



ACCESS TO INFORMATION ACT

ANNUAL REPORT TO PARLIAMENT 2023-2024



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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, 2023 to March 31, 2024.

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.

Creation and Growth of the Departments

Since the creation of the Department, the Access to Information and Privacy (ATIP) Office has provided a shared service support for CIRNAC and Indigenous Services Canada (ISC) through a service level agreement (SLA).

Delegation of ministerial responsibilities for the ATIA remains institutionally specific.

Crown-Indigenous Relations and Northern Affairs Canada's Mandate

Crown-Indigenous Relations and Northern Affairs Canada continues to renew the nation-to-nation, Inuit-Crown, government-to-government relationship between Canada and First Nations, Inuit and Métis; 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 already made, 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

Administration of the Access to Information Act at Crown-Indigenous Relations and Northern Affairs Canada

CIRNAC's ATIP Office processes requests made under the ATIA and the *Privacy Act* (PA). ISC's Corporate Secretary manages the SLA for CIRNAC, and is directly accountable to the Deputy Head. The Corporate Secretary is a member of the CIRNAC Senior Management Table. The ATIP Office 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 Office.

Under a shared service model, all ATIP analysts processed requests for both ISC and CIRNAC. Requests are varied in volume and complexity.

The ATIP Office 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 records under the control of the Department made pursuant to the ATIA and PA.

The Operations Team ensures that a response is provided within the legislated timeframe. All requests are monitored using the AccessPro case management tracking system.

In addition to the ATIP Office, within each of the sectors and regional offices of CIRNAC are ATIP Liaison Officers (ALOs) who receive callouts from the ATIP Office and subsequently task the requests as appropriate to areas within their sector. ALOs play a crucial role in ensuring the appropriate records, impact statements and approvals are obtained and communicated to the ATIP Office within the designated time allowances.

ATIP analysts work closely with the relevant program areas in order to ensure that all responsive documents are identified and to ensure that the information contained within those documents are treated in accordance with the Acts to allow for government records to be appropriately disclosed to the Canadian public.

The ATIP Office will be transitioning away from an unsupported and sunseting case management solution and as such CIRNAC and ISC procured a new case management solution: ATIPXpress. This solution was chosen in the hopes that it will increase efficiency, reduce processing times, and streamline the processing of requests. This in turn could reduce the number of complaints we receive, alleviating pressures from both the Office of the Information Commissioner, and the Privacy Commissioners of Canada. and improve service to the public. This new case management system provides a supported, stable, and technologically contemporary tool that provides the ability to manage both department's workloads fluidly within one system, further cutting down processing time. The solution is expected to be implemented in fiscal 2024-2025.

ATIP Operations has created and implemented a Developmental Program. The program is based on predetermine performance benchmarks that clearly state the expectations at each level from CR-04 to PM-06. An employee can choose to participate to develop their skills

and build experience. With guidance from the team leaders, employees can advance within the organization.

This program was created to be open and transparent in order to develop and retain current staff and provide growth opportunities within the ATIP Office. The Developmental Program is highly successful and each year more and more analysts graduate to higher PM levels, This reporting period, eleven analysts were promoted or provided acting opportunities based on their success in the program.

The Department has continued to meet its publication requirements in this reporting period. The Department has published briefing material titles submitted to the Minister and Deputy Minister on a monthly basis as well as the summaries of the completed requests on the Open Government Portal, thereby continuing to improve communication with applicants and promoting transparency.

The Department continued to use the Microsoft Office 365 tools, to communicate internally and engage with key stakeholders. The ATIP office also leveraged these tools for the transfer of information with sectors to allow for business continuity within the hybrid workplace structure.

To better serve our clients, the Department participates in the Access to Information and Privacy Online Request Service. Our clients can submit requests under the Act through this online channel administered by TBS.

In April 2023 the ATIP Office returned on-site in a hybrid model. Pandemic response conditions substantially reduced the use of paper. During this reporting period, the office mostly received electronic requests and records, and in most cases provided release packages electronically to applicants with the use of E-post Connect, which was implemented in February 2020.

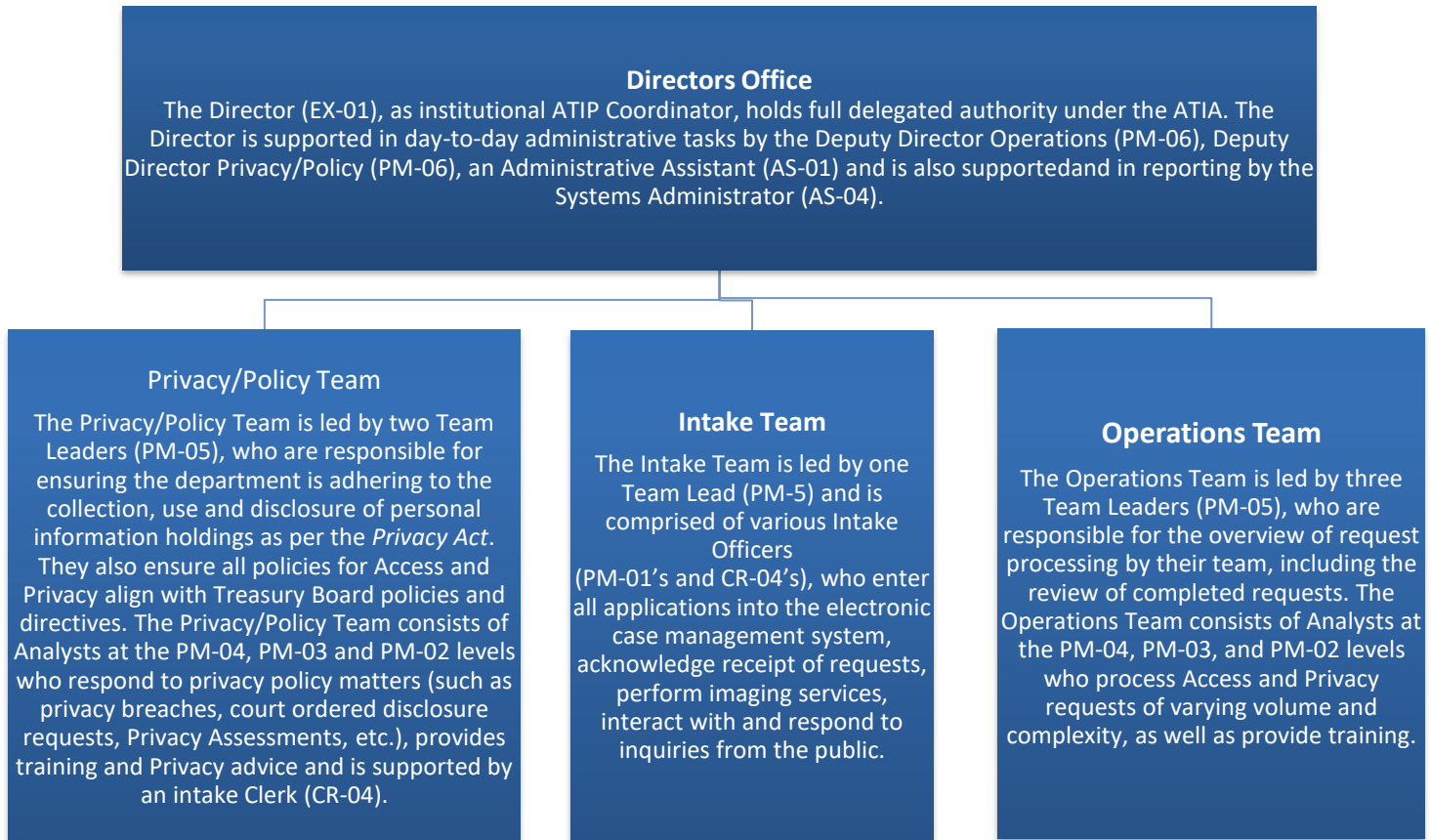
The Department continues to use electronic tools to facilitate the collection, consultation and processing of information even with the return to work.

