



Annual Report on the Administration of the Access to Information Act 2020-2021



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Introduction

The [Access to Information Act](#) (the Act) came into force on July 1, 1983. The Act gives Canadian citizens and permanent residents as well as other individuals present in Canada a broad right of access to information contained in government records, subject to certain specific and limited exceptions.

On December 12, 2006, the Act was amended as a result of the [Federal Accountability Act](#). In June 2019, the Act was amended again. Its scope was expanded to include proactive publication of information.

Section 94 of the revised Act requires that the head of every federal institution write an annual report on the administration of the Act by the institution. The report must be submitted to Parliament in the first 15 sitting days of the parliamentary session after September 1.

This annual report summarizes the management and administration of the Act within the Public Service Commission of Canada for the 2020–2021 fiscal year.

This report is also available on the [Publications](#) page of the Public Service Commission of Canada's website.

Part I About the Public Service Commission of Canada

Raison d'être, mandate and role: who we are and what we do

Raison d'être

The President of the Queen's Privy Council for Canada is responsible for the Public Service Commission of Canada (the agency) in accordance with the Financial Administration Act and for tabling the agency's annual report under the Public Service Employment Act. The agency reports independently on its mandate to Parliament.

Through collaboration with departments and agencies, it is dedicated to building tomorrow's public service that is based on excellence and is representative of Canada's diversity. It safeguards non-partisanship and promotes and protects merit and the use of both official languages in a staffing and recruitment context. It supports departments and agencies in recruiting talented people from coast to coast using innovative and modern services, tools, and practices.

Mandate and role

Under the delegated staffing system set out in the Public Service Employment Act, the Public Service Commission fulfills its mandate by promoting and safeguarding a non-partisan, merit-based and representative public service that serves all Canadians. We do this by:

- supporting departments and agencies in hiring qualified individuals into and within the public service
- overseeing and ensuring the integrity of public service hiring
- protecting the non-partisan nature of the public service while respecting employees' rights to participate in political activities
- delivering recruitment programs and assessment services

Program inventory

The program inventory is a list of all programs that support the delivery of our departmental results. It describes how the Public Service Commission of Canada (PSC) achieves its results by identifying how resources contribute to them. While programs are

very similar to our sectors, they were not designed to reflect that structure. For instance, a program's departmental result can rely on the work of more than one sector.

The PSC has three programs, each with a vice-president who is responsible for ensuring its success.

Policy Direction and Support

The Policy Direction and Support Program exists to support departments and agencies in hiring qualified individuals into and within the public service, in experimenting and innovating with their staffing approaches and supporting strategies to help them both meet their business needs and achieve their diversity and employment equity objectives. The Policy Direction and Support Program establishes government-wide direction on staffing through regulations and policy. This program also provides guidance to organizations to enable legislative, regulatory and policy compliance, including providing expert advice. The program also assesses public servants' requests for permission to become candidates for elected office, and conducts outreach to ensure public servants know their legal rights and responsibilities regarding political activities.

Recruitment and Assessment Services

The Recruitment and Assessment Services Program exists to support departments and agencies in the hiring of qualified individuals into and within the public service, helping to shape a workforce reflecting Canada's diversity. The program includes the delivery of recruitment programs, student programs, assessment and accommodation services and the administration of legislated priority entitlements. Through outreach and the use of modern tools, online systems, and technology, it reduces barriers for Canadians accessing public service jobs. This program also collaborates with departments and agencies to create and implement innovative staffing and assessment approaches to meet the Government of Canada's strategic recruitment priorities and renew the public service.

Oversight and Monitoring

The Oversight and Monitoring Program exists to ensure the integrity of the merit-based public service hiring process and to identify areas for continuous improvement of the public service. The program performs audits and investigations and conducts surveys to monitor organizational compliance with staffing legislation, regulations, policies, and to provide a system-wide view of the public service staffing environment. This program also monitors and analyzes hiring data and conducts research to provide departments

and agencies, and Canadians with an informed view of the dynamics of public service hiring.

Part II Annual report on the *Access to Information Act*

1. Organization of delegation and activities

1.1 Delegation order

The President of the Public Service Commission of Canada (PSC) is designated as the head of the institution for the administration of the [Access to Information Act](#) (the Act).

