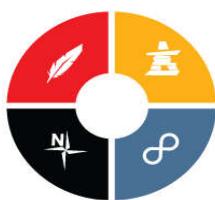




ACCESS TO INFORMATION ACT

ANNUAL REPORT TO PARLIAMENT 2021-2022



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Contents

INTRODUCTION	1
I. Introduction	1
II. Organization	2
III. Delegation Order	3
STATISTICS	4
IV. Interpretation of the Statistical Report	4
1. Requests under the <i>Access to Information Act</i>	4
2. Informal Requests	5
3. Applications to the Information Commissioner on Declining to Act on Requests	7
4. Requests closed during the reporting period	7
5. Extensions	12
6. Fees	12
7. Consultations Received from other Institutions and Organizations	13
8. Completion time of Consultations on Cabinet Confidences	15
9. Complaints and Investigations	15
10. Court Action	17
11. Resources related to the <i>Access to Information Act</i>	17
HIGHLIGHTS	18
V. 2021-2022 Points of Interest	18
APPENDIX A	i
Order of Delegation of the Access to Information Act dated January 28, 2021	i
Delegation of Authority Schedule / Annexe de délégation de pouvoirs	ii
APPENDIX B	vi

INTRODUCTION

I. Introduction

The purpose of the *Access to Information Act* (ATIA) is to provide Canadians with access to records under the control of federal institutions, except for records subject to limited and specific exemptions and exclusions.

This report reflects activities of Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC), with respect to the stated legislation, for the period of April 1, 2021 to March 31, 2022.

The annual report is tabled in Parliament pursuant to section 94 of the ATIA and in accordance to section 20 of the *Service Fees Act*. The report describes the activities of CIRNAC that support compliance with access to information legislation. In addition, it provides details on the activities and accomplishments of the Access to Information and Privacy (ATIP) Directorate, including highlights such as:

- Limiting the break in service during Covid-19;
- Continued training initiatives to increase departmental ATIA capacity and awareness; and
- Further development of ATIP in a shared service.

Creation and Growth of the New Departments

In June 2019, the *Department of Crown-Indigenous Relations and Northern Affairs Act* and the *Department of Indigenous Services Act* received royal ascent. This formalized the creation of the two new departments. The ATIP Directorate provides shared services support for CIRNAC and Indigenous Services Canada (ISC) through a Memorandum of Understanding (MOU) between the departments.

Delegation on ministerial responsibilities for the *Access to Information Act* (ATIA) remains institutionally specific.

Crown-Indigenous Relations and Northern Affairs Canada's Mandate

CIRNAC continues to renew the nation-to-nation, Inuit-Crown, government-to-government relationship between Canada and First Nations, Inuit and Métis. Its mandate is to modernize Government of Canada structures to enable Indigenous peoples to build capacity and support their vision of self-determination; and lead the Government of Canada's work in the North.

The relationship must be based on the recognition of rights, respect, co-operation, and partnership. CIRNAC will build on the progress that has been made already, including the establishment of rights and recognition tables across the country, the creation of permanent bilateral mechanisms with National Indigenous Organizations to make progress on shared priorities, and the progress made across government on the Truth and Reconciliation Commission Calls to Action.

CIRNAC is one of two federal departments that are primarily responsible for meeting the Government of Canada's obligations and commitments to First Nations, Inuit and Métis, and for fulfilling the federal government's constitutional responsibilities in the North. CIRNAC's overall mandate and wide-ranging responsibilities are shaped by centuries of history and unique demographic and geographic challenges. The mandate is derived from the *Constitution Act 1982*, the *Indian Act*, the *Department of Crown-Indigenous Relations and Northern Affairs Act* (preceded by the *Department of Indian Affairs and Northern Development Act*), territorial Acts, treaties, comprehensive claims and self-government agreements, as well as various other statutes affecting Indigenous Peoples and the North.

II. Organization

Access to Information and Privacy Directorate at Crown-Indigenous Relations and Northern Affairs Canada

The Access to Information and Privacy Directorate is responsible for the administration of requests made under the ATIA and *Privacy Act (PA)*. It was established within the Corporate Secretariat and reports to the Corporate Secretary, who is directly accountable to the Deputy Head and is a member of the CIRNAC Senior Management Team (SMT). The Directorate also coordinates and implements policies, guidelines and procedures to ensure departmental compliance with the ATIA and PA.

Workshop presentations, training courses and awareness sessions designed to increase access to information and privacy capacity across the Department are also provided by the ATIP Directorate.

Under a shared service MOU, all ATIP analysts processed requests for both CIRNAC and ISC. Requests varied in volume and complexity based on their classification level.

The ATIP Directorate provides advice and guidance to the Department on a number of topics:

- i. The application of the ATIA and PA;
- ii. The release of sensitive or protected information to the public;
- iii. Education and awareness of access to information and privacy issues throughout the Department; and
- iv. Proactive publications.

The Intake Team triages and coordinates the receipt of requests for information under the control of the Department made pursuant to the *Access to Information Act* and the *Privacy Act*.

The Operations Team ensures that a response is provided within the legislated timeframe. All requests are monitored using the tracking system Access Pro Case Management.

ATIP analysts work closely with the relevant program areas to ensure that all responsive documents are provided and the information contained within those documents are treated in accordance with the *Access to Information Act* to allow for government records to be safely disclosed to the Canadian public.

The Privacy/Policy team is available to provide expert advice, maintain and monitor privacy risks as well as support ISC with the creation of privacy policy training.

In addition to the ATIP Directorate, within each of the sectors and regional offices of CIRNAC are located ATIP Liaison Officers (ALOs) who receive requests for records from the ATIP Directorate and subsequently task the requests, as appropriate, to areas within their sector. The ALOs play a crucial role in ensuring records are retrieved pursuant to an ATIA request, impact statements and approvals are obtained and communicated to ATIP Directorate officials within the designated time allowances.

Director's Office

The Director (EX-01), as institutional ATIP Coordinator, holds full delegated authority under the ATIA. The Director is supported in day-to-day administrative tasks by the Deputy Director Operations (PM-06), Deputy Director Privacy/Policy (PM-06), an Administrative Assistant (AS-01) and in reporting by the Systems Administrator (AS-04)

Privacy/Policy Team

The Privacy/Policy Team is led by two Team Leaders (PM-05), who are responsible for the overview of request processing by their team, including the review of privacy/policy requests. The Privacy/Policy Team consists of Analysts at the PM-04, PM-03 and PM-02 levels who respond to privacy policy matters (such as privacy breaches, court ordered disclosure requests, Privacy Assessments, etc.), provides training and Privacy advice, supported by a intake Clerk (CR-04).

Operations Team

The Operations Team is led by three Team Leaders (PM-05), who are responsible for the overview of request processing by their team, including the review of completed requests. The Operations Team consists of Analysts at the PM-04, PM-03, and PM-02 levels who process Access and Privacy requests of varying volume and complexity, as well as provide training.

Intake Team

The Intake Team is led by one Team Lead (PM-5) and is comprised of various Intake Officers (PM-04, PM-01 and CR-04's), who enter all applications into the electronic case management system, acknowledge receipt of requests, perform imaging services, interact with and respond to inquiries from the public.

III. Delegation Order

Under section 95 of the ATIA, the Minister's authority may be delegated to departmental officials in order to administer the Act within CIRNAC.

During the reporting period, the delegation order signed by the Honorable Carolyn Bennett, Minister of Crown-Indigenous Relations, on January 28, 2021, was in effect ([Appendix A](#)). The order delegates full authority and responsibility for the ATIA to the following positions:

- Deputy Minister
- Associate Deputy Minister
- Corporate Secretary
- ATIP Coordinator
- ATIP Deputy Directors

STATISTICS

IV. Interpretation of the Statistical Report

CIRNAC’s Statistical Report and Supplemental Report were submitted to the Treasury Board Secretariat (TBS) on August 2, 2022 ([Appendix B](#)). The Report details various aspects of the requests CIRNAC received and processed during the period of April 1, 2021 to March 31, 2022.

