



Annual Report to Parliament on the *Access to Information Act*

2022–2023



Women and Gender
Equality Canada

Femmes et Égalité
des genres Canada

Canada 

Women and Gender Equality Canada

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Introduction

Women and Gender Equality Canada (WAGE) is pleased to present to Parliament its Annual Report on the Administration of the *Access to Information Act* (ATIA), in accordance with section 94 of the *Access to Information Act* and section 20 of the *Service Fees Act*. The report describes how WAGE fulfilled its responsibilities and obligations for the reporting period of April 1, 2022 to March 31, 2023.

Purpose of the *Access to Information 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. In furtherance of that purpose:

- Part 1 provides a right of access to information (ATI) 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 sets out requirements for the proactive publication of specific information known to be of interest to the public in order to provide greater transparency and accountability for the use of public funds

Mandate of Women and Gender Equality Canada

The mandate of Women and Gender Equality Canada (WAGE) is to advance equality with respect to sex, sexual orientation, and gender identity or expression through the inclusion of people of all genders, including women, in Canada's economic, social, and political life. This application of a gender and diversity lens will help us to understand better the intersection of sex and gender with other identity factors. These factors include but are not limited to race, national and ethnic origin, Indigenous origin or identity, age, sexual orientation, socio-economic condition, place of residence and disability.

For more information about WAGE, click [here](#) to visit our website.

Organizational Structure

The Access to Information and Privacy (ATIP) Office is responsible for the administration of the *Access to Information Act* and the *Privacy Act*, and the Briefing and Correspondence Unit is responsible for the coordination and monitoring of the proactive publications legislated in Part 2 of the *Access to Information Act*. Both units are part of the Corporate Secretariat at WAGE, and both responsible managers report directly to the Corporate Secretary.

Structure of the Access to Information and Privacy Office

The ATIP coordinator at WAGE is the manager of the ATIP Office. The ATIP coordinator acts on behalf of the Minister for Women and Gender Equality and Youth to ensure that the Department's responsibilities under the *Access to Information Act*, the *Privacy Act*, and the *Service Fees Act* are met.

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The ATIP Office is responsible for the administration of the *Access to Information Act* and the *Privacy Act*, and they also serve as the centre of ATIP expertise within WAGE. Activities include:

- providing timely and complete responses to requests made under the *Access to Information Act* and *Privacy Act*, as well as assisting clients in accordance with the Principles for Assisting Requesters
- processing consultation requests received from other institutions, providing recommendations on the disclosure of information of primary interest to WAGE
- representing the Department in resolving complaints filed with the Information Commissioner and Privacy Commissioner
- providing advice and guidance to senior management and all employees of the Department on ATIP-related matters, including privacy policy advisory services related to the safeguarding of personal information
- delivering training sessions to departmental employees on their obligations under the ATIP legislation and related policies, as well as on departmental procedures
- reviewing proactive publication material and providing recommendations regarding disclosure within the spirit of the *Access to Information Act*

The ATIP Office consists of five positions: the ATIP coordinator and four ATIP analysts at various levels. In fiscal year 2022–23, the ATIP Office operated with 3.5 full-time employees, and called on the services of a consultant to provide privacy expertise when needed.

WAGE was not a party to any service agreements under section 96 of the *Access to Information Act* during this reporting period.

Structure of Proactive Publication

WAGE's structure for the proactive publications legislated in Part 2 of the *Access to Information Act* is as follows:

- The Briefing and Correspondence Unit is responsible for:
 - briefing materials for a new or incoming minister or deputy minister (paragraphs 74(a) and 88(a))
 - titles and reference numbers of memoranda (paragraphs 74(b) and 88(b))
- Parliamentary Affairs and Cabinet Operations is responsible for:
 - Question Period notes (paragraph 74(c))
 - briefing materials for parliamentary committee appearances (paragraphs 74(d) and 88(c))
 - reports tabled in Parliament (section 84)
- The Corporate Services Branch is responsible for:
 - travel expenses (sections 75 and 82)
 - hospitality expenses (sections 76 and 83)
 - contracts over \$10,000 (sections 77 and 86)
 - Minister's Office expenses (section 78)
- The Human Resources Branch is responsible for:
 - the reclassification of positions (section 85)
- The Programs Branch is responsible for:
 - grants and contributions over \$25,000 (section 87)

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Delegation Order

The Minister for Women and Gender Equality and Youth has delegated the responsibilities associated with the administration of the *Access to Information Act* to WAGE officials through a delegation order, which can be found in [Appendix A](#). At WAGE, the ATIP coordinator has full delegated authority.