Subsection 95(1) of the Act allows the President to sign an order authorizing one or more delegated officers or employees to exercise specific powers, duties, or functions. Some new provisions resulting from the amendments to the Act can only be exercised at the PSC by the President.

However, most of the President's powers, duties and functions under the Act are delegated. For the first half of this reporting period, the powers, duties and functions were delegated to the President's Chief of Staff. The PSC underwent structural changes in August 2020, which involved moving the ATIP Office to the Corporate Affairs Sector, and these powers were subsequently delegated to the Director, Sector Management and ATIP Coordination. The Director is the designated Access to Information and Privacy (ATIP) Coordinator for the PSC. The ATIP Manager has partial delegation, as well as operational responsibility for the application of the Act. Refer to Annex A – Delegation Instrument.

1.2 Access to Information and Privacy Coordinator

The ATIP Coordinator is responsible for developing, coordinating and implementing effective policies, guidelines, systems and procedures to ensure requests are processed efficiently under the [Access to Information Act](#) and the [Privacy Act](#) (the Acts).

The Coordinator is also responsible for developing, coordinating and implementing policies, systems and procedures that are required by both acts as well as Treasury Board of Canada policies and directives. The activities of the Coordinator include:

- responding to requests made under both acts
- acting as spokesperson for the PSC in dealings with the Treasury Board of Canada Secretariat (TBS), the Office of the Information Commissioner, the Office of the Privacy Commissioner and other government departments and agencies on matters related to the Acts

- responding to consultation requests submitted by other federal institutions with respect to PSC documents
- reviewing information collected in accordance with the Communications Policy of the Government of Canada and the Procedures for the Management of Public Opinion Research
- preparing the Annual Report to Parliament and other statutory reports, as well as other material that may be required by central agencies
- promoting awareness and providing advice to our employees to ensure that the obligations of both Acts and TBS policies are met, and assessing their impact on various program initiatives
- monitoring the PSC's compliance with both Acts, regulations and other relevant policies and procedures

1.3 Access to Information and Privacy Office

The Access to Information and Privacy Office (the ATIP Office) supports the ATIP Coordinator in administering the provisions of the Acts and related TBS policies for the PSC. The Office currently has one manager, one senior advisor and two analysts. As of August 2020, the Office is part of the Corporate Affairs Sector.

The Senior Advisor is responsible for administering the departmental privacy protection program. The Senior Advisor supports activities of the PSC by providing guidance and reviewing privacy breaches and privacy impact assessments. In addition, the Senior Advisor supports the manager in reviewing requests for access to information and personal information from the public and employees as well as conducting regular reviews of the departmental Info Source chapter.

The analysts are responsible for processing requests and consultations under both Acts, preparing responses to complaints and supporting all other ATIP responsibilities. They provide privacy advice and support in the evaluation of program activities, and help create privacy compliance documents, such as privacy notice statements and privacy impact assessments. They also help departmental officials manage privacy breaches and disclosures of personal information.

The ATIP Office provides general and personalized training sessions to employees. It also reviews its policies and procedures to improve support to sector liaison officers and help them to better understand their roles, responsibilities, and obligations in processing requests under the Acts.

The PSC did not draft any new service agreements for ATIP services to or from other government institutions during the reporting period.

1.4 Access to information and privacy liaison officers

The ATIP Office processes requests with help from ATIP liaison officers. Liaison officers know their sector's activities. There is a liaison officer for each sector, as well as for the Corporate Secretariat and the Chief Audit and Evaluations Executive. Liaison officers act as the point of contact between their area and the ATIP Office. They also:

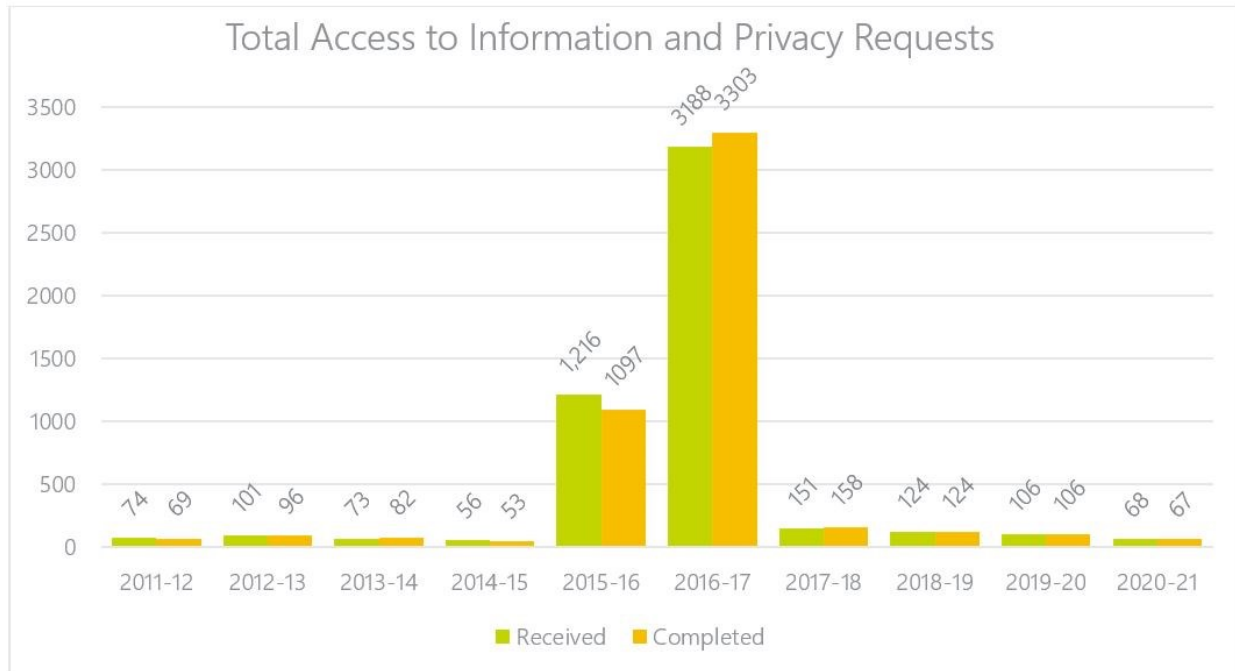
- assign program experts to search for relevant records
- advise if there are other offices of primary interest
- inform the ATIP Office of any issues regarding specific requests (delays, interference with operations, need to consult)
- deliver relevant records, with sector recommendations, to the ATIP Office as required

Liaison officers play an important role in making sure the PSC thoroughly and fully searches its record holdings when handling requests.

2. Statistical report: interpretation

In the 2020-21 reporting period, the PSC received and responded to 68 requests under the Acts. This is a 36% decrease in requests received compared to the previous year. A temporary surge occurred in 2015–17; excluding that surge, the 68 requests are comparable with the average requests received in the last 10 reporting periods.

Total Access to Information and Privacy Requests



Text version

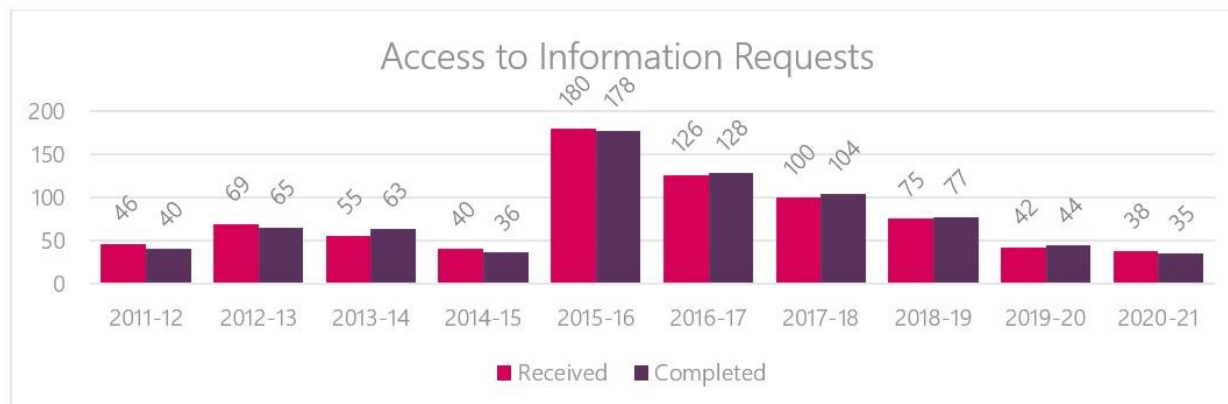
Year	Received	Completed
2011-2012	74	69
2012-2013	101	96
2013-2014	73	82
2014-2015	56	53
2015-2016	1216	1097
2016-2017	3188	3303
2017-2018	151	158

Year	Received	Completed
2018-2019	124	124
2019-2020	106	106
2020-2021	68	67

2.1 Requests under the *Access to Information Act*

From April 1, 2020, to March 31, 2021, the PSC received 38 requests under the Access to Information Act (the Act). An additional 2 requests were carried over from the previous reporting period. This is a 5% decrease in requests received compared with the previous year. However, only 6% of requests received this reporting period were misdirected to the PSC, compared to 9% of requests received in the previous reporting period.

Access to Information Requests



Text version

Year	Received	Completed
2011-2012	74	69
2012-2013	101	96
2013-2014	73	82

Year	Received	Completed
2014-2015	56	53
2015-2016	1216	1097
2016-2017	3188	3303
2017-2018	151	158
2018-2019	124	124
2019-2020	106	106
2020-2021	68	67

*data does not include requests deferred from previous periods

The PSC closed 35 requests during the reporting period. A total of 1,907 pages were reviewed. At the end of the reporting period, 5 requests were still being processed and were carried over to the next period.

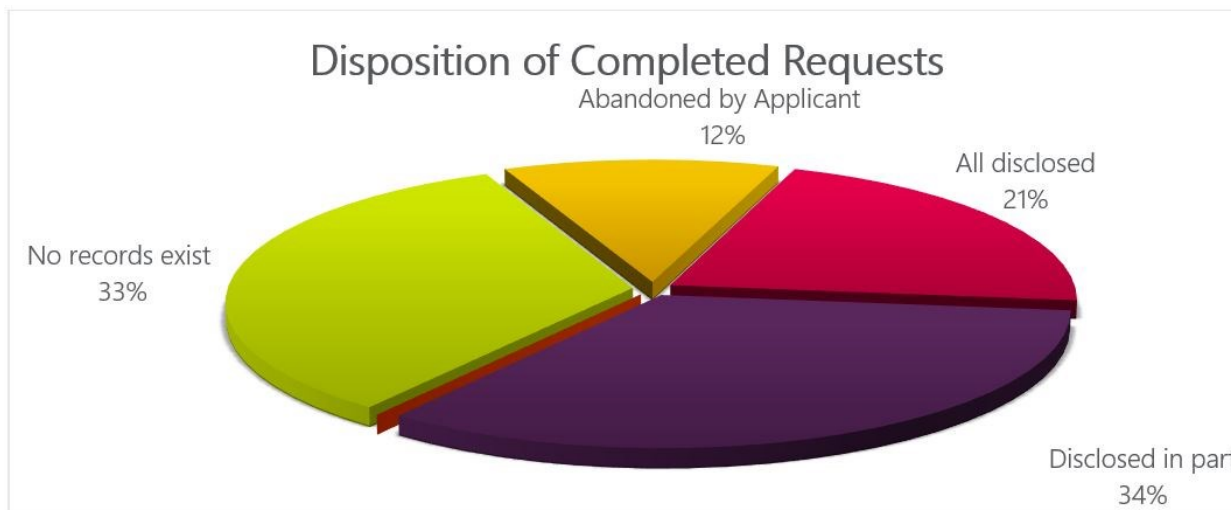
These 35 requests touched on similar topics as those received in previous years:

- 5 requests (14%) were to get statistics or raw data related to our program activities
- 13 requests (37%) related to contracts, call-ups and temporary help
- 4 requests (11%) pertained to investigations and audits under the *Public Service Employment Act*
- 1 request (3%) concerned second language testing
- 5 requests (14%) were for personal information
- 1 request (3%) was for a job description
- the remaining 6 requests (17%) covered a variety of topics

2.2 Disposition of requests completed

For the 35 requests closed in this reporting period, information was released in whole or in part in 18 cases, representing 55% of the requests. The remaining 17 requests were either abandoned by the applicant (12%) or no records existed (33%).

Disposