the *Access to Information Act*, Open Court Principles and other applicable policies and procedures.
- Prepare reports for the Commission's management on Access to Information requests and statistical reports, Annual Reports for submission to Parliament and information required by Info Source.

The Commission did not provide services related to access to information to other government institutions and was not party to any service agreements with other government institutions under [section 96 of the Access to Information Act](#).

The responsibility for proactive publication of information falls within the Commission's Corporate Services Sector. Corporate Services, by reviewing and approving all monthly proactive disclosure reports, ensures that each proactive publication requirement is met.

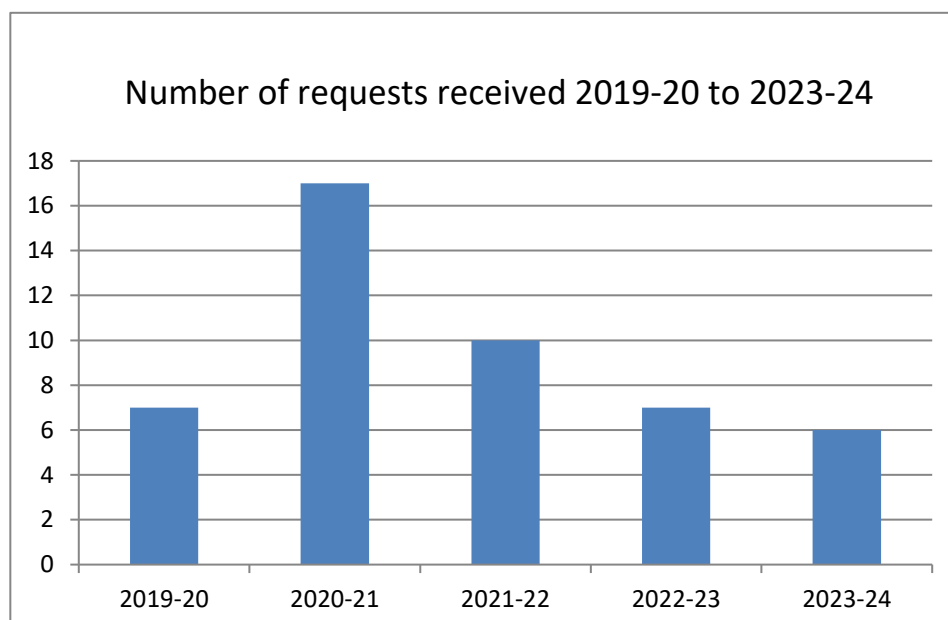
3. Delegation Order

Pursuant to [section 95\(1\) of the Access to Information Act](#), the Chairperson has delegated certain of her powers, duties and functions under the *Access to Information Act* and related regulations to the Senior Director, Corporate Services, the Manager, Corporate Reporting, ATIP and Administration, and, the Administrative Services Officer. The Delegation Order in effect on March 31, 2024, found in [Appendix A](#) was signed in October 2023.

4. Performance 2023-24

During this review period, the Commission responded to 100% of the requests received within the legislative timeline. This year the Commission completed 6 requests, which represented 134 pages processed: 3 from the public and 3 from the media. Of the 6 requests received by the Commission this fiscal year: 1 request received full disclosure, 1 request received partial disclosure, 2 requests were transferred to another government department and 2 were requests for which no records existed.

The graphic below shows, for 2019-20 to 2023-24, the numbers of access to information requests the Commission completed each year. In 2020-21, the number of requests increased significantly from the 2019-20 level. In 2021-22, 2022-23, and 2023-24, the number of requests continued to decrease.



The number of completed requests, broken down by completion time were: 3 completed within 0 to 15 days, 2 completed within 16 to 30 days, and 1 was completed within 61 to 120 days.

One extension was applied under [section 9\(1\) of the Access to Information Act](#), due to a request for a consultation with another federal institution.

The Commission received and closed 7 consultations relating to the *Access to Information Act* from other federal institutions, all within a 15-day timeframe.

