



Canadian Northern Economic
Development Agency

Agence canadienne de
développement économique du Nord

Canadian Northern Economic Development Agency (CanNor)

2023-2024 Annual Report to Parliament on the Access to Information Act

Canada 

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Section A: Annual Report on the Access to Information Act, 2023-2024

A1. Introduction

The purpose of the *Access to Information Act (ATIA)* is to provide a right of access to information of records under the control of a government institution in accordance with the principles that government information should be available to the public, that necessary exceptions to the right of access should be limited and specific, and that decisions on the disclosure of government information should be reviewed independently of government.

The *Act* provides every person who is a Canadian citizen or a permanent resident with a right of access to any record under the control of a government institution, with some specific, limited exceptions.

The Canadian Northern Economic Development Agency (CanNor) is fully committed to both the spirit and the intent of the *Access to Information Act* to ensure openness and transparency within the department.

This report summarizes the activities of CanNor, for the period of April 1, 2023 to March 31, 2024, in implementing the *ATIA*, and fulfills the requirement under Section 94 of the *Act* which stipulates that, the head of every government institution shall prepare for submission to Parliament an annual report on the administration of this *Act* within the institution during each financial year.

CanNor works with partners to advance economic development in Canada's territories. The Agency supports, invests in and advocates for national, territorial and community level economic development; fosters growth and innovation; contributes to building capacity; and invests in foundational economic development projects in the territories. In addition, through the Northern Projects Management Office, the Agency coordinates federal participation in the territorial environmental review processes and maintains the Crown consultation record for major projects.

The Agency works closely with all federal partners to advance a whole of government approach to economic development in the territories.

CanNor supports the implementation of the Government of Canada priorities and the mandate letter for the Minister of Northern Affairs, Minister Responsible for Prairies Economic Development Canada and Minister responsible for the Canadian Northern Economic Development Agency.

A2. Organizational Structure

For the purposes of the *Access to Information Act*, the President of CanNor has delegated powers, duties and functions under the *Act* to the Corporate Secretary who performs the role of ATIP Coordinator responsible for leading the ATIP Program. The ATIP Coordinator administers the *Act* with assistance of a part-time Administrative Officer, with the addition in 2023-2024 of ad hoc support provided through a professional personnel service contract.

The ATIP Coordinator is accountable for the development, coordination and implementation of effective policies, guidelines, systems, and procedures to meet responsibilities under the *Act*, and to permit processing requests, and disclosure of information. Additionally, the ATIP Coordinator provides strategic support and advice to the executive management of the Agency regarding the administration of the ATIP Program, and is responsible for all access to information activities and operations pursuant to the *ATIA* such as:

- processing and responding to all formal requests and interdepartmental consultations under the *Access to Information Act*;
- providing strategic advice to the Agency about ATIP-related matters;
- preparing guidance documents in support of access legislation;
- updating *Info Source* based upon the program alignment architecture and in keeping with the TBS Decentralized Publishing Requirements;
- preparing the Annual Report to Parliament on the *Access to Information Act*;
- training employees on their roles and responsibilities under the *ATIA*; and
- responding to informal inquiries.

A3. Delegation Order

The President's *Access to Information Delegation Order (Annex A)*, was updated on December 11, 2023. It provides delegated authority to the Corporate Secretary and the Manager, IM/IT and Chief Information Officer.

A4. Performance 2023-2024

CanNor's 2023-2024 Statistical Report on the *Access to Information Act* is attached as Annex B. The following is an overview of key data on CanNor's performance for the fiscal year:

a) Formal Requests Received Under the *Access to Information Act*

CanNor received nine (9) new requests and had four (4) requests carried over from previous reporting periods for a total of 13 requests in progress. Five (5) requests were processed and closed during the 2023-2024 fiscal year and eight (8) remaining requests have been carried over to the 2024-2025 reporting period. Of the five (5) requests closed, one (1) was completed within 16 to 30 days and four (4) were closed within 181 to 365 days. Of the five (5) requests closed, twenty-percent (20%) involved records which were fully disclosed, sixty-percent (60%) involved records which were partially disclosed and twenty-percent (20%) did not yield any records.

