



Office of the
Commissioner of
Official Languages

Commissariat
aux langues
officielles

ANNUAL REPORT TO PARLIAMENT ON THE *ACCESS TO INFORMATION ACT*

2024–2025

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2024–2025 ANNUAL REPORT TO PARLIAMENT ON THE ACCESS TO INFORMATION ACT

1. Introduction

The Office of the Commissioner of Official Languages (Office of the Commissioner) is pleased to table its annual report to Parliament on its activities regarding the application of the [Access to Information Act](#) for the 2024–2025 fiscal year.

Purpose of the Access to Information Act

The *Access to Information Act* was enacted on July 1, 1983. It gives Canadian citizens and permanent residents a broad right of access to information contained in federal government records, subject to specific and limited exceptions.

Following the adoption of the [Federal Accountability Act](#), the Office of the Commissioner became subject to the requirements of the *Access to Information Act* as of April 1, 2007. Thus, the annual report is prepared and tabled in Parliament in accordance with section 94 of the *Access to Information Act*.

The *Access to Information Act* gives Canadian citizens and permanent residents a right to access federal government records that do not contain personal information. It complements, but does not replace, existing procedures for obtaining government information. It is not intended to limit in any way access to the type of government information that is normally available to the public. As of June 2019, Part 2 of the *Access to Information Act* includes additional requirements for the proactive publication of information.

Mandate

The Office of the Commissioner supports the Commissioner of Official Languages (the Commissioner) in his [mission](#) as an agent of the Parliament to ensure that the five main objectives of the [Official Languages Act](#) are met:

- Ensure the equality of English and French in federal institutions
- Support the preservation and development of official language minority communities in Canada
- Promote the equality of English and French in Canadian society, taking into account the diversity of provincial and territorial language regimes
- Promote the future of French in Quebec
- Clarify the official languages obligations of federal institutions

The Commissioner's mission is also to ensure that the rights and obligations set out in the *Use of French in Federally Regulated Private Businesses Act* are recognized.

To support the Commissioner in fulfilling his mission, the Office of the Commissioner has two main areas of activity that go hand in hand and complement each other: compliance and promotion.

Compliance

The Office of the Commissioner's compliance activities enable it to intervene with federal institutions when they do not meet their official languages obligations. These activities relate to the various stages of the Office of the Commissioner's investigation process and to the compliance tools at its disposal.

Promotion

The first component of the Office of the Commissioner's promotional activities is the general promotion of official languages. The main objectives of these activities are to educate the general public, official language minority communities and federal public servants about their language rights and to ensure that official languages continue to be a fundamental value of Canadian society.

The second component of the Office of the Commissioner's promotional activities is the promotion of compliance. The objective of these activities is to educate federal institutions about their official languages obligations in order to improve their compliance with the Act.

OCOL had no non-operational ('paper') subsidiaries during the period covered by this report.

2. Organizational Structure

Structure of the Office of the Commissioner

The Commissioner is an agent of Parliament appointed by commission under the Great Seal, after approval by resolution of the Senate and House of Commons, for a seven-year term. The Commissioner reports directly to Parliament and is supported by the Office of the Commissioner.

Structure of the Access to Information and Privacy Office

At the Office of the Commissioner, responsibility for Access to Information and Privacy (ATIP) falls under the Corporate Management Branch (CMB). This branch is led by the Assistant Commissioner of Corporate Management, who plays a strategic role. As Chief Information Officer, he is responsible for the strategic oversight of ATIP-related activities. This includes supervising the policies, processes and resources required to ensure the Office of the Commissioner's compliance with the *Access to Information Act* and the *Privacy Act*.

Under this leadership, the Information Management and Information Technology Directorate (IM-IT) implements the operational mechanisms that allow ATIP requests to be processed in a rigorous, secure and timely manner.

The ATIP Office, which is part of the IM-IT Directorate, is responsible for receiving, analyzing and responding to requests made under the *Access to Information Act* and the *Privacy Act*. The Manager of Information Management and Access to Information serves as the ATIP Coordinator. She is responsible for ensuring that the Office of the Commissioner's practices comply with legislative requirements, that responses are of high quality and that deadlines are met. She is supported in her duties by a specialized Information Management Analyst and an ATIP Analyst, who assist with request assessments, document searches and the drafting of responses.

The ATIP Office operates independently, without the use of external consultants. No new or existing service contracts were entered into under section 96 of the *Access to Information Act* during the reporting period. This autonomy is a reflection of the internal capacity that allows the Office of the Commissioner to effectively manage its access to information and privacy obligations.