Performance 2022–23

This section highlights key information on the Department’s performance for fiscal year 2022–23. See [Appendix B](#) for the complete Statistical Report and [Appendix C](#) for the Supplemental ATIP Statistical Report.

Overview of Formal Requests Received and Completed

WAGE received 33 formal requests under the *Access to Information Act* in 2022–23. This was in addition to the 22 requests carried forward from previous years, for a total of 55 active requests.

Of these 55 requests, 52 were completed during the reporting period. The remaining three requests were carried over to the 2023–24 fiscal year. These three were received in fiscal year 2022–23 and remained within the legislated timeline at the end of the reporting period.

Of the 52 requests closed, 37 requests were completed within the legislated timelines under the Act. WAGE’s compliance rate decreased compared to the previous fiscal year, from 96% in fiscal year 2021–22 to 71% for this reporting period. It is important to underscore that this reduction is the result of a positive achievement, as WAGE eliminated the backlog caused by COVID-19 challenges. All 15 late requests that accumulated from previous years are now finalized and closed.

Other than the impact on the compliance rate, WAGE’s ability to fulfill its *Access to Information Act* responsibilities has not been negatively impacted by COVID-19 during fiscal year 2022–23.

Overview of formal requests received and completed by the Department pursuant to the Act:

Fiscal Year	Number of Requests Received	Number of Requests Completed	Number of Pages Processed	Requests Completed on Time (%)
2022–23	33	52	6890	71.2
2021–22	61	47	700	95.7
2020–21	40	39	1873	56.8
2019–20	40	52	1259	63.6

The number of pages processed drastically increased, from approximately 1200 pages in fiscal year 2019–20 to almost 7000 pages in fiscal year 2022–23. Much of this increase is attributed to transitory and duplicate records being captured in the retrieval process. To address this, WAGE added additional material about information management practices to the departmental ATIP Essentials training.

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Of the 52 requests closed this reporting period, 48% were released in part (25), 23% were released in full (12), 13% of the requests were excluded in their entirety (7), 8% had no responsive records (4), and 8% were abandoned (4).

Extensions and Processing Time

Under specific circumstances, the Act contains provisions for departments to extend the legislated deadline if the request cannot be completed within the 30-day time limit.

In 2022–23, WAGE invoked extensions for 28 of the 52 completed requests. Extensions were primarily invoked for the purposes of consultation that could not reasonably be completed within the original time limit (24 cases). In five instances, extensions were required to follow the notification process with a third party, and in two others, because there was a large volume of records, and complying with the original time limit would have unreasonably interfered with operations. More than one type of extension may apply to the same request.

During the reporting period, the Department was able to close a total of 46% of requests in 30 days or less (24), 35% of requests took between 31 and 365 days to complete (18), and 19% of requests took over 365 days (10).

Completion time of requests:

1 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days
24	3	7	2	6	10

Complaints

WAGE worked with the Office of the Information Commissioner and successfully resolved all three outstanding complaints from the past fiscal year: two received in October 2020 and one in June 2021. No new complaints were filed against WAGE during this reporting year, and WAGE had no active complaints at the end of the fiscal year.

Consultations From Other Institutions

WAGE received 37 consultations from other institutions during the reporting period. In addition, 2 requests were carried forward from the previous year, for a total of 39 active consultations.

WAGE completed 38 consultations, providing recommendations on 3803 pages. One consultation request was carried over to the next reporting year; this request was still within the negotiated timeline.

Of the 38 consultation requests, 20 were answered within 15 days, 14 were answered within 16 to 30 days, 2 were answered within 31 to 60 days, 1 was answered within 61 to 120 days, and exceptionally, 1 consultation took more than 365 days to respond to. The lateness of the last consultation was due to a misunderstanding with the consulting department.

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Unless it is voluminous, WAGE's service standard to respond to consultations received from other institutions is three weeks.

Informal Requests

The Department proactively publishes summaries of completed access to information requests on the Open Government Portal. Members of the public can submit informal requests for a copy of the previously released information without having to pay the application fee. During 2022–23, WAGE responded to 114 such informal requests, 113 of which were in response to a request made to all federal institutions to provide a rerelease of all closed ATI requests that had not been destroyed due to the retention period.

