



National  
Defence

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CANADIAN  
ARMED FORCES

Annual Report to Parliament | 2023-2024

# Administration of the *Access to Information Act*

Department of National Defence and the Canadian Armed Forces



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# 1. INTRODUCTION

The Department of National Defence and the Canadian Armed Forces are pleased to present to Parliament their annual report on the administration of the *Access to Information Act*<sup>1</sup> (*ATI Act*). Section 94 of the *ATI Act*, and section 20 of the *Service Fees Act* requires the head of every federal government institution to submit an annual report to Parliament on the administration of *the Act* each financial year. This report describes National Defence activities that support compliance with the *ATI Act* for the fiscal year (FY) commencing 1 April 2023 and ending 31 March 2024.

## 1.1 Purpose of the Access to Information Act

The purpose of the *ATI 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 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; and
- Part 2 of *the Act* sets out requirements for the proactive publication of information.

### *Service Agreements*

The Department of National Defence and the Canadian Armed Forces had no service agreements pursuant to section 96 of the Access to Information Act.

# 2. ACCESS TO INFORMATION AND PRIVACY AT NATIONAL DEFENCE

## 2.1 Mandate of National Defence<sup>2</sup>

### *Who we are*

The Department of National Defence (DND) and the Canadian Armed Forces (CAF) support a strategic vision for defence in which Canada is strong at home, secure in North America and engaged in the world. From regular forces to reserve forces and civilian employees, the Defence Team stretches from coast to coast to

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<sup>1</sup> <https://laws-lois.justice.gc.ca/eng/acts/A-1/>

<sup>2</sup> <https://www.canada.ca/en/department-national-defence/corporate/mandate.html>

coast. Its membership represents the strength, skills and diversity of Canada, and brings the experience necessary to protect and support Canadians no matter what is asked of them.

### *What we do*

DND and the CAF have complementary roles to play in:

- Providing advice and support to the Minister of National Defence
- Implementing Government decisions regarding the defence of Canadian interests at home and abroad.

The CAF serves on the sea, on land, in the air, and in space and cyberspace with the Royal Canadian Navy, the Canadian Army, the Royal Canadian Air Force and the Canadian Special Operations Forces Command.

In April 2024, Canada released its renewed defence policy, [\*Our North, Strong and Free\*](#)<sup>3</sup>, which outlines Canada's plan to ensure the CAF remains ready, resilient and relevant in the context of increasing global uncertainty. This means doing more to keep us strong at home, secure in North America and engaged in the world, under six themes including:

- **Supporting our people** by placing focus on recruitment, retention and personal management, as well as investments into the quality of life for military members in form of support for health, housing and childcare. For all that CAF members give up for Canadians they all deserve to feel safe and valued in their workplace, it is our priority progress culture change.
- **Strengthening the foundations** of our military to ensure CAF members have the tools they need to do their job effectively and keep them safe. This will include modernizing existing capabilities and acquiring new ones; building civilian capacity; reviewing and reforming defence procurement; accelerating digital transformation.
- **Building an innovative industrial base** by leveraging innovation and fostering relationships with industry partners to sustain existing equipment and accelerate production capacity in Canada. This will allow the CAF to make reliable and valuable contributions to our allies and partners, particularly in the Euro-Atlantic and Indo-Pacific regions, in support of a more stable, peaceful world.
- **Defending Canada** in the Arctic and northern regions, where the changing physical and geopolitical landscapes have created new threats and vulnerabilities. By upgrading our continental defences to better detect incoming threats we can remain ready to assist when Canadians face natural disasters and other emergencies or are in need of search and rescue support.
- **Defending North America** as an active partner with the United States to restore continental defence and deterrence in all domains: sea, land, air, space and cyber, and through a modernized NORAD.

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<sup>3</sup> <https://www.canada.ca/en/department-national-defence/corporate/reports-publications/north-strong-free-2024.html>

- **Advancing Canada’s global interests and values** through continuing valuable Canadian Armed Forces contributions to global efforts to deter major power conflict, confront terrorism and insurgency, and address instability.

## 2.2 National Defence organization

The National Defence Act (NDA) establishes DND and the CAF as separate entities, operating within an integrated National Defence Headquarters as they pursue their primary responsibility of providing defence for Canada and Canadians.

### *Senior leadership*

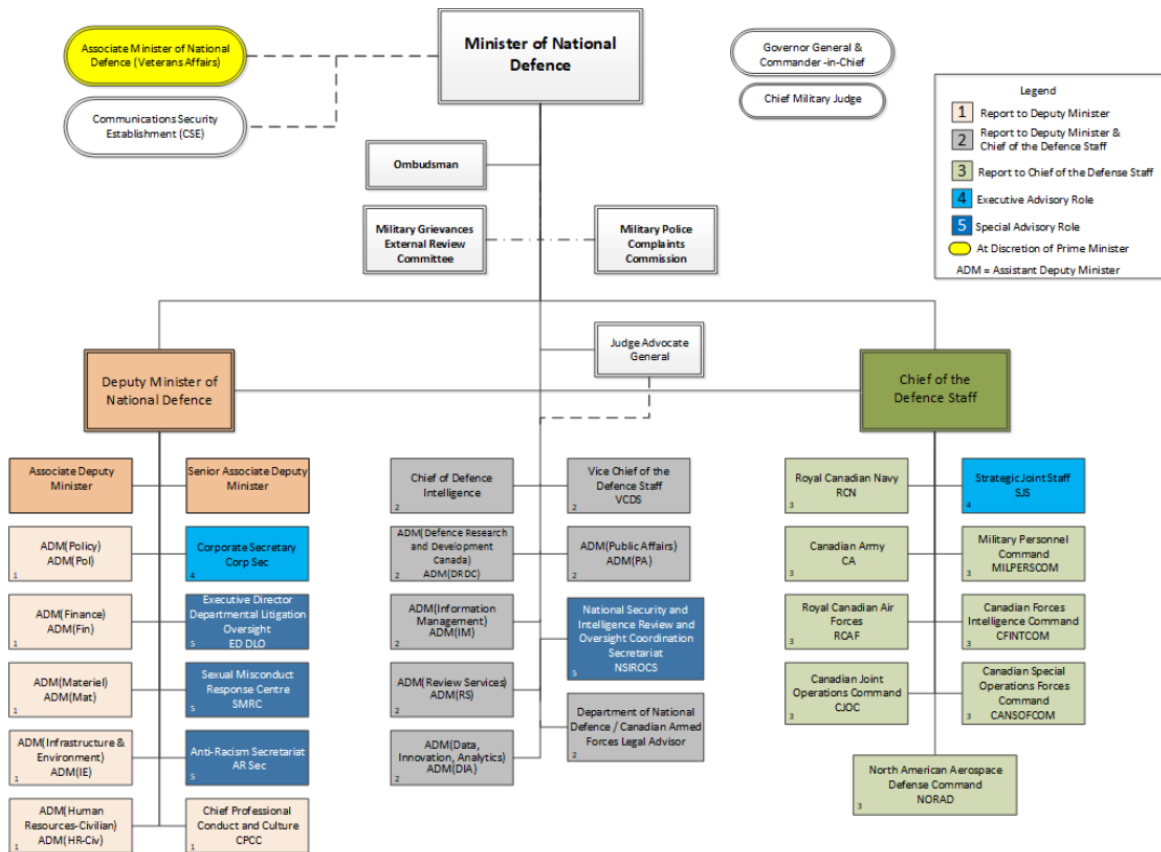
The Governor General of Canada is the Commander-in-Chief of Canada. DND is headed by the Minister of National Defence. The Associate Minister of National Defence supports the Minister of National Defence. The Deputy Minister of National Defence is the Department’s senior civil servant. The CAF are headed by the Chief of the Defence Staff, Canada’s senior serving officer. These senior leaders each have different responsibilities:

- The Governor General is responsible for appointing the Chief of the Defence Staff on the recommendation of the Prime Minister, awarding military honours, presenting colours to CAF regiments, approving new military badges and insignia, and signing commission scrolls;
- The Minister of National Defence presides over the Department and over all matters relating to national defence;
- The Associate Minister is also responsible for defence files, as mandated by the Prime Minister, with the specific priority of ensuring that CAF members have the equipment they need to do their jobs;
- The Deputy Minister is responsible for policy, resources, interdepartmental coordination and international defence relations; and
- The Chief of the Defence Staff is responsible for command, control and administration of the CAF, as well as military strategy, plans and requirements.

## Defence organization

The National Defence organizational structure is represented in the diagram below. Additional information about the National Defence organization is available [online](#).<sup>4</sup>

FIGURE 1: NATIONAL DEFENCE ORGANIZATION CHART



## 2.3 The Directorate of Access to Information and Privacy

### Delegation of authority

In accordance with section 95(1) of the *Access to Information Act*, a delegation of authority, signed by the Minister, designates the Deputy Minister, Corporate Secretary, Executive Director of Access to Information and Privacy, and Access to Information and Privacy (ATIP) Deputy Directors to exercise all powers and functions of the Minister, as the head of institution under *the Act*. It also designates other specific powers and functions to employees within the Directorate Access to Information and Privacy.