The Commission invoked exemptions pursuant to section 16 (1)(a) and (c) (law enforcement and investigations), and section 19(1) (personal information).

The Commission closed all active requests during this review period.

No complaints relating to the *Access to Information Act* were received during this review period.

For additional information, please refer to [Appendix B](#) and [Appendix C](#).

5. Training and Awareness

The Commission's learning directive requires that all new employees complete 2 mandatory online courses related to Access to Information through the Canada School of Public Service portal i.e., Fundamentals of Information Management (COR501) and Access to Information and Privacy Fundamentals (COR502). The Commission welcomed a new Commission member in June 2023, and he was briefed on the *Access to Information Act* upon his onboarding.

Furthermore, employees arriving at the Commission attend, within their first weeks, an internal awareness session, which provides an overview of the proper handling of information and privacy requests, as well as their role and responsibilities relating to the *Access to Information Act*.

6. Policies, Guidelines, and Procedures

During this reporting period, the ATIP team implemented a new procedure to provide quarterly status reports on Access to Information requests received and closed to the attention of the Commission's Executive committee. The Commission also began formalizing in writing its proactive disclosure mapping and will continue its progress in the upcoming year.

7. Proactive Publication of Information under Part 2 of the *Access to Information Act*

Part 2 of the *Access to Information Act* requires federal institutions and entities to proactively publish specific information known to be of interest to the public, such as: a variety of briefing materials prepared for ministers and deputy heads of institutions, titles and tracking numbers of memoranda, position reclassifications, and others.

For the purposes of [Part 2 of the *Access to Information Act*](#), the Commission is a government institution as described in sections 3 and 81 of the *Access to Information Act*. The Senior Director, Corporate Services reviews and approves the monthly proactive disclosure reports. The reports are then published on the [Canada's Open Government Portal](#) within legislated timelines. The reports can also be accessed from the [Commission's website](#).

Table 1 describes the Commission's proactive disclosure requirement under the *Access to Information Act*. The Commission does not publish proactive disclosure under the legislative requirement for the Minister, sections 74(a) to 78, as the Commission is one of 8 organizations in the Defence Portfolio. While it reports to Parliament through the Minister of National Defence (MND), the Commission is both administratively and legally independent from the Department of

National Defence (DND). The Commission is not subject to direction from the MND in respect of its operational mandate.

Table 1 - Proactive Publication Requirements

Legislative Requirement	Section	Publication Timeline	Institutional Requirement
All Government Institutions as defined in section 3 of the <i>Access to Information Act</i>			
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	Yes
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	Yes
Reports tabled in Parliament	84	Within 30 days after tabling	Yes
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>			
Contracts over \$10,000	86	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	Yes
Grants & Contributions over \$25,000	87	Within 30 days after the quarter	Yes
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	Yes
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	Yes
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	Yes
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)			
Reclassification of positions	85	Within 30 days after the quarter	Yes
Ministers			
Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Within 120 days after appointment	No
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	No

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	No
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	No
Travel Expenses	75	Within 30 days after the end of the month of reimbursement	No
Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	No
Contracts over \$10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	No
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	No

During the review period, the Commission's Corporate Services proactively disclosed, within legislative timelines, the following information on its website and the Canada.ca website:

- [travel expenses](#): 100% (12) of the travel expenses reports were published within the legislated timelines.
- [hospitality expenses](#): 100% (12) of the hospitality expenses reports were published within the legislated timelines.
- [reclassifications of positions](#): 100% (4) of the reclassification reports were published within the legislated timelines.
- [contracts over \\$10,000](#): 100% (4) of the reports on contracts over \$10,000 were published within the legislated timelines.
- [briefing note titles and numbers](#): 100% of the titles and tracking numbers of memoranda were published within the legislated timelines. The Commission published 10 titles during this review period.