The ATIP Office is responsible for:

- processing requests made under the [Access to Information Act](#) and the [Privacy Act](#);
- responding to consultation requests from other government institutions;
- providing senior management and staff of the Office of the Commissioner with analysis and justifications regarding ATIP legislation and related matters;
- ensuring that the Office of the Commissioner complies with the above-mentioned acts and the relevant procedures, policies and regulations;
- acting on behalf of the Office of the Commissioner in dealings with the Treasury Board of Canada Secretariat, the Office of the Information Commissioner of Canada, the Office of the Privacy Commissioner of Canada and other government institutions regarding the application of the above-mentioned legislation;
- preparing annual reports to Parliament, in addition to other statutory reports and documents that may be required by central agencies;
- developing and delivering awareness training to managers and employees of the Office of the Commissioner aimed at ensuring compliance with the obligations set out in the acts and regulations;
- overseeing annual updates to the descriptions of the Office of the Commissioner and its record holdings in *Info Source*;
- representing the Office of the Commissioner by participating in ATIP community activities, such as the Treasury Board Secretariat's ATIP community meetings;
- providing opinions on privacy issues and Privacy Impact Assessments;
- developing and implementing internal policies, procedures, guidelines and tools;
- conducting investigations into privacy-related issues; and
- disclosing information related to access to information requests and briefing notes submitted to the Commissioner.

The Office of the Commissioner was not party to any service contracts under section 96 of the *Access to Information Act* during this reporting period.

For a breakdown of the groups or positions responsible for ensuring that each applicable proactive publication requirement under Part 2 of the *Access to Information Act* is met, see the "Proactive publication under Part 2 of the ATIA" section below.

Obligations specific to the proactive publication of information are decentralized at the Office of the Commissioner. The Human Resources Directorate is responsible for disclosing position reclassifications. The Finance, Procurement and Administrative Services Directorate is responsible for the disclosure of hospitality expenses, contracts and travel expenses. The ATIP Office discloses the Commissioner's briefing notes and briefing materials (appearance notes). The Office of the Commissioner does not distribute grants or contributions to other organizations.

3. Delegation of Authority

An *Access to Information Act* Delegation Order was established in March 2018 (see [Appendix A](#)). Pursuant to section 95 of the *Access to Information Act*, the Commissioner has delegated his duties and functions as the head of a federal institution under that Act to the persons holding the positions of IM/IT Director, Information Management and Access to Information Manager, and ATIP Analyst.

4. Performance for 2024–2025 Under Part 1 of the *Access to Information Act*

The Office of the Commissioner processed a total of 17 access to information requests during the 2024–2025 fiscal year. None of these 17 requests was carried over from 2023–2024. Of the 17 requests, 16 were processed and closed during this reporting period. One request was carried over to fiscal year 2025–2026.

Among the 16 closed requests, 5 (31%) were processed within 1 to 15 days, 6 (38%) were processed within 16 to 30 days, 4 (25%) were processed within 31 to 60 days, and 1 (6%) was processed within 61 to 120 days. To summarize, of the 16 closed requests, 11 (68.75%) were closed within the prescribed 30-day period set out in the *Access to Information Act*, and 5 (31.25%) were closed after the prescribed 30-day period.

Of the 16 access to information requests that were processed and closed during the reporting period, 5 (31%) were disclosed entirely, 5 (31%) were disclosed in part, 2 (13%) were totally exempted and no records existed for 4 (25%) of them.

The Office of the Commissioner processed a total of 9 consultation requests received by other institutions and organizations. Of those 9 consultation requests, 6 (67%) were closed within 1 to 15 days, 2 (22%) were closed within 16 to 30 days and 1 (11%) was closed within 61 to 120 days. Of the 9 consultation requests received, 5 (56%) were disclosed entirely, and 4 (44%) were disclosed in part.

As of March 31, 2025, the ATIP Office has one active request, which is subject to an extension. For the 2024–2025 fiscal year, the request that received an extension falls into one category, namely that for which the workload exceeded the processing capacity of the ATIP Office (large volume of documents).

The Office of the Commissioner was the subject of four complaints and is awaiting feedback from the Information Commissioner in that respect.

For more information on the activities of the ATIP Office, see [Appendix B](#) of this document. The appendix reproduces the 2024–2025 statistical report on access to information. That report is submitted annually to the Treasury Board Secretariat.

5. Training and Awareness

During the period covered by this annual report, the Office of the Commissioner did not offer any formal training. However, all new employees are informed of their obligations under the *Access to Information Act* and the *Privacy Act* as part of mandatory IM training. The Office of the Commissioner’s ATIP Office also encourages staff to take the Canada School of Public Service course entitled “Access to Information and Privacy Fundamentals” (COR502).

6. Policies, Guidelines and Procedures

All tasks related to obligations under the *Access to Information Act* are now carried out electronically, with the exception of the processing of “Secret” requests. The Office of the Commissioner now uses the ATIP Online Management Tools application. There is no other policy, guideline or procedure to report.

The Office of the Commissioner publishes all its proactive disclosures on the [Open Government](#) portal.

In the previous fiscal year, the Office of the Commissioner worked on a decentralized basis for all matters relating to proactive disclosure under Part 2 of the *Access to Information Act*. For example, Human Resources is responsible for disclosing position reclassifications, and Finance, Procurement and Administrative Services handles the disclosure of hospitality and travel expenses, contracts, etc. The ATIP Office discloses briefing materials. Apart from documents prepared for appearances by the Commissioner (subsection 88[c]), all documents requiring proactive disclosure are disclosed within the time limits set out in Part 2 of the *Access to Information Act*. The ATIP Office has developed a new procedure to expedite the disclosure of all briefing materials prepared for the Commissioner’s appearances. This new procedure was implemented and put into practice in fall 2023.

7. Initiatives and Projects to Improve Access to Information

The Office of the Commissioner has not launched any initiatives aimed at advancing reconciliation with Indigenous peoples or facilitating access to culturally appropriate personal information services for Indigenous requesters.

However, the Office of the Commissioner has started using the "Duplicate Detective" tool, which was originally developed by Agriculture and Agri-Food Canada to enhance the efficiency of document review processes. The application was installed on the computers of ATIP analysts and is designed primarily to identify duplicate working document files, thereby streamlining the reading and analysis of materials.

Following the installation, analysts received training on how to use the tool. However, as of the 2024–2025 reporting period, they had not yet had the opportunity to actively use the application in their daily work.

8. Summary of Key Issues and Actions Taken on Complaints

The Office of the Commissioner was the subject of four complaints and is awaiting feedback from the Information Commissioner in that respect. The complaints pertained to the withholding of information under paragraphs 16.1(1)(b), 21(1)(b), 21(1)(d) and 23 of the *Access to Information Act*.

9. Proactive Publication Under Part 2 of the *Access to Information Act*

The Office of the Commissioner is a government entity listed in Schedule I.1 of the *Financial Administration Act*. As such, it must make proactive disclosures, as required under Part 2 of the *Access to Information Act*. The following elements must be proactively disclosed:

Table of Proactive Publication Requirements

Legislative Requirement under the <i>Access to Information Act</i> (ATIA)	Section of the ATIA	Publication Schedule	Does this requirement apply to your institution? (Y or N)	Groups or internal positions responsible for meeting the requirement	Percentage of proactive publication requirements published within legislated timelines under the ATIA*	Link to publication web page**
All government institutions as defined in section 3 of the <i>Access to Information Act</i>						
Travel expenses	82	Within 30 days of the end of the reimbursement month	Y	Finances	100%	Government Travel Expenses
Hospitality expenses	83	Within 30 days of the end of the reimbursement month	Y	Finances	100%	Hospitality Expenses
Reports tables in Parliament	84	Within 30 days after tabling	Y	Information management	67%	Annual reports
Public 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 of more than \$10,000	86	Q1-3: Within 30 days of the end of the quarter Q4: Within 60 days of the end of the quarter	Y	Finances - Procurement and contracting	100%	Search Government Contracts over \$10,000
Grants and contributions over \$25,000	87	Within 30 days of the end of the quarter	N			
Packages of information documents prepared for new deputy heads or equivalents	88(a)	Within 120 days of appointment	N			

Titles and reference numbers of memoranda prepared for a deputy head or equivalent and received by the deputy head's office	88(b)	Within 30 days of the end of the month of receipt	Y	Information management	100%	Briefing Note Titles and Numbers
Briefing packages prepared for the appearance of a deputy head or equivalent before a parliamentary committee	88(c)	Within 120 days of appearance	Y	Information management	0%	Briefing packages prepared for the appearance
Government institutions that are departments named in Schedule I of 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 the Treasury Board is the employer)						
Reclassification of positions	85	Within 30 days of the end of the quarter	Y	Human Resources - Classification	100%	Position Reclassification
Ministers' offices (any institution that proactively publishes on behalf of a Minister's Office)						
Briefing material packages prepared by a government institution for new or incoming ministers	74(a)	Within 120 days of appointment	N			
Titles and reference numbers of memoranda prepared by a government institution for the Minister and received by the Minister's office	74(b)	Within 30 days after the end of the month of receipt	N			

A package of Question Period notes prepared by a government institution for the Minister and used on the last sitting day of the House of Commons in June and December	74(c)	Within 30 days after the last sitting day of the House of Commons in June and December	N			
Briefing packages prepared by a government institution for a minister's appearance before a parliamentary committee	74(d)	Within 120 days of appearance	N			
Travel fees	75	Within 30 days of the end of the refund month	N			
Hospitality expenses	76	Within 30 days of the end of the refund month	N			
Contracts of more than \$10,000	77	Q1-3: Within 30 days of the end of the quarter Q4: Within 60 days of the end of the quarter	N			
Expenditures of ministerial offices Note: This consolidated report is currently published by TBS on behalf of all institutions.	78	Within 120 days after the end of the fiscal year	N			

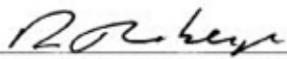
10. Compliance Monitoring

The ATIP Office closely monitors the processing times for requests made under the *Access to Information Act*. To that end, it is in constant communication with the assistant commissioners' offices. They are responsible for activities related to responses to access requests in their branches. Each request is therefore brought to the attention of the senior managers. In addition, each week, the ATIP Office informs the IM/IT Director (ATIP delegate) and the Assistant Commissioner of CMB. No other control measures were taken during the reporting period.

APPENDIX A: Access to Information Act Delegation Order

Access to Information Act Delegation Order Arrêté sur la délégation en vertu de la Loi sur l'accès à l'information

<p>The Commissioner of Official Languages, pursuant to section 73 of the <i>Access to Information Act</i>,* hereby designates the persons holding the positions set out in the schedule hereto to exercise the powers and perform the duties and functions of the Minister as the head of a government institution, that is the Office of the Commissioner of Official Languages, under the section of the Act set out in the schedule opposite each position.</p>	<p>En vertu de l'article 73 de la <i>Loi sur l'accès à l'information</i>,* le commissaire aux langues officielles délègue aux titulaires des postes mentionnés à l'annexe ci-après, les attributions dont il est, en qualité de responsable d'une institution fédérale, c'est-à-dire, le Commissariat aux langues officielles, investi par les articles de la Loi mentionnés en regard de chaque poste.</p>
<p>SCHEDULE ANNEXE</p>	
<p>POSITION/POSTE</p>	<p>SECTIONS OF THE ACCESS TO INFORMATION ACT/ ARTICLES DE LA LOI SUR L'ACCÈS À L'INFORMATION</p>
<p>Commissaire Commissioner</p>	<p>Pleine délégation Full delegation</p>
<p>Directeur, Gestion de l'information et de la technologie Director, Information Management and Technology</p>	<p>Pleine délégation Full delegation</p>
<p>Gestionnaire, Gestion de l'information Manager, Information Management</p>	<p>Pleine délégation Full delegation</p>
<p>Coordonnateur, Accès à l'information et protection des renseignements personnels. Coordinator, Access to Information and Privacy</p>	<p>Pleine délégation Full delegation</p>
<p>Dated, at the City of Gatineau this __ day of March, 2018.</p>	<p>Daté, en la ville de Gatineau, ce __ jour de mars, 2018.</p>


 Raymond Thériault Commissioner of Official Languages/
 Commissaire aux langues officielles

*S.C.1980-81-82-83,C.III

APPENDIX B: 2024–2025 Statistical Report on the *Access to Information Act*

Name of institution: Office of the Commissioner of Official Languages

Reporting period: 2024-04-01 to 2025-03-31

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

1.1 Number of requests

		Number of requests
Received during reporting period		17
Outstanding from previous reporting period		0
• Outstanding from previous reporting period	0	
• Outstanding for more than one reporting period	0	
Total		17
Closed during reporting period		16
Carried over to next reporting period		1
• Carried over to next reporting period, within the time limits set out in the Act	1	
• Carried over to next reporting period, beyond the time limits set out in the Act	0	

1.2 Source of requests

Source	Number of requests
Media	0
Academia	1
Commercial sector (private sector)	1
Organization	0
Public	2
Decline to identify	13
Total	17

1.3 Method of requests

Method	Number of requests
Online	17
Email	0
Mail	0
In person	0
Telephone	0
Fax	0
Total	17

Section 2 – Informal Requests

2.1 Number of informal requests

		Number of requests
Received during reporting period		19
Outstanding from previous reporting period		0
• Outstanding from previous reporting period	0	
• Outstanding for more than one reporting period	0	
Total		19
Closed during reporting period		19
Carried over to next reporting period		0

2.2 Method of informal requests

Method	Number of requests
Online	19
Email	0
Mail	0
In person	0
Telephone	0
Fax	0
Total	19

2.3 Processing time for informal requests

Processing 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
19	0	0	0	0	0	0	19

2.4 Pages disclosed informally

Fewer than 100 pages disclosed		100 to 500 pages disclosed		501 to 1,000 pages disclosed		1,001 to 5,000 pages disclosed		More than 5,000 pages disclosed	
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
16	214	2	322	1	943	0	0	0	0

2.5 Pages redisclosed informally

Fewer than 100 pages redisclosed		100 to 500 pages redisclosed		501 to 1,000 pages redisclosed		1,001 to 5,000 pages redisclosed		More than 5,000 pages redisclosed	
Number of requests	Pages redisclosed	Number of requests	Pages redisclosed	Number of requests	Pages redisclosed	Number of requests	Pages redisclosed	Number of requests	Pages redisclosed
0	0	0	0	0	0	0	0	0	0

Section 3 – Requests to the Information Commissioner to not respond

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

Section 4 – Requests closed during reporting period

4.1 Disposition and processing time

Disposition of requests	Processing time							Total
	0 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
All Disclosed	2	1	2	0	0	0	0	5
Disclosed in part	0	2	2	1	0	0	0	5
All exempted	1	1	0	0	0	0	0	2
All excluded	0	0	0	0	0	0	0	0
No records exist	2	2	0	0	0	0	0	4
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 Information Commissioner's approval	0	0	0	0	0	0	0	0
Total	5	6	4	1	0	0	0	16

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)	0
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	1
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	3	18.1(1)(c)	0	21(1)(d)	2
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)	4	22.1(1)	0
15(1) – I.A.*	0	16.2(1)	0	20(1)(a)	0	23	2
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) relative to (a)	0
68(b)	0	69(1)(a)	0	69(1)(g) relative to (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) relative to (c)	0
68.1	0	69(1)(c)	0	69(1)(g) relative to (d)	0
68.2(a)	0	69(1)(d)	0	69(1)(g) relative to (e)	0
68.2(b)	0	69(1)(e)	0	69(1)(g) relative to (f)	0
		69(1)(f)	0	69.1(1)	0

4.4 Format of documents disclosed

Paper	Electronic				Other
	Electronic document	Data set	Video	Audio	
0	10	0	0	0	0

4.5 Complexity

4.5.1 Relevant pages processed and disclosed (in paper and electronic formats)

Number of pages processed	Number of pages disclosed	Number of requests
12,842	1,483	12

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 to 500 pages processed		501 to 1,000 pages processed		1,001 to 5,000 pages processed		More than 5,000 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	20	2	459	0	0	0	0	0	0
Disclosed in part	2	26	2	509	1	501	0	0	0	0
All exempted	0	0	0	0	1	503	0	0	1	10,824
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 Information Commissioner's approval	0	0	0	0	0	0	0	0	0	0
Total	5	46	4	968	2	1,004	0	0	1	10,824

4.5.3 Relevant minutes processed and disclosed in audio format

Number of minutes processed	Number of minutes disclosed	Number of requests
0	0	0

4.5.4 Relevant minutes processed by size of request in audio format, by type of request processing

Disposition	Fewer 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	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 Information Commissioner's approval	0	0	0	0	0	0
Total	0	0	0	0	0	0

4.5.5 Relevant minutes processed and disclosed in video format

Number of minutes processed	Number of minutes disclosed	Number of requests
0	0	0

4.5.6 Relevant minutes processed by size of request in video format, by type of request processing

Disposition	Fewer 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	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 Information Commissioner's approval	0	0	0	0	0	0
Total	0	0	0	0	0	0

4.5.7 Other complexities

Disposition	Consultation required	Legal opinion	Other	Total
All Disclosed	0	0	0	0
Disclosed in part	1	0	0	1
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 Information Commissioner's approval	0	0	0	0
Total	1	0	0	1

4.6 Requests closed

4.6.1 Number of requests closed within the time limits set out in the *Access to Information Act*

Number of requests closed within the time limits set out in the <i>Access to Information Act</i>	11
Percentage of requests closed within the time limits set out in the <i>Access to Information Act</i>	68.75

4.7 Deemed refusals

4.7.1 Reasons for not meeting the time limits set out in the *Access to Information Act*

Number of requests closed past the time limits set out in the <i>Access to Information Act</i>	Primary reason			
	Interference with operations / workload	External consultation	Internal consultation	Other
5	4	1	0	0

4.7.2 Requests closed past the time limits set out in the *Access to Information Act* (with or without extensions)

Number of days past the time limits set out in the <i>Access to Information Act</i>	Number of requests closed past the time limits set out in the <i>Access to Information Act</i> with no extension	Number of requests closed past the time limits set out in the <i>Access to Information Act</i> with an extension	Total
1 to 15 days	3	0	3
16 to 30 days	0	1	1
31 to 60 days	0	1	1
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	3	2	5

4.8 Requests for translation

Requests for translation	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	9(1)(b) Consultation		9(1)(c) Notice to third party
		Section 69	Other	
All Disclosed	2	0	0	0
Disclosed in part	2	1	0	0
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 Information Commissioner's approval	0	0	0	0
Total	4	1	0	0

5.2 Length of extensions

Length of extensions	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Notice to third party
		Section 69	Other	
30 days or less	3	0	0	0
31 to 60 days	1	1	0	0
61 to 120 days	0	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
More than 365 days	0	0	0	0
Total	4	1	0	0

Section 6 – Fees

Fee type	Fee collected		Fee waived		Fee refunded	
	Number of requests	Amount	Number of requests	Amount	Number of requests	Amount
Application	17	\$85.00	0	\$0.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	17	\$85.00	0	\$0.00	0	\$0.00

Section 7 – Consultation requests received from other institutions and organizations

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

Consultation requests	Other Government of Canada institutions	Number of pages to process	Other organizations	Number of pages to process
Received during reporting period	9	970	0	0
Outstanding from previous reporting period	0	0	0	0
Total	9	970	0	0
Closed during reporting period	9	970	0	0
Carried over within the time limits negotiated for the next reporting period	0	0	0	0
Carried over beyond the time limits negotiated for the next reporting period	0	0	0	0

7.2 Recommendations and processing times for consultation requests received from other Government of Canada institutions

Recommendation	Number of days required to process 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	5	0	0	0	0	0	0	5
Disclose in part	1	2	0	1	0	0	0	4
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	6	2	0	1	0	0	0	9

7.3 Recommendations and processing times for consultation requests received from other organizations outside the Government of Canada

Recommendation	Number of days required to process 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	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 – Processing time for consultation requests on Cabinet confidences

8.1 Requests with Legal Services

Number of days	Fewer than 100 pages processed		100 to 500 pages processed		501 to 1,000 pages processed		1,001 to 5,000 pages processed		More than 5,000 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

8.2 Requests with Privy Council Office

Number of days	Fewer than 100 pages processed		100 to 500 pages processed		501 to 1,000 pages processed		1,001 to 5,000 pages processed		More than 5,000 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 on findings

9.1 Investigations

Section 32 Notice of intention to investigate	Section 30(5) Cessation of investigation	Section 35 Making of representations
4	0	0

9.2 Investigations and reports on findings

Section 37(1) Initial reports			Section 37(2) Final reports		
Received	With recommendations issued by the Information Commissioner	With orders issued by the Information Commissioner	Received	With recommendations issued by the Information Commissioner	With orders issued by the Information Commissioner
0	0	0	0	0	0

Section 10 – Court action

10.1 Court action 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 complaints under subsection 28(1)(b)

Section 44 – Under subsection 28(1)(b)
0

Section 11 – Resources related to the Access to Information Act

11.1 Costs

Expenditures		Amount
Salaries		\$65,500
Overtime		\$0
Goods and services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$65,500

11.2 Human resources

Resources	Person years dedicated to access to information activities
Full-time employees	0.000
Part-time and casual employees	0.550
Regional employees	0.000
Consulting and agency personnel	0.000
Students	0.000
Total	0.550

***N.B.** Please note that due to an inadvertent omission during initial drafting of the statistical report, four investigations received under section 32 (Notice of intention to investigate) have been added to the table in section 9.1 of the statistical report included in the annual report. This update is to rectify the omission and ensure accurate data for the investigations received. An update was also made to section 1.2 of the supplementary statistical report to raise the number of complaints received in 2024–2025 from zero to four.*