<sup>4</sup> <https://www.canada.ca/en/department-national-defence/corporate/organizational-structure.html>

Under the authority of the Corporate Secretary, the ATIP Executive Director administers and coordinates the *Access to Information Act* and the *Privacy Act*, and acts as the departmental ATIP Coordinator. In the administration of *the Act*, the ATIP Directorate seeks advice on legal, public affairs, policy, and operational security matters from other organizations and specialists as required.

A copy of the *Access to Information Act* and *Privacy Act* Designation Order, which was updated this financial year to reflect organizational changes within the Directorate of Access to Information and Privacy over the past few years, is provided at Annex A.

### *The ATIP Directorate*

The ATIP Directorate is responsible for matters regarding access to information and privacy protection within the National Defence portfolio, except for the following organizations: the Military Police Complaints Commission, the Military Grievances External Review Committee, the Communications Security Establishment, the Office of the National Defence and Canadian Forces Ombudsman, the Director of Defence Counsel Services, and the Canadian Forces Morale and Welfare Services.

The ATIP Directorate is managed by an Executive Director and supported by a corporate services team that is responsible for the administrative and management functions of the directorate, including business planning, financial management, human resources, physical security, and information and records management (IM/RM). The workforce is divided functionally into three main areas, further supported by Defence organization liaison officers, as illustrated in the diagram at FIGURE 2.

The Chief of Operations oversees all activities related to access to information, including ATIP Intake; and is supported by Deputy Directors across ATI Operations. This ensures consistency in the execution of departmental processes and application of the ATI Act and allows for quality assurance activities, tracking, reporting, and monitoring of trends and rising issues.

Deputy Directors oversee Privacy Operations, Defence Privacy Management and Compliance (DPMC), and ATIP Program Support (ATIP-PS).

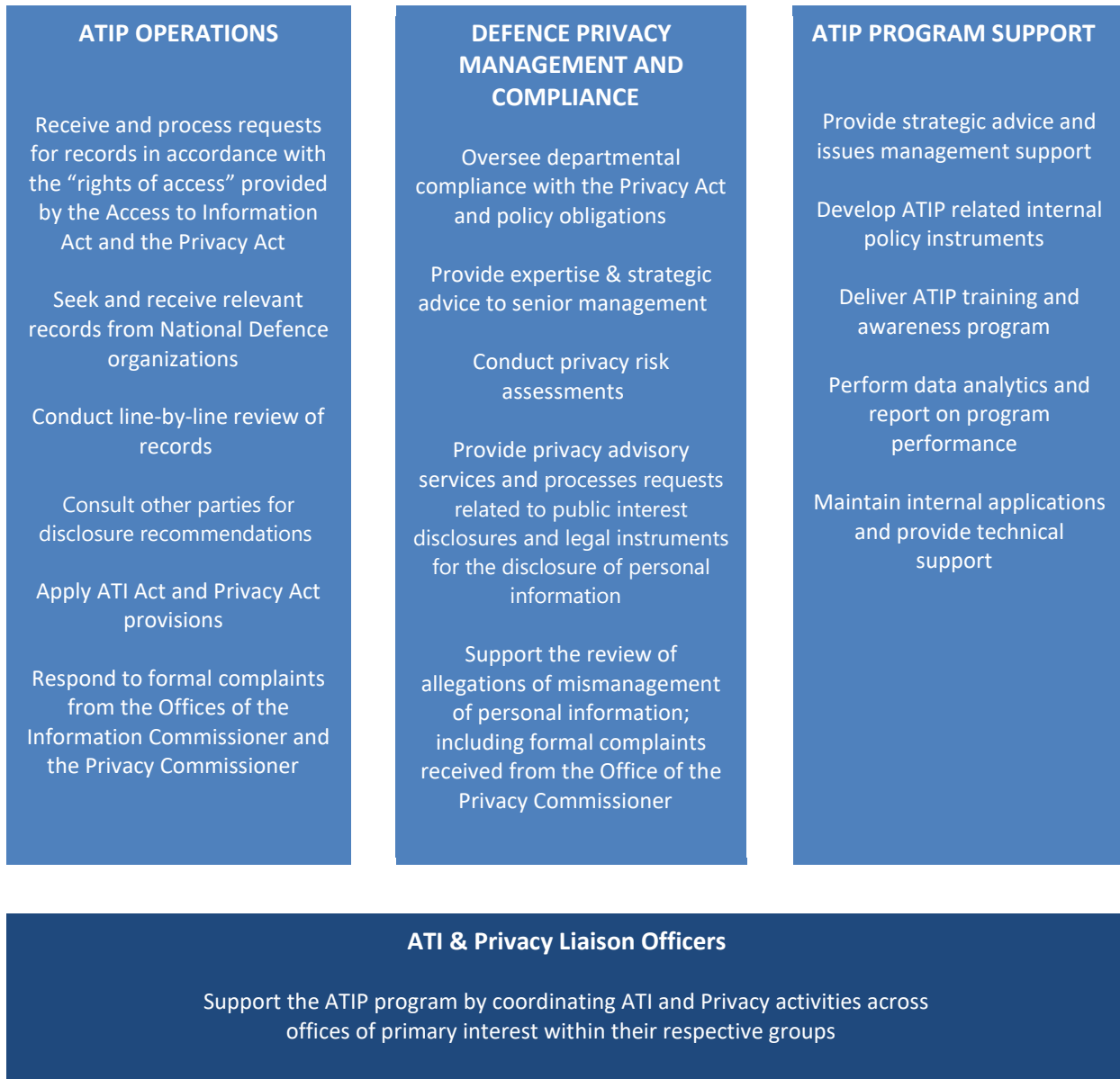
The DPMC section's key objective is to oversee departmental compliance with the *Privacy Act*; the section manages privacy risk assessments; resolution of privacy breaches and systemic issues; provides guidance on privacy policy obligations as well as expertise and advice to senior management on contentious and sensitive issues while ensuring continuous improvements of privacy policy and service delivery for the department.

The ATIP-PS section delivers training and promotes ATIP awareness, performs data analytics and reports on program performance, and provides ATIP related advice and guidance to the ATIP Directorate and the wider DND/CAF community.

In addition to access to information and privacy protection activities, the ATIP Directorate provides support to the Departmental Litigation Oversight-Litigation Implementation Team. The Directorate conducts an ATIP-like review of records in support of class action settlements as required.

During the reporting period the ATIP Directorate as a whole had the full-time equivalent of 54.31 employees and 12.25 consultants dedicated to Access to Information activities.

FIGURE 2: NATIONAL DEFENCE ATIP OPERATIONAL WORKFORCE





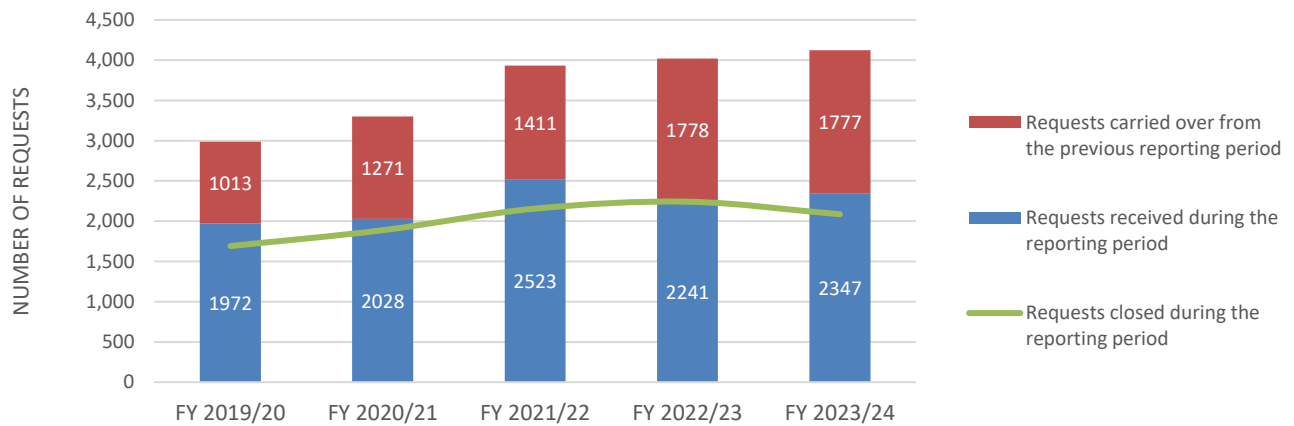
### 3. HIGHLIGHTS OF THE STATISTICAL REPORT

The statistical report at ANNEX B consists of data submitted by National Defence as part of the Treasury Board Secretariat (TBS) annual collection of ATIP-related statistics. The following sections contain highlights, trends and an analysis of notable statistical data from a departmental perspective.

#### 3.1 Requests received

In FY 2023-24, National Defence received 2,347 new ATI requests, a 4.7% increase from the previous reporting period. Combined with a carry-over of 1,777 files from FY 2022-23, this represents a total ATI workload of 4,124 requests during the reporting period. 2,038 ATI requests have been carried over to the next reporting period.