The Commission did not submit any proactive disclosure report concerning briefing materials for a deputy head's appearance before a committee of Parliament because the Commission was not called to appear. Additionally, the Commission did not submit any proactive disclosure report concerning packages of briefing materials prepared for new or incoming deputy heads or equivalent, as none was required. Finally, the Commission has no authority to make grants and contributions.

8. Initiatives and Projects to Improve Access to Information

The following internal initiatives to improve Access to Information were implemented during the reporting period:

- Creation of a standardized template to inform applicants that their applications will be transferred to DND - May 2023
- Revision and approval of the new ATIP delegation order - July to October 2023
- Review of the extension request letter template – January 2024

9. Summary of Key Issues and Actions Taken on Complaints

Over the period covered by this report, no complaints were filed against the Commission with the Office of the Information Commissioner of Canada, no audits were conducted and no appeals concerning access to information requests were filed in Federal Court.

10. Reporting on Access to Information Fees for the purposes of the *Services 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 *Access to Information Act*, the information below is reported in accordance with the requirements of [section 20 of the *Services Fees Act*](#).

In accordance with the *Access to Information Act*, a \$5.00 application fee is the only fee charged for an ATI request, as set out in [section 7 of the *Access to Information Regulations*](#). Pursuant to the Directive on the Administration of the *Access to Information Act*, issued on May 5, 2016, institutions can waive this fee as deemed appropriate.

During the reporting period, the Commission received 6 Access to Information requests. It charged a fee of \$5.00 for 6 Access to Information requests for a total revenue of \$30.00. The Commission did not waive any \$5.00 fees for Access to Information requests this year.

During this reporting period, the cost of administering the Act totaled \$12,623. This excludes costs incurred throughout the Commission for the search, retrieval, and preparation of recommendations to enable and inform the processing of requests in accordance with the Act, as well as legal costs for consultation or advice.

11. Monitoring Compliance

During this reporting period, the Commission was not actively monitoring the time taken to process access to information requests. The Commission has noted the need for the capture of this information for monitoring and is implementing a process to track this information for the next reporting period. However, from the receipt to the closure of all Access to Information requests, the Commission monitors processing times by promptly entering all actions and activities in its internal ATIP status report (which includes both Access to Information and Privacy requests), legislated timelines are also entered into the report to prevent any delays in the processing of the requests received and to ensure that requests are dealt with in a timely manner.

The Commission limits its inter-institutional consultation only as needed for the proper exercise of discretion and when there is intention to disclose records. The ATIP consultant identifies the need for consultation and explains it to the office of primary interest (OPI). Once the OPI agrees, it will then be provided to the Deputy Head for approval.

During this reporting period, the Commission was unable to explore ways to assess the feasibility of making frequently requested types of information available on the Commission's website, outside of the Open Government requests, due to lack of resources (employees) in the ATIP team.

The Commission supports the right of public access to information in contracts, information sharing agreements and information sharing arrangements in accordance with section 4.2.8 of the [Directive Access to Information Requests](#), by proactively publishing on Open Government the required information in the reports titled [Contracts over \\$10,000](#) and Annual Aggregate Report of Contracts under 10K for the calendar year. The Commission also completes the Calendar Year Proactive Disclosure of Contracts under 10K Report which can be requested through a formal Access to information request.

The monitoring of proactively published information under Part 2 of the *Access to Information Act* is completed on a monthly basis. To ensure the accuracy and completeness of these reports they are reviewed by management and Senior Management. The reports are tracked in a tracking sheet to ensure they are completed within the required timelines.

Throughout the year, the Senior Director, Corporate Services / ATIP Coordinator submits the ATIP Status reports to the Executive Committee as an informational item on their meeting agendas. The Executive Committee consists of the Chairperson (Deputy Head), the Senior General Counsel & Director General, the Senior Director, Corporate Services / ATIP Coordinator and the General Counsel & Senior Director of Operations.