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



PERFORMANCE

IV. Interpretation of the Statistical Report

CIRNAC's Statistical Report and Supplemental Report were submitted to the Treasury Board Secretariat (TBS) on July 15th, 2024 ([Appendix B](#)). The Report details various aspects of the requests CIRNAC received and processed during the period of April 1, 2023 to March 31, 2024.

1. Requests under the Access to Information Act

1.1 Number of requests

In 2023-2024, CIRNAC received 239 requests, representing an increase of approximately 5% compared to the 227 received in 2022-2023 (Table 1.1a). With the addition of the 179 requests that were carried over from the previous year, this reflected a total of 418 requests to be processed in the course of the reporting period. The Department completed 235 requests and carried 183 requests into the next reporting period (2024-2025).

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

Table 1.1a 2020-2024 Number of requests received and outstanding from previous reporting period

Number of Requests	2020-2021	2021-2022	2022-2023	2023-2024
Received during reporting period	196	303	227	239
Outstanding from previous reporting period	265	215	216	179
Total	461	518	443	418

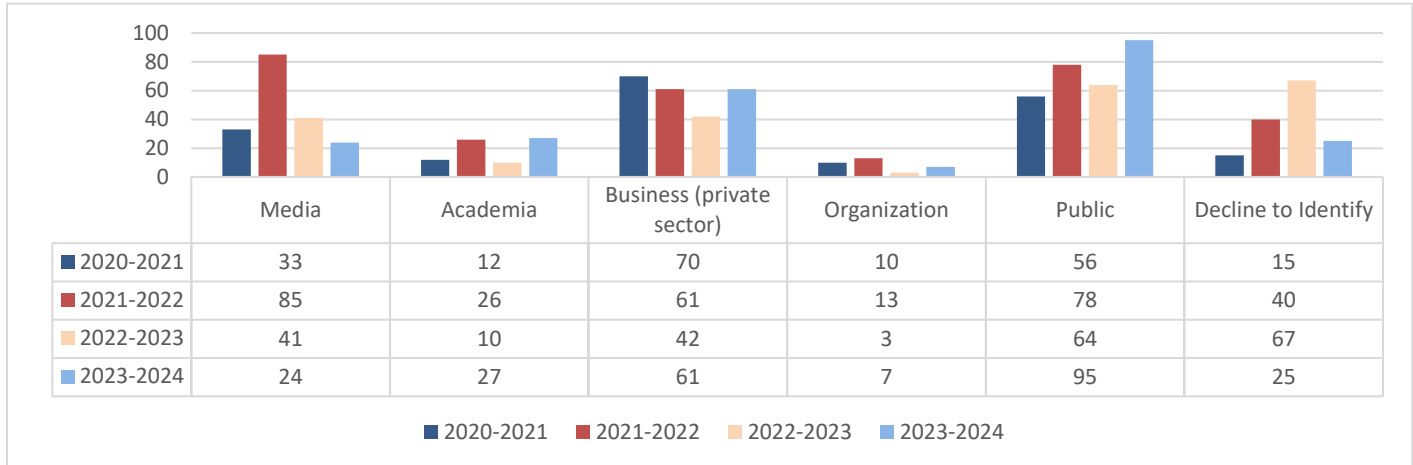
Table 1.1b 2020-2024 Number of requests closed and carried over to next reporting period

Number of Requests	2020-2021	2021-2022	2022-2023	2023-2024
Closed during reporting period	236	305	266	235
Carried over to next reporting period	225	213	177	183

1.2 Sources of requests

Of the 239 requests received during the reporting period, 95 (40%) were from individuals who identified as members of the public, followed by 61 (26%) from businesses, and 27 (11%) from academics (Table 1.2). In previous years the media and public were the main sources of requests.

Table 1.2 Sources of Requests 2020-2024



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. The Government of Canada Online Portal was the most used mechanism to request records from the Department. (Table 1.3)

Table 1.3 Channels of requests

Channel	Number of Requests
Online	220
E-mail	15
Mail	4
In person	0
Phone	0
Fax	0
Total	239

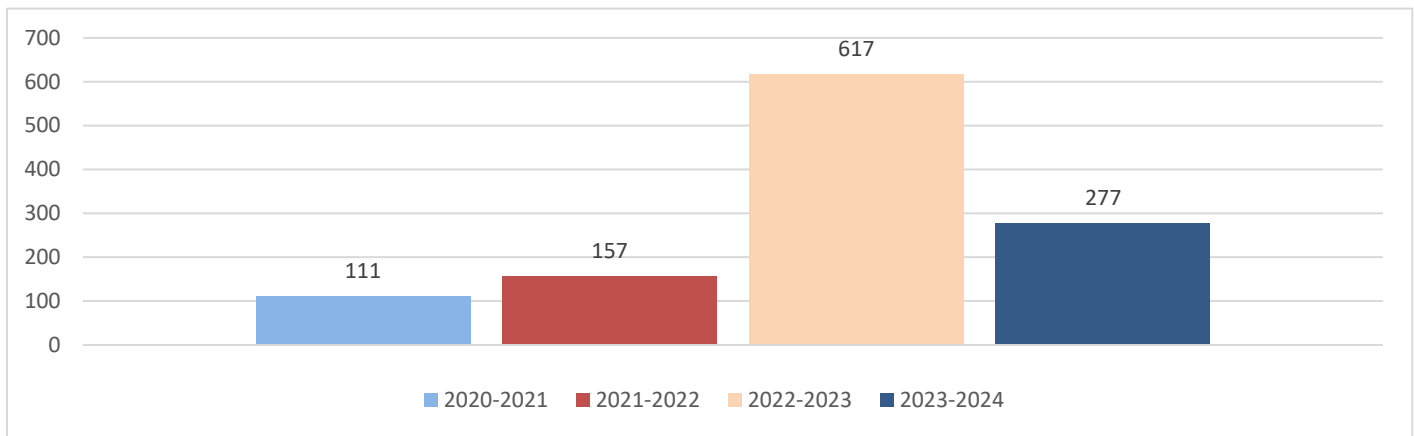
2. Informal Requests

An informal request is defined as a request for copies of previously released access to information requests. As per Treasury Board Secretariat (TBS) policies, institutions are required to publicly post titles of summaries of completed requests. Government departments do not charge any application fees for the informal requests and there are no timelines for responding to the requesters. 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 2023-2024 reporting period, CIRNAC received 277 informal requests, a decrease of 55% compared to the 617 requests received in 2022-2023. 470 requests were carried over from the previous year which meant a total of 747 informal requests were to be processed. The ATIP Office completed 628 requests and carried 119 requests into the next reporting period 2024-2025.