1. Requests under the *Access to Information Act*

1.1 Number of requests

In 2021-2022, CIRNAC received 303 requests, representing an increase of approximately 55% compared to the 196 received in 2020-2021 (Table 1.1). With the addition of the 215 requests that were carried over from the previous year, this reflected a total of 518 requests to be processed in course of the reporting period. The ATIP Directorate completed 305 requests and carried 213 requests into the next reporting period 2022-2023.

The listing of CIRNAC’s completed access to information requests can be found on the [Open Canada’s website](#).

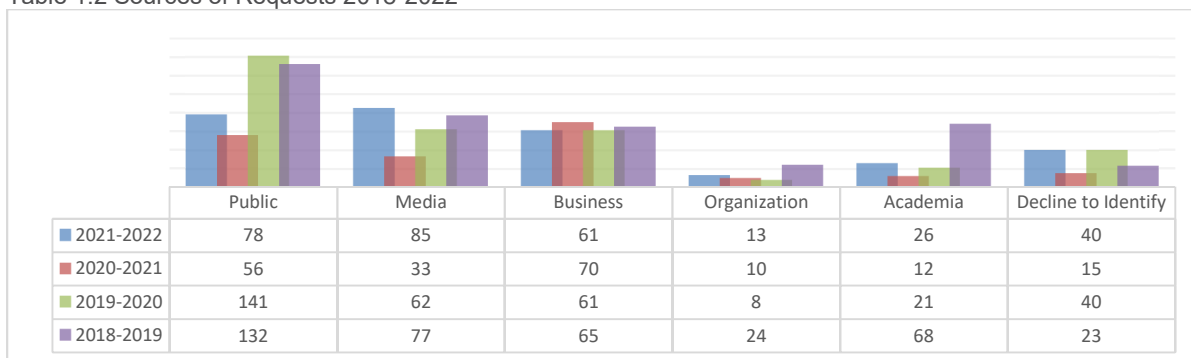
Table 1.1 Number of Requests 2018-2022

Number of Requests	2018-2019	2019-2020	2020-2021	2021-2022
Received during reporting period	389	333	196	303
Outstanding from previous reporting period	111	156	265	215
Total	500	489	461	518
Closed during reporting period	344	244	236	305
Carried over to next reporting period	156	265	225	213

1.2 Sources of requests

Of the 303 requests received during the reporting period, 85 (28%) were from Media, followed by 78 (26%) from the Public, and 61 (20%) from businesses (Table 1.2). This is an increase in requests from the media whereas in previous years the main source of requestors came from the public.

Table 1.2 Sources of Requests 2018-2022



1.3 Channels of requests

The channels of requests serve to identify the mechanism used by the Canadian public to request records from the Department: Open Government of Canada Portal, e-mail, mail, phone or fax.

Table 1.3 Channels of requests

Source	Number of Requests
Online	286
E-mail	12
Mail	5
In person	0
Phone	0
Fax	0
Total	303

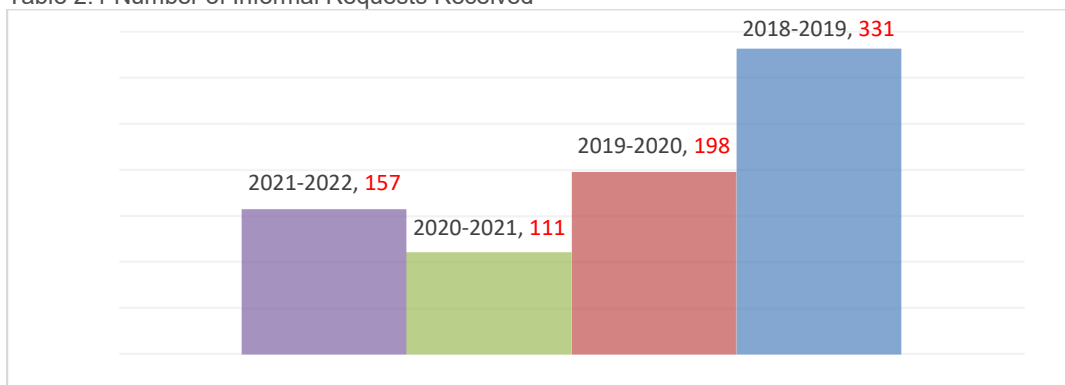
2. Informal Requests

An informal request is defined as a request for copies of previously processed and released access to information requests. The Treasury Board Secretariat (TBS) policy requires institutions to publicly post monthly summaries of previously released ATI requests. It is from this public source that Canadians can make informal requests for records already released by the Department. Government departments do not charge any fees for the informal requests and there are no legislative timelines for responding to these requests. In addition, the requesters have no statutory right of complaint to the Office of the Information Commissioner of Canada (OIC).

2.1 Number of informal requests

During the 2021-2022 reporting period, CIRNAC received 157 informal requests, an increase of 41% compared to the 111 requests received in 2020-2021. With the addition of the 74 requests that were carried over from the previous year, this reflected a total of 231 informal requests to be processed. The ATIP Directorate completed 230 requests and carried one (1) request into the next reporting period 2022-2023.

Table 2.1 Number of Informal Requests Received



2.2 Channels of informal requests

The channels of requests serve to again identify the mechanism used and the total number of informal requests received during the current reporting period by source: Open Government of Canada Online Portal, e-mail, mail, in person, phone

or fax. The channels of requests are a new reporting requirement set this reporting period. In the course the past reporting period, the majority of the informal requests were received through the Government of Canada Online Portal.

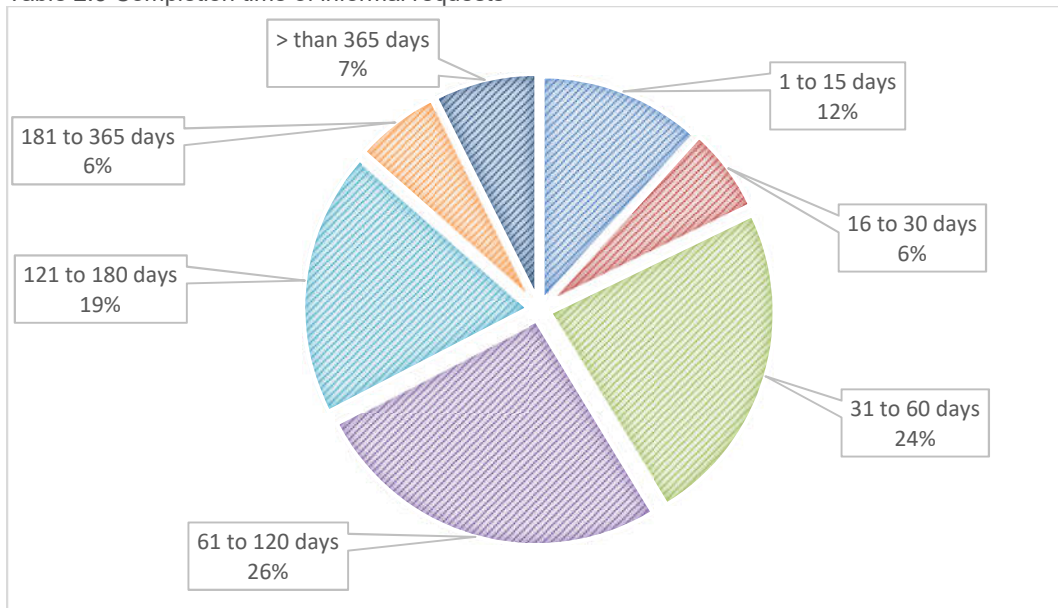
Table 2.2 Channels of requests

Source	Number of Requests
Online	151
E-mail	6
Mail	0
In person	0
Phone	0
Fax	0
Total	157

2.3 Completion time of informal requests

The following table 2.3, reports on the number of requests and the completion time for informal requests closed during the 2021-2022 reporting period. The table explains the percentage of informal requests closed during the reporting period according to the number of days it took to process and close them.

Table 2.3 Completion time of informal requests



2.4 Pages released informally

This section provides information on the number of informal requests closed in relation to pages released. Table 2.4 provides information on the number of informal requests that were closed during the 2021-2022 reporting period that fall under each range of pages released.