APPENDIX A

Access to Information Act Delegation Order



Military Police
Complaints Commission
of Canada

270 Albert Street, 10th Floor
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Commission d'examen des plaintes
concernant la police militaire
du Canada

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Ottawa (Ontario) K1P 5G8

Access to Information Act and Privacy Act Delegation Order

The Chairperson of the Military Police Complaints Commission of Canada, pursuant to [section 95\(1\) of the Access to Information Act](#) and [section 73\(1\) 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 certain powers, duties and functions of the Chairperson as the head of Military Police Complaints Commission of Canada, under the provisions of the Act and related regulations set out in the schedule opposite each position. This designation replaces all previous delegation orders.

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

En vertu du [paragraphe 95\(1\) de la Loi sur l'accès à l'information](#) et du [paragraphe 73\(1\) de la Loi sur la protection des renseignements personnels](#), la présidente de la Commission d'examen des plaintes concernant la police militaire du Canada délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, certaines attributions dont la présidente est, en qualité de responsable d'une institution fédérale, investie par les dispositions de la Loi ou de son règlement mentionnées en regard de chaque poste. Le présent document remplace et annule tout arrêté antérieur.

La présidente de
La Commission d'examen des plaintes concernant la police militaire du Canada

Me Tammy Tremblay, MSM, CD, LL.M
Chairperson
Military Police Complaints Commission of Canada

Signed in Ottawa, Ontario, Canada this 13th day of October, 2023
Signé à Ottawa, Ontario, Canada le 13^{ème} jour d'octobre 2023

**Schedule
Access to Information Act Delegation Order**

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Access to Information Act

Provision	Description	Chairperson	Senior Director of Corporate Services	Manager, Corporate Reporting, ATIP and Administration	Administrative Services Officer
4(2.1)	Responsibility of government institutions	•	•	•	•
7(a)	Notice where access requested	•	•	•	•
7(b)	Giving access to the record	•	•	•	•
8(1)	Transfer of request	•	•	•	•
9	Extension of time limits	•	•	•	•
10(1)(a) & (b)	Where access is refused	•	•		
11(1)	Additional Fee	•	•	•	•
12(2)(b)	Language of Access	•	•	•	•
12(3)(b)	Access in an alternative format	•	•	•	•
Exemption Provisions of the Access to Information Act					
13	Exemption – Information obtained in confidence	•	•		
14	Exemption – Federal-provincial affairs	•	•		
15	Exemption – International affairs and defence	•	•		
16	Exemption – Law enforcement and investigations	•	•		
16.5	Exemption – <i>Public Servants Disclosure Protection Act</i>	•	•		

Provision	Description	Chairperson	Senior Director of Corporate Services	Manager, Corporate Reporting, ATIP and Administration	Administrative Services Officer
17	Exemption – Safety of individuals	•	•		
18	Exemption – Economic interests of Canada	•	•		
19	Exemption – Personal Information	•	•		
20	Exemption – Third-party information	•	•		
21	Exemption – Operations of Government	•	•		
22	Exemption – Testing procedures, tests and audits	•	•		
22.1	Exemption – Internal Audits	•	•		
23	Exemption – Protected Information – solicitors, advocates and notaries	•			
24	Exemption – Statutory prohibitions against disclosure	•	•		
Other Provisions of the Access to Information Act					
25	Severability	•	•	•	•
26	Refusal of access where information to be published	•	•	•	•
27(1), (4)	Third party notification	•	•	•	
28(1)(b), (2), (4)	Third party notification	•	•	•	•
33	Notice to Information Commissioner of notices to third parties	•	•	•	•
35(2)(b)	Right to make representations	•	•		
37(1)(b)	Findings and recommendations of information Commissioner	•	•	•	•
37(4)	Access to be given to complainant	•	•	•	•
43(1)	Notice to third party of application to Federal Court for review	•	•	•	•
44(2)	Notice to requester of application for review by third party	•	•	•	•
52(2)	Special rules for hearings	•	•		