Table 2.1 Number of Informal Requests Received



2.2 Channels of informal requests

The channels of requests serve to identify the mechanism used by the Canadian public to make a request for previously released records: Government of Canada Online Portal, e-mail, mail, in person, phone or fax. In the course of this reporting period, the majority of requests were received by email (Table 2.2).

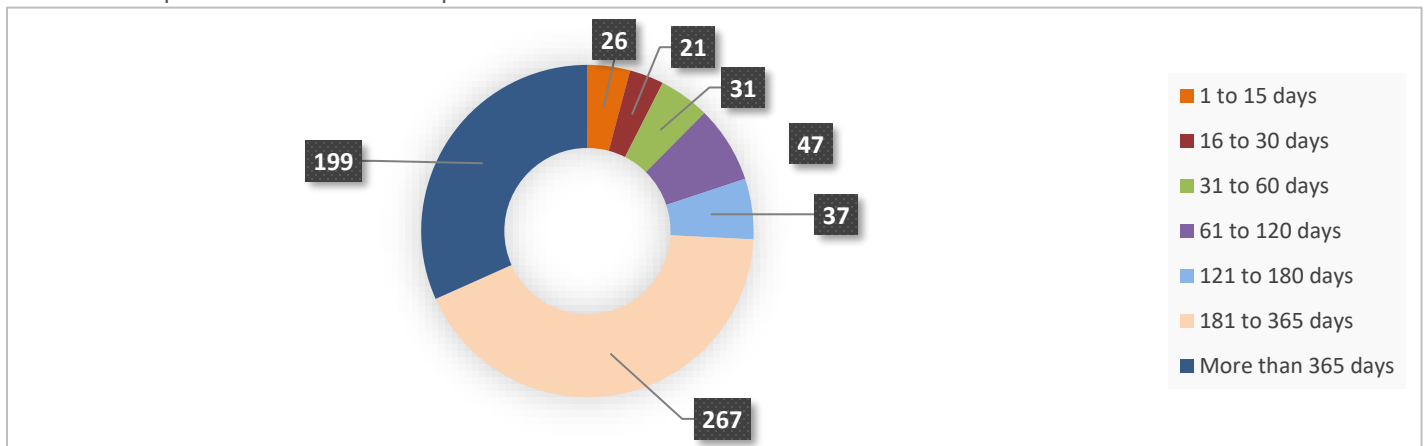
Table 2.2 Channels of requests

Channel	Number of Requests
Online	258
E-mail	19
Mail	0
In person	0
Phone	0
Fax	0
Total	277

2.3 Completion time of informal requests

The table 2.3 (below), reports on the number of requests/completion time for the 628 informal requests closed during the 2023-2024 reporting period. The table explains the percentage of informal requests closed during the reporting period and 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 2023-2024 reporting period that fall under each range of pages released. Of the 628 informal requests completed, 434 were requests for copies of records previously processed through a formal access to information request.

Table 2.4 Pages released informally

Pages Released	Number of Requests	Pages Released
Less than 100	374	4,140
100 to 500	43	9,531
501 to 1000	8	5,724
1001 to 5000	8	18,294
Greater than 5000	1	5,761
Total	434	43,450

2.5 Pages re-released informally

Of the 628 informal requests completed, 194 requests were processed as re-releases. These requests were for copies of previously released records that were processed through informal requests.

2.5 Pages re-released informally

Pages Released	Number of Requests	Pages Released
Less than 100	138	3,217
100 to 500	42	7,294
501 to 1000	11	6,414
1001 to 5000	3	4,512
Greater than 5000	0	0
Total	194	21,437

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

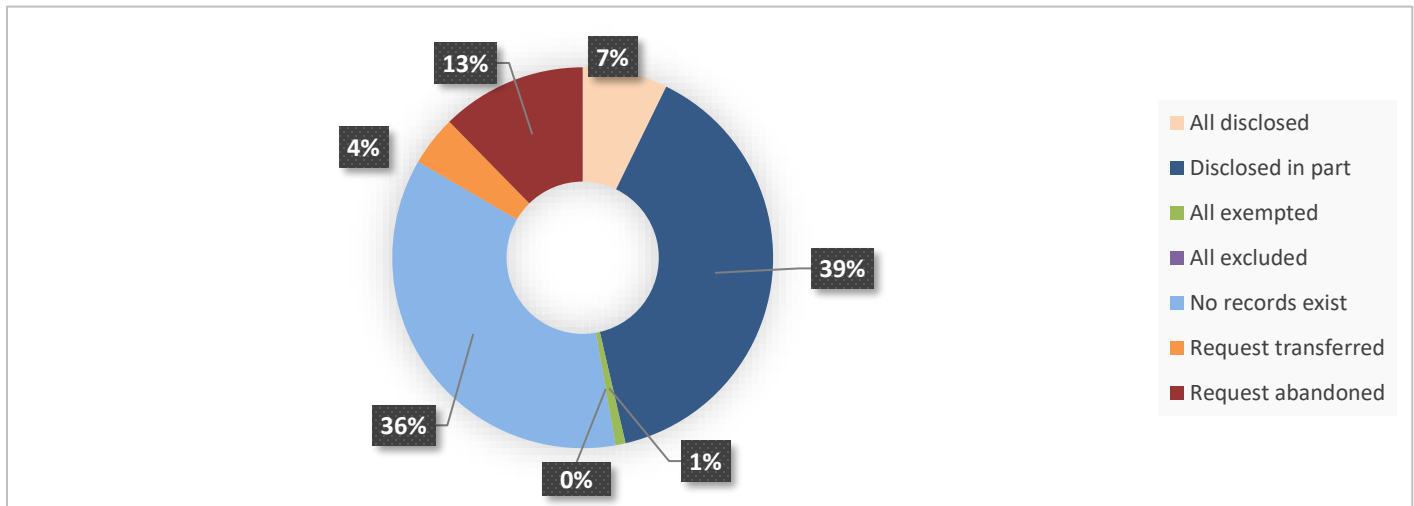
As per the Act, Departments may submit an application to the Information Commissioner to decline to act on a request considered to be vexatious, made in bad faith or considered to be an abuse of rights. However, this application must be approved by the Information Commissioner of Canada (OIC) pursuant to section 6 of the ATIA. CIRNAC has not submitted any application to decline to act pursuant to section 6, as no requests met the set criteria for such an application during the 2023-2024 reporting year.

