

CanNor

Annual Report to Parliament

Administration of the *Access to Information Act*
2024-2025



Canadian Northern Economic
Development Agency

Agence canadienne de développement
économique du Nord

Canada 

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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, 2024 to March 31, 2025, 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.

MANDATE

CanNor works with partners to advance economic development in Canada's territories. Through its grants and contributions programming, 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.

CanNor's Northern Projects Management Office coordinates federal participation in the territorial environmental review processes and maintains the Crown consultation record for major projects.

In addition, CanNor hosts Pilimmaksaivik, the Federal Centre of Excellence for Inuit Employment in Nunavut. The Centre is responsible for coordinating a whole of government approach to building a representative federal public service in Nunavut, as described in Article 23 of the Nunavut Agreement.

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

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.

In 2024-25, the ATIP Coordinator administered the *Act* with assistance of one part-time Administrative Officer. 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 permit the processing of 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*.

The Agency was not subject to any pre-existing service agreements under section 96 of the *Act* during the reporting period.

For information related to the proactive publication requirement under Part 2 of the *Access to Information Act*, see the “Proactive Publication” section.

DELEGATION ORDER

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

STATISTICAL REPORT KEY DATA

CanNor’s 2024-2025 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:

Formal ATI requests

During the 2024-2025 reporting period, CanNor received ten (10) new requests and had eight (8) requests carried over from previous reporting periods, for a total of 18 requests in progress.

Twelve (12) requests were completed during the 2024-2025 fiscal year, representing 1,445 pages processed. An additional six (6) requests remained in progress and were carried over to the 2025-2026 reporting period.

Completion time statistics for the twelve (12) closed requests:

- four (4) or thirty-three percent (33%) were closed within 0 to 15 days;

- three (3) or twenty-five percent (25%) were closed within 16 to 30 days; and,
- five (5) or forty-two percent (42%) were closed within more than 365 days.

Disposition statistics for the twelve (12) requests closed in 2024-25:

- Thirty-three percent (33%) involved records which were fully disclosed;
- Twenty-five percent (25%) involved records which were partially disclosed;
- Twenty-five percent (25%) did not yield any records; and,
- Seventeen percent (17%) were abandoned by the requester.

Fifty-eight percent (58%) of the formal requests completed in 2024-25 were within the ATI legislated timelines. CanNor had no active complaints within the period.

During the reporting period, extensions were required five (5) times, under subsection 9(1)(c) of the Act related to Third-Party Notice.

Informal ATI requests

CanNor carried over 64 informal requests from the previous reporting period. One-hundred percent (100%) of the informal requests were completed in 2024-25; representing 3899 pages released.

Completion time statistics for the sixty-four (64) closed informal requests:

- nine (9) or fourteen percent (14%) were closed within 61 to 120 days,
- eighteen (18) or twenty-eight percent (28%) were closed within 121 to 180 days; and,
- thirty-seven (37) or fifty-eight percent (58%) were closed within more than 365 days.

Consultation ATI requests

CanNor received four (4) new ATI consultation requests from other Government of Canada departments during the 2024-2025. The four (4) consultation requests were processed during the reporting period, and represented 774 pages reviewed and a 100% completion rate within legislative timelines.

All four (4) consultation requests were processed within 1-15 days and CanNor recommended full disclosure of records for three (3) requests, and partial disclosure for one (1) request.

TRAINING AND AWARENESS

Formal training was conducted by the ATIP Coordinator during the CanNor Administrative Professionals Annual Training Meeting in February 2025. 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*. Briefings were conducted one-on-one, as needed, via in person or online video meetings and telephone calls.

Throughout the reporting period, the ATIP Coordinator provided ongoing advice on access to information related matters, as required. Additionally, guidelines and procedures are provided to employees and management, as part of the tasking process for new ATI requests.

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.

INITIATIVES AND PROJECTS

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.

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.

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.

The ATIP Coordinator works in collaboration with agency officials to fulfill the proactive publication legislative requirements. Sections 74 to 78 and 82 to 88 of Part 2 of the *ATIA*, stipulate that government entities that support a minister, are required to proactively publish travel expenses, hospitality expenses, reports tabled in parliament, reclassification of positions, contracts, grants and contributions, briefing materials, and expense reports. Within CanNor, this responsibility falls to the Corporate Services Branch and the Corporate Secretariat. Executives within each branch regularly monitor their compliance to ensure the accuracy and completeness of proactively published information.

However, within the portfolio of the Minister of Northern and Arctic Affairs, and Minister Responsible for the Canadian Northern Economic Development Agency, disclosures applicable to ministers under section 75 to 78 of part 2 of the ATIA fall within the responsibility of the department of Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC).

Proactive Publication under Part 2 of the *Access to Information Act*

The following table outlines the Agency's reporting requirements and schedules for disclosure, as stipulated in the *Act*:

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
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	Y	Corporate Services	0% *	https://cannor.gc.ca/eng/1591626441098/1591626493490
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	Y	Corporate Services	0% *	https://cannor.gc.ca/eng/1591626441098/1591626493490
Reports tabled in Parliament	84	Within 30 days after tabling	Y	Corporate Secretariat	100%	https://cannor.gc.ca/eng/1590678023918/1590678076309
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 after the quarter Q4: Within 60 days after the	Y	Corporate Services	0% *	https://cannor.gc.ca/eng/1527700415531/1527700441697

		quarter				
Grants & Contributions over \$25,000	87	Within 30 days after the quarter	Y	Corporate Services	25% *	https://cannor.gc.ca/eng/1527700415531/1527700441697
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	Y	Corporate Secretariat	100%	https://cannor.gc.ca/eng/1590677813015/1590677868543
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	Y	Corporate Secretariat	92% *	https://cannor.gc.ca/eng/1527700415531/1527700441697
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	Y	Corporate Secretariat	100%	https://cannor.gc.ca/eng/1590677813015/1590677868543
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	Y	Corporate Services	N/A	https://cannor.gc.ca/eng/1527700415531/1527700441697
Apply to Ministers' Offices (therefore apply to any institution that performs proactive publication on behalf of a Minister's Office)						
Packages of briefing materials prepared by a	74(a)	Within 120 days after appointment	Y	Corporate Secretariat	100%	https://cannor.gc.ca/eng/1527700415531/1527700441697

government institution for new or incoming ministers						
Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office	74(b)	Within 30 days after the end of the month received	Y	Corporate Secretariat	92% *	https://cannor.gc.ca/eng/1527700415531/1527700441697
Package of question period notes prepared by a government institution for the minister and in use on the last sitting day of the House of Commons in June and December	74(c)	Within 30 days after last sitting day of the House of Commons in June and December	Y	Corporate Secretariat	100%	https://cannor.gc.ca/eng/1527700415531/1527700441697
Packages of briefing materials prepared by a government institution for a minister's appearance before a committee of Parliament	74(d)	Within 120 days after appearance	Y	Corporate Secretariat	100%	https://cannor.gc.ca/eng/1590677813015/1590677868543
Travel Expenses	75	Within 30 days after the end of the month of reimbursement	N	<i>See CIRNAC Report</i>	<i>See CIRNAC Report</i>	<i>See CIRNAC Report</i>

Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	N	<i>See CIRNAC Report</i>	<i>See CIRNAC Report</i>	<i>See CIRNAC Report</i>
Contracts over \$10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	N	<i>See CIRNAC Report</i>	<i>See CIRNAC Report</i>	<i>See CIRNAC Report</i>
Ministers' Offices Expenses Note: This consolidated report is currently published by TBS on behalf of all institutions.	78	Within 120 days after the fiscal year	N	<i>See CIRNAC Report</i>	<i>See CIRNAC Report</i>	<i>See CIRNAC Report</i>

**Note: All of the required information is up to date on the portal. However due to limited capacity and other competing priorities, CanNor was not able to publish the data on travel expenses, hospitality, contracts, grants & contributions, and briefing note titles within established deadlines. For the data on reclassification of positions; CanNor has indicated this was not applicable during 2024-25, as there were no positions reclassified.*

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. Response rates are monitored on an ongoing basis to ensure responses are within allowable periods.

A weekly report is provided to the Minister's Office and the President's Office listing the number of active requests, the number of new requests received, the status of each request and the estimated release dates. The President, Vice Presidents and/or Directors General are notified as appropriate.

With regard to proactive disclosures, the CanNor Corporate Services branch is responsible for ensuring compliance in publication requirements. 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 Coordinator. Once the file has been vetted, the program area then reviews recommendations before submitting the file for posting online.

ANNEX A – Delegation Order under the Access to Information Act

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



Name of institution: CANADIAN NORTHERN ECONOMIC DEVELOPMENT AGENCY

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		10
Outstanding from previous reporting periods		8
• Outstanding from previous reporting period	4	
• Outstanding from more than one reporting period	4	
Total		18
Closed during reporting period		12
Carried over to next reporting period		6
• Carried over within legislated timeline	3	
• Carried over beyond legislated timeline	3	

1.2 Sources of requests

Source	Number of Requests
Media	4
Academia	0
Business (private sector)	1
Organization	0
Public	0
Decline to Identify	5
Total	10

1.3 Channels of requests

Source	Number of Requests
Online	10
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	10

Section 2: Informal Requests

2.1 Number of informal requests

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

2.2 Channels of informal requests

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

2.3 Completion time of informal requests

Completion Time							
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
0	0	0	9	18	0	37	64

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
48	857	16	3042	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							
	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
All disclosed	0	2	0	0	0	0	2	4
Disclosed in part	0	0	0	0	0	0	3	3
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	2	1	0	0	0	0	0	3
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	2	0	0	0	0	0	0	2
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	4	3	0	0	0	0	5	12

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	3
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)	3
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	2	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)	1	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	1
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	7	0	0	0	0

4.5 Complexity

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

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
1445	694	9

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

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	4	31	0	0	0	0	0	0	0	0
Disclosed in part	2	49	0	0	0	0	1	1365	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	2	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	8	80	0	0	0	0	1	1365	0	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	2	0	0	2
Disclosed in part	3	0	0	3
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	5	0	0	5

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	7
Percentage of requests closed within legislated timelines (%)	58.3

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
5	0	5	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	0	0
181 to 365 days	0	0	0
More than 365 days	0	5	5
Total	0	5	5

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	0	2
Disclosed in part	0	0	0	3
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	0	5

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	3
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	2
365 days or more	0	0	0	0
Total	0	0	0	5

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 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	4	774	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	4	774	0	0
Closed during the reporting period	4	774	0	0
Carried over within negotiated timelines	0	0	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							
	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
Disclose entirely	3	0	0	0	0	0	0	3
Disclose in part	1	0	0	0	0	0	0	1
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	4	0	0	0	0	0	0	4

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

8.2 Requests with Privy Council Office

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

Section 9: Investigations and Reports of finding

9.1 Investigations

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

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	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		\$100,000
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$100,000

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.250
Part-time and casual employees	1.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	1.250