Provision	Description	Chairperson	Senior Director of Corporate Services	Manager, Corporate Reporting, ATIP and Administration	Administrative Services Officer
52(3)	<i>Ex parte</i> representations	•	•		
94	Annual report to Parliament	•	•		
Access to Information Regulations					
6(1)	Transfer of request	•	•		
7(2)	Search and preparation fees	•	•		
7(3)	Production and programming fees	•	•		
8	Method of access	•	•	•	•
8.1	Limitations in respect of format	•	•		

Dated at the City of Ottawa this 13th day of October 2023

Me Tammy Tremblay, MSM, CD, LL.M
Chairperson
Military Police Complaints Commission of Canada

APPENDIX B

2023-24 Statistical Report on the *Access to Information Act*



Statistical Report on the *Access to Information Act*

Name of institution: Military Police Complaints Commission of Canada

Reporting period: 4/1/2023 to 3/31/2024

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

1.1 Number of requests

		Number of Requests
Received during reporting period		6
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		6
Closed during reporting period		6
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	3
Academia	0
Business (private sector)	0
Organization	0
Public	3
Decline to Identify	0
Total	6

1.3 Channels of requests

Source	Number of Requests
Online	6
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	6

Section 2: Informal Requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		5
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		5

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
3	60	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
Total	0
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	1	0	0	0	0	0	1
Disclosed in part	0	0	0	1	0	0	0	1
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	2	0	0	0	0	0	0	2
Request transferred	1	1	0	0	0	0	0	2
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
Total	3	2	0	1	0	0	0	6

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)	1	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)	1	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	0	17	0				
16(1)(c)	1						
16(1)(d)	0						

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

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
134	128	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	1	20	0	0	0	0	0	0	0	0
Disclosed in part	0	0	1	114	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
Total	1	20	1	114	0	0	0	0	0	0

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
Total	0	0	0	0	0	0

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
Total	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	1	0	0	1
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
Total	1	0	0	1

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	6
Percentage of requests closed within legislated timelines (%)	100

4.7 Deemed refusals

4.7.1 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
0	0	0	0	0

4.7.2 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	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
Total	0	0	0

4.8 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 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	1	0	1	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
Total	1	0	1	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	1	0	1	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
Total	1	0	1	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	6	\$30.00	0	\$0.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	6	\$30.00	0	\$0.00	0	\$0.00

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
Total	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
Total	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		\$13,624
Overtime		\$0
Goods and Services		\$1,079
• Professional services contracts	\$1,079	
• Other	\$0	
Total		\$14,703

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.115
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.005
Students	0.000
Total	0.120

Note: Enter values to three decimal places.

APPENDIX C

**2023-24 Supplemental Statistical Report on the
Access to Information Act and the *Privacy Act***

Supplemental Statistical Report on the *Access to Information Act* and the *Privacy Act*

Name of institution: Military Police Complaints Commission of Canada

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

Section 1: Open Requests and Complaints Under the *Access to Information Act*

1.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
Received in 2023-24	0	0	0
Received in 2022-23	0	0	0
Received in 2021-22	0	0	0
Received in 2020-21	0	0	0
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16	0	0	0
Received in 2014-15 or earlier	0	0	0
Total	0	0	0

1.2 Enter the number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2023-24	0
Received in 2022-23	0
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16	0
Received in 2014-15 or earlier	0
Total	0

Section 2: Open Requests and Complaints Under the *Privacy Act*

2.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
Received in 2023-24	0	0	0
Received in 2022-23	0	0	0
Received in 2021-22	0	0	0
Received in 2020-21	0	0	0
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16	0	0	0
Received in 2014-15 or earlier	0	0	0
Total	0	0	0

2.2 Enter the number of open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2023-24	0
Received in 2022-23	0
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16	0
Received in 2014-15 or earlier	0
Total	0

Section 3: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2023-24?	No
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Section 4: Universal Access under the Privacy Act

How many requests were received from foreign nationals outside of Canada in 2023-24?	1
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