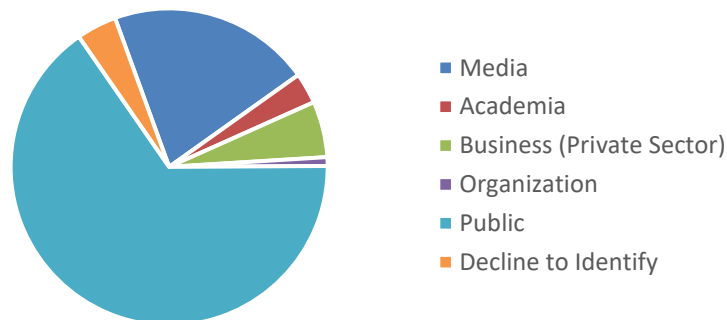
FIGURE 3: ATI REQUEST WORKLOAD (LAST FIVE YEARS)



#### Sources of requests

The general public remains the largest source of requests, accounting for over half of all requests received. The distribution of remaining sources of requests remained consistent with previous reporting periods.

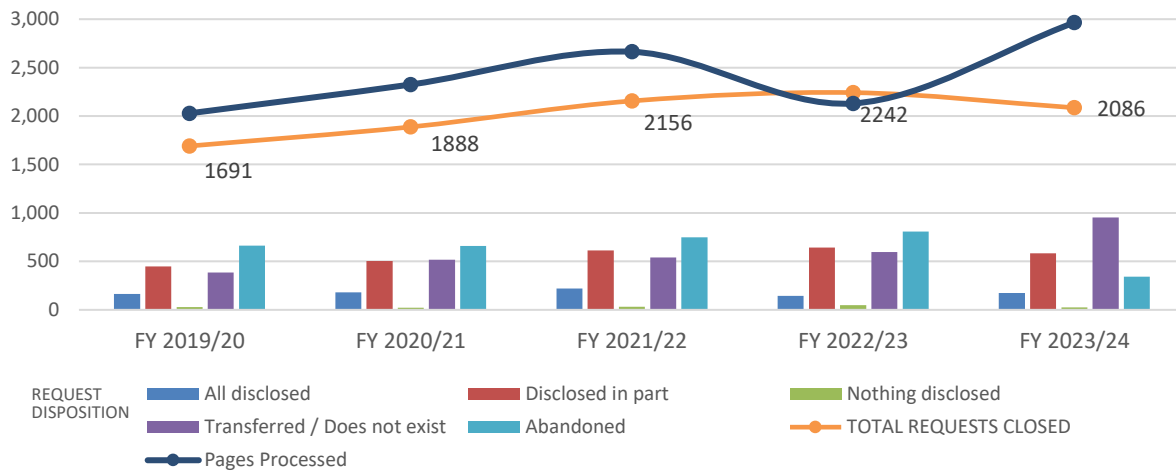
FIGURE 4: SOURCES OF REQUESTS RECEIVED (FY 2023-24)



### 3.2 Requests completed

A total of 2,086 requests were completed during the reporting period. Although this represents a 7% decrease compared to FY 2022-23; the total number of pages processed to complete those requests increased by 39%, from 213,059 to 296,479. The five-year trend is depicted in FIGURE 5.

FIGURE 5: DISPOSITION OF REQUESTS COMPLETED AND TOTAL REQUESTS COMPLETED (LAST FIVE YEARS)



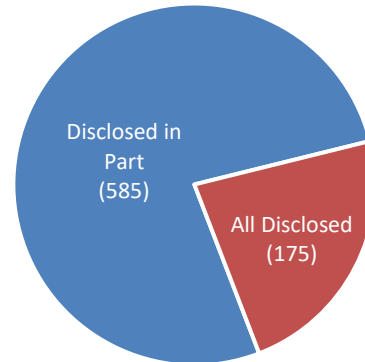
The number of requests abandoned in the first 15 days decreased by 67% since onboarding to the ATIP Online Request Service in March 2023. The ATIP Online Request Service more appropriately directs applicants requesting personal information to submit a request under the Privacy Act, whereas previously, requests would be made under the Access to Information Act, only to be closed/abandoned in the first 15 days and re-opened under the Privacy Act.

Of the 935 requests closed as “Does not exist,” over 80% were for personal information of former CAF members which is no longer held by National Defence; in such cases applicants were redirected to Library and Archives Canada for their requests to be processed.

*Disposition: Percentage of requests all disclosed vs. disclosed in part*

FIGURE 6: ALL DISCLOSED VS. DISCLOSED IN PART (FY 2023-24)

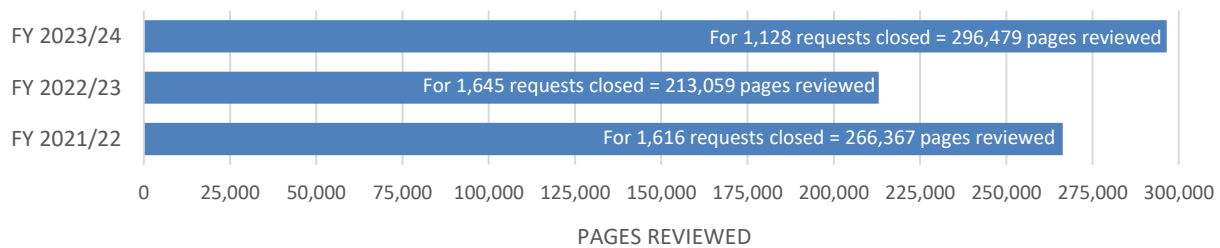
During the reporting period records were disclosed in 760 requests. Of the total 2086 requests completed, 8.4% of requests were “all disclosed” and 28.0% were “disclosed in part.” The remaining requests were completed as all exempted, all excluded, no records exist, request transferred, request abandoned, or neither confirmed nor deny.



*Pages reviewed*

A total of 296,479 pages were reviewed to process the requests which were completed during the reporting period. (FIGURE 7). This does not include pages processed for requests not completed this FY and carried over into the next reporting period.

FIGURE 7: NUMBER OF PAGES REVIEWED FOR REQUESTS COMPLETED WHERE RECORDS EXISTED (LAST THREE YEARS)



## Exemptions and exclusions

Consistent with previous reporting periods, the majority of exemptions applied by National Defence in FY 2023-24, were under the following four sections of the *ATI Act*:

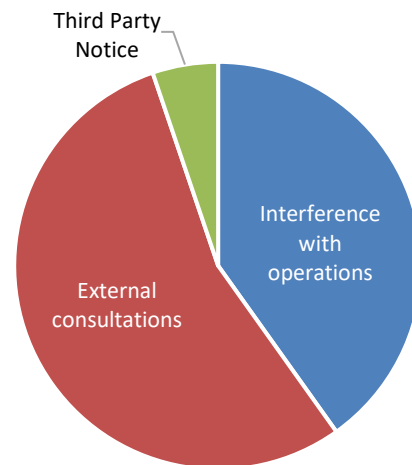
- Subsection 19(1), which protects personal information of individuals, was applied in 478 requests;
- Subsection 15(1), which protects limited and specific information concerning international affairs and defence, was applied in 263 requests;
- Subsection 21(1), which protects limited and specific information concerning advice and recommendations, was applied in 182 requests; and
- Subsection 20(1), which protects proprietary third-party information, was applied in 151 requests.

## Extensions

The *ATI Act* provides for extending the statutory time limits to respond to a request beyond 30 days if:

- It involves a large number of records or requires a search through a large number of records, and meeting the original time limit would unreasonably interfere with the operations of the institution.
- External consultations are necessary and cannot reasonably be completed within the original time limit is provided at FIGURE 8.
- Notice to a third party is required to advise them their information is the subject of a request.

FIGURE 8: REASONS FOR EXTENSION (FY 2023-24)



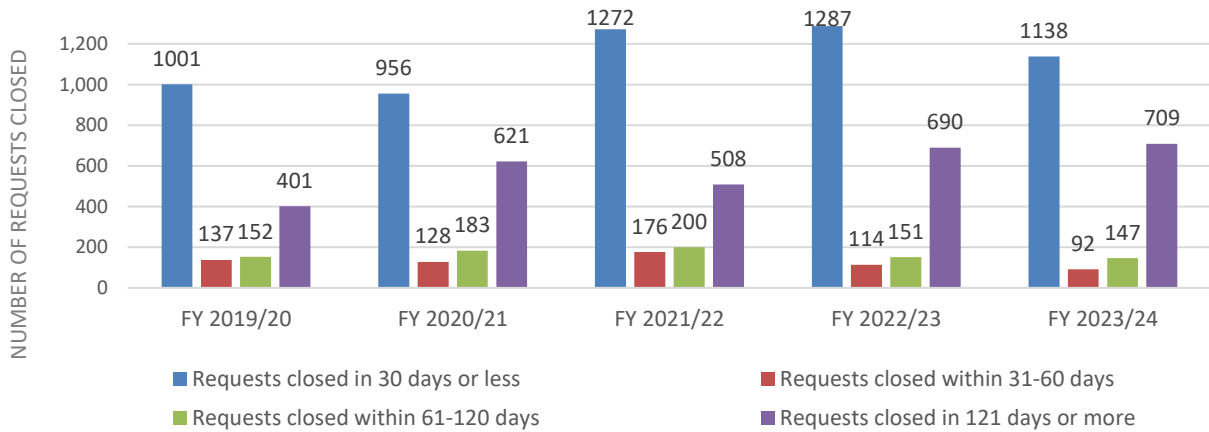
53.2% of all extensions taken for requests closed in FY 2023-24, were required to conduct consultations with other bodies such as federal government institutions, provincial or municipal governments, or international organizations or governments. The majority of these extensions (74.1%) were for 60 days or less.

The number of extensions taken should not be interpreted as the number of files for which extensions are claimed. A single file could, and quite often does, qualify for multiple extensions. For example, a file could be extended because it has a large volume of records, and also because one or more consultations are required. This appears in the statistical report as multiple extensions but only for a single file.

### Completion time

The percentage of files closed within 30 days remained generally consistent with the multi-year trend; 54.5% of files were closed within 30 days compared to 57.4% during the previous reporting period. A breakdown of completion time is provided in FIGURE 9.

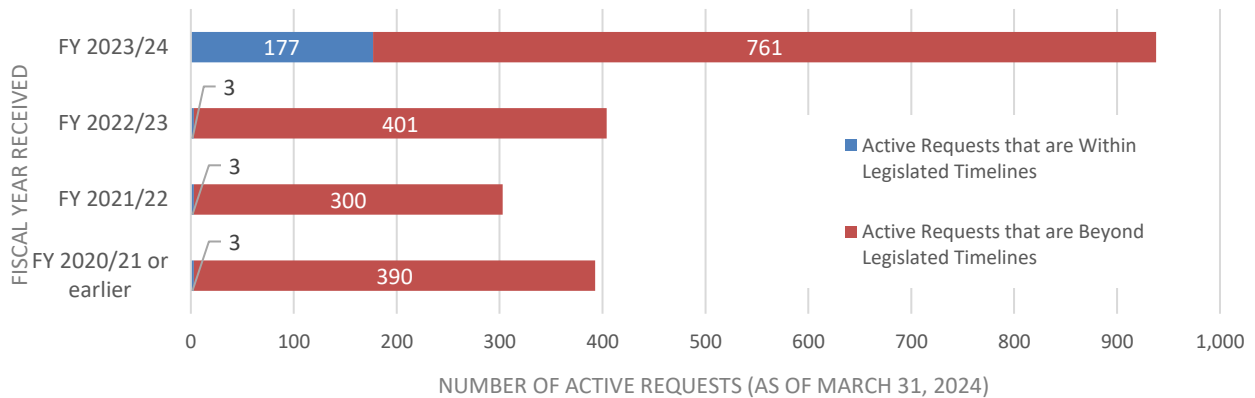
FIGURE 9: REQUEST COMPLETION TIME (LAST FIVE YEARS)



### Number of Active Requests – Outstanding from Previous Reporting Periods

At the end of the FY 2023-24 reporting period, National Defence had 2,038 active requests. A breakdown of outstanding requests by the reporting period in which the request was received, and whether the request is still within the legislated timelines (including extensions) is provided below in FIGURE 10.

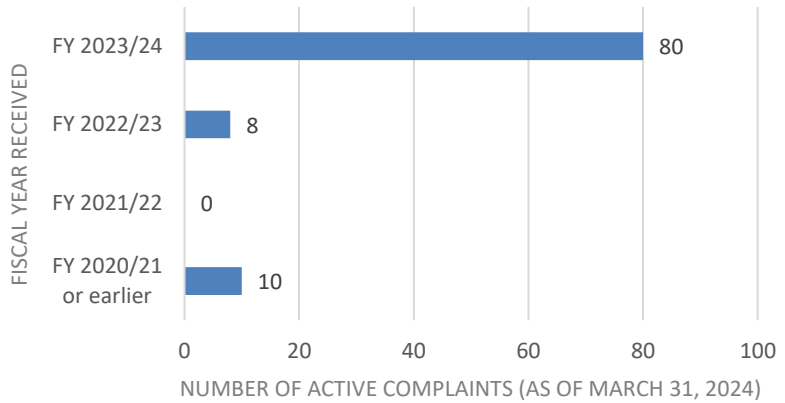
FIGURE 10: NUMBER OF ACTIVE REQUESTS (AS OF MARCH 31, 2024)



### Number of Active Complaints - Outstanding from Previous Reporting Periods

FIGURE 11: NUMBER OF ACTIVE COMPLAINTS (AS OF MARCH 31, 2024)

At the end of the reporting period, National Defence had a total 98 active complaints with the Information Commissioner of Canada (OIC). A breakdown of active complaints by reporting period is provided at FIGURE 11.

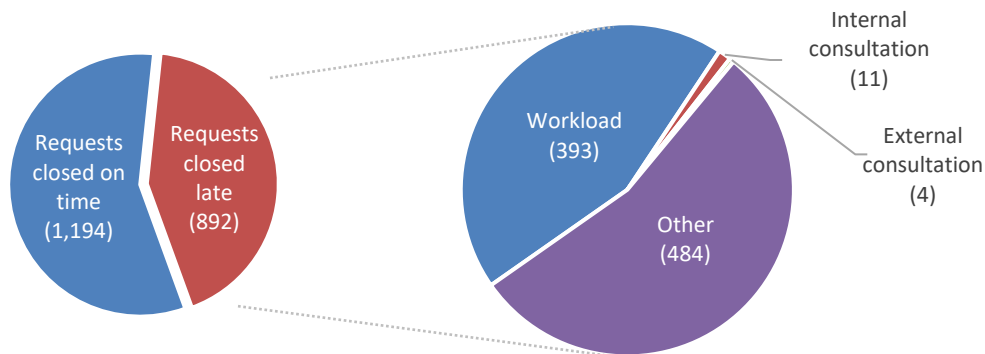


### On-time compliance

National Defence responded to 57.24% of requests within legislated timelines in FY 2023-24 which represents a 4.5% decrease in on-time compliance compared to the last reporting period, where 61.73% of requests were closed within legislated timelines.

The most common reason for deemed refusal was “Other,” which was cited for 44.1% of requests closed late during the reporting period. As defined by TBS, this reason relates to unavailability of key officials and difficulties in obtaining relevant information in deemed refusal requests. FIGURE 12 displays the reasons contributing to late file closures in FY 2023-24.

FIGURE 12: REASONS FOR DEEMED REFUSAL (FY 2023-24)



National Defence’s on-time performance decreased during this reporting period, however a number of factors beyond the control of the ATIP office continue to impact performance and deemed refusal rates; including but not limited to:

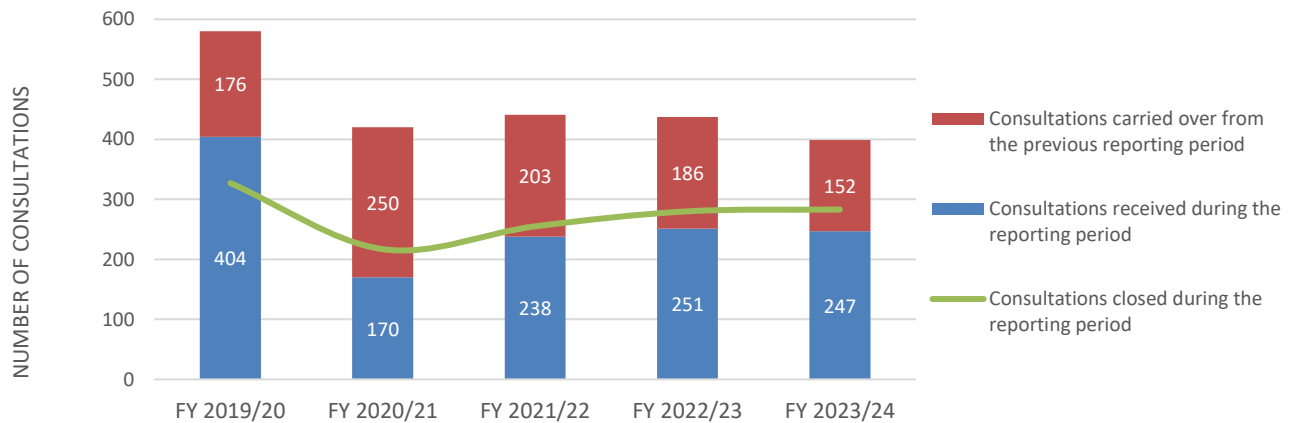
- Increased media attention and public interest relating to Departmental priorities such as Sexual Misconduct and class action lawsuits affect Offices of Primary Interest (OPI) ability to retrieve records. Timely review by the ATIP office is further impacted by the complexities inherent in this sensitive and complex information.
- ATIP staffing challenges continue due to a competitive job market. Staff turnover at all levels reduces operational efficiency while new employees onboard and learn. Hiring and training new employees creates additional workload for ATIP management and support services. Efforts continue to recruit and retain talented individuals to staff vacant positions.

### 3.3 Consultations received and completed

During the reporting period, National Defence received a total of 247 requests for consultation – 236 were received from other Government of Canada institutions and 11 from other organizations. The total workload for consultation requests decreased slightly by 1.6% over FY 2022-23 when 251 consultation requests were received.

While the number of new requests for consultations received this FY by National Defence remains level with last FY, National Defence had 23.7% fewer consultations pending at the end of this reporting period (116).

FIGURE 13: ATI CONSULTATION WORKLOAD (LAST FIVE YEARS)



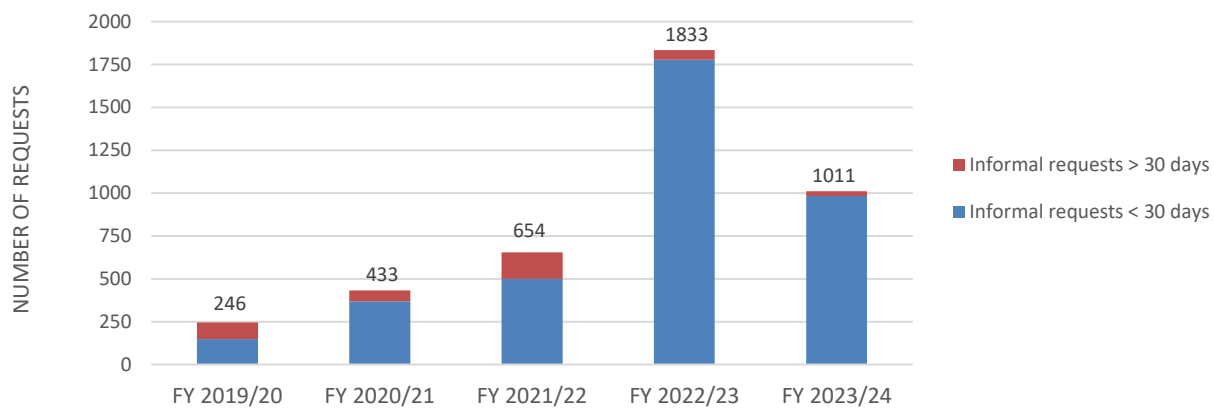
### 3.4 Informal Requests

To support increased transparency and the principles of Open Government, National Defence encourages informal access to records wherever possible. As a result of the continued online posting of summaries of completed ATIA requests, National Defence saw a significant increase of informal requests for previously released information.

In FY 2023-24, National Defence responded to 1011 informal requests, which represented a 44.8% decrease over the previous reporting period; a stabilization from the drastic rise in FY 2022-23.

Notably, the vast majority (982; 97%) were completed in 30 days or less.

FIGURE 14: INFORMAL REQUESTS (LAST FIVE YEARS)



Informal requests reported in this section include:

- Formal requests that were discontinued in favour of providing information informally, in consultation with the requester as part of the Duty to Assist;
- Advising requesters when information is already publicly available online; and
- The re-release of information made available through previously closed formal requests. A listing of ATI requests completed by National Defence is available on the [Open Government portal](#).

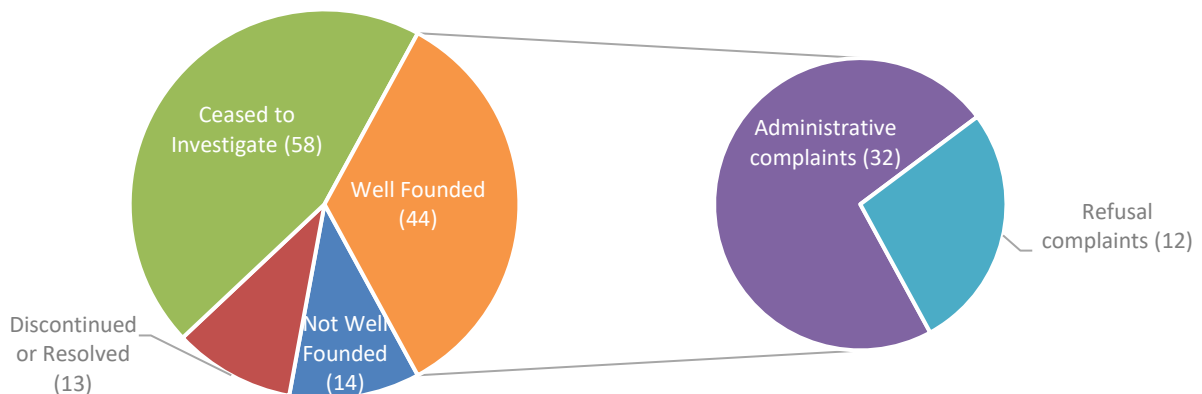


## 4. COMPLAINTS, AUDITS AND REVIEWS

### 4.1 Complaints from the Office of the Information Commissioner

National Defence received a total of 123 Notices of intention to investigate from the Office of the Information Commissioner (OIC) in the 2023-24 reporting period; compared to 141 such notices received in the previous reporting period. The number of complaints with well-founded final determinations decreased to 44 received this reporting period. This represents 2.1% of the total volume of request files processed this FY.

FIGURE 15: OIC FINDINGS AND NATURE OF WELL-FOUNDED COMPLAINTS (FY 2023-24)



Statistical reporting requirements for complaints and investigations with the OIC are noted below:

- Section 32: When the OIC gives formal notice of their intention to investigate a complaint regarding the processing of a request under *the Act*. Defence received 123 such notices during FY 2023-24.
- Section 35: When the OIC requests further representations from institutions pursuant to an ongoing complaint investigation. Defence provided 53 such formal written representations to the OIC during the reporting period.
- Section 37: When the OIC issues a report of findings for a well-founded complaint upon conclusion of an investigation. During the reporting period, 44 complaints were found to have merit. The 44 well-founded complaints represent 34.1% of the total findings (129) issued in FY 2023-24.
  - Note that these complaints are not necessarily resulting from the 123 complaints received during the current reporting period. Of the 44 well-founded determinations:
    - 32 were administrative in nature (about delays and time extensions),
    - 12 were refusal complaints (regarding application of exemptions or possible missing records).

## *Complaints Process*

The ATIP Directorate continued to utilize a dedicated manager to coordinate complaints from the OIC. Specific personnel in the ATIP Directorate continued to serve as the primary points of contact for the OIC and assisted in complaint-related reporting to both the OIC and ATIP Directorate Management. Regular monthly meetings were undertaken between the OIC and the ATIP Directorate to discuss file progression. These monthly meetings resulted in resolution of complaints and better collaboration with the OIC and the ATIP Directorate.

During the reporting period the Information Commissioner of Canada began to exercise her order-making powers more fully in response to complaints that had been deemed well-founded. Further to orders issued in 32 cases, the Commissioner filed 2 writs of mandamus with the Court seeking to compel National Defence to release records within ten days of a court decision. One of these cases remains ongoing, while the other was withdrawn when National Defence released the records prior to a hearing of the case.

### **4.2 Court decisions**

In FY 2023-24, there were no court proceedings actioned in respect of requests processed by National Defence.

### **4.3 Key Actions Taken on Complaints**

National Defence took actions during the reporting period to address the issues raised by the Office of the Information Commissioner and the Standing Committee on National Defence.

A multi-disciplinary working group consisting of representatives from the ATIP Directorate, the Directorate of Enterprise Architecture, and Review Services evaluated the ATIP process to identify areas for improvement. Subsequently an agile project management approach was implemented to develop initiatives aimed at improving the ATIP process across National Defence.

National Defence is committed to addressing process challenges through this ongoing effort and will be monitoring the implementation and effectiveness of the initiatives undertaken.

## **5. POLICIES AND PROCEDURES**

The ATIP Directorate conducted internal reviews of its standard operating procedures (SOPs) to identify any outdated or inefficient processes that could be improved or eliminated and updated the ATI Procedure Guide to document improvements to ATI request processing, and to ensure alignment with Treasury Board policies and directives. Changes were made to streamline the record retrieval process regarding the follow-up on late responses from OPIs, minimizing the amount of email communications and escalating late responses to management.

Management participated in monthly meetings with the OPIs who had the highest volume of requests to improve communication and to assist them in reducing backlogs. These meetings also aided in the resolution of numerous Section 37 orders from the Information Commissioner, which impacted the same OPIs.

During the reporting period the ATIP Online Management Tool (AOMT) was fully implemented, allowing the ATIP Directorate to access and retrieve ATIP requests submitted via the approved online channel.

## 6. INITIATIVES AND PROJECTS

Several initiatives were undertaken to improve ATIP performance at National Defence:

- A business process review was started during the reporting period through a multi-disciplinary ATIP working group, and an agile ATIP Scrum group to identify challenges and risks, and prioritize the actions and tools needed to effect change. This review involved consultation with ATIP Analysts to address their challenges and leverage best practices.
- Implementation of the ATIP Online Request Service (AORS) and the ATIP Online Management Tool (AOMT) allowed requesters to more efficiently submit and track their requests online, while the ATIP Directorate was able to retrieve requests electronically.
- Reporting and dashboards continued to be developed to monitor and analyze ATIP performance indicators, workload distribution, and trends.
- Procurement of a new ATIP case management and redaction solution was undertaken to replace the current ATIP software. ATIPXpress is expected to provide enhanced features and functionalities to streamline and automate ATIP processes. Efforts towards implementation are ongoing.
- Online self-directed training modules and materials were created and launched via the Defence Learning Network (DLN) to increase ATIP awareness and educate Defence employees and CAF members on their roles and responsibilities.

## 7. TRAINING AND AWARENESS

### 7.1 ATIP Training Program

Departmental ATIP training continued to be provided on a virtual platform. Directorate training staff delivered the following training sessions to Defence employees and CAF members with specific emphasis on those staff with ATIP responsibilities:

- Access to Information and Privacy Fundamentals (COR502 – Offered online by the Canada School of the Public Service, this course is a prerequisite for all departmental ATIP training);
- Introductory DND/CAF ATIP courses [ATIP at DND (formally ATIP 101 - General ATIP), or Privacy Fundamentals];

- Orientation session for new employees of the ATIP directorate;
- Advanced DND/CAF ATIP courses (ATIP 201 - Advanced ATIP or organization-specific content); and,
- ATIP awareness and engagement activities with the various branches and divisions.

## **7.2 Awareness and Training Activities**

A total of 44 training sessions were delivered to approximately 1077 individuals. This training was provided to Defence employees and CAF members on the administration of both the Access to Information Act and Privacy Act, as well as on appropriate management of personal information under the control of the institution. These virtual training sessions included ATIP 101, ATIP 201, and Privacy Protection and targeted training sessions for specific Defence organizations. Most training sessions were delivered by ATIP Directorate staff through video teleconference technologies. Mid-year a new online self-guided program (ATIP at DND) was launched to replace ATIP 101. This new program was instrumental to a 44% increase in participants over last year. Moreover, an additional 3377 individuals from DND/CAF completed the CSPA ATIP fundamentals in the reporting period as it was a prerequisite for DND specific ATIP training.

## **8. MONITORING COMPLIANCE**

To provide effective oversight and reporting of ATIP performance within National Defence, the ATIP Directorate produces a monthly dashboard that measures the timeliness of OPI record retrieval, overall ATIP compliance, and critical indicators such as privacy breach complaints. Using Microsoft Power BI to publish the ATIP dashboard has enhanced its usability and visibility to senior leadership on key metrics and ATIP performance. The monthly dashboard serves to track ATIP performance across the Department and identify organizations who may require assistance or training, and to identify areas for process improvements.

Additionally, the ATIP Directorate responds to on-demand requests for statistics and performance reports to support program-specific requirements and departmental ATIP obligations.

## 9. ACCESS TO INFORMATION FEES AND OPERATING COSTS

### 9.1 Reporting on ATI fees for the purposes of the Services Fees Act

The *Service Fees Act* (SFA) 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 SFA section 20.

<i>Enabling authority:</i>	<i>Access to Information Act</i>
<i>Fee amount for 2023-24:</i>	\$5 application fee is the only fee charged for an ATI request
<i>Total revenue:</i>	\$10,960.00
<i>Fees waived or refunded:</i>	In accordance with the changes to the Access to Information Act that came into force on June 21, 2019, National Defence may only charge an application fee of \$5, as set out in paragraph 7(1)(a) of the Regulations. Pursuant to the Directive on Access to Information Requests, issued on July 13, 2022, institutions can waive this application fee as deemed appropriate. A total of \$760.00 in fees have been waived and \$15.00 in fees refunded during this reporting period.
<i>Cost of operating the program:</i>	\$7,377,818

The cost of operations includes salaries, overtime, goods and services, contracts and all other expenses specific to the access to information office. Costs associated with time spent by program areas searching for and reviewing records are not included here.

## 10. PROACTIVE PUBLICATION

National Defence is a department of the Government of Canada, and a government institution listed in Schedule I of the ATIA.

In accordance with Defence Administrative Orders and Directives (DAOD), the Deputy Minister (DM) of National Defence and the Chief of Defence Staff (CDS) have designated officials in the form of Functional Authorities for each proactive publishing requirement who exercise the responsibility to support the head of the institution's accountability for requirements under Part 2 of the Act.

The process lead and key stakeholders for each proactive publishing requirement collaborated to define the roles & responsibilities, develop detailed processes, and determine the timings to ensure DND/CAF is compliant with legislative requirements.

The Public Affairs and Information Management groups support DND/CAF in ensuring publications are posted to the DND/CAF Transparency site and the Open Government site in bilingual and web accessible formats within the mandated time requirements.

Individuals at all levels play a vital role in supporting proactive publishing requirements, specifically:

- **Corporate Secretary (Corp Sec):** The functional authority for the administration of the ATIA and the PA. The Corp Sec provides direction to DND/CAF on the implementation and oversight of proactive publishing requirements.
- **Senior Officials (L0):** Ensure all DND/CAF organizations support and uphold legislated proactive publishing requirements.
- **Assistant Deputy Ministers and Commanders of Commands (L1):** Ensure organizations under their chain of command respect all proactive publishing requirements. Each L1 must ensure the accuracy and completeness of information published on their behalf. L1s are to implement internal release authority approvals and data quality control measures where necessary.
- **Functional Authority:** Responsible for the oversight and monitoring of their respective proactive publishing requirements as described in the table below and for addressing all matters of non-compliance. The Functional Authority plays a key role in ensuring that the data for each element is accurate and submitted within the timeframe required to ensure the publications are completed within the mandated time allowed.
- **Process Lead:** The subject matter authority responsible for initiating and/or effecting the proactive publishing of DND/CAF information.

The products which were identified for publication by the Process Leads during the reporting period have been made available on [open.canada.ca](https://open.canada.ca), and the National Defence website through the Transparency, and

Reports and Publications pages. Compliance with the legislative timelines set out in Part 2 of the Act are identified in the tables below.

Compliance percentages were determined through assessment of publication websites and administrative data from the open data registry. National Defence is continuing to formalize the monitoring and reporting of proactive publication activities to ensure that information is reported and published in accordance with legislative timelines, and so that any issues with compliance can be identified and corrected.

<b>Functional Authority: Corporate Secretary</b>				
<i>Proactive Publishing Requirement</i>	Process Lead	Section of the Act	Publication Timeline	Assessed Compliance
<a href="#">Briefing Note Lists</a>	Directorate Access to Information and Privacy (DAIP)	74(b), 88(b)	Within 30 days after the end of the month received	100%
<a href="#">Ministers' Offices Expenses</a> *Note: This consolidated report is currently published by TBS on behalf of all institutions.	Corp Sec Comptroller Office	78	Within 120 days after the fiscal year	Not Assessed

<b>Functional Authority: Assistant Deputy Minister (Finance)</b>				
<i>Proactive Publishing Requirement</i>	Process Lead	Section of the Act	Publication Timeline	Assessed Compliance
<a href="#">Grants &amp; Contributions over \$25,000</a>	Executive Director Investment Planning and Programme Approvals (EDIPPA)	87	Within 30 days after the quarter	100%
<a href="#">Travel Expenses</a>	Director General Financial Operations and Services (DGFOS)	75, 82	Within 30 days after the end of the month of reimbursement	100%
<a href="#">Hospitality Expenses</a>	Director General Financial Operations and Services (DGFOS)	76, 83	Within 30 days after the end of the month of reimbursement	100%

<b>Functional Authority: Assistant Deputy Minister (Materiel)</b>				
<i>Proactive Publishing Requirement</i>	Process Lead	Section of the Act	Publication Timeline	Assessed Compliance
<a href="#">Contracts over \$10,000</a>	Director Materiel Policy and Procedures (DMPP)	77, 87	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	100%

<b>Functional Authority: Assistant Deputy Minister (Human Resources - Civilian)</b>				
<i>Proactive Publishing Requirement</i>	Process Lead	Section of the Act	Publication Timeline	Assessed Compliance
<a href="#">Reclassification of positions</a>	Directorate Civilian Classification and Organization (DCCO)	85	Within 30 days after the quarter	25%

<b>Functional Authority: Assistant Deputy Minister (Policy)</b>				
<i>Proactive Publishing Requirement</i>	Process Lead	Section of the Act	Publication Timeline	Assessed Compliance
<a href="#">Question Period Notes</a>	Directorate of Parliamentary Affairs (D Parl A)	74(c),	Within 30 days after last sitting day of the House of Common in June and December	100%
<a href="#">Parliamentary Committee Binders</a>	Directorate of Parliamentary Affairs (D Parl A)	74(d), 88(c)	Within 120 days after appearance	100%
<a href="#">Reports Tabled in Parliament</a>	Directorate of Parliamentary Affairs (D Parl A)	84	Within 30 days after tabling	100%
<a href="#">Transition Binders</a>	Directorate of Strategic Coordination and Outreach	74(a), 88(a)	Within 120 days after appointment	100%



## ANNEX A: DESIGNATION ORDER

### DEPARTMENT OF NATIONAL DEFENCE AND THE CANADIAN ARMED FORCES

### MINISTÈRE DE LA DÉFENSE NATIONALE ET LES FORCES ARMÉES CANADIENNES

#### DELEGATION OF AUTHORITY

#### DÉLÉGATION DE POUVOIRS

#### ACCESS TO INFORMATION ACT AND PRIVACY ACT

#### LOI SUR L'ACCÈS À L'INFORMATION ET LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

I, Minister of National Defence, pursuant to section 95 of the *Access to Information Act* and section 73 of the *Privacy Act*, hereby delegate the persons holding the positions set out in the Delegation of Authority Schedules attached hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and function of the Minister as head of National Defence, under the provisions of the *Acts* and related regulations set out in the schedule opposite each position.

This delegation supersedes all previous delegation orders.

Dated at Ottawa

This 23 day of Feb 2024



The Honourable William Sterling Blair FEB 23 2024  
P.C., C.O.M., M.P.  
Minister of National Defence  
L'honorable William Sterling Blair  
C.P., C.O.M., députée  
Ministre de Défense Nationale

En ma qualité de ministre de la Défense Nationale et conformément à 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*, je délègue par la présente aux titulaires des postes énoncés aux l'annexes de délégation de pouvoirs ci-après, ou aux personnes occupant les dits postes à titre intérimaire, les attributions dont je suis investie, à titre de ministre de la Défense Nationale, aux termes des dispositions des lois et des règlements connexes mentionnés en regard de chaque poste.

Le présent arrêté remplace toute ordonnance de délégations de pouvoirs antérieure.

Fait à Ottawa

ce 23 jour de février 2024

FEB 23 2024

**Delegation of Authority Schedule - *Access to Information Act***

Delegation of the powers, duties and functions of the Minister of National Defence as the head of the institution for the Department of National Defence and the Canadian Armed Forces under the *Access to Information Act*, R.S.C. 1985, c. A-1 (prior to and following June 21, 2019) and regulations.

To note: the Department of National Defence and the Canadian Armed Forces includes a number of organizations with varying degrees of independent authority. The powers, duties and functions in the present order shall not apply to the activities of the following organizations:

- The Military Police Complaints Commission;
- The National Defence and Canadian Forces Ombudsman;
- The Military Grievances External Review Committee;
- The Canadian Forces Morale and Welfare Services;
- The Director of Defence Counsel Services; and,
- Any other organization of the Department of National Defence and the Canadian Armed Forces to whom the Minister of National Defence may delegate such powers.

<b>Position</b>	<b>Delegation</b>
Deputy Minister	Full Authority
Corporate Secretary	Full Authority
Executive Director, Access to Information and Privacy	Full Authority
Chief of Operations	Full Authority

<b>Provisions</b>	<b>Description</b>	<b>Deputy Director(s), Access to Information</b>	<b>Team Leader(s), Access to Information</b>
4(2.1)	Responsibility of government institutions	■	
6.1(1)	Reasons for declining to act on request		
6.1 (1.3), (1.4), (2)	Notice– suspension, end of suspension		
7	Notice when access requested	■	■
8(1)	Transfer of request to another government institution	■	
9(1)	Extension of time limits	■	■

9(2)	Notice of extension to Information Commissioner	■	■
10	Where access is refused	■	■
10 (2)	Existence of a record not required to be disclosed		
11(2)	Application fee waiver	■	■
12(2)(b)	Language of access	■	
12(3)(b)	Access in an alternative format	■	
<b>Exemption provisions of the <i>Access to Information Act</i></b>			
13	Information obtained in confidence	■	■
14	Federal-provincial affairs	■	
15	International affairs and defence	■	
16	Law enforcement and investigations	■	
16 (3)	Policing services for provinces or municipalities	■	■
16.5	<i>Public Servants Disclosure Protection Act</i>	■	■
17	Safety of individuals	■	
18	Economic interests of Canada	■	
18.1	Economic interest of certain government institutions	■	
19	Personal information	■	■
20	Third-party information	■	■
21	Operations of Government	■	
22	Testing procedures, tests and audits	■	
22.1	Internal audits	■	
23	Protected information –solicitors, advocates and notaries	■	■
23.1	Protected information – patents and trademarks	■	
24	Statutory prohibitions against disclosure	■	■
<b>Other provisions of the <i>Access to Information Act</i></b>			
25	Severability	■	■
26	Refusal of access if information to be published	■	
27(1), (4)	Notice to third-party	■	■
28(1)(b), (2), (4)	Representations of third-party and decision	■	■

33	Notice to Information Commissioner of notices to third parties	■	■
35(2)(b)	Right to make representations	■	
37(1)(c)	Notice of actions to implement recommendations of the Commissioner		
37(4)	Access to be given to complainant		
41(2)	Review by Federal Court – government institution		
43(2)	Service or notice of application to Federal Court for review		
44(2)	Notice to person who requested record		
52(2)(b), 52(3)	Special rules for hearings		
94	Annual report – government institutions		
<i>Access to Information Act Regulations</i>			
6(1)	Transfer of request	■	
7(2)	Search and preparation fees	■	
7(3)	Production and programming fees	■	
8	Providing access to record(s)	■	
8.1	Limitations in respect of format	■	

### Delegation of Authority Schedule - *Privacy Act*

Delegation of the powers, duties and function of the Minister of National Defence as the head of the institution for the Department of National Defence and the Canadian Armed Forces under the *Privacy Act*, R.S.C. 1985, c. P-21 and regulation.

To note: the Department of National Defence and the Canadian Armed Forces includes a number of organizations with varying degrees of independent authority. The powers, duties and functions in the present order shall not apply to the activities of the following organizations:

- The Military Police Complaints Commission;
- The National Defence and Canadian Forces Ombudsman;
- The Military Grievances External Review Committee;
- The Canadian Forces Morale and Welfare Services;
- The Director of Defence Counsel Services; and,
- Any other organization of the Department of National Defence and the Canadian Armed Forces to whom the Minister of National Defence may delegate such powers.

Position	Delegation
Deputy Minister	Full Authority
Corporate Secretary	Full Authority
Executive Director Access to Information and Privacy	Full Authority
Chief of Operations	Full Authority

Provisions	Description	Deputy Director (s), Policy and Governance	Deputy Director (s), Privacy	Team Leader (s), Privacy	Senior Analyst (s), Privacy
8(2)(j)	Disclosure for research or statistical purposes	■			
8(2)(m)	Disclosure in the public interest or in the interest of the individual	■	■		
8(4)	Copies of requests under 8(2)(e) to be retained	■			
8(5)	Notice of disclosure under 8(2)(m)	■	■		
9(1)	Record of disclosures to be retained				
9(4)	Consistent uses	■			
10	Personal information to be included in personal information banks	■			

14(a)	Notice where access requested		■	■	
14(b)	Giving access to the record		■	■	
15	Extension of time limits		■	■	■
16 (1)	Where access is refused		■	■	
16 (2)	Existence not required to be disclosed				
17(2)(b)	Language of access		■		
17(3)(b)	Access in an alternative format		■		
<b>Exemption Provisions of the <i>Privacy Act</i></b>					
18(2)	Exempt bank - Disclosure may be refused		■		
19	Information obtained in confidence		■	■	
20	Federal-provincial affairs		■	■	
21	International affairs and defence		■	■	
22	Law enforcement and investigation		■	■	
22.3	<i>Public Servants Disclosure Protection Act</i>		■	■	
23	Security clearances		■	■	
24	Individuals sentenced for an offence		■	■	
25	Safety of individuals		■	■	
26	Information about another individual		■	■	■
27	Protected information – solicitors, advocates and notaries		■	■	
27.1	Protected information –patents and trademarks		■	■	
28	Medical record		■	■	
<b>Other Provisions of the <i>Privacy Act</i></b>					
33(2)	Right to make representation	■	■		
35(1)(b)	Notice of actions to implement recommendations of Commissioner	■	■		
35(4)	Access to be given to complainant	■	■		
36(3)(b)	Notice of actions to implement recommendations of Commissioner concerning exempt banks	■	■		
51(2)(b)	Actions relating to international affairs and defence - special rules for hearings				

51(3)	Actions relating to international affairs and defence - <i>Ex parte</i> representations				
72	Annual report to Parliament				
<i>Privacy Act Regulations</i>					
7(a)	Retention of request for personal information received under paragraph 8(2)(e)	■			
9	Reasonable facilities and time provided to examine personal information		■		
11(2)	Notification concerning correction to personal information has been made	■	■		
11(4)	Notification that correction to personal information has been refused	■	■		
13(1)	Disclosure of personal information relating to physical or mental health		■		
14	Examination in presence of medical practitioner or psychologist		■		

## ANNEX B: STATISTICAL REPORT ON THE ACCESS TO INFORMATION ACT FOR 2023-2024



Government  
of Canada

Gouvernement  
du Canada

### Statistical Report on the Access to Information Act

Name of institution: Department of National Defence

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

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

##### 1.1 Number of requests

		Number of Requests
Received during reporting period		2347
Outstanding from previous reporting periods		1777
• Outstanding from previous reporting period	183	
• Outstanding from more than one reporting period	1594	
<b>Total</b>		4124
Closed during reporting period		2086
Carried over to next reporting period		2038
• Carried over within legislated timeline	186	
• Carried over beyond legislated timeline	1852	