4. Requests closed during the reporting period

4.1 Disposition and completion time

Of the 235 formal Access to Information requests closed during the reporting period, CIRNAC was able to fully or partially disclose records in 109 cases (46% of the requests) (Table 4.1.1).

Table 4.1.1 Percentage of completed files relevant to each disclosures



About 17% percent of requests were abandoned or transferred to the appropriate government institution (47 cases). Only 1% of all requests (2 cases) had the relevant records fully withheld under the provisions of the Act. Finally, there were no records that existed in response to 36% of the requests (85 cases) (Table 4.1.2).

Table 4.1.2 Disposition and completion time

Disposition	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	0	5	2	6	0	1	3	17
Disclosed in part	0	1	8	14	19	19	31	92
All exempted	0	0	0	0	0	0	2	2
All excluded	0	0	0	0	0	0	0	0
No records exist	20	30	19	9	3	4	0	85
Request transferred	2	6	0	1	1	0	0	10
Request abandoned	15	6	4	0	0	1	3	29
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	37	48	33	30	23	25	39	235

4.2 Exemptions

The most commonly invoked exemption during the reporting period was pursuant to section 21(1) (advise and deliberations), which was cited in 144 requests (Table 4.2). The next most commonly invoked exemption applied was pursuant to section 20(1) (third party information) which was applied in 94 instances, and finally, the exemption pursuant to section 19(1) (personal information) was applied in 64 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)	6	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	1	20.2	0
13(1)(c)	9	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	10	18(d)	2	21(1)(a)	48
13(1)(e)	8	16(3)	0	18.1(1)(a)	0	21(1)(b)	60
14	3	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	33
14(a)	10	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	3

14(b)	1	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	1	16.1(1)(d)	0	19(1)	64	22.1(1)	0
15(1) – I.A.*	0	16.2(1)	0	20(1)(a)	2	23	25
15(1) – Def.*	0	16.3	0	20(1)(b)	44	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)	23	26	1
16(1)(a)(ii)	0	16.5	0	20(1)(d)	25		
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 2023-2024, the Department applied 20 mandatory exclusion provisions on requests completed. The most frequent exclusion applied was section 69(1)(g) re (a), which are records containing information related to Memoranda 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)	2	69(1)	1	69(1)(g) re (a)	5
68(b)	0	69(1)(a)	1	69(1)(g) re (b)	2
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	1
68.1	2	69(1)(c)	1	69(1)(g) re (d)	0
68.2(a)	2	69(1)(d)	0	69(1)(g) re (e)	3
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

4.4 Format of information released

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 2 (two) occasions, records were provided with paper copies through standard mail (Table 4.4).

Table 4.4 Format of information released

Paper	Electronic				Other
	E-Record	Data Set	Video	Audio	
2	107	0	0	0	0

4.5 Complexity

The following sections outline several factors affecting the complexity of requests that were completed throughout 2023-2024.

4.5.1 Relevant pages processed and disclosed

Of the 235 requests closed, 140 requests generated 83,528 pages processed. The total amount of pages disclosed was 24,281 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
83,528	24,281	140

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

Of the 140 requests, 84 requests (60%) required the processing of 100 pages or less. 44 requests contained 101-1000 pages accounting for the processing of 15,232 pages. 4 (four) requests, containing greater than 5000 pages, accounted for the processing of 51,317 records.

Table 4.5.2 Relevant pages processed per request disposition 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	15	369	2	298	0	0	0	0	0	0
Disclosed in part	42	1,434	28	6,046	12	8,162	8	15,075	2	13,944
All exempted	1	18	0	0	0	0	0	0	1	5700
All excluded	0	0	0	0	0	0	0	0	0	0
Abandoned	26	83	1	160	1	566	0	0	1	31,673
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	84	1,904	31	6,504	13	8,728	8	15,075	4	51,317

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 federal institutions 42 times and non federal government organizations 6 times. The most frequently consulted institutions included Public Safety, Fisheries and Oceans, and Privy Council Office. Consultations with third parties were required in 114 instances with First Nations, organizations, and businesses. More than one institution can be consulted per request. Other complexities included requests with high profile subject matter, requests for contents of a database, and instances where records needed to be retrieved from other regions (Table 4.5.7).

Table 4.5.7 Other complexities

Disposition	Consultation required	Legal advice sought	Other	Total
All disclosed	5	0	10	15
Disclosed in part	45	8	38	91

Disposition	Consultation required	Legal advice sought	Other	Total
All exempted	2	0	0	2
All excluded	0	0	0	0
Abandoned	3	0	10	13
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	55	8	58	121

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, 142 files were closed within legislative timelines, representing 60% compliance. The results from 2023-2024 demonstrate a decrease in compliance rates down from 67% achieved in the previous fiscal year.

Table 4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	142
Percentage of requests closed within legislated timelines (%)	60.43

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 93 occasions. The majority of deemed refusals (late) were a result of challenges in the Departments ability to retrieve records and process requests with existing resource levels. Other challenges experienced by the ATIP Office included: finding and hiring staff at junior levels for the Developmental Program meeting the basic requirements; large volume of records for a few files; and a large volume of files received in a short time frame, which contributed to surges in workload that was not manageable with existing resources. This was exasperated by unpredictable Information Commissioner Orders that necessitated the reassignment of senior analysts and sector specialists. Additionally, external consultations with Indigenous organizations and other institutions create additional pressures. All of these factors affected the 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
93	70	12	0	11

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

Requests closed beyond legislated timelines include files where an extension was requested. For the current reporting period, the total number of closed requests that were deemed refusals (late) was broken down by the number of days that elapsed past the legislated timelines. During this reporting period, 39 requests had no extensions applied and 54 requests applied extensions pursuant to section 9(1) of the Act and were closed beyond the legislated timelines.

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	5	3
16 to 30 days	5	3
31 to 60 days	6	9
61 to 120 days	7	4
121 to 180 days	3	3
181 to 365 days	6	6
More than 365 days	7	26
Total	39	54

4.8 Requests for translation

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

5. Extensions

5.1 Reasons for extensions and disposition of requests

Of the 235 requests closed during 2023-2024, a total of 149 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 (high workload) which was applied 91 times, representing 61% of all extensions. In addition, 20% (30 extensions) due to necessary consultations with third-parties including, but not limited to, First Nations. Lastly, 19% (28 extensions) were taken due to necessary consultations with other government departments.

Table 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	7	0	1	3	11
Disclosed in part	59	2	23	25	109
All exempted	1	0	1	0	2
All excluded	0	0	0	0	0
Request abandoned	7	1	0	1	9
No records exist	17	0	0	1	18
Declined to act with the approval of the Information Commissioner	0	0	0	0	0
Total	91	3	25	30	149

5.2 Length of extensions

More than one type of extension may be taken for a single request. The number of extensions reported does not equate to the number of requests involved. The majority of extensions, more specifically 131 extensions or 88%, 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	28	1	3	2	34
31 to 60 days	23	0	10	16	49

61 to 120 days	29	2	9	8	48
121 to 180 days	8	0	1	2	11
181 to 365 days	3	0	0	2	5
365 days or more	0	0	2	0	0
Total	91	3	25	30	149

6. Fees

The Service Fees Act requires a responsible authority to report annually to Parliament on the fees collected by the institution.

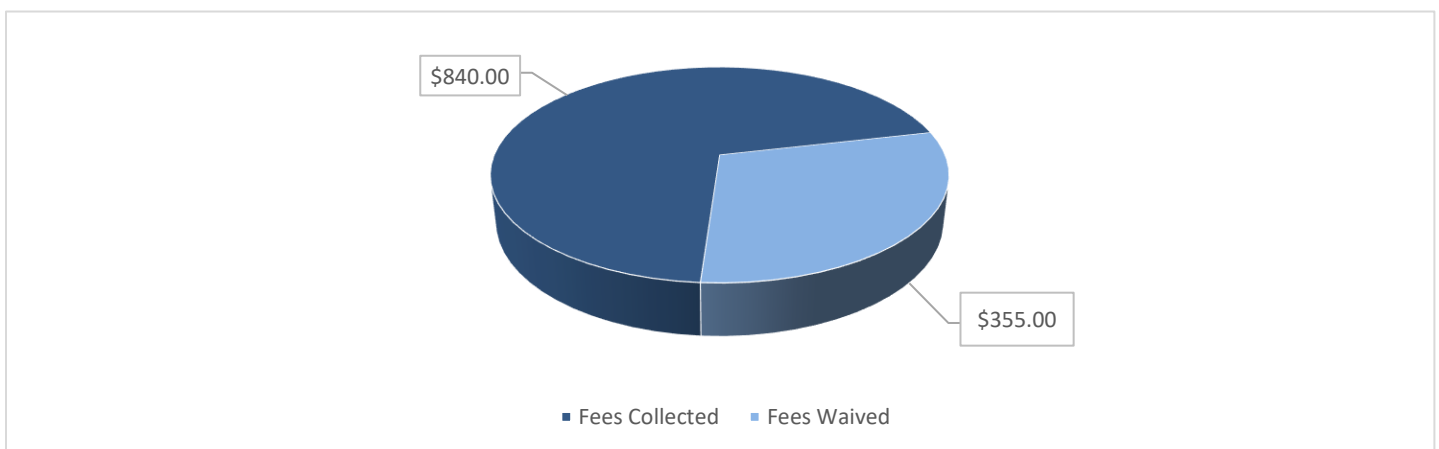
In accordance with the changes to the ATIA that came into force on June 21, 2019, CIRNAC may only charge an application fee of \$5, as set out in paragraph 7(1)(a) of the Regulations. Pursuant to section 11 of the ATIA, institutions can waive this application fee as deemed appropriate.

In November 2023, CIRNAC made the decision to eliminate the \$5 fee for all applicants when submitting a formal request under the ATIA for the purpose of advancing Indigenous Reconciliation. As of December 1, 2023 this took effect meaning that all requests submitted to our department through the ATIP Online request portal no longer required payment.

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, prior to the decision to eliminate all application fees, the Department collected a \$5 application fee for 168 requests, a total of \$840 (Table 5). 71 requests had applicable fees waived and a total of \$355 was not collected.

Table 6. Fees collected and waived



7. Consultations Received from other Institutions and Organizations

The Access to Information and Privacy Office, communicates with other departments to inquire on their service standards in order to ensure legislative timelines are met.

7.1 Consultations received from other Government of Canada institutions and organizations

The Department received 69 consultations for a total of 5,885 pages, and 2 (two) consultations from other organizations with another 232 pages to review. 7 (seven) files from the previous year were carried over, for a total of 78 consultations to be processed in 2023-2024 (Table 7.1). A total of 69 consultations were completed, which included the review of 4,063 pages.

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

Table 7.1a Consultation received and carried over from the previous reporting period 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	69	5,885	2	232
Outstanding from the previous reporting period	7	1,501	0	0
Total	76	7,386	2	232

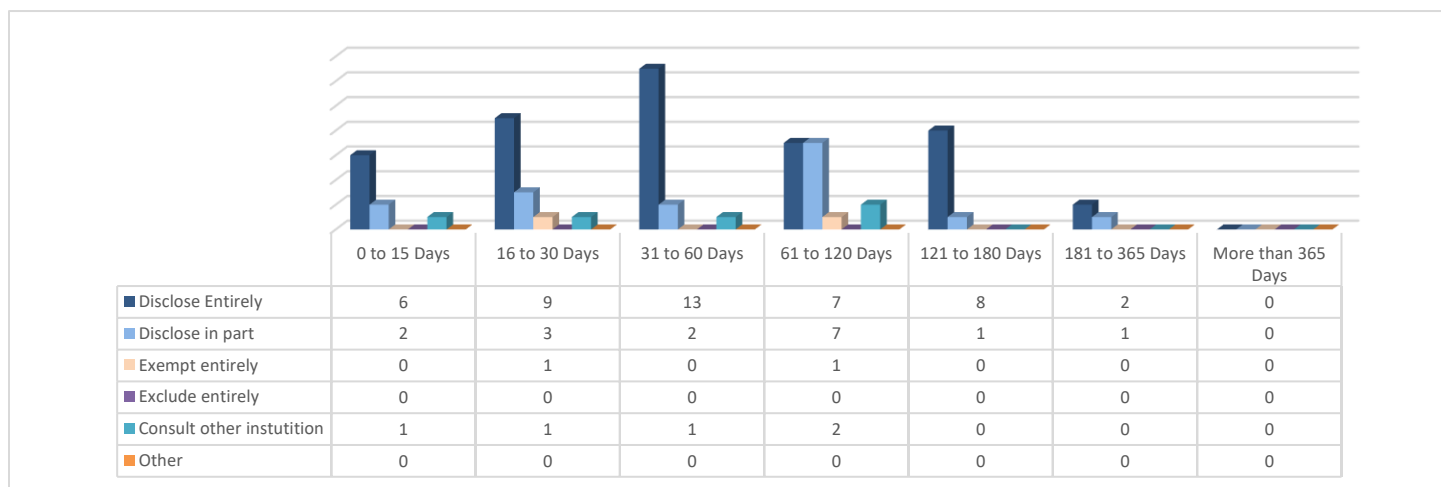
Table 7.1b Consultation received from other Government of Canada institutions and organizations closed and carried over to next reporting period

Consultations	Other Government of Canada Institutions	Pages to Review	Other Organizations	Pages to Review
Closed during the reporting period	68	4,032	1	31
Carried over to next reporting period	8	3,354	1	201

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

In 2023-2024, of the 68 consultations completed, 45 consultations or 66% were recommended by the Department for full disclosure (Table 7.2). 39 consultations or 57%, were completed within 60 days of their receipt. There were 12 occurrences (17%) where the Department required longer than 120 days to provide a response to their request.

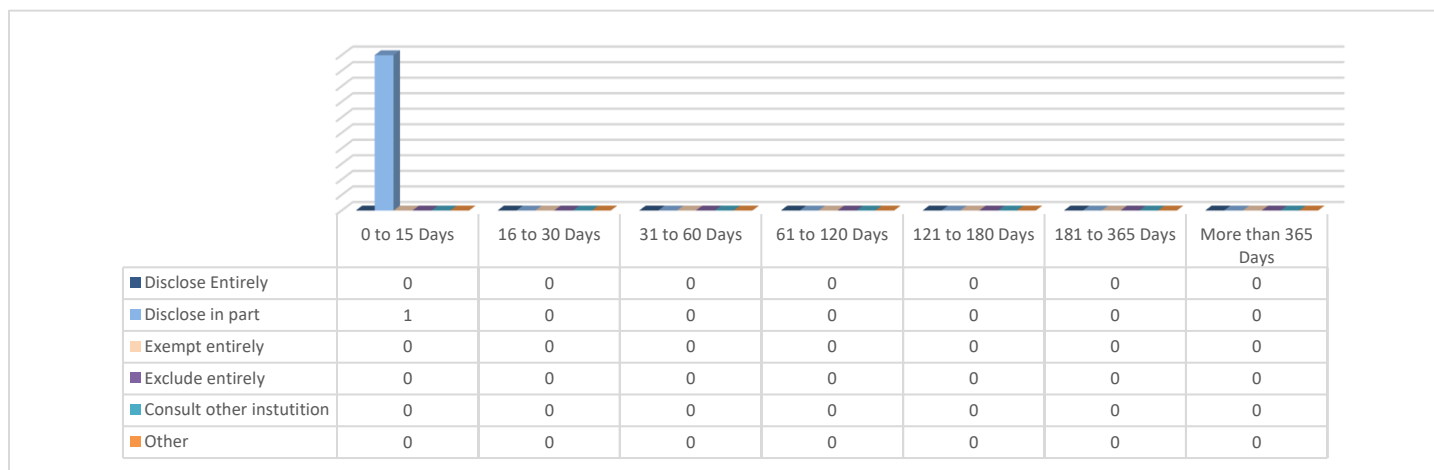
Table 7.2 Consultation and completion time for consultations received from other Government of Canada institutions



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

In 2023-2024, the Department received 2 (two) new consultation requests from other organizations and 1 (one) consultation was closed in the course of the same period. This request was 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 details 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.

8.1 Requests with Legal Services

In 2023-2024, 8 consultations were sent to the departmental Legal Services Unit for the application of Section 69 of the Act due to possible cabinet confidences (Table 8.1). A response was received within 60 days in 7 (seven) instances, and 1 (one) took no longer than 120 days to obtain a response. A total of 41 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	0	0	0	0	0	0	0	0	0	0
16 to 30	3	11	0	0	0	0	0	0	0	0
31 to 60	4	30	0	0	0	0	0	0	0	0
61 to 120	1	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	8	41	0	0	0	0	0	0	0	0

8.2 Requests with Privy Council Office

In 2023-2024, CIRNAC did not send any consultation requests to the Privy Council Office.

9. Complaints and Investigations

A Complaint Coordinator has been identified who oversees the processing of complaints with the Office of the Information Commissioner (OIC) and tracks the progress made on complaints. Regular meetings are held with the OIC where the progress and status of complaint files are discussed for resolution. These meetings have assisted with the closing of numerous complaints files during the reporting period.

The annual statistical report requires institutions to identify sections of the Act under complaint (i.e. sections 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 2023-2024 reporting period, 11 new complaints were registered with the OIC (Table 9.1) pursuant to section 11, Notice of intention to investigate. The ATIP office processed a total of 43,593 pages during this reporting period. 14 complaints ceased investigation pursuant to subsection 30(5). On 3 (three) occasions, formal representation was required in responding to complaints.

Table 9.1 Investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal Representations
11	14	3

9.2 Reports of findings

During the current reporting period, the Department worked with the Office of the Information Commissioner (OIC) to successfully close 22 complaints. Of the 22 closed complaints, the department received initial reports for 4 (four) reports and 7 (seven) final reports. The additional closed complaints did not require a report of findings due to having received an early resolution or cease to investigate notice from the OIC.

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
4	2	2	7	4	2

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 2023-2024, CIRNAC spent a total of \$1,392,782 on staffing and goods and services. Of this total, \$418,454 spent for goods and services which included the purchase of a new case management system, and professional services contracts. These amounts reflect the level of effort in support of CIRNAC's responsibilities pursuant to the Act (Table 11.1).

Table 11.1 Allocated Costs

Expenditures		Amount
Salaries		\$945,576
Overtime		\$28,752
Goods and Services		\$418,454
Professional services contracts	\$228,081	
Other	\$190,373	
Total		\$1,392,782

11.2 Human Resources

In 2023-2024, CIRNAC allocated a total 11.992 full time employees (FTE), including the services of one consultant and one casual employee, through the course of the reporting period.

V. Monitoring Compliance

The ATIP Office does weekly, monthly, quarterly and ad hoc reporting on all aspects of ATIP Operations and compliance with all levels of staff. During the reporting period there were weekly meetings with Minister's Office, Deputy Minister's Office, Parliamentary Affairs and Communications in order to present the incoming and outgoing requests. Monthly statistical reporting of ATIP Operations is completed and presented to the Corporate Secretary, as well as quarterly reporting on compliance for sectors. The Director of ATIP meets on an ad hoc basis to discuss non-compliance with the sector heads. The System Administrator is responsible for all reporting functions including the time taken to process access to information requests and Operations Unit compliance.

All levels of analysts prepare consultations with other government departments, however a Team Leader will review and send the consultation only when there is an intention to disclose in order to limit inter-institutional consultations. Discretion is appropriately exercised and reviewed by a Team Leader each time a consultation is required.

When a request is received by the Intake Unit, a search is done to ensure that the request is unique or novel. Duplicate or similar requests, are offered informally to improve access. For frequently requested types of information, the Intake Unit maintains an evergreen list of topics and subjects for ease of reference. This process repeated for each request received to reduce the workload of the Operations unit and sectors, thereby easing the burden on the Department as a whole and improving access for the public.

The ATIP Office has included contracts, information sharing agreements and information sharing arrangements in its process for publishing of programs and activities, and the information holdings related to programs and activities, of government institutions (InfoSource).

Due to limited resources there is no centralized oversight monitoring of the accuracy and completeness of proactively published information pursuant to Part 2 of the Act.

VI. Training and Awareness

During the reporting period, the ATIP Office provided ATIP 101 and 102 training sessions consisting of ATIP awareness and information and specific ATIP Liaison Officer training, respectively. These training sessions provide general ATIP information such as purpose of the Access to Information and Privacy Acts, history, as well as general applications of the Acts. Included is departmental specific information such as most commonly applied exemptions and information on working effectively with our Indigenous partners. The ATIP Liaison Officer training addresses common practices and processes for each sector, compliance and internal service standards. In addition to these training sessions, the ATIP Office meets bi-yearly with our Liaison Officers for a Town Hall session in order to establish open and transparent communication with our internal partners. This past fiscal year, a total of 170 CIRNAC staff were trained in ATIP 101 and 102 sessions.

Ad hoc training sessions are often done by ATIP Team Leaders and the Deputy Directors with all levels of staff, including but not limited to, senior management, Deputy Minister's and Minister's offices. These sessions range from ATIP awareness sessions, informal briefings on the Acts or a topic of interest related to ATIP. One-on-one training sessions are also done with senior management and the Director and Deputy Directors. These types of training and awareness is to ensure consistency with the application of the Acts and create open and transparent dialogue within the Department.

VII. Policies, Guidelines, and Procedures

The ATIP Office strives to update their internal policies and procedures in order to comply with new Treasury Board of Canada directives and policies. This past fiscal year, the ATIP Office updated their Proactive Publication procedures in order to streamline the process. Due to the influx of orders received by the Office of the Information Commissioner of Canada, the process for informing the Deputy Minister and responding to orders were updated. Guidelines for dealing with medical files, simple privacy requests, and day school requests were also updated during this reporting period. The ATIP Manual, consisting of all policies and procedures within the unit, was also updated. Procedures that were updated include: Closing of Requests; Complaints Procedure; Informal Requests chapters; and Release Chart Procedures.

Proactive Publication

VIII. Proactive Publication under Part 2 of the ATIA

Proactive publication is a department wide effort with contributions from multiple sectors across both ISC and CIRNAC, including the Corporate Secretariat, Human Resources and Workplace Services, and the Chief Finances, Results and Delivery Officer sector. As the responsibilities of proactively publishing is a department wide effort; Each sector has developed their own workflows in order to streamline and post on our Departmental website or Open Canada within the obligatory timelines. CCM Enterprise and GCDOCS are used to manage information and consult with sectors. Certain publications such as briefing binders, briefing note title lists, and packages of briefing material are reviewed by the ATIP office prior to publication. The table below outlines each legislative requirement, section of the Act, publication timeline, the link to the publication, and the overall compliance for the 2023-2024 year (Table 12.1).

Table 12.1 Proactive Publication Requirements Table

Legislative Requirement	Section	Publication Timeline	Link to Publication	Compliance %	Institutional Requirement
All Government Institutions as defined in section 3 of the Access to Information Act					
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	Government Travel Expenses (canada.ca)	57%	X
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	Search Government Hospitality Expenses Open Government - Government of Canada	57%	X
Reports tabled in Parliament	84	Within 30 days after tabling	Reports and Publications (rcaanc-cirnac.gc.ca) Open Government Portal (canada.ca)	100%	X
Government entities or Departments, agencies, and other bodies subject to the Act and listed in Schedules I, I.1, or II of the Financial Administration Act					
Contracts over \$10,000	86	Q1-3: Within 30 days after the quarter, Q4: Within 60 days after the quarter	Search Government Contracts over \$10,000 (canada.ca)	100%	X
Grants & Contributions over \$25,000	87	Within 30 days after the quarter	Grants and Contributions (canada.ca)	100%	X
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	N/A	N/A	X
Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office	88(b)	Within 30 days after the end of the month received	Briefing Note Title Lists	100%	X
Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament	88(c)	Within 120 days after appearance	Committee appearances	100%	X

Government institutions that are departments named in Schedule I to the Financial Administration Act or portions of the core public administration named in Schedule IV to that Act (i.e. government institutions for which Treasury Board is the employer)					
Reclassification of positions	85	Within 30 days after the quarter	Search Government Position Reclassifications Open Government - Government of Canada	50%	X
Ministers					
Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Within 120 days after appointment	Open Government Portal (canada.ca)	100%	X
Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office	74(b)	Within 30 days after the end of the month received	Briefing Note Title Lists	100%	X
Package of question period notes prepared by a government institution for the minister and in use on the last sitting day of the House of Commons in June and December	74(c)	Within 30 days after last sitting day of the House of Common in June and December	Question Period Notes (canada.ca)	100%	X
Packages of briefing materials prepared by a government institution for a minister's appearance before a committee of Parliament	74(d)	Within 120 days after appearance	Committee appearances	100%	X
Travel Expenses	75	Within 30 days after the end of the month of reimbursement	Government Travel Expenses (canada.ca)	100%	X
Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	Search Government Hospitality Expenses Open Government - Government of Canada	100%	X
Contracts over \$10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	Search Government Contracts over \$10,000 (canada.ca)	100%	X
Ministers' Offices Expenses *Note: This consolidated report is currently published by TBS on behalf of all institutions.	78	Within 120 days after the fiscal year	N/A	N/A	

HIGHLIGHTS

IX. 2023-2024 Points of Interest

Since November 30, 2017, the ATIP Office has administered the *Access to Information Act* Crown-Indigenous Relations and Northern Affairs (CIRNAC) and Indigenous Services Canada (ISC). This past fiscal year (2023-2024) was the sixth full year of reporting for CIRNAC under the ATIA.

The Department received 239 ATIA requests and closed 235. It processed 83,528 pages of records under the legislation and carried over 183 files into the new year (2024-2025).

The largest source of access to information requests was individuals who identified as members of the public at 40%, followed by businesses at 26%.

In addition, 71 requests for consultation were received from other institutions and organizations, resulting in the processing of 4,063 pages of records. A further, 277 informal requests were received and 628 were completed during this reporting period.

The majority of exemptions applied pursuant to the ATIA were subject to section 21 (advice and deliberations), followed by section 20(1) (third party information) and finally section 19 (personal 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 were requested beyond 30 days, pursuant to section 9(1)(a) of the ATIA, for interference with operations, due to the increase demand on the ATIP Office and the Department and associated workloads. Extensions were also required pursuant to 9(1)(b) and 9(1)(c) for the purpose of consultations with other government departments and Indigenous organizations.

The Department received 11 complaints from the Office of the Information Commissioner. 22 complaints were closed resulting in the processing of 43,593 pages.

Pursuant Bill C-58, and the amendments to the ATIA which added a requirement for mandatory proactive publication of specific information produced by government institutions, the Department has remained compliant and continues to ensure publication of all required documents either on the departmental website or Open Canada.

During the fiscal year, the ATIP office also provided recommendations to the sectors concerning proactive disclosures. A total of 38 files were processed and 1,950 pages were reviewed.