Training and Awareness

Access to Information Requests

Within the first three months of employment, all new WAGE employees must take the Access to Information and Privacy Fundamentals course offered by the Canada School of Public Service. Topics include:

- reviewing current legislation and related policies
- processing access to information requests effectively
- protecting personal information
- understanding the requirements concerning the collection, use, communication, retention, and disposal of personal information

In addition, employees are invited to participate in departmental ATIP Essentials training sessions. During the past fiscal year, the training material was updated to ensure that it fully met all requirements set out in Treasury Board Secretariat policies. In piloting the new material in fiscal year 2022–23, ATIP delivered one training session to 15 people.

Furthermore, the employees of the ATIP Office regularly provide informal training on the application of ATIP legislation to departmental employees who retrieve and review relevant records requested under the Acts.

Proactive Publication

Training and awareness are achieved through conversations with the sectors responsible for proactive publication requirements. WAGE is developing material specific to requirements under Part 2 of the ATIA.

Policies, Guidelines, Procedures, and Initiatives

During fiscal year 2022–23, WAGE continued the modernization of ATIP tools, templates, and processes. An ATIP liaison working group was created to assist in these efforts, as well as to foster greater understanding of each team's challenges and to enhance collaboration.

Proactive Publication Under Part 2 of the *Access to Information Act*

For the purposes of Part 2 of the ATIA, Women and Gender Equality Canada is a government institution listed in Schedule I of the *Financial Administration Act*. A list of all proactive publication requirements that apply to the Minister and the institution is available in [Appendix D](#).

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WAGE published proactive publication requirements that were due during the reporting period on the following websites:

- [Open Government Proactive disclosure website](#)
- [Transparency: Women and Gender Equality Canada website](#)
- [WAGE's Departmental Sustainable Development Strategy website](#)

During the reporting period, WAGE published proactive publication requirements within the legislated timelines 88% of the time.

WAGE has put in place the following procedures and systems to meet proactive publication requirements:

- Meetings were held with those involved in the approval process to clarify roles, responsibilities, and timelines.
- Resources were developed and shared to support those involved in the process.
- Monthly calendar-based tracking mechanisms were put in place to ensure that reporting guidelines are followed within the required timelines.
- Weekly reports were shared with senior management to enforce on-time delivery.

Initiatives and Projects to Improve Access to Information

WAGE initiated planning for the implementation of new request processing software to replace the current one.

To ensure compliance and efficiency, the ATIP Office created a two-year work plan to optimize internal guidance documents, internal procedures, and tools.

Actions Taken on Complaints

WAGE disclosed additional records to resolve the exemption complaints filed with the Office of the Information Commissioner. No new complaints were received during the reporting year. WAGE currently has no active complaints.

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 *Access to Information 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: A \$5.00 application fee is the only fee charged for an ATI request
- Total revenue: \$130 was collected
- Fees waived or refunded: \$25 was waived, and \$10 was refunded
- Cost of operating the program: \$183,802

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Monitoring Compliance

Access to Information Requests and Inter-institutional Consultations

The ATIP team meets daily to ensure that all requests are on track and that deadlines will be met. This also provides an opportunity to discuss issues that have arisen and for analysts to receive guidance on the processing of their requests.

A report of active access to information requests is prepared on a weekly basis for review and oversight by the Corporate Secretary, and for WAGE's senior management. This report is also used by the ATIP Office to identify frequently requested types of information that would prompt the Department to assess the feasibility of making that information available by other means.

Consistent with the requirement to provide timely access to requested records, WAGE limits inter-institutional consultation to only when required for the proper exercise of discretion or when there is an intention to disclose.

Contracts, Information-Sharing Agreements, and Information-Sharing Arrangements

WAGE uses standard clauses to ensure that the right of public access to information is reflected in contracts, information-sharing agreements, and information-sharing arrangements.

Accuracy and Completeness of Proactively Published Information Under Part 2 of the Act

The Corporate Secretariat, Corporate Services Branch, Human Resources Branch, and Programs Branch have developed suitable processes for extracting real-time data from different departmental systems, including financial and corporate correspondence management systems. Data generated from individual systems are converted into reports and manually verified and validated by each responsible sector to ensure accuracy. The ATIP Office reviews the material and provides recommendations regarding disclosure prior to its publication.