Table 2.4 Pages released informally

Pages Released	Number of Requests	Pages Released
< 100	156	4,487
100-500	58	11,983
501-1000	5	3,456
1001-5000	11	20,295
> 5000	0	0
Total	230	40,221

2.5 Pages re-released informally

This new reporting requirement seeks to capture the number of informal requests for copies of the 157 processed informal request releases. No requests were received in 2021-2022 that sought copies of previously released informal requests.

3. Applications to the Information Commissioner on Declining to Act on Requests

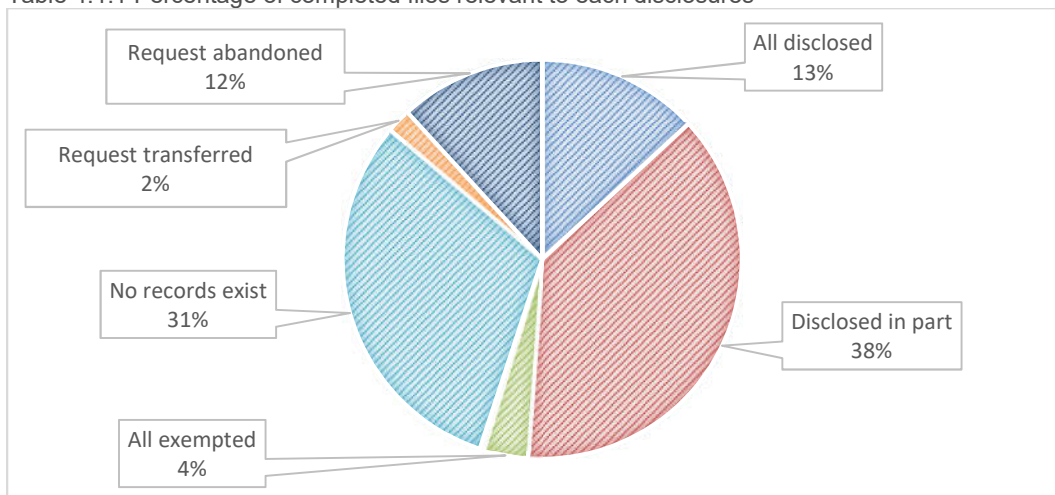
As per the Act, Departments may submit an application to the Information Commissioner to decline to act on a request considered to be vexatious, made in bad faith or considered to be an abuse of rights. However, this application must be approved by the Information Commissioner of Canada (OIC) pursuant to section 6 of the ATIA. CIRNAC has not submitted any application to decline to act pursuant to the section 6, as none met the set criteria's for such an application during the 2021-2022 reporting year.

4. Requests closed during the reporting period

4.1 Disposition and completion time

Of the 305 requests closed during the reporting period, CIRNAC was able to fully or partially disclose records in 156 cases (51% of the requests) (Table 4.1.1).

Table 4.1.1 Percentage of completed files relevant to each disclosures



About 14% percent of requests were abandoned or transferred to the appropriate government institution. In only 4% of all requests (12 cases) were the relevant records fully withheld under the provisions of the Act. Finally, there were no records that existed in response to 31% of the requests (95 cases) (Table 4.1.2).

Table 4.1.2 Disposition and completion time

Disposition of requests	Completion Time (days)							Total
	1 to 15	16 to 30	31 to 60	61 to 120	121 to 180	181 to 365	> 365	
All disclosed	1	4	14	7	3	2	9	40
Disclosed in part	1	10	6	20	11	20	48	116
All exempted	0	3	0	1	1	0	6	11
All excluded	0	0	0	0	0	0	1	1
No records exist	7	43	19	11	2	2	11	95
Request transferred	4	1	1	0	0	0	0	6
Request abandoned	15	4	2	2	0	1	12	36
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Decline to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	28	65	42	41	17	25	87	305

4.2 Exemptions

The most commonly invoked exemption during the reporting period was pursuant to section 21(1) of the Act (advise and deliberations), which was cited in 152 requests (Table 4.2). The next most commonly used exemption applied was under section 20(1) (third party information) which was applied in 93 instances, and finally section 19(1) (personal information) which was applied in 90 instances.

Table 4.2 Number of requests closed where exemption provisions were invoked

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	0	16(2)	9	18(a)	2	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	3	20.2	0
13(1)(c)	3	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	1	16(2)(c)	7	18(d)	2	21(1)(a)	59
13(1)(e)	2	16(3)	0	18.1(1)(a)	0	21(1)(b)	62
14	5	16.1(1)(a)	1	18.1(1)(b)	0	21(1)(c)	27
14(a)	13	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	4
14(b)	5	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	90	22.1(1)	0
15(1) – I.A.*	0	16.2(1)	0	20(1)(a)	1	23	32
15(1) – Def.*	0	16.3	0	20(1)(b)	45	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)	31	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	16		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	0	17	0				
16(1)(c)	1						
16(1)(d)	0						

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

4.3 Exclusions

In 2021-2022, the Department applied 25 mandatory exclusion provisions on requests completed. The most frequently exclusion applied related to a Memorandum to Cabinet (Table 4.3).

Table 4.3 Number of requests closed where exclusion provisions were applied

Section	Number of requests	Section	Number of requests	Section	Number of requests
68(a)	1	69(1)	1	69(1)(g) re (a)	4
68(b)	0	69(1)(a)	4	69(1)(g) re (b)	1
68(c)	0	69(1)(b)	1	69(1)(g) re (c)	1
68.1	1	69(1)(c)	1	69(1)(g) re (d)	0
68.2(a)	1	69(1)(d)	2	69(1)(g) re (e)	4
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	2	69.1(1)	1

4.4 Format of information released

Over the course of this reporting period, the majority of responses were provided to the requesters electronically through E-post Connect or through e-mail. On two occasions, individuals who did not have access to retrieve records electronically, were provided with paper copies through regular mail (Table 4.4).

Table 4.4 Format of information released

Paper	Electronic				Other
	E-Record	Data Set	Video	Audio	
2	154	0	0	0	0

4.5 Complexity

The following sections details several factors affecting the complexity of requests that were completed throughout 2021-2022.

4.5.1 Relevant pages processed and disclosed

Of the 305 requests closed, 204 requests generated 78,694 pages processed. The total amount of pages disclosed was 42,507 during the reporting period (Table 4.5.1).

Table 4.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
78,694	42,507	204

4.5.2 Relevant pages processed per request disposition for paper and e-records formats by size of requests

Of the 204 requests, 138 requests (68%) required the processing of 100 pages or less. Also, a total of 17,287 pages required processing for 48 requests (23%). However, 18 requests (9%) had more than 1,001 pages to be reviewed.

Table 4.5.2 Relevant pages processed per request disposition for paper and e-records formats by size of requests.

Dispositions	< 100 pages		101-500 pages		501-1000 pages		1001-5000 pages		> 5000 pages	
	Requests	Pages	Requests	Pages	Requests	Pages	Requests	Pages	Requests	Pages
All disclosed	33	625	5	855	2	1161	0	0	0	0
Disclosed in part	66	2144	27	6221	10	7542	9	16649	4	26164
All exempted	7	164	1	111	2	1269	1	1097	0	0
All excluded	0	0	1	128	0	0	0	0	0	0
Abandoned	32	1372	0	0	0	0	3	7196	1	5996
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	138	4305	34	7315	14	9972	13	24942	5	32160

4.5.3 Relevant minutes processed and disclosed for audio formats

No audio files were provided to the CIRNAC ATIP office in response to an ATIA request.

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

No audio files were provided to the CIRNAC ATIP office in response to an ATIA request.

4.5.5 Relevant minutes processed and disclosed for video formats

No video files were provided to the CIRNAC ATIP office in response to an ATIA request.

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

No video files were provided to the CIRNAC ATIP office in response to an ATIA request.

4.5.7 Other complexities

During the reporting period, the Department consulted other institutions 28 times, most frequently in 26 instances with other government institution such as: Department of Justice, Fisheries and Oceans Canada, Privy Council Office, Public Services and Procurement Canada, etc. More than one institution can be consulted per request (Table 4.5.7).