A total of 170 CIRNAC employees were trained on their responsibilities under the ATIA and *Privacy Act* (PA) in 2023-2024.

The ATIP Office continuously monitors progress on all ATIA request files. Reports are prepared monthly to ensure compliance with legislative timelines so that risks can be mitigated. Each quarter reports are produced on the Department's performance in meeting legislative time frames and these are shared with the senior management.

In December, 2023, the Department took the initiative to wave all fees for incoming Access to Information requests to remove existing barriers to access for Indigenous requesters. With the help of TBS, there is no payment required when submitting a request under the ATIA to our department both directly and on the ATIP online request portal.

In 2023-2024, CIRNAC spent \$1,392,782 on staffing and goods and services in support of the ATIA. This includes the purchase of a new case management system.

ANNEX 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	Dir ATIP / Dir,	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 fédérales-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	Dir ATIP / Dir,	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	Dir ATIP / Dir, ATIA	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 in-consultables	•	•	•	•	•
19	Information obtained in confidence / Renseignements obtenus à titre confidentiel	•	•	•	•	•
20	Federal-provincial affairs / Affaires fédérales-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	•	•	•	•	•
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	•	•	•	•	

Provision / Dispositio n	Description	DM / SM	AsDM / SoMD	Corp Sec / Sec	Dir ATIP / Dir,	Deputy Dir, ATIP / Dir adj, AIPP
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 in-consultables	•	•	•	•	
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

ANNEX B

Statistical Report on the *Access to Information Act*



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

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

1.1 Number of requests

		Number of Requests
Received during reporting period		239
Outstanding from previous reporting periods		179
• Outstanding from previous reporting period	83	
• Outstanding from more than one reporting period	96	
Total		418
Closed during reporting period		235
Carried over to next reporting period		183
• Carried over within legislated timeline	52	
• Carried over beyond legislated timeline	131	

1.2 Sources of requests

Source	Number of Requests
Media	24
Academia	27
Business (private sector)	61
Organization	7
Public	95
Decline to Identify	25
Total	239

1.3 Channels of requests

Source	Number of Requests
Online	220
E-mail	15
Mail	4
In person	0
Phone	0
Fax	0
Total	239

Section 2: Informal Requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		277
Outstanding from previous reporting periods		470
• Outstanding from previous reporting period	469	
• Outstanding from more than one reporting period	1	
Total		747
Closed during reporting period		628
Carried over to next reporting period		119

2.2 Channels of informal requests

Source	Number of Requests
Online	258
E-mail	19
Mail	0
In person	0
Phone	0
Fax	0
Total	277

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
26	21	31	47	37	267	199	628

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
374	4140	43	9531	8	5724	8	18294	1	5761

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
138	3217	42	7294	11	6414	3	4512	0	0

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

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

Section 4: Requests Closed During the Reporting Period

4.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	0 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	5	2	6	0	1	3	17
Disclosed in part	0	1	8	14	19	19	31	92
All exempted	0	0	0	0	0	0	2	2
All excluded	0	0	0	0	0	0	0	0
No records exist	20	30	19	9	3	4	0	85
Request transferred	2	6	0	1	1	0	0	10
Request abandoned	15	6	4	0	0	1	3	29
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	37	48	33	30	23	25	39	235

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)	6	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	1	20.2	0
13(1)(c)	9	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	10	18(d)	2	21(1)(a)	48
13(1)(e)	8	16(3)	0	18.1(1)(a)	0	21(1)(b)	60
14	3	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	33
14(a)	10	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	3
14(b)	1	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	1	16.1(1)(d)	0	19(1)	64	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	2	23	25
15(1) - Def.*	0	16.3	0	20(1)(b)	44	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)	23	26	1
16(1)(a)(ii)	0	16.5	0	20(1)(d)	25		
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)	2	69(1)	1	69(1)(g) re (a)	5
68(b)	0	69(1)(a)	1	69(1)(g) re (b)	2
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	1
68.1	2	69(1)(c)	1	69(1)(g) re (d)	0
68.2(a)	2	69(1)(d)	0	69(1)(g) re (e)	3
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

4.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
2	107	0	0	0	0

4.5 Complexity

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

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
83,528	24,281	140

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	15	369	2	298	0	0	0	0	0	0
Disclosed in part	42	1434	28	6046	12	8162	8	15075	2	13944
All exempted	1	18	0	0	0	0	0	0	1	5700
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	26	83	1	160	1	566	0	0	1	31673
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	84	1904	31	6504	13	8728	8	15075	4	51317

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	5	0	10	15
Disclosed in part	45	8	38	91
All exempted	2	0	0	2
All excluded	0	0	0	0
Request abandoned	3	0	10	13
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	55	8	58	121

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	142
Percentage of requests closed within legislated timelines (%)	60.42553191

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
93	70	12	0	11

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	5	3	8
16 to 30 days	5	3	8
31 to 60 days	6	9	15
61 to 120 days	7	4	11
121 to 180 days	3	3	6
181 to 365 days	6	6	12
More than 365 days	7	26	33
Total	39	54	93

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	7	0	1	3
Disclosed in part	59	2	23	25
All exempted	1	0	1	0
All excluded	0	0	0	0
Request abandoned	7	1	0	1
No records exist	17	0	0	1
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	91	3	25	30

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	28	1	3	2
31 to 60 days	23	0	10	16
61 to 120 days	29	2	9	8
121 to 180 days	8	0	1	2
181 to 365 days	3	0	0	2
365 days or more	0	0	2	0
Total	91	3	25	30

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	168	\$840.00	71	\$355.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	168	\$840.00	71	\$355.00	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	69	5,885	2	232
Outstanding from the previous reporting period	7	1,501	0	0
Total	76	7386	2	232
Closed during the reporting period	68	4032	1	31
Carried over within negotiated timelines	4	2,734	1	201
Carried over beyond negotiated timelines	4	620	0	0

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

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	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	6	9	13	7	8	2	0	45
Disclose in part	2	3	2	7	1	1	0	16
Exempt entirely	0	1	0	1	0	0	0	2
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	1	1	1	2	0	0	0	5
Other	0	0	0	0	0	0	0	0
Total	9	14	16	17	9	3	0	68

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	0	1	0	0	0	0	0	1
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	1	0	0	0	0	0	1

Section 8: Completion Time of Consultations on Cabinet Confidences

8.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	3	11	0	0	0	0	0	0	0	0
31 to 60	4	30	0	0	0	0	0	0	0	0
61 to 120	1	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	8	41	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
11	14	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 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
4	2	2	7	4	2

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		\$945,576
Overtime		\$28,752
Goods and Services		\$418,454
• Professional services contracts	\$228,081	
• Other	\$190,373	
Total		\$1,392,782

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	10.899
Part-time and casual employees	0.149
Regional staff	0.000
Consultants and agency personnel	0.944
Students	0.000
Total	11.992

Note: Enter values to three decimal places.