Once validations have been completed by the branches, approvals are sought from senior management. Every level of the production and approval process is rigorously tracked by a critical path to ensure compliance with the posting date.

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Appendix A: Delegation Order

The responsibilities associated with the administration of the *Access to Information Act* are delegated to departmental officials through a delegation order signed by the Minister for Women and Gender Equality and Youth.

DEPARTMENT FOR WOMEN AND GENDER EQUALITY / MINISTÈRE DES FEMMES ET DE L'ÉGALITÉ DES GENRES

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 Minister for Women and Gender Equality and Youth, pursuant to section 95 of the *Access to Information Act* and section 73 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 and functions of the Minister as the head of a government institution. This Delegation Order supersedes all previous Delegation Orders.

En vertu de l'article 95 de la *Loi sur l'accès à l'information* et l'article 73 de la *Loi sur la protection des renseignements personnels*, la ministre des Femmes et de l'Égalité des genres et de la Jeunesse délègue aux titulaires des postes mentionnés à l'annexe ci-après ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont elle est investie en qualité de responsable d'une institution fédérale. Le présent décret de délégation remplace et annule tout décret antérieur.

Dated this 28 day of March 2022

Daté ce ____ jour de _____ 2022



The Honourable Marc Len, P.C., M.P.
Minister for Women and Gender Equality and Youth

L'honorable Marc Len, C.P., députée
Ministre des Femmes et de l'Égalité des genres et de la Jeunesse

Schedule/Annexe

Position Title/ Titre du poste	<i>Privacy Act</i> and Regulations/Loi sur la protection des renseignements personnels et ses règlements	<i>Access to Information Act</i> and Regulations/Loi sur l'accès à l'information et ses règlements
The Minister for Women and Gender Equality and Youth	<u>Full authority/Autorité absolue</u>	<u>Full authority/Autorité absolue</u>
The Deputy Minister of Women and Gender Equality and Youth / Sous-ministre des Femmes et de l'Égalité des genres et de la jeunesse	<u>Full authority/Autorité absolue</u>	<u>Full authority/Autorité absolue</u>
The Corporate Secretary/Secrétaire générale	<u>Full authority/Autorité absolue</u>	<u>Full authority/Autorité absolue</u>
The ATIP Manager/Gestionnaire d'AIPRP	<u>Full authority/Autorité absolue</u>	<u>Full authority/Autorité absolue</u>

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



Statistical Report on the *Access to Information Act*

Name of institution: Women and Gender Equality Canada

Reporting period: 2022-04-01 to 2023-03-31

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

1.1 Number of requests

		Number of Requests
Received during reporting period		33
Outstanding from previous reporting periods		22
• Outstanding from previous reporting period	19	
• Outstanding from more than one reporting period	3	
Total		55
Closed during reporting period		52
Carried over to next reporting period		3
• Carried over within legislated timeline	3	
• Carried over beyond legislated timeline	0	

1.2 Sources of requests

Source	Number of Requests
Media	7
Academia	3
Business (private sector)	1
Organization	0
Public	11
Decline to Identify	11
Total	33

1.3 Channels of requests

Source	Number of Requests
Online	33
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	33

Section 2: Informal Requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		114
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		114
Closed during reporting period		114
Carried over to next reporting period		0

2.2 Channels of informal requests

Source	Number of Requests
Online	114
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	114

2.3 Completion time of informal requests

Completion Time							
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	Total
1	0	0	60	53	0	0	114

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
0	0	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
106	1884	7	1144	1	995	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
	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	0	7	1	1	0	3	0	12
Disclosed in part	0	10	1	6	2	2	4	25
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	1	0	0	0	6	7
No records exist	0	4	0	0	0	0	0	4
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	3	0	0	0	0	1	0	4
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	21	3	7	2	6	10	52

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)	2	18(a)	0	20.1	0
13(1)(b)	1	16(2)(a)	0	18(b)	2	20.2	0
13(1)(c)	1	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	3	18(d)	0	21(1)(a)	10
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	11
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	1	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	1	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	14	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)	1	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	1				
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)	8
68(b)	0	69(1)(a)	2	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	2
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)	7	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	37	0	0	0	0