Table 4.5.7 Other complexities

Disposition	Consultation required	Legal advice sought	Other	Total
All disclosed	1	0	0	1
Disclosed in part	23	0	0	23
All exempted	4	0	0	4
All excluded	0	0	0	0
Abandoned	0	0	0	0
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	28	0	0	28

4.6 Closed Requests

4.6.1 Number of requests closed within legislated timelines

The following section reports the number and percentage of requests closed within legislated timelines with or without extensions during the current reporting period. Overall, 188 files were closed within legislative timelines representing 62% compliance.. The results from 2021-2022 demonstrates an increase in compliance rates up from 54% achieved the previous fiscal.

Table 4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	188
Percentage of requests closed within legislated timelines (%)	61.64

4.7 Deemed refusals

4.7.1 Reasons for not meeting legislated timelines

During the reporting period, CIRNAC did not respond within the statutory timelines on 117 occasions. The majority of deemed refusals were a result of challenges of the Departments ability to retrieve records due to ongoing remote work requirements. Pressures also included external consultations with First Nation's communities and other institutions. All of these factors affected workload and overall performance for the Department.

Table 4.7.1 Reasons for not meeting legislated timelines

Number of requests closed past the legislated timelines	Principal Reasons			
	Interference with Operations / Workload	External Consultation	Internal Consultation	Other
117	112	4	1	0

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

Requests closed beyond legislated timelines include files where a request for extension was requested. During the current reporting period the total number of closed requests that were deemed refusals (late) is broken down by the number of days that elapsed past the legislated timelines. During this reporting period 33 requests had no requested extension taken on the file and were closed past the legislated timelines and 84 were closed past the timelines where an extension was taken on the file.

Table 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
1 to 15 days	1	2
16 to 30 days	2	2
31 to 60 days	2	2
61 to 120 days	2	6
121 to 180 days	2	3
181 to 365 days	10	8
More than 365 days	14	61
Total	33	84

4.8 Requests for translation

During the reporting period, there were no instances where a requester asked for responsive records be translated to another official language.

Table 4.8 Request for translation

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

5. Extensions

5.1 Reasons for extensions and disposition of requests

With a workload of 518 requests for 2021-2022, reflecting both received and carried over from previous fiscal year, a total of 229 extensions were applied pursuant to section 9(1) of the Act. The most prevalent reason for extending deadlines during this reporting period was for interference with operations which was applied 151 times, representing 66% of all extensions. In addition, 17% were taken due to necessary consultations with other departments and another 17% due to necessary consultations with third-parties including but not limited to First Nations.

In cases where extensions were applied pursuant to section 9(1)(a), due to volume/interference, it resulted in a full or partial disclosure in 106 files representing 70%. Where an extension was taken pursuant to either 9(1)(b) or 9(1)(c) due to necessary consultations, records were disclosed in full or in part in 51 out of 78 instances representing 65% (Table 5.1).

5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a)	9(1)(b)		9(1)(c)	Total
	Interference Operations / Workload	Consultation		Third-Party Notice	
		Section 69	Other		
All disclosed	28	1	2	1	32
Disclosed in part	78	7	17	23	125
All exempted	5	0	0	5	10
All excluded	1	1	1	1	4
Request abandoned	12	0	4	3	19
No records exist	27	0	6	6	39
Declined to act with the approval of the Information Commissioner	0	0	0	0	0
Total	151	9	30	39	229

5.2 Length of extensions

More than one type of extension may be taken for a single request. The number of extensions reported is not necessarily equal to the number of requests involved. The majority of extensions, more specifically 191 extensions or 84%, requested and applied during the reporting period were for a length of time of 120 days or less. (Table 5.2).

Table 5.2 Length of extensions

Length of extensions	9(1)(a)	9(1)(b)		9(1)(c)	Total
	Interference Operations / Workload	Consultation		Third party notice	
		Section 69	Other		
30 days or less	30	0	3	1	34
31 to 60 days	25	0	11	22	58
61 to 120 days	63	9	15	12	99
121 to 180 days	24	0	1	3	28
181 to 365 days	8	0	0	1	9
365 days or more	1	0	0	0	1
Total	151	9	30	39	229

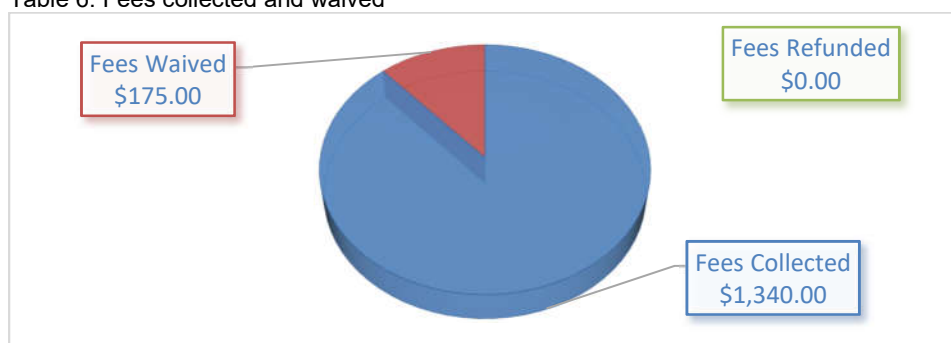
6. Fees

In accordance with the changes to the *Access to Information Act* that came into force on June 21, 2019, CIRNAC may only charge an application fee of \$5, as set out in paragraph 7(1)(a) of the Regulations. Pursuant to section 11 of the *Access to Information Act*, institutions can waive this application fee as deemed appropriate.

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

Under the authority of the ATIA, the Department collected a \$5 application fee for 268 requests, a total of \$1,340 was collected, over the course of the 2021-2022 reporting period (Table 5) and 35 requests were waived the applicable fee for a total of \$175 not collected. Fees were waived in support of openness and transparency and when requested by Indigenous partners.

Table 6. Fees collected and waived



7. Consultations Received from other Institutions and Organizations

The Department, when consulting with the other government institutions, , communicates to inquire on their service standards in order to meet legislative timelines.

7.1 Consultations received from other Government of Canada institutions and organizations

The Department received 80 consultations for a total of 6,928 pages from other government institutions and seven (7) consultations from other organizations with another 128 pages to review. Eleven (11) files from the previous year were carried over, for a total of 91 consultations to be processed in 2021-2022 (Table 7.1). A total of 87 consultations were completed, which included the review of 3,304 page

Consultation received from *Other Government of Canada institutions* are other government institutions subject to the Act and *Other organizations* includes provincial governments, territories, and municipalities in addition to consultations received from other countries.

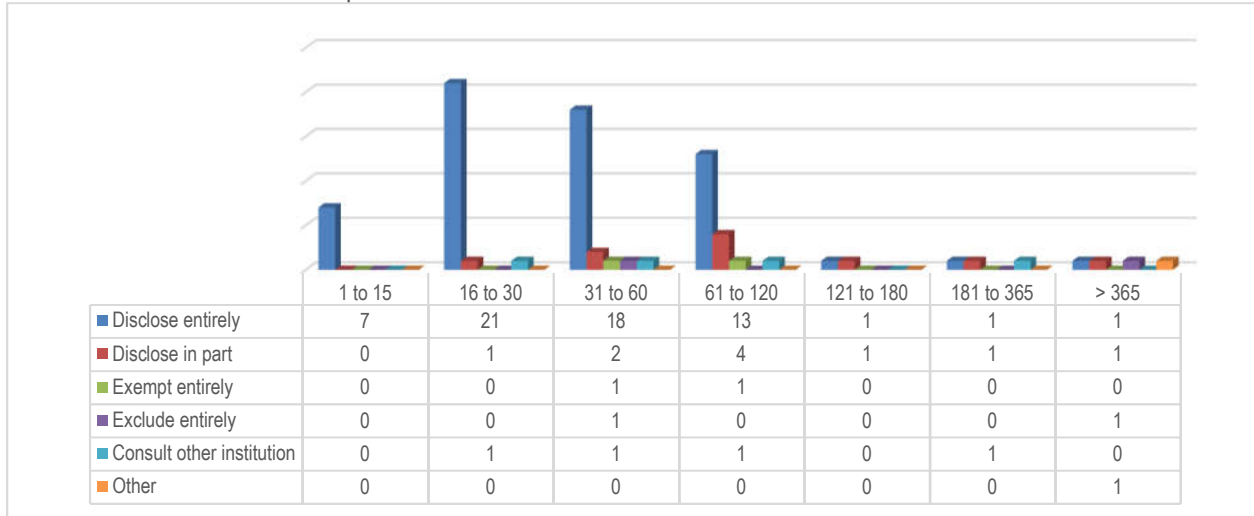
Table 7.1 Consultation received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Pages to Review	Other Organizations	Pages to Review
Received during reporting period	80	6,928	7	128
Outstanding from the previous reporting period	11	603	0	0
Total	91	7,531	7	128
Closed during the reporting period	81	3,179	6	125
Carried over within negotiated timelines	1	141	0	0
Carried over beyond negotiated timelines	9	4,211	1	3

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

In 2021-2022, of the 81 consultations completed, 62 consultations or 77% were recommended by the Department for full disclosure (Table 7.2). Seventy-two consultations or 89%, were completed within 120 days of their receipt. There were nine (9) occurrences (11%) where the Department required longer than 120 days to provide a response to their request.