CanNor closed three (3) requests on time, leading to a sixty-percent (60%) completion rate within legislated timelines, compared with 85.7% in 2022-23. There are two (2) active requests in progress since 2021-2022 which consist of large volumes of complex records, requiring multiple consultations and additional resources to complete. CanNor has no active complaints.

b) Informal Requests Received Under the *Access to Information Act*

CanNor received 27 new informal requests and had 37 informal requests carried over from previous reporting periods, for a total of 64 requests in progress. No informal requests were closed during the 2023-2024 fiscal year, as limited resources prioritized the completion of formal requests ahead of informal requests.

c) Consultations Received from other Government of Canada Institutions

Nine (9) new consultation requests from other Government of Canada departments were received during the 2023-2024 and one (1) request was carried over from a previous reporting period. These 10 consultation requests were processed and closed during the reporting period, representing 525 pages reviewed and a 100% completion rate within legislative timelines. Three (3) consultation requests were processed within 1-15 days, two (2) within 16-30 days, two (2) within 31 to 60 days, one (1) within 61 to 120 days, one (1) within 121 to 180 days and one (1) within 181 to 365 days. Of the 10 requests completed, all involved recommendations for records to be fully disclosed.

A5. Training and Awareness

Formal training was conducted during the CanNor Administrative Professionals Annual Training Meeting in January, 2024. This session captured all sectors of CanNor and focused on record collection, internal processes, timelines and exemptions. In addition, informal briefings were provided to CanNor Middle Managers on the administration of the *Access to Information Act*. These were conducted one-on-one as needed via in person or online video meetings and telephone calls.

A6. Policies, Guidelines and Procedures

CanNor uses tools to assist the Office of Primary Interest with identifying sensitivities in records which makes it easier to identify types of information that may qualify for an exemption. Using standardized retrieval email and template letters improves efficiency.

A7. Proactive Publication

CanNor is a government institution listed in Schedule I.1 of the *Financial Administration Act* and complies with the proactive publication requirement under Part 2 of the *Access to Information Act*.

Summaries of completed access to information requests are disclosed on the Government of Canada's "Open Government" portal. Posting these summaries demonstrates consistent procedures across government institutions and helps make released records from previously made Access to Information requests discoverable and available at no cost.

The Treasury Board Secretariat's *Directive on Proactive Publication under the Access to Information Act* outlines the reporting requirements and schedules for disclosure of an institution's information including identifying prescribed publishing platforms and retention and disposition of information related to publication. Section 4.1.8 of the Directive also establishes a requirement to track the processing, approval, and publication of proactive disclosure. The [Directive on Proactive Publication under the Access to Information Act](#) came into effect June 28, 2023.

CanNor Corporate Services branch developed an internal process that identifies the groups and positions that are responsible for ensuring proactive publication requirements are met. CanNor program areas, which produce the materials for proactive disclosure, provide those data to the Corporate Services branch for uploading to the Open Government portal. Other ad hoc proactive disclosures such as briefing materials (binders) are submitted as vetting files to the CanNor ATIP Program. Once the file has been vetted, the program area then reviews recommendations before submitting the file for posting online.

The formal implementation of this process took place April 1, 2024 and therefore no compliance rate figures are available for this reporting period.

Legislative Requirement	Section	Publication Timeline	Institutional Requirement
All Government Institutions as defined in section 3 of the <i>Access to Information Act</i>			
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	https://cannor.gc.ca/eng/1591626441098/1591626493490
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	https://cannor.gc.ca/eng/1591626441098/1591626493490
Reports tabled in Parliament	84	Within 30 days after tabling	https://cannor.gc.ca/eng/1590678023918/1590678076309
Government entities or Departments, agencies, and other bodies subject to the Act and listed in Schedules I, I.1, or II of the <i>Financial Administration Act</i>			
Contracts over \$10,000	86	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	https://cannor.gc.ca/eng/1527700415531/1527700441697
Grants & Contributions over \$25,000	87	Within 30 days after the quarter	https://cannor.gc.ca/eng/1527700415531/1527700441697
Briefing Materials for New or incoming Deputy Head	88(a)	Within 120 days after appointment	https://cannor.gc.ca/eng/1590677813015/1590677868543

Briefing Note Titles for Deputy Head	88(b)	Within 30 days after the end of the month received	https://cannor.gc.ca/eng/1527700415531/1527700441697
Parliamentary committee appearances for Deputy Head	88(c)	Within 120 days after appearance	https://cannor.gc.ca/eng/1590677813015/1590677868543
Government institutions that are departments named in Schedule I to the <i>Financial Administration Act</i> or portions of the core public administration named in Schedule IV to that Act (i.e. government institutions for which Treasury Board is the employer)			
Reclassification of positions	85	Within 30 days after the quarter	https://cannor.gc.ca/eng/1527700415531/1527700441697
Ministers			
Briefing Materials for New or incoming Minister	74(a)	Within 120 days after appointment	https://cannor.gc.ca/eng/1590677813015/1590677868543
Briefing Materials Minister	74(b)	Within 30 days after the end of the month received	https://cannor.gc.ca/eng/1527700415531/1527700441697
Question Period Notes	74(c)	Within 30 days after last sitting day of the House of Common in June and December	https://cannor.gc.ca/eng/1527700415531/1527700441697
Parliamentary Committee appearance by Minister	74(d)	Within 120 days after appearance	https://cannor.gc.ca/eng/1590677813015/1590677868543

A8. Initiatives and Projects to Improve Access to Information

In addition to providing enhanced training to employees and managers on implementing the *ATIA*; the Agency actively employs TBS approved technological tools, to efficiently process requests.

A9. Summary or Key Issues and Actions Taken on Complaints or Audits

There were no complaints received concerning the administration of the *Access to Information Act*, and no audits, investigations or appeals to the Federal Court were undertaken.

A10. Reporting on Access to Information fees for the purposes of the *Service Fees Act*

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

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

In accordance with the Interim Directive on the Administration of the *Access to Information Act*, issued on May 5, 2016, and the changes to the *Access to Information Act* that came into force on June 21, 2019; CanNor waives all fees prescribed by the Act and Regulations.

The ATIP Coordinator administers the *Act* with assistance of a part-time Administrative Officer, and with the addition in 2023-2024 of ad hoc support provided through a professional personnel service contract. In 2023-24 the CanNor ATIP directorate had a total operating cost to administer the *Act* of \$129,000, as compared to \$33,000 in 2022-23, broken down as follows: a 0.25 of 1 full-time equivalent employee salary and a 1.0 part-time equivalent employee salaries, as well as a 0.25 full-time equivalent contract professional service support personnel.

A11. Monitoring Compliance

As the official responsible for completion timelines, the ATIP Coordinator is made aware of new and outstanding requests on a continual basis. A shared request database is used when processing Access to Information and Consultation requests which tracks deadlines and allows for effective monitoring.

Annex A – Access to Information Act Delegation Order

Pursuant to the powers of designation conferred upon me by Subsection 95(1) of the *Access to Information Act*, the persons exercising the functions or positions of Manager, IM/IT and Chief Information Officer (position number 000139900), and Corporate Secretary (position number 146270) and their respective successors, including in their absence, a person or officer designated in writing to act in the place of the holder of any such functions or positions are hereby designated to exercise those powers, duties or functions of the President as the Head of the government institution under the *Act*, and as set out in Schedules A and B.

President - Canadian Northern Economic Development Agency

Dated at Ottawa, the 11th of December 2023

Annex A -Access to Information Act Delegation Order

Access to Information Act - Delegation Order

Pursuant to the powers of designation conferred upon me by Subsection 95(1) of the Access to Information Act, the persons exercising the functions or positions of Manager, IM/IT and Chief Information Officer (position number 000139900), and Corporate Secretary (position number 146270) and their respective successors, including in their absence, a person or officer designated in writing to act in the place of the holder of any such functions or positions are hereby designated to exercise those powers, duties or functions of the President as the Head of the government institution under the Act, and as set out in the attached Schedule A and B.

Loi sur l'accès à l'information - Ordonnance de délégation de pouvoirs

En application des pouvoirs de designation qui me sont confères en vertu de l'article 95(1) de la *Loi sur l'accès à l'information*, j'autorise par les présentes les employés exerçant des fonctions ou occupant le poste de Gestionnaire, GI / TI et dirigeant principal de l'information (numero de poste 000139900) et le Secrétaire Général (numero de poste 146270) et les employés qui les succéderont, y compris les employés qui les remplacent en leur absence, ou toute personne ou agent désigné par écrit pour les remplacer, à exercer ces pouvoirs, responsabilités ou fonctions dévolus au président en tant que Chef de cette institution administrative en vertu de la *Loi*, et tel qu'énoncés dans les annexes A et B ci-jointes.

Onalik, Jimi Digitally signed by Onalik, Jimi
Date: 2023.12.11 16:31:07
-05'00'

President - Canadian Northern Economic Development Agency
Présidente - Agence canadienne de développement économique du Nord

Dated at Ottawa, the 11th of December, 2023
Signé à Ottawa, le 11 décembre 2023

Annex B – Statistical Report on the Access to *Information Act*

Reporting period: April 1, 2023 to March 31, 2024

Statistical Report on the Access to Information Act

Name of institution:

Canadian Northern Economic Development Agency (CanNor) _____

Reporting period:

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

Section 1: Requests Under the Access to Information Act

120.1 Number of requests

		Number of Requests
Received during reporting period		9
Outstanding from previous reporting periods		4
• Outstanding from previous reporting period	2	
• Outstanding from more than one reporting period	2	
Total		13
Closed during reporting period		5
Carried over to next reporting period		8
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	8	