##### 1.2 Sources of requests

Source	Number of Requests
Media	486
Academia	74
Business (private sector)	134
Organization	21
Public	1536
Decline to Identify	96
<b>Total</b>	2347



### 1.3 Channels of requests

Source	Number of Requests
Online	2217
E-mail	60
Mail	70
In person	0
Phone	0
Fax	0
<b>Total</b>	<b>2347</b>

## Section 2: Informal Requests

### 2.1 Number of informal requests

		Number of Requests
Received during reporting period		969
Outstanding from previous reporting periods		89
• Outstanding from previous reporting period	86	
• Outstanding from more than one reporting period	3	
<b>Total</b>		<b>1058</b>
Closed during reporting period		1011
Carried over to next reporting period		47

### 2.2 Channels of informal requests

Source	Number of Requests
Online	281
E-mail	678
Mail	10
In person	0
Phone	0
Fax	0
<b>Total</b>	<b>969</b>

### 2.3 Completion time of informal requests

Completion Time							
0 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
875	107	4	12	10	0	3	1011

### 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
664	14866	227	48889	67	50296	46	83495	7	68024

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

	Number of Requests
Outstanding from previous reporting period	0
Sent during reporting period	0
<b>Total</b>	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	2	15	21	28	17	32	60	175
Disclosed in part	0	19	34	76	36	97	323	585
All exempted	0	4	3	4	0	4	8	23
All excluded	0	0	0	0	0	0	2	2
No records exist	788	49	26	35	9	15	13	935
Request transferred	18	2	0	0	0	0	0	20
Request abandoned	226	15	8	4	2	6	83	344
Neither confirmed nor denied	0	0	0	0	0	0	2	2
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
<b>Total</b>	1034	104	92	147	64	154	491	2086

### 4.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	36	16(2)	22	18(a)	5	20.1	0
13(1)(b)	10	16(2)(a)	0	18(b)	9	20.2	0
13(1)(c)	6	16(2)(b)	3	18(c)	3	20.4	0
13(1)(d)	5	16(2)(c)	54	18(d)	3	21(1)(a)	96
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	69
14	2	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	11
14(a)	1	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	6
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	14
15(1)	72	16.1(1)(d)	0	19(1)	478	22.1(1)	0
15(1) - I.A.*	68	16.2(1)	0	20(1)(a)	4	23	77
15(1) - Def.*	122	16.3	0	20(1)(b)	69	23.1	0
15(1) - S.A.*	1	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	17
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	70	26	0
16(1)(a)(ii)	1	16.5	0	20(1)(d)	8		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	11	17	1				
16(1)(c)	11						
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)	12	69(1)	3	69(1)(g) re (a)	24
68(b)	0	69(1)(a)	6	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	3
68.1	0	69(1)(c)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(d)	1	69(1)(g) re (e)	2
68.2(b)	0	69(1)(e)	2	69(1)(g) re (f)	2
		69(1)(f)	0	69.1(1)	0

### 4.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
45	714	0	1	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
296479	174292	1128

#### 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	134	2680	27	6273	10	5902	3	6085	0	0
Disclosed in part	341	9949	138	34145	45	32833	55	110212	6	52638
All exempted	14	292	5	1214	0	0	2	2521	1	7699
All excluded	0	0	1	273	0	0	0	0	0	0
Request abandoned	327	178	10	3073	3	2341	3	8660	1	9511
Neither confirmed nor denied	2	0	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>818</b>	<b>13099</b>	<b>181</b>	<b>44978</b>	<b>58</b>	<b>41076</b>	<b>63</b>	<b>127478</b>	<b>8</b>	<b>69848</b>

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

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
307	0	1

#### 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	1	307
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	1	307

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

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
175	10	3

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	1	10	0	0	0	0
Disclosed in part	1	75	0	0	0	0
All exempted	0	0	1	90	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
<b>Total</b>	2	85	1	90	0	0

#### 4.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Other	Total
All disclosed	16	0	0	16
Disclosed in part	169	0	0	169
All exempted	2	1	0	3
All excluded	0	1	0	1
Request abandoned	22	0	0	22
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
<b>Total</b>	209	2	0	211

#### 4.6 Closed requests

##### 4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	1194
Percentage of requests closed within legislated timelines (%)	57.23873442

#### 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
892	393	4	11	484

**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	32	4	36
16 to 30 days	33	1	34
31 to 60 days	62	3	65
61 to 120 days	90	7	97
121 to 180 days	47	8	55
181 to 365 days	118	33	151
More than 365 days	337	117	454
<b>Total</b>	<b>719</b>	<b>173</b>	<b>892</b>

**4.8 Requests for translation**

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

**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	4	0	8	1
Disclosed in part	70	3	107	10
All exempted	2	0	3	0
All excluded	1	0	0	0
Request abandoned	27	1	25	3
No records exist	4	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
<b>Total</b>	<b>108</b>	<b>4</b>	<b>143</b>	<b>14</b>



## 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	24	2	42	4
31 to 60 days	47	2	64	9
61 to 120 days	20	0	20	1
121 to 180 days	5	0	10	0
181 to 365 days	7	0	7	0
365 days or more	5	0	0	0
<b>Total</b>	108	4	143	14

## Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	2192	\$10,960.00	152	\$760.00	3	\$15.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
<b>Total</b>	2192	\$10,960.00	152	\$760.00	3	\$15.00

## 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	236	19759	11	722
Outstanding from the previous reporting period	149	100529	3	130
<b>Total</b>	385	120288	14	852
Closed during the reporting period	270	46427	13	763
Carried over within negotiated timelines	31	4100	0	0
Carried over beyond negotiated timelines	84	69761	1	89

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

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	0 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	43	33	25	26	11	13	11	162
Disclose in part	4	5	13	24	15	13	10	84
Exempt entirely	0	1	1	0	0	0	1	3
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	5	2	1	1	2	5	5	21
<b>Total</b>	52	41	40	51	28	31	27	270

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

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	0 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	1	3	3	0	0	0	0	7
Disclose in part	0	1	0	0	1	0	0	2
Exempt entirely	0	1	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	1	1	1	0	3
<b>Total</b>	1	5	3	1	2	1	0	13

## 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	21	497	2	393	0	0	0	0	0	0
16 to 30	11	141	0	0	0	0	0	0	0	0
31 to 60	6	127	0	0	0	0	0	0	0	0
61 to 120	2	22	1	394	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	1	46	0	0	0	0	0	0	0	0
<b>Total</b>	41	833	3	787	0	0	0	0	0	0

### 8.2 Requests with Privy Council Office

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

## Section 9: Investigations and Reports of finding

### 9.1 Investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal Representations
123	58	53

### 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
39	1	37	44	1	32

## 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		\$4,690,486
Overtime		\$28,945
Goods and Services		\$2,658,387
• Professional services contracts	\$1,755,935	
• Other	\$902,452	
<b>Total</b>		<b>\$7,377,818</b>

## 11.2 Human Resources

<b>Resources</b>	<b>Person Years Dedicated to Access to Information Activities</b>
Full-time employees	49.629
Part-time and casual employees	1.206
Regional staff	0.000
Consultants and agency personnel	12.250
Students	3.470
<b>Total</b>	<b>66.555</b>

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

## ANNEX C: SUPPLEMENTAL STATISTICAL REPORT ON THE ACCESS TO INFORMATION ACT AND PRIVACY ACT FOR 2023-2024

Government  
of CanadaGouvernement  
du Canada

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

Name of institution: Department of National DefenceReporting 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	177	761	938
Received in 2022-23	3	401	404
Received in 2021-22	3	300	303
Received in 2020-21	2	164	166
Received in 2019-20	1	147	148
Received in 2018-19	0	52	52
Received in 2017-18	0	13	13
Received in 2016-17	0	10	10
Received in 2015-16	0	4	4
Received in 2014-15 or earlier	0	0	0
<b>Total</b>	<b>186</b>	<b>1852</b>	<b>2038</b>

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	80
Received in 2022-23	8
Received in 2021-22	0
Received in 2020-21	4
Received in 2019-20	3
Received in 2018-19	1
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16	0
Received in 2014-15 or earlier	2
<b>Total</b>	<b>98</b>

## 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	523	872	1395
Received in 2022-23	1	49	50
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
<b>Total</b>	<b>524</b>	<b>921</b>	<b>1445</b>

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

<b>Fiscal Year Open Complaints Were Received by Institution</b>	<b>Number of Open Complaints</b>
Received in 2023-24	33
Received in 2022-23	8
Received in 2021-22	1
Received in 2020-21	3
Received in 2019-20	2
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
<b>Total</b>	<b>47</b>

### **Section 3: Social Insurance Number**

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

<b>How many requests were received from foreign nationals outside of Canada in 2023-24?</b>	<b>7</b>
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