



Immigration and Refugee Board of Canada

2024 to 2025 Annual report on the
Access to Information Act

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This publication is also available in HTML format on the IRB website: [2024 to 2025 Annual report on the Access to Information Act](#)

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Introduction and purpose of the *Access to information Act*

The *Access to Information Act* (the Act) provides Canadian citizens, permanent residents or any person or corporation present in Canada with a general right of access to information in records under the control of federal government institutions, subject to specific and limited exceptions.

Section 94 of the Act requires deputy heads of all government institutions to table an annual report on the administration of the Act within their respective institutions during each financial year.

This annual report provides a summary of the management and administration of the Act within the Immigration and Refugee Board of Canada (IRB) during the 2024–2025 reporting period. It is intended for use by the general public, members of Parliament, and IRB personnel.

Immigration and Refugee Board of Canada

The IRB is Canada's largest independent administrative tribunal. It is responsible for resolving immigration and refugee cases efficiently, fairly and in accordance with the law.

The IRB is composed of four divisions:

- The Refugee Protection Division (RPD), which decides:
 - claims for refugee protection made within Canada;
 - applications for vacation of refugee protection; and
 - applications for cessation of refugee protection.
- The Immigration Division (ID), which conducts:
 - admissibility hearings for foreign nationals or permanent residents who seek entry into Canada, or who are already in Canada and are alleged to be inadmissible; and
 - detention reviews for foreign nationals or permanent residents who are detained for immigration reasons.
- The Immigration Appeal Division (IAD), which hears:
 - appeals of family sponsorship applications refused by Immigration, Refugees and Citizenship Canada (IRCC);
 - appeals from certain removal orders made against permanent residents, Convention refugees and other protected persons, and holders of permanent resident visas;
 - appeals by permanent residents against whom an IRCC officer outside of Canada has decided that they have not fulfilled their residency obligation; and
 - appeals by the Minister of Public Safety of ID decisions at admissibility hearings.
- The Refugee Appeal Division (RAD), which hears:
 - appeals from decisions of the RPD allowing or rejecting claims for refugee protection;
 - appeals from decisions of the RPD rejecting applications by the Minister for a determination that refugee protection has ceased; and
 - appeals from decisions of the RPD rejecting applications by the Minister to vacate a decision to allow a claim for refugee protection.

The Chairperson of the IRB reports to Parliament through the Minister of Immigration, Refugees and Citizenship Canada.

The institution did not have any non-operational (“paper”) subsidiaries during this reporting period.

For a breakdown of the group(s) and/or position(s) responsible for meeting each applicable proactive publication requirement under Part 2 of the *Access to Information Act*, see the section “**Proactive Publication under Part 2 of the ATIA**”, below.

Communications and Access to Information Directorate

The Communications and Access to Information Directorate ensures that the IRB meets its statutory obligations under the *Access to Information Act* and the *Privacy Act* by:

- processing access and privacy requests made to the IRB;
- responding to consultation requests submitted by other federal institutions;
- providing advice and guidance to IRB personnel regarding the interpretation of both acts as well as related Treasury Board of Canada Secretariat (TBS) policies and guidelines;
- liaising on behalf of the IRB with the TBS, the offices of the Information Commissioner and the Privacy Commissioner and other government departments and agencies on a wide variety of ATIP-related issues ranging from legislative interpretation to details of process and procedures;
- providing input into the development of IRB policies and procedures to ensure that they comply with the provisions of both acts;
- coordinating the preparation of the IRB’s Info Source chapter;
- preparing the annual reports to Parliament on the administration of each act; and
- participating in ATIP forums such as the TBS-led ATIP Community meetings and working groups.

The Access to Information and Privacy (ATIP) Unit, which is within the Communications and Access to Information Directorate, is part of the Strategic Directions and Corporate Affairs Branch and includes the following positions: a manager/coordinator, a supervisor, five ATIP officers and two clerks.

Although section 96 of the *Access to Information Act* allows institutions reporting to the same Minister to enter into agreements with each other for the purpose of sharing ATIP resources and capacity, the IRB did not have any such service agreement for the reporting period.

Delegation of Authority

Pursuant to section 95(1) of the *Access to Information Act*, the deputy head of a government institution may by order designate one or more officers or employees of the institution to exercise or perform any of the powers, duties or functions of the deputy head of the institution.

Authority to exercise the powers and perform the duties and functions of the Chairperson (deputy head) of the IRB for the purposes of the Act has been delegated to the Executive Director, the Director General of the Strategic Directions and Corporate Affairs Branch, Director of the Communications and Access to Information Directorate and the ATIP Manager/Coordinator.

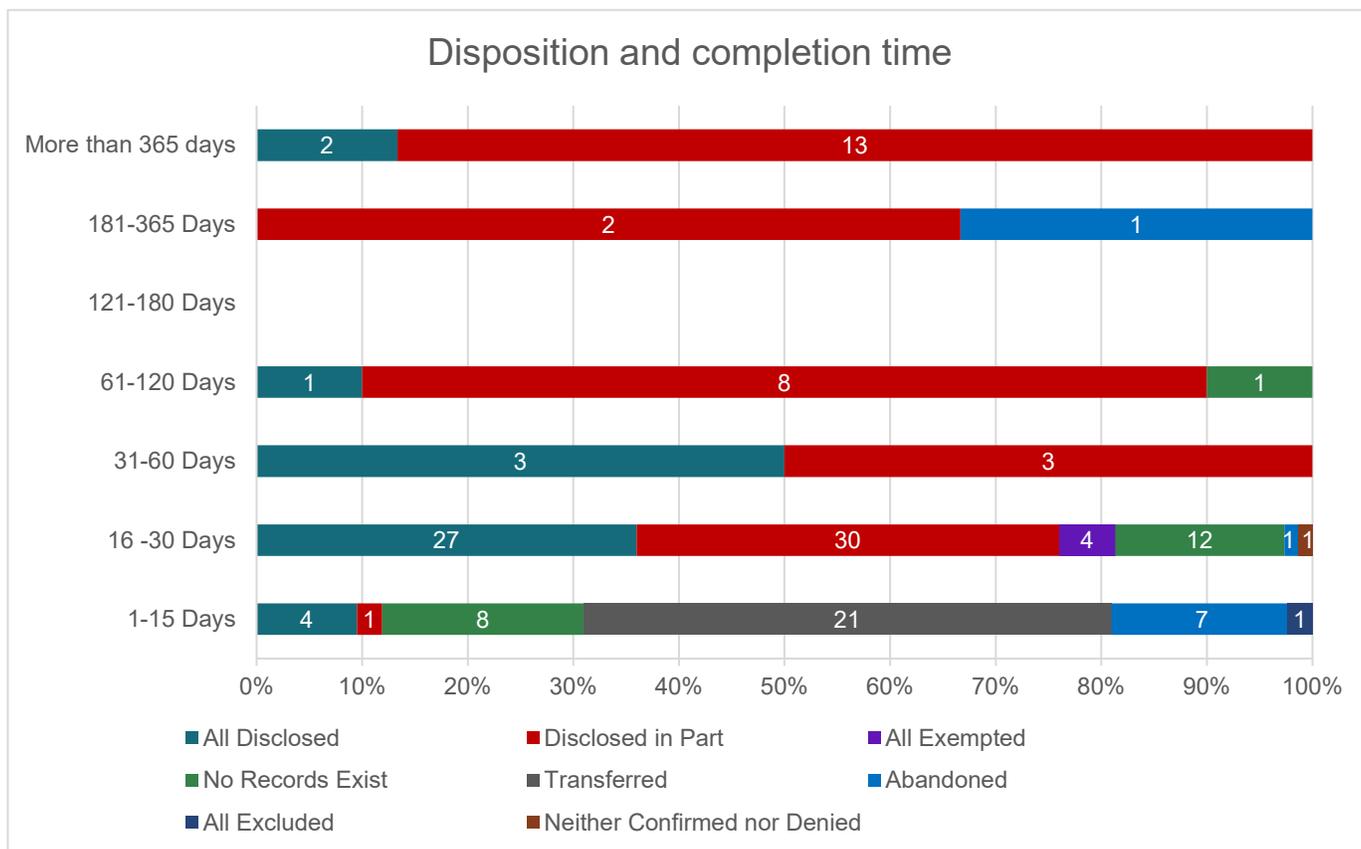
A copy of the delegation order is enclosed at [Appendix A](#).

Performance under Part 1 of the *Access to Information Act*, 2024–2025

The following provides an overview of the statistical information contained in [Appendix B](#) of this report.

Section 1: Completed requests under the *Access to Information Act*

During 2024–25, 135 out of 151 requests were closed by the IRB within the legislated timeframe, which represents 89.4% of requests. This reflects a modest increase in timeliness from 2023-24 when 89.03% of requests were closed on time. Moreover, 34.5% of requests were All Disclosed and 37.7% of requests were Disclosed in Part. The chart below summarizes the length of time required to process the 151 requests completed in 2024–25.



Overall, the IRB responded to a total of:

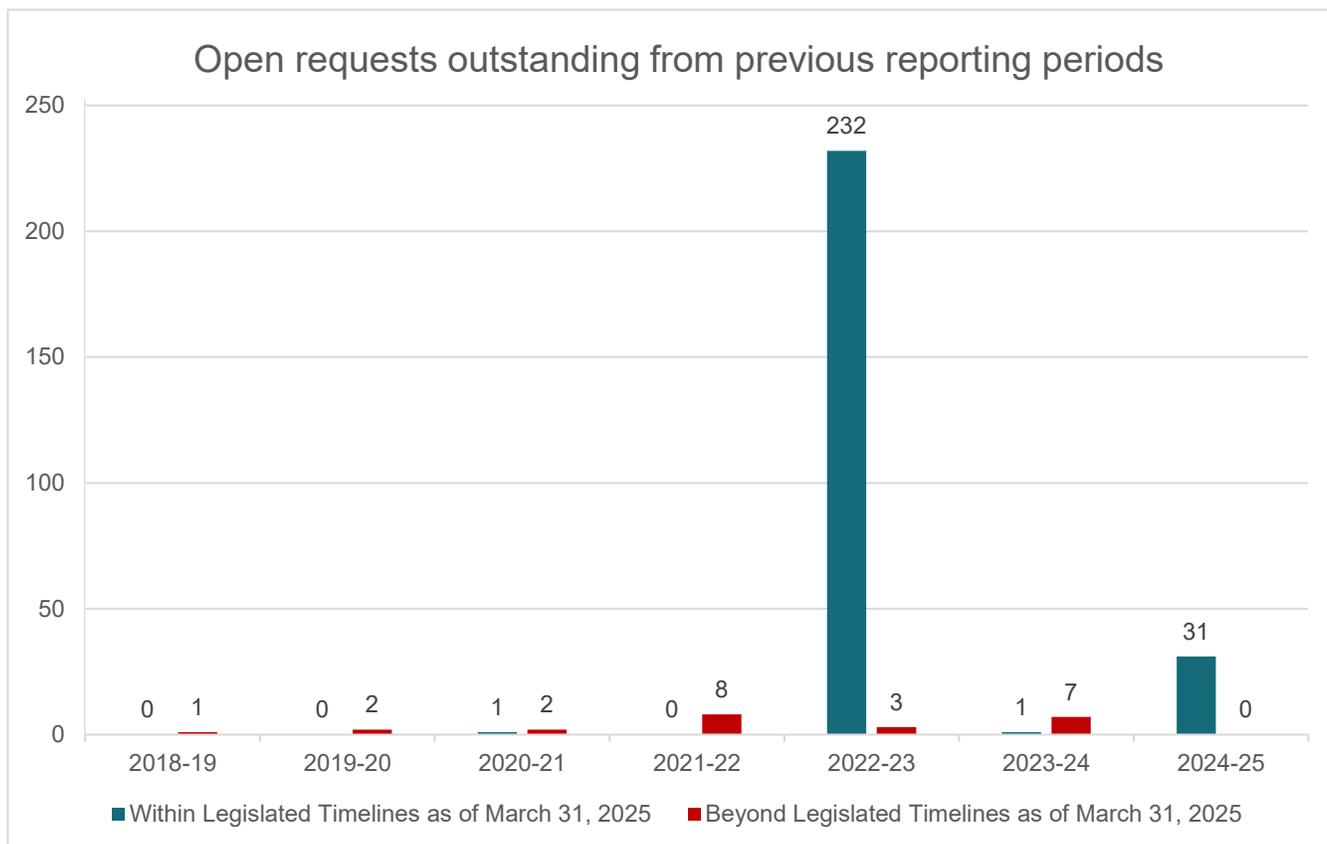
- 42 requests within 15 days (47.6%),
- 75 requests within 16-30 days (49.6%),
- 6 requests within 31-60 days (3.9%),
- 10 requests within in 61-120 days (6.6%),
- 3 requests within 181-365 days (1.9%); and
- 15 requests in more than 365 days (9.9%).

Cases in which no access to records was provided are attributable to several situations:

- 21 requests were transferred to other government institutions
- 21 requests could not be processed as no relevant records existed under IRB control
- 9 requests were deemed abandoned due to an unpaid application fee or failure to provide clarification needed to process the request

Section 2: Active requests under the *Access to Information Act*

At the end of the reporting period, 288 requests were carried over to fiscal year 2025–26. As of March 31, 2025, 265 of these requests were processed within the legislated timelines and 23 requests were beyond the legislated timelines.

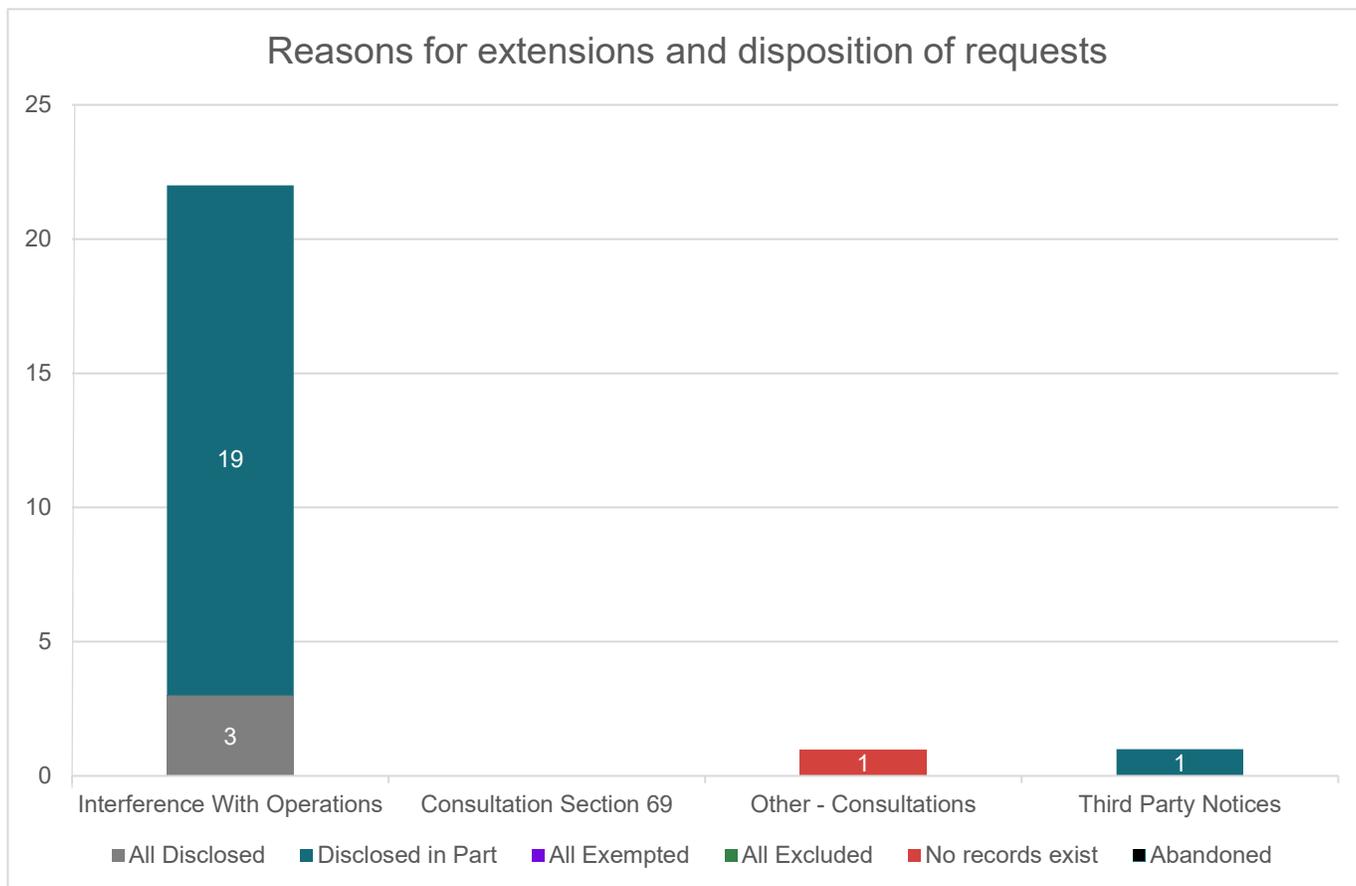


Section 3: Extensions

Section 9 of the Act allows government institutions to extend the statutory 30-day time limit for processing a request.

During the 2024–25 reporting period, a total of 24 extensions were taken by the IRB. In 22 cases, the statutory deadline was extended as the requests were for a large number of records or necessitated a search through a large number of records and meeting the original time limit would have unreasonably interfered with the operations of the IRB.

In 2 other cases, a consultation with other governmental institutions or with a third party was necessary which could not reasonably be completed within the original time limit.



Of these 24 extensions taken, 7 were for within 30 days, 4 for 31-60 days, 6 for 61-120 days, 2 for 121-180 days, 1 for 181-365 days, and 4 for more than 365 days.

Section 4: Consultations received from other institutions and organizations

The IRB responded to 8 consultation requests made by other government institutions or organizations in 2024–25. Of these, 7 were received during the fiscal year and 1 was outstanding from the previous reporting period. A total of 443 pages were reviewed in response to these consultations. One request of 57 pages was carried over to 2025-26 within the negotiated timeline.

Of these 8 completed consultations, 4 were disclosed entirely. Of these, 1 was completed within 0 to 15 days and 3 were completed within 16 to 30 days. Two consultation requests were disclosed in part, both within 0 to 15 days. Two requests were closed as “other” since they were courtesy consultations and no reply was required. Both were completed within 0 to 15 days.

Section 5: Summary of key issues and actions taken on complaints

In fiscal year 2024–25, 9 new complaints were filed with the Office of the Information Commissioner of Canada against the IRB. These 9 new complaints represent 5.7% of all access to information requests received during 2024-25. The IRB also resolved 8 complaints over the course of the fiscal year. The chart below summarizes the number of active complaints at the end of the fiscal year.

Reporting period active complaints were received by institution	Number of active complaints
Received in 2024-25	5
Received in 2023-24	1
Received in 2022-23	5
Received in 2021-22	3
Received in 2020-21	1

Actions that were taken by the IRB during the reporting period to resolve access to information complaints included performing additional reviews of the records to confirm if further information could be disclosed and conducting new searches to validate if any records existed that had not been provided when initially processing the requests.

Proactive publication under Part 2 of the ATIA

Proactive disclosure is a well-established practice at the IRB. At the Board, different branches contribute to publishing information online, consistent with their respective responsibilities, to ensure all the Board's proactive disclosure accountabilities are met. The legislative requirement for government institutions, the links where the information is published as well as the percentages of publication for each requirement can be found in the table below.

Legislative Requirement	Section of ATIA	Publication Timeline	Does requirement apply to your institution? (Y/N)	Internal group(s) or positions(s) responsible for fulfilling requirement	% of proactive publication requirements published within legislated timelines	Link to web page where published
Apply to 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	Yes	Finance and Administration Branch (FAB)	100%	Open Canada
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	Yes	Finance and Administration Branch (FAB)	100%	Open Canada
Reports tabled in Parliament	84	Within 30 days after tabling	Yes	Strategic Directions and Corporate Affairs Branch (SDCAB)	100%	ATIP Annual Reports All Other Reports
Apply to 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	Yes	Finance and Administration Branch (FAB)	100%	Open Canada

Legislative Requirement	Section of ATIA	Publication Timeline	Does requirement apply to your institution? (Y/N)	Internal group(s) or position(s) responsible for fulfilling requirement	% of proactive publication requirements published within legislated timelines	Link to web page where published
		after the quarter Q4: Within 60 days after the quarter				
Grants & Contributions over \$25,000	87	Within 30 days after the quarter	Yes	Finance and Administration Branch (FAB)	N/A	N/A
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	Yes	Strategic Directions and Corporate Affairs Branch	100%	IRB Website
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	Yes	Strategic Directions and Corporate Affairs Branch	100%	Open Canada
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	Yes	Strategic Directions and Corporate Affairs Branch	100%	IRB Website
Applies to 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	Yes	Human Resources Branch (HRB)	100%	Open Canada

The IRB has established clear leads and accountabilities for proactive disclosure to ensure its responsibilities are fully met.

The Finance and Administration Branch (FAB) is responsible for extracting data from the Board's information systems, validating the information for accuracy and completeness, securing approvals for disclosures, and submitting the data for disclosure through the open government registry for:

- Section 86 on contracts over \$10,000
- Sections 82 and 83 on travel and hospitality

The Human Resources Branch (HRB) is responsible for proactive disclosures relating to Section 85 on reclassification of positions and has integrated this responsibility into its standard operating procedures for reclassifications. When processing any reclassification action, the HRB enters the information in the open government registry and the MyGCHR system at the same time, ensuring timely, accurate disclosures without duplication of effort.

The Strategic Directions and Corporate Affairs Branch (SDCA) is responsible for proactive disclosures under Section 88 on titles and reference numbers of memoranda and packages of briefing materials. SDCA is responsible for assembling the documents for disclosure, having them reviewed by ATIP and Legal Services, having the final package approved for disclosure, and publishing on the IRB website.

Training and awareness

Monitoring compliance

The manager, in cooperation with the supervisor and analysts, monitors the processing times for access to information requests, on a weekly basis and provides a high-level report to senior management on deadlines at-risk. In addition, ATIP staff periodically perform diagnostic activities related to the processing of the various requests received. Trends in the requested information are monitored to identify if any frequently requested types of information can be made available via other means.

The ATIP Unit follows [the Access to Information Implementation Notice 2022-01: Inter-institutional Consultations](#) and only consults other institutions when more information is needed or when the institution wishes to disclose potentially sensitive information.

Education and training activities

Eight (8) awareness sessions were delivered to various management tables this year. Individual and informal training was also offered to IRB employees on request.

Policies, guidelines, procedures, and initiatives

Privacy Implementation Notice

The IRB continues to implement the Privacy Implementation Notice 2020-03: Protecting privacy when releasing information about a small number of individuals during the 2024–25 reporting period, to prevent inadvertent identification of individuals from small data sets in highly sensitive contexts (e.g., refugee claims).

Initiatives and projects to improve access to information

The ATIP Unit continues to work with the IM/IT team on the acquisition and implementation of the new Request Processing Software Solution (RPSS). Once the software is in place, it will increase the efficiency of the processing of requests and modernize the delivery of services.

The IRB publishes several statistics on a monthly basis to improve access to government information. This includes information about refugee protection, refugee appeals, detention reviews, immigration appeals, admissibility hearings and irregular border crossings. All of the statistics are made available on the IRB website and on Open Canada.

In the spirit of transparency, the Ombudsman office publishes depersonalized information on complaints received against members in the IRB.

The ATIP Unit received 217 internal requests for sanitization including immigration and refugee decisions that are made available to the public electronically through the website of the Canadian Legal Information Institute (CanLII). Of these 217 requests, 198 were closed.

As the majority of RPD/RAD proceedings are held in private as required by Section 166 of the Immigration and *Refugee Protection Act*, any RPD/RAD decisions that will be made public must first be sanitized by the ATIP Unit prior to being made public, in order to maintain the confidentiality of the proceedings and the privacy of the refugee protection claimants and appellants.

ID and IAD proceedings are held in public unless the proceedings are ordered to be held, in whole or in part, in private. Where such an order is made, the decision is sanitized by the ATIP Unit if it is going to be made public.

Appendix A: Delegation orders

The Chairperson of the Immigration and Refugee Board of Canada, pursuant to section 95(1) of the *Access to Information Act*¹, hereby designates the persons holding the positions set out in the schedule below, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Chairperson as the head of the Immigration and Refugee Board of Canada, under the provisions of the Act and related regulations set out in the Schedule opposite each position. This designation replaces all previous delegation orders.

Dated, at the City of Ottawa, this 23rd day of October, 2023.

Manon Brassard, Chairperson

Schedule

Position	<i>Access to Information Act</i> and Regulations
Chairperson	Full authority
Executive Director	Full Authority except: subsection 95(1) Regulations: Full Authority
Director General, Strategic Directions and Corporate Affairs Branch Director, Communications and Access to Information Directorate Manager, Access to Information and Privacy	Full Authority except: subsection 95(1) Regulations: Full Authority

Note:

1. R.S.C., 1985, c. A-1

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

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

1.1 Number of requests

-	Number of requests
Received during reporting period	158
Outstanding from previous reporting goals <ul style="list-style-type: none"> • Outstanding from previous reporting period: 19 • Outstanding from more than one reporting period: 262 	281
Total	439
Closed during reporting period	151
Carried over to next reporting period <ul style="list-style-type: none"> • Carried over within legislated timeline: 265 • Carried over beyond legislated timeline: 23 	288

1.2 Sources of requests

Source	Number of requests
Media	9
Academia	34
Business (private sector)	54
Organization	5
Public	56
Decline to Identify	0
Total	158

1.3 Channels of requests

Source	Number of requests
Online	138
Email	4
Mail	16
In person	0
Phone	0
Fax	0
Total	158

Section 2: Informal requests

2.1 Number of informal requests

-	Number of requests
Received during reporting period	321
Outstanding from previous reporting periods <ul style="list-style-type: none"> • Outstanding from previous reporting period: 0 • Outstanding from more than one reporting period: 0 	0
Total	321
Closed during reporting period	302
Carried over to next reporting period	19

2.2 Channels of informal requests

Source	Number of requests
Online	0
Email	321
Mail	0
In person	0
Phone	0
Fax	0
Total	321

2.3 Completion time of informal requests

1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	Total
256	43	1	2	0	0	0	302

2.4 Pages released informally

Less than 100 pages released		100 to 500 pages released		501 to 1000 pages released		1001 to 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 to 500 pages re-released		501 to 1000 pages re-released		1001 to 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
137	3,270	94	22,979	21	14,582	36	87,425	14	401,684

Section 3: Applications to the Information Commissioner on declining to act on requests

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

Section 4: Requests closed during the reporting period

4.1 Disposition and completion time

Disposition of requests	Completion time							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
All disclosed	4	27	3	1	0	0	2	37
Disclosed in part	1	30	3	8	0	2	13	57
All exempted	0	4	0	0	0	0	0	4
All excluded	1	0	0	0	0	0	0	1
No records exist	8	12	0	1	0	0	0	21
Request transferred	21	0	0	0	0	0	0	21
Request abandoned	7	1	0	0	0	1	0	9
Neither confirmed nor denied	0	1	0	0	0	0	0	1
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	42	75	6	10	0	3	15	151

4.2 Exemptions

Section	Number of requests
13(1)(a)	0
13(1)(b)	0
13(1)(c)	0
13(1)(d)	0
13(1)(e)	0
14	0
14(a)	0
14(b)	0
15(1)	0
15(1) - International Affairs	0
15(1) - Defence of Canada	0
15(1) - Subversive activities	0
16(1)(a)(i)	0
16(1)(a)(ii)	0
16(1)(a)(iii)	0
16(1)(b)	0
16(1)(c)	4
16(1)(d)	0