4.5 Complexity

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

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
6890	3043	48

4.5.2 Relevant pages processed per request disposition for paper and e-record 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	11	168	1	106	0	0	0	0	0	0
Disclosed in part	13	230	10	2627	0	0	2	2961	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	3	117	4	666	0	0	0	0	0	0
Request abandoned	4	15	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	31	530	15	3399	0	0	2	2961	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	7	0	0	7
Disclosed in part	15	0	0	15
All exempted	0	0	0	0
All excluded	7	0	0	7
Request abandoned	1	0	0	1
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	30	0	0	30

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	37
Percentage of requests closed within legislated timelines (%)	71.15384615

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
15	0	0	0	15

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	2	2
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	10	10
More than 365 days	0	3	3
Total	0	15	15

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	5	1
Disclosed in part	2	2	9	4
All exempted	0	0	0	0
All excluded	0	1	6	0
Request abandoned	0	0	1	0
No records exist	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0		0
Total	2	3	21	5

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	1	1	0	0
31 to 60 days	1	2	1	3
61 to 120 days	0	0	16	2
121 to 180 days	0	0	1	0
181 to 365 days	0	0	3	0
365 days or more	0	0	0	0
Total	2	3	21	5

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	26	\$130.00	5	\$25.00	2	\$10.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	26	\$130.00	5	\$25.00	2	\$10.00

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	36	3812	1	5
Outstanding from the previous reporting period	2	67	0	0
Total	38	3879	1	5
Closed during the reporting period	37	3798	1	5
Carried over within negotiated timelines	1	81	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
	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	17	13	0	1	0	0	0	31
Disclose in part	2	1	2	0	0	0	1	6
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	19	14	2	1	0	0	1	37

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
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	1	0	0	0	0	0	0	1
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	1	0	0	0	0	0	0	1

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	1	11	0	0	0	0	0	0	0	0
16 to 30	4	8	2	0	0	0	0	0	0	0
31 to 60	4	9	0	0	0	0	0	0	0	0
61 to 120	1	13	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	10	41	2	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	3

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 orders issued by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
0	0	0	3	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		\$183,802
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$183,802

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	2.230
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.110
Total	2.340

Note: Enter values to three decimal places.

Women and Gender Equality Canada

Appendix C: 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: Women and Gender Equality Canada

Reporting period: 2022-04-01 to 2023-03-31

Section 1: Capacity to Receive Requests under the *Access to Information Act* and the *Privacy Act*

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	52
Able to receive requests by email	52
Able to receive requests through the digital request service	52

Section 2: Capacity to Process Records under the *Access to Information Act* and the *Privacy Act*

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	0	0	52	52
Protected B Paper Records	0	0	52	52
Secret and Top Secret Paper Records	0	0	52	52

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Electronic Records	0	0	52	52
Protected B Electronic Records	0	0	52	52
Secret and Top Secret Electronic Records	0	0	52	52

Section 3: Open Requests and Complaints Under the Access to Information Act

3.1 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, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	3	0	3
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	3	0	3

3.2 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 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	0

Section 4: Open Requests and Complaints Under the Privacy Act

4.1 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, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	0	0	0
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	0	0	0

4.2 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 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	0

Section 5: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2022-2023?	No
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Section 6: Universal Access under the Privacy Act

How many requests were received from confirmed foreign nationals outside of Canada in 2022-2023?	0
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Canada

Women and Gender Equality Canada

Appendix D: Proactive Publication Requirements Table

Legislative Requirement	Section	Publication Timeline
Ministers		
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 are received by their office	74(b)	Within 30 days after the end of the month received
Packages 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 the last sitting day of the House of Commons 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 the 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	Quarters 1–3: Within 30 days after the quarter Quarter 4: Within 60 days after the quarter
Ministers' Offices expenses *Note: This consolidated report is currently published by the Treasury Board Secretariat on behalf of all institutions.	78	Within 120 days after the fiscal year
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
Hospitality expenses	83	Within 30 days after the end of the month of reimbursement
Reports tabled in Parliament	84	Within 30 days after tabling
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 the Treasury Board is the employer)		
Reclassification of positions	85	Within 30 days after the quarter
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>		

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Contracts over \$10,000	86	Quarters 1–3: Within 30 days after the quarter Quarter 4: Within 60 days after the quarter
Grants and contributions over \$25,000	87	Within 30 days after the quarter
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment
Titles and reference numbers of memoranda prepared for a deputy head or equivalent that are received by their office	88(b)	Within 30 days after the end of the month received
Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament	88(c)	Within 120 days after the appearance