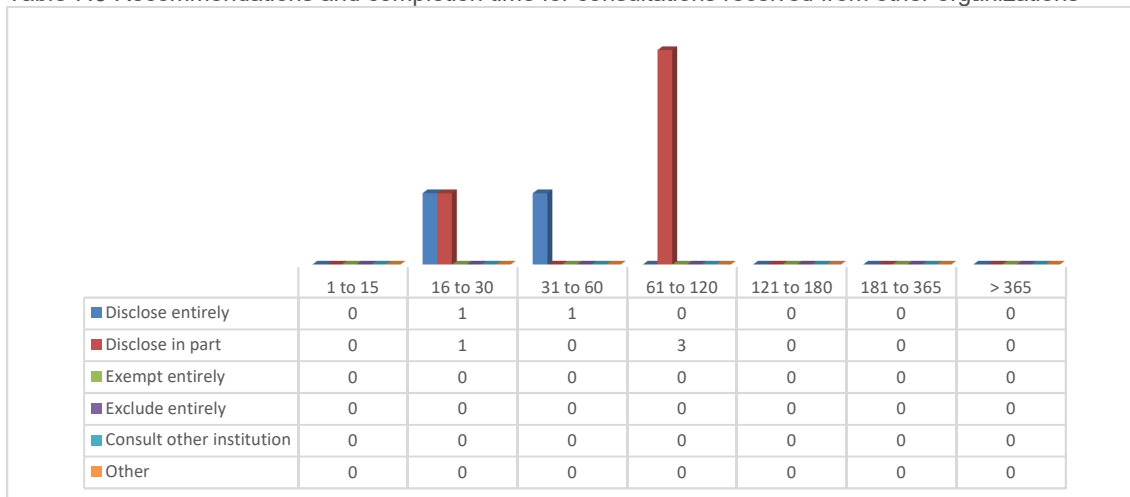
Table 7.2 Consultation and completion time for consultations received from other Government of Canada institutions



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

In 2021-2022, the Department received six (6) new consultation requests from other organizations and a total of six (6) consultations were closed in the course of the same period. Amongst the six (6) responses, two (2) were recommended for full disclosure and four (4) were recommended to be partially disclosed.

Table 7.3 Recommendations and completion time for consultations received from other organizations



8. Completion time of Consultations on Cabinet Confidences

In this section, the information provides detailed information on the number of completed consultations during the current reporting period in regards to the application of Section 69 (cabinet confidences) of the Act. In some instances, a file may have required more than one consultation concerning the application of Section 69. T

8.1 Requests with Legal Services

In 2021-2022, ten consultations were sent for the application of Section 69 of the Act, to the Departmental Legal Services Unit, due to possible Cabinet Confidences (Table 8.1). A response was received within 60-days in seven instances, and three took longer than 121 days to obtain a response. A total of 210 pages were recommended to be disclosed.

Table 8.1 Requests with Legal Services

Number of Days	< 100 Pages Processed		100–500 Pages Processed		501–1,000 Pages Processed		1,001–5,000 Pages Processed		> 5,000 Pages Processed	
	Requests	Pages Disclosed	Requests	Pages Disclosed	Requests	Pages Disclosed	Requests	Pages Disclosed	Requests	Pages Disclosed
1 to 15	3	77	0	0	0	0	0	0	0	0
16 to 30	1	4	0	0	0	0	0	0	0	0
31 to 60	3	13	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	1	42	0	0	0	0	0	0	0	0
181 to 365	2	74	0	0	0	0	0	0	0	0
> 365	0	0	0	0	0	0	0	0	0	0
Total	10	210	0	0	0	0	0	0	0	0

8.2 Requests with Privy Council Office

In 2021-2022, CIRNAC did not send any consultation requests to the Privy Council Office (Table 8.2).

Table 8.2 Requests with Privy Council Office

Number of Days	< 100 Pages Processed		100–500 Pages Processed		501–1,000 Pages Processed		1,001–5,000 Pages Processed		> 5,000 Pages Processed	
	Requests	Pages Disclosed	Requests	Pages Disclosed	Requests	Pages Disclosed	Requests	Pages Disclosed	Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
> 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

9. Complaints and Investigations

The Access to Information and Privacy Directorate has assigned a Team Leader (PM-05) as the Complaint Coordinator. The Complaint Coordinator oversees the processing of complaints and briefs the Director and Deputy Director on the progress made on complaints in addition to any issues concerning specific files.

The Director, Deputy Director and the Complaint Coordinator, regularly meet with the OIC. During these meetings, they discuss the progress and status of complaint files and shifting priorities. These meetings have assisted CIRNAC to open

the line of communication with the OIC and have also assisted with the closing of numerous complaints during the reporting period.

The annual statistical report requires institutions to identify sections of the Act under complaint (section 32, 30(5) 35 and 37).

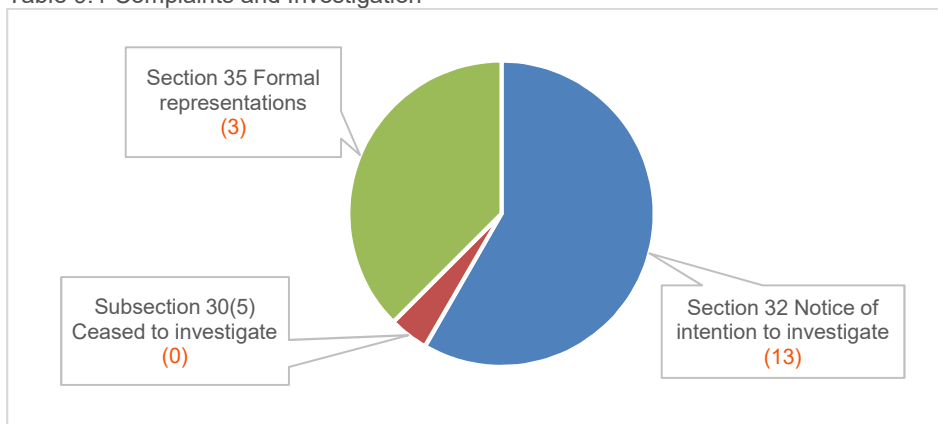
- Section 32 captures a new formal complaint from the OIC;
- Section 30(5) captures when a complaint is discontinued or abandoned;
- Section 35 requires the institution to make representations against a complaint to the OIC; and
- Section 37 is the formal finding of the OIC and closure of the complaint.

9.1 Investigations

During the 2021-2022 reporting period, 13 new complaints were registered with the OIC (Table 9.1), 12 are complaints concerning delays in the processing of the files and one (1) is concerning exemptions or exclusions applied on the records. The Department has also received three (3) section 35 letters, where the OIC was seeking formal representations for files under complaint investigation. These sections are not cumulative.

During the reporting period 14 delay complaints were closed, where a total 1,807 pages were reviewed and 926 pages were released. In addition, four (4) complaints were closed concerning exemptions or exclusions applied on the records, 3,044 pages were re-reviewed in response to these complaints. Three complaints were closed, addressing an incomplete search. The ATIP office processed a total of 4,851 pages under complaint during this reporting period. More complaints were closed than received due to carry over of complaints from previous years.

Table 9.1 Complaints and Investigation



9.2 Reports of findings

During the current reporting period, the Department worked with the Office of the Information Commissioner (OIC) to successfully close 21 complaints less than the 13 complaints received..

Table 9.2 Reports of findings

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	21	21	0

10. Court Action

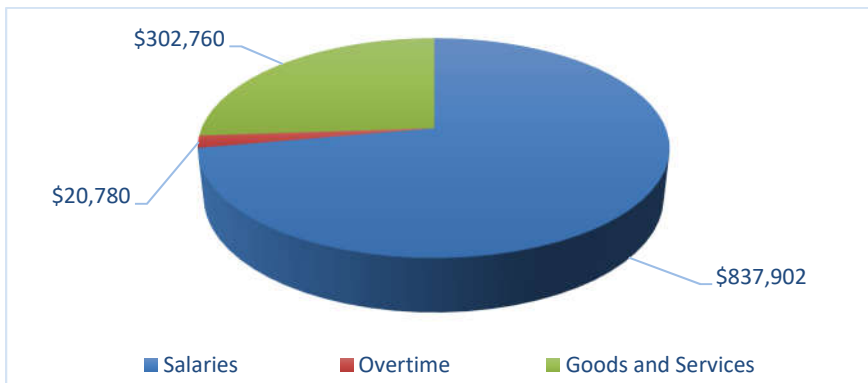
There was no federal court action during this reporting period.

11. Resources related to the *Access to Information Act*

11.1 Allocated Costs

In 2021-2022, CIRNAC spent a total of \$1,161,442 on staffing and goods and services. A consultant was hired to address the backlog. These amounts reflect the level of effort in support of CIRNAC’s responsibilities pursuant to the Act (Table 11.1)

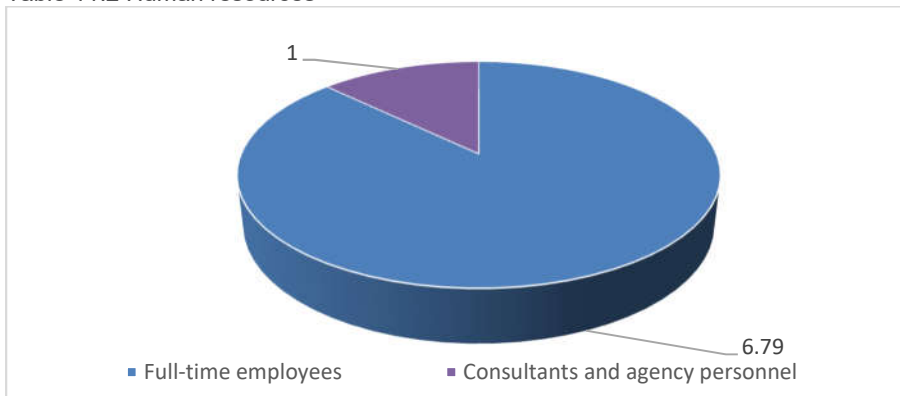
Figure 11.1 Allocated Costs



11.2 Human Resources

In 2021-2022, CIRNAC allocated a total 7.79 full time employees (FTE), including the services of one consultant, in the course of the reporting period (Table 11.2).

Table 11.2 Human resources



HIGHLIGHTS

V. 2021-2022 Points of Interest

The ATIP Directorate located under Crown-Indigenous Relations and Northern Affairs (CIRNAC) administers the *Access to Information Act* on behalf of the Department and provides a shared service to Indigenous Services Canada (ISC) through a Memorandum of Understanding (MOU) between the Departments. This past fiscal year (2021-2022) was the fourth full year of reporting for Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) under the *Access to Information Act*.

The Department received 303 access to information requests for records and closed 305. It processed 78,694 pages of records under the legislation and carried over 213 files into the new year (2022-2023).

The largest source of access to information requests came from media at 28% followed by the public at 26%.

In addition, 87 requests for consultation were received from other institutions and organizations with a page count of 7,056 that were processed. A further, 230 informal requests were received and completed in 2021-2022 compared to 111 in the 2020-2021 reporting period.

The majority of exemptions applied pursuant to the *Access to Information Act* were section 21 (advice and deliberations), followed by section 20(1) (third party information). The exclusion applied the most under the Act was section 69(1) (cabinet confidences) as they generally contained references to records related to funding via Treasury Board Submission or Memoranda to Cabinet.

Extensions requested beyond 30 days were for interference with operations under section 9(1)(a) of the Act due to the volume of requests and pages to be processed.

The Department had received 13 complaints from the Office of the Information Commissioner, but closed 21 and processed 4,851 pages under complaint.

During the fiscal year, the ATIP office also provided recommendations to the sectors concerning proactive disclosures. A total of 32 files were processed and 1,593 pages were reviewed.

A total of 245 CIRNAC employees were trained on their responsibilities under the *Access to Information Act* and *Privacy Act* in 2021-2022.

The ATIP office continuously monitors progress on all access to information requests. Reports are sent weekly, monthly and quarterly to senior management and sectors on performance. In addition, monthly and quarterly reports are also extracted and shared on the Department's performance in meeting legislative time frames.

CIRNAC spent \$1,161,442 and allocated 7.79 full time employees (FTE) on the administration of the ATIA.

In effort to better serve Canadians, ATIP has continued to provide responses to requesters electronically through the Open Government Portal, E-Post Connect and email. The department continues to monitor for new internal procedures options to streamline processes and increase effectiveness. In addition, a consultant was hired to help in reducing backlog files.

The ATIP Directorate functioned under a shared services model to support CIRNAC and ISC and their legislative responsibilities under the Acts. A Service Level Agreement (SLA) is in place to identify and allocate costs. ISC is currently paying for ATIP services from CIRNAC.

APPENDIX A

Order of Delegation of the Access to Information Act dated January 28, 2021

Ministre des
Relations Couronne-Autochtones



Minister of
Crown-Indigenous Relations

Ottawa, Canada K1A 0H4

Delegation Order

Access to Information Act and Privacy Act

I, the Minister of Crown–Indigenous Relations, 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 Schedule attached hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Minister as head of Crown–Indigenous Relations and Northern Affairs Canada, under the provisions of the *Acts* and related regulations set out in the schedule opposite each position. This delegation supersedes all previous delegation orders.

L'ordonnance de délégation de pouvoirs

Loi sur l'accès à l'information et Loi sur la protection des renseignements personnels

En ma qualité de ministre des Relations Couronne–Autochtones et en vertu de l'article 95 de la *Loi sur l'accès à l'information* et de l'article 73 de la *Loi sur la protection des renseignements personnels*, je délègue par la présente aux titulaires des postes énoncés à l'annexe 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 des Relations Couronne–Autochtones et des Affaires du Nord Canada, aux termes des dispositions des lois et des règlements connexes mentionnés en regard de chaque poste. Le présent document remplace toute ordonnance de délégation de pouvoirs antérieure.

Minister of Crown–Indigenous Relations
Ministre des Relations Couronne–Autochtones

JAN 28 2021

Date

Canada

Delegation of Authority Schedule / Annexe de délégation de pouvoirs

Access to Information Act Loi sur l'accès à l'information

Provision / Disposition	Description	DM / SM	ASDM / SoMD	Corp Sec / Sec Min	Dir ATIP / Dir, AIPP	Deputy Dir, ATIP / Dir adj, AIPP
	All powers, duties and functions under the <i>Access to Information Act</i> , R.S.C. 1985, c. A-1 (prior to and following February 11, 2020) and related regulations (prior to and following February 11, 2020) / Tous les pouvoirs, tâches et fonctions en vertu de la Loi sur l'accès à l'information, R.S.C. 1985, ch. A-1 (avant et après le 11 février, 2020) et réglementations associées (avant et après le 11 février, 2020)	Full authority unless identified below/ Autorité absolue sauf indication contraire ci-dessous				
4(2.1)	Responsibility of government institutions / Responsable de l'institution fédérale	•	•	•	•	•
6.1(1)	Reasons for declining to act on request / Motifs pour ne pas donner suite à la demande	•	•	•	•	•
6.1(1.3), (1.4), (2)	Notice – suspension, end of suspension/ Avis – de la suspension, de la fin de la suspension	•	•	•	•	•
7	Notice when access requested / Notification	•	•	•	•	•
8(1)	Transfer of request / Transmission de la demande	•	•	•	•	•
9 (1)	Extension of time limits / Prorogation du délai	•	•	•	•	•
9(2)	Notice of extension to Information Commissioner / Avis de prolongation au Commissaire à l'information	•	•	•	•	•
10	Where access is refused / Refus de communication	•	•	•	•	•
11(2)	Application Fee Waiver / Dispense de versement des droits	•	•	•	•	•
12(2)(b)	Language of access / Version de la communication	•	•	•	•	•
12(3)(b)	Access to record in alternative format / Communication sur support de substitution	•	•	•	•	•
Exemption Provisions of the Access to Information Act / Dispositions d'exception de la Loi sur l'accès à l'information						
13	Information obtained in confidence / Renseignements obtenus à titre confidentiel	•	•	•	•	•
14	Federal-provincial affairs / Affaires fédéro-provinciales	•	•	•	•	•
15	International affairs and defence / Affaires internationales et défense	•	•	•	•	•
16	Law enforcement and investigations / Enquêtes	•	•	•	•	•
16.5	<i>Public Servants Disclosure Protection Act / Loi sur la protection des fonctionnaires divulgateurs d'actes répréhensibles</i>	•	•	•	•	•
17	Safety of individuals / Sécurité des individus	•	•	•	•	•
18	Economic interests of Canada / Intérêts économiques du Canada	•	•	•	•	•
18.1	Economic interest of certain government institutions / Intérêts économiques de certaines institutions fédérales	•	•	•	•	•
19	Personal information / Renseignements personnels	•	•	•	•	•
20	Third party information / Renseignements de tiers	•	•	•	•	•
21	Advice, etc. / Avis, etc.	•	•	•	•	•
22	Testing procedures, tests and audits / Examens et vérifications	•	•	•	•	•
22.1	Internal Audits / Vérifications internes	•	•	•	•	•
23	Protected information – solicitors, advocates and notaries / Renseignements protégés : avocats et notaires	•	•	•	•	•
23.1	Protected information – patents and trade-marks / Renseignements protégés : brevets et marques de commerce	•	•	•	•	•
24	Statutory prohibitions against disclosure / Interdictions fondées sur d'autres lois	•	•	•	•	•

Provision / Disposition	Description	DM / SM	ASDM / SoMD	Corp Sec / Sec Min	Dir ATIP / Dir, AIPP	Deputy Dir, ATIP / Dir adj, AIPP
Other Provisions of the Access to Information Act / Autres dispositions de la Loi sur l'accès à l'information						
25	Severability / Prélèvements	•	•	•	•	•
26	Refusal of access if information to be published / Refus de communication en cas de publication	•	•	•	•	•
27(1), (4)	Notice to third parties / Avis aux tiers	•	•	•	•	•
28(1)(b), (2), (4)	Representations of third party and decision / Observations des tiers et décision	•	•	•	•	•
33	Notice to Information Commissioner of notices to third parties / Avis au Commissaire à l'information des avis aux tiers	•	•	•	•	
35(2)(b)	Right to make representations / Droit de présenter des observations	•	•	•	•	
37(1)(c)	Notice of actions to implement recommendations of Commissioner / Avis des mesures pour la mise en œuvre des recommandations du Commissaire	•	•	•	•	
37(4)	Access to be given to complainant / Communication accordée au plaignant	•	•	•	•	
41(2)	Review by Federal Court – government institution / Révision par la Cour fédérale : institution fédérale	•	•	•	•	
43(2)	Service or notice of application to Federal Court for review / Signification et avis de demande à la Cour fédérale pour révision	•	•	•	•	
44(2)	Notice to person who requested record / Avis à la personne qui a fait la demande	•	•	•	•	
52(2)(b), 52(3)	Special rules for hearings / Règles spéciales pour les auditions	•	•	•	•	
94	Annual report – government institutions / Rapport annuel des institutions fédérales	•	•			
96(3)	Notice of Provision of services related to access to information / Avis de fourniture de services liés à l'accès à l'information	•	•			
96(5)	Spending authority / Dépense des recettes	•	•			
Access to Information Act – Regulations / Règlement sur l'accès à l'information						
6(1)	Transfer of request / Transmission de la demande	•	•	•	•	•
8	Method of access / Méthode d'accès	•	•	•	•	•
8.1	Limitations in respect of format / Restrictions applicables au support	•	•	•	•	•

Privacy Act
Loi sur la protection des renseignements personnels

Provision / Disposition	Description	DM / SM	AsDM / SoMD	Corp Sec / Sec Min	Dir ATIP / Dir, AIPP	Deputy Dir, ATIP / Dir adj, AIPP
	All powers, duties and functions under the Act and Regulations	Full authority unless identified below/ Autorité absolue sauf indication contraire ci-dessous				
8(2)(j)	Disclosure for research or statistical purposes / Communication pour des travaux de recherche ou de statistique	•	•	•	•	
8(2)(m)	Disclosure in the public interest or in the interest of the individual / Communication dans l'intérêt public ou de l'individu	•	•	•	•	
8(4)	Copies of requests under paragraph 8(2)(e) / Copies des demandes faites en vertu de l'alinéa 8(2)e	•	•	•	•	•
8(5)	Notice of disclosure under paragraph 8(2)(m) / Avis de communication dans le cas de l'alinéa 8(2)m	•	•	•	•	
9(1)	Record of disclosures to be retained / Relevé des cas d'usage	•	•	•	•	•
9(4)	Consistent uses / Usages compatibles	•	•	•	•	•
10	Personal information to be included in personal information banks / Renseignements personnels versés dans les fichiers de renseignements personnels	•	•	•	•	
14(a)	Notice where access requested / Notification de l'auteur de la demande	•	•	•	•	•
14(b)	Giving access to the record / Communication du document	•	•	•	•	•
15	Extension of time limits / Prorogation du délai	•	•	•	•	•
16	Where access is refused / Refus de communication	•	•	•	•	•
17(2)(b)	Language of access / Version de la communication	•	•	•	•	•
17(3)(b)	Access in an alternative format / Communication sur support de substitution	•	•	•	•	•
Exemption Provisions of the Privacy Act / Dispositions d'exception de la Loi sur la protection des renseignements personnels						
18(2)	Exempt banks / Fichiers inconsultables	•	•	•	•	•
19	Information obtained in confidence / Renseignements obtenus à titre confidentiel	•	•	•	•	•
20	Federal-provincial affairs / Affaires fédéro-provinciales	•	•	•	•	•
21	International affairs and defence / Affaires internationales et défense	•	•	•	•	•
22	Law enforcement and investigations / Application de la loi et enquêtes	•	•	•	•	•
22.3	<i>Public Servants Disclosure Protection Act / Loi sur la protection des fonctionnaires divulgateurs d'actes répréhensibles</i>	•	•	•	•	•
23	Security clearances / Enquêtes de sécurité	•	•	•	•	•
24	Individuals sentenced for an offence / Individus condamnés pour une infraction 81`kil b	•	•	•	•	•
25	Safety of individuals / Sécurité des individus	•	•	•	•	•
26	Information about another individual / Renseignements concernant un autre individu	•	•	•	•	•
27	Protected information – solicitors, advocates and notaries / Renseignements protégés : avocats et notaires	•	•	•	•	•
27.1	Protected information – patents and trade-marks / Renseignements protégés : brevets et marques de commerce	•	•	•	•	•
28	Medical records / Dossiers médicaux	•	•	•	•	•
Other Provisions / Autres dispositions						
33(2)	Right to make representations / Droit de présenter des observations	•	•	•	•	
35(1)(b)	Notice of actions to implement recommendations of Commissioner / Avis des mesures pour la mise en œuvre des recommandations du Commissaire	•	•	•	•	
35(4)	Access to be given to complainant / Communication accordée au plaignant	•	•	•	•	
36(3)(b)	Notice of actions to implement recommendations of Commissioner concerning exempt banks / Avis des mesures pour la mise en œuvre des recommandations du Commissaire au sujet des fichiers inconsultables	•	•	•	•	

Provision / Disposition	Description	DM / SM	AsDM / SoMD	Corp Sec / Sec Min	Dir ATIP / Dir, AIPP	Deputy Dir, ATIP / Dir adj, AIPP
51(2)(b),(3)	Special rules for hearings / Règles spéciales pour les auditions	•	•	•	•	
72	Annual report to Parliament / Rapport annuel au Parlement	•	•			
73.1(3)	Notice of Provision of services related to privacy / Avis de fourniture de services liés à la protection des renseignements personnels					
73.1(5)	Spending authority / Dépense des recettes					
Privacy Regulations / Règlement sur la protection des renseignements personnels						
7	Retention of personal information requested under paragraph 8(2)(e) / Conservation des renseignements personnels demandés en vertu de l'alinéa 8(2)e)	•	•	•	•	•
9	Examination of information / Consultation sur place	•	•	•	•	•
11(2),11(4)	Notification concerning corrections / Avis concernant les corrections	•	•	•	•	•
13(1)	Disclosure of personal information relating to physical or mental health / Communication des renseignements personnels concernant l'état physique ou mental	•	•	•	•	•
14	Examination in presence of medical practitioner or psychologist / Consultation en présence d'un médecin ou d'un psychologue	•	•	•	•	•

Legend

•	Delegated / Délégué
	No Delegation / Pas de délégation

Position Titles / Titres de poste

Deputy Minister / Sous-ministre	DM / SM
Associate Deputy Minister, / Sous-ministre délégué	AsDM / SoMD
Corporate Secretary / Secrétaire du Ministère	Corp Sec / Sec Min
Director (Coordinator), Access to Information and Privacy / Directrice (teur) (Coordinatrice (teur)), Accès à l'information et protection des renseignements personnels (AIPP)	Dir ATIP / Dir, AIPP
Deputy Director, ATIP / Directrice(teur) adjointe, Accès à l'information et de la protection des renseignements personnels	Deputy Dir / Dir adj, AIPP

APPENDIX B



Government of Canada / Gouvernement du Canada

Statistical Report on the Access to Information Act

Name of institution: Crown-Indigenous Relations and Northern Affairs Canada

Reporting period: 4/1/2021 to 3/31/2022

Section 1: Requests Under the Access to Information Act

1.1 Number of requests

		Number of Requests
Received during reporting period		303
Outstanding from previous reporting periods		215
• Outstanding from previous reporting period	72	
• Outstanding from more than one reporting period	143	
Total		518
Closed during reporting period		305
Carried over to next reporting period		213
• Carried over within legislated timeline	100	
• Carried over beyond legislated timeline	113	

1.2 Sources of requests

Source	Number of Requests
Media	85
Academia	26
Business (private sector)	61
Organization	13
Public	78
Decline to Identify	40
Total	303

1.3 Channels of requests

Source	Number of Requests
Online	286
E-mail	12
Mail	5
In person	0
Phone	0
Fax	0
Total	303

Section 2: Informal Requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		157
Outstanding from previous reporting periods		74
• Outstanding from previous reporting period	9	
• Outstanding from more than one reporting period	65	
Total		231
Closed during reporting period		230
Carried over to next reporting period		1

2.2 Channels of informal requests

Source	Number of Requests
Online	151
E-mail	6
Mail	0
In person	0
Phone	0
Fax	0
Total	157

2.3 Completion time of informal requests

Completion Time							Total
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
27	14	54	60	44	14	17	230

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
156	4487	58	11983	5	3456	11	20295	0	0

2.5 Pages re-released informally

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

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

	Number of Requests
Outstanding from previous reporting period	0
Sent during reporting period	0
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	1	4	14	7	3	2	9	40
Disclosed in part	1	10	6	20	11	20	48	116
All exempted	0	3	0	1	1	0	6	11
All excluded	0	0	0	0	0	0	1	1
No records exist	7	43	19	11	2	2	11	95
Request transferred	4	1	1	0	0	0	0	6
Request abandoned	15	4	2	2	0	1	12	36
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	28	65	42	41	17	25	87	305

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)	9	18(a)	2	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	3	20.2	0
13(1)(c)	3	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	1	16(2)(c)	7	18(d)	2	21(1)(a)	59
13(1)(e)	2	16(3)	0	18.1(1)(a)	0	21(1)(b)	62
14	5	16.1(1)(a)	1	18.1(1)(b)	0	21(1)(c)	27
14(a)	13	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	4
14(b)	5	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	90	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	1	23	32
15(1) - Def.*	0	16.3	0	20(1)(b)	45	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)	31	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	16		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	0	17	0				
16(1)(c)	1						
16(1)(d)	0						

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

4.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	1	69(1)	1	69(1)(g) re (a)	4
68(b)	0	69(1)(a)	4	69(1)(g) re (b)	1
68(c)	0	69(1)(b)	1	69(1)(g) re (c)	1
68.1	1	69(1)(c)	1	69(1)(g) re (d)	0
68.2(a)	1	69(1)(d)	2	69(1)(g) re (e)	4
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	2	69.1(1)	1

4.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
2	154	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
78694	42507	204

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	33	625	5	855	2	1161	0	0	0	0
Disclosed in part	66	2144	27	6221	10	7542	9	16649	4	26164
All exempted	7	164	1	111	2	1269	1	1097	0	0
All excluded	0	0	1	128	0	0	0	0	0	0
Request abandoned	32	1372	0	0	0	0	3	7196	1	5996
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	138	4305	34	7315	14	9972	13	24942	5	32160

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	1	0	0	1
Disclosed in part	23	0	0	23
All exempted	4	0	0	4
All excluded	0	0	0	0
Request abandoned	0	0	0	0
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	28	0	0	28

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	188
Percentage of requests closed within legislated timelines (%)	61.63934426

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
117	112	4	1	0

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

Number of days past legislated timelines	Number of requests past legislated timeline where no extension was taken	Number of requests past legislated timeline where an extension was taken	Total
1 to 15 days	1	2	3
16 to 30 days	2	2	4
31 to 60 days	2	2	4
61 to 120 days	2	6	8
121 to 180 days	2	3	5
181 to 365 days	10	8	18
More than 365 days	14	61	75
Total	33	84	117

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	28	1	2	1
Disclosed in part	78	7	17	23
All exempted	5	0	0	5
All excluded	1	1	1	1
Request abandoned	12	0	4	3
No records exist	27	0	6	6
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	151	9	30	39

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	30	0	3	1
31 to 60 days	25	0	11	22
61 to 120 days	63	9	15	12
121 to 180 days	24	0	1	3
181 to 365 days	8	0	0	1
365 days or more	1	0	0	0
Total	151	9	30	39

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	268	\$1,340.00	35	\$175.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	268	\$1,340.00	35	\$175.00	0	\$0.00

Section 7: Consultations Received From Other Institutions and Organizations

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

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	80	6928	7	128
Outstanding from the previous reporting period	11	603	0	0
Total	91	7531	7	128
Closed during the reporting period	81	3179	6	125
Carried over within negotiated timelines	1	141	0	0
Carried over beyond negotiated timelines	9	4211	1	3

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	7	21	18	13	1	1	1	62
Disclose in part	0	1	2	4	1	1	1	10
Exempt entirely	0	0	1	1	0	0	0	2
Exclude entirely	0	0	1	0	0	0	1	2
Consult other institution	0	1	1	1	0	1	0	4
Other	0	0	0	0	0	0	1	1
Total	7	23	23	19	2	3	4	81

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	0	1	1	0	0	0	0	2
Disclose in part	0	1	0	3	0	0	0	4
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	0	2	1	3	0	0	0	6

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	3	77	0	0	0	0	0	0	0	0
16 to 30	1	4	0	0	0	0	0	0	0	0
31 to 60	3	13	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	1	42	0	0	0	0	0	0	0	0
181 to 365	2	74	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	10	210	0	0	0	0	0	0	0	0

8.2 Requests with Privy Council Office

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

Section 9: Investigations and Reports of finding

9.1 Investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal Representations
13	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	21	21	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		\$837,902
Overtime		\$20,780
Goods and Services		\$302,760
• Professional services contracts	\$284,370	
• Other	\$18,390	
Total		\$1,161,442

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	6.790
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	1.000
Students	0.000
Total	7.790

Note: Enter values to three decimal places.