120.2 Sources of requests

Source	Number of Requests
Media	7
Academia	0
Business (private sector)	0
Organization	0
Public	0
Decline to Identify	2
Total	9

120.3 Channels of requests

Source	Number of Requests
Online	9
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	9

Section 2: Informal Requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		27
Outstanding from previous reporting periods		37
• Outstanding from previous reporting period	37	
• Outstanding from more than one reporting period	0	
Total		64
Closed during reporting period		0
Carried over to next reporting period		64

2.2 Channels of informal requests

Source	Number of Requests
Online	0
E-mail	27
Mail	0
In person	0
Phone	0
Fax	0
Total	27

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
0	0	0	0	0	0	0	0

2.4 Pages released informally

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

2.5 Pages re-released informally

Less Than 100 Pages Re-released		100-500 Pages Re-released		501-1000 Pages Re-released		1001-5000 Pages Re-released		More Than 5000 Pages Re-released	
Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released
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
	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	0	0	0	0	3	0	3
Disclosed in part	0	0	0	0	0	1	0	1
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	1	0	0	0	0	0	1
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	0	1	0	0	0	4	0	5

4.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	0	18(d)	0	21(1)(a)	1
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	0
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	0	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	0
15(1) - Def.*	0	16.3	0	20(1)(b)	0	23.1	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	0	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	16.6	0				

16(1)(b)	0	17	0
16(1)(c)	0		
16(1)(d)	0		

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

4.3 Exclusions

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

4.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	4	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
37	37	4

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	3	31	0	0	0	0	0	0	0	0
Disclosed in part	1	6	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0	0	0
Total	4	37	0							

4.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

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

Disposition	Less Than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0

Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
Total	0	0	0	0	0	0

4.5.5 Relevant minutes processed and disclosed for video formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

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

Disposition	Less Than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
Total	0	0	0	0	0	0

4.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Other	Total
All disclosed	3	0	3	6
Disclosed in part	1	0	1	2
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	4	0	4	8

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	3
Percentage of requests closed within legislated timelines (%)	60

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
2	2	0	0	0

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

Number of days past legislated timelines	Number of requests past legislated timeline where no extension was taken	Number of requests past legislated timeline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	2	2
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	2	2

4.8 Requests for translation

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

Section 5: Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	3	3
Disclosed in part	0	0	1	1
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
No records exist	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0

Total	0	0	4	4
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5.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	0	0	0	0
31 to 60 days	0	0	0	0
61 to 120 days	0	0	0	0
121 to 180 days	0	0	2	2
181 to 365 days	0	0	2	2
365 days or more	0	0	0	0
Total	0	0	4	4

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	0	\$0.00	0	\$0.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	0	\$0.00	0	\$0.00	0	\$0.00

Section 7: Consultations Received From Other Institutions and Organization

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

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	3	2	2	1	1	1	0	10
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	3	2	2	1	1	1	0	10

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

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	9	519	0	0
Outstanding from the previous reporting period	1	6	0	0
Total	10	525	0	0
Closed during the reporting period	10	525	0	0
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

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

Recommendation	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
Disclose entirely	0	0	0	0	0	0	0	0
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	0	0	0	0	0	0	0

Section 8: Completion Time of Consultations on Cabinet Confidences

8.1 Requests with Legal Services

Number of	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of	Pages Disclosed	Number of	Pages Disclosed	Number of	Pages Disclosed	Number of	Pages Disclosed	Number of	Pages Disclosed

Days	Request s									
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

8.2 Requests with Privy Council Office

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

Section 9: Investigations and Reports of finding

9.1 Investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal Representations
0	0	0

9.2 Investigations and Reports of finding

Section 37(1) Initial Reports	Section 37(2) Final Reports

Received	Containing recommendation s issued by the Information Commissioner	Containing an intent to issue an order by the Information Commissioner	Received	Containing recommendation s issued by the Information Commissioner	Containing orders issued by the Information Commissioner
0	0	0	0	0	0

Section 10: Court Action

10.1 Court actions on complaints

Section 41				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

10.2 Court actions on third party notifications under paragraph 28(1)(b)

Section 44 - under paragraph 28(1)(b)
0

Section 11: Resources Related to the Access to Information Act

11.1 Allocated Costs

Expenditures		Amount
Salaries		\$90,000
Overtime		\$0
Goods and Services		\$39,000
• Professional services contracts	\$39,000	
• Other	\$0	
Total		\$129,000

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
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Full-time employees	0.250
Part-time and casual employees	1.000
Regional staff	0.000
Consultants and agency personnel	0.250
Students	0.000
Total	1.500

Note: Enter values to three decimal places.