Section	Number of requests
16(2)	4
16(2)(a)	0
16(2)(b)	0
16(2)(c)	0
16(3)	0
16.1(1)(a)	0
16.1(1)(b)	0
16.1(1)(c)	0
16.1(1)(d)	0
16.2(1)	0
16.3	0
16.4(1)(a)	0
16.4(1)(b)	0
16.5	0
16.6	0
17	2
18(a)	0
18(b)	0
18(c)	0

Section	Number of requests
18(d)	0
18.1(1)(a)	0
18.1(1)(b)	0
18.1(1)(c)	0
18.1(1)(d)	0
19(1)	58
20(1)(a)	0
20(1)(b)	0
20(1)(b.1)	0
20(1)(c)	0
20(1)(d)	0
20.1	0
20.2	0
20.4	0
21(1)(a)	7
21(1)(b)	6
21(1)(c)	1
21(1)(d)	0
22	1

Section	Number of requests
22.1(1)	1
23	6
23.1	0
24(1)	0
26	0

4.3 Exclusions

Section	Number of requests
68(a)	1
68(b)	0
68(c)	0
68.1	0
68.2(a)	0
68.2(b)	0
69(1)	0
69(1)(a)	0
69(1)(b)	0
69(1)(c)	0
69(1)(d)	0
69(1)(e)	0

Section	Number of requests
69(1)(f)	0
69(1)(g) re (a)	1
69(1)(g) re (b)	0
69(1)(g) re (c)	0
69(1)(g) re (d)	0
69(1)(g) re (e)	0
69(1)(g) re (f)	0
69.1(1)	0

4.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
1	84	9	1	1	0

4.5 Complexity

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

Number of pages processed	Number of pages disclosed	Number of requests
201,100	134,298	109

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

Disposition	Less than 100 pages processed		100 to 500 pages processed		501 to 1000 pages processed		1001 to 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	22	403	5	883	5	4,128	4	6,540	1	58,089
Disclosed in part	10	403	23	5,770	6	3,932	12	27,374	6	93,528
All exempted	4	50	0	0	0	0	0	0	0	0
All excluded	1	0	0	0	0	0	0	0	0	0
Request abandoned	9	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	1	0	0	0	0	0	0	0	0	0
Declined to act with approval of the Information Commissioner	0	0	0	0	0	0	0	0	0	0
Total	47	856	28	6,653	11	8,060	16	33,914	7	151,617

4.5.3 Relevant minutes processed and disclosed for audio formats

Number of minutes processed	Number of minutes disclosed	Number of requests
85	85	1

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

Disposition	Less than 60 minutes processed		60 to 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	1	85	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	1	85	0	0

4.5.5 Relevant minutes processed and disclosed for video formats

Number of minutes processed	Number of minutes disclosed	Number of requests
1	1	1

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

Disposition	Less than 60 minutes processed		60 to 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	1	1	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	1	1	0	0	0	0

4.5.7 Other complexities

Disposition	Consultation required	Legal advice sought	Other	Total
All disclosed	1	0	4	5
Disclosed in part	2	9	19	30
All exempted	0	2	0	2
All excluded	0	0	0	0
Request abandoned	0	0	0	0

Disposition	Consultation required	Legal advice sought	Other	Total
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	3	11	23	37

4.6 Closed requests

4.6.1 Requests closed within the legislated timelines

Number of requests closed within legislated timelines	Percentage of requests closed within legislated timelines
135	89.40397351

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
16	8	1	6	1

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

Number of days past legislated timelines	Number of requests past legislated timeline where no extension was taken	Number of requests past legislated timeline where an extension was taken	Total
1 to 15 days	1	0	1
16 to 30 days	0	1	1
31 to 60 days	0	0	0
61 to 120 days	0	1	1
121 to 180 days	0	0	0
181 to 365 days	2	1	3
More than 365 days	8	2	10
Total	11	5	16

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)(1) Interference with operations/workload	9(1)(b) Consultation		9(1)(c) Third-party notice
		Section 69	Other	
All disclosed	3	0	0	0
Disclosed in part	19	0	0	1
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
No records exist	0	0	1	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	22	0	1	1

5.2 Length of extensions

Length of extensions	9(1)(1) Interference with operations/workload	9(1)(b) Consultation		9(1)(c) Third-party notice
		Section 69	Other	
30 days or less	5	0	1	1
31 to 60 days	4	0	0	0
61 to 120 days	6	0	0	0
121 to 180 days	2	0	0	0
181 to 365 days	1	0	0	0
365 days or more	4	0	0	0
Total	22	0	1	1

Section 6: Fees

Fee type	Fee collected		Fee waived		Fee refunded	
	Number of requests	Amount	Number of requests	Amount	Number of requests	Amount
Application	156	\$780.00	0	\$0.00	1	\$5.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	156	\$780.00	0	\$0.00	1	\$5.00

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	8	493	0	0
Outstanding from the previous reporting period	1	7	0	0
Total	9	500	0	0
Closed during the reporting period	8	443	0	0
Carried over within negotiated timelines	1	57	0	0
Carried over beyond negotiated timelines	0	0	0	0

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

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
Disclose entirely	1	3	0	0	0	0	0	4
Disclose in part	2	0	0	0	0	0	0	2
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	2	0	0	0	0	0	0	2
Total	5	3	0	0	0	0	0	8

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

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
Disclose entirely	0	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 days	Fewer than 100 pages processed		100 to 500 pages processed		501 to 1000 pages processed		1001 to 5000 pages processed		More than 5000 pages processed	
	Number of requests	Pages dis-closed	Number of requests	Pages dis-closed	Number of requests	Pages dis-closed	Number of requests	Pages dis-closed	Number of requests	Pages dis-closed
1 to 15	1	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	1	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 to 500 pages processed		501 to 1000 pages processed		1001 to 5000 pages processed		More than 5000 pages processed	
	Number of re-requests	Pages dis-closed	Number of re-requests	Pages dis-closed	Number of re-requests	Pages dis-closed	Number of re-requests	Pages dis-closed	Number of re-requests	Pages dis-closed
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 reporting of finding

9.1 Investigations

Section 32 notice of intention to investigate	Subsection 30(5) ceased to investigate	Section 35 formal representations
9	5	3

9.2 Investigations and reports of finding

Section 37(1) initial reports			Section 37(2) final reports		
Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
0	0	0	3	0	0

Section 10: Court action

10.1 Court actions on complaints

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

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

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

Section 11: Resources related to the *Access to Information Act*

11.1 Allocated costs

Expenditures	Amount
Salaries	\$345,749
Overtime	\$84,170
Good and services <ul style="list-style-type: none"> • Professional services contracts: \$323,854 • Other: \$0 	\$323,854
Total	\$753,773

11.2 Human Resources

Resources	Person years dedicated to access to information activities
Full-time employees	3.500
Part-time and casual employees	1.500
Regional staff	0.000
Consultants and agency personnel	2.250
Students	0.500
Total	7.750

Appendix C: Supplemental statistical report on the *Access to Information Act* and *Privacy Act*

Section 1: Requests carried over and active complaints under the *Access to Information Act*

1.1 Requests carried over to next reporting period, broken down by reporting period received

Reporting period requests carried over were received	Requests carried over that are <i>within</i> legislated timelines as of March 31, 2025	Requests carried over that are <i>beyond</i> legislated timelines as of March 31, 2025	Total
Received in 2024-2025	31	0	31
Received in 2023-2024	1	7	8
Received in 2022-2023	232	3	235
Received in 2021-2022	0	8	8
Received in 2020-2021	1	2	3
Received in 2019-2020	0	2	2
Received in 2018-2019	0	1	1
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016 or earlier	0	0	0
Total	265	23	288

1.2 Active complaints with the Information Commissioner of Canada, broken down by reporting period received

Reporting period active complaints were received by institution	Number of active complaints
Received in 2024-2025	5
Received in 2023-2024	1
Received in 2022-2023	5
Received in 2021-2022	3
Received in 2020-2021	1
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016 or earlier	0
Total	15

Section 2: Requests carried over and active complaints under the *Privacy Act*

2.1 Requests carried over to next reporting period, broken down by reporting period received

Reporting period requests carried over were received	Requests carried over that are <i>within</i> legislated timelines as of March 31, 2025	Requests carried over that are <i>beyond</i> legislated timelines as of March 31, 2025	Total
Received in 2024-2025	54	4	58
Received in 2023-2024	0	4	4
Received in 2022-2023	1	1	2
Received in 2021-2022	0	3	3
Received in 2020-2021	0	3	3
Received in 2019-2020	0	2	2
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016 or earlier	0	0	0
Total	55	17	72

2.2 Active complaints with the Privacy Commissioner of Canada, broken down by reporting period received

Reporting period active complaints were received by institution	Number of active complaints
Received in 2024-2025	1
Received in 2023-2024	2
Received in 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016 or earlier	0
Total	3

Section 3: Social Insurance Number (SIN)

Has your institution begun a new collection of a new consistent use of the SIN in 2024-2025?	No
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Section 4: Universal Access under the *Privacy Act*

How many requests were received from foreign nationals outside of Canada in 2024-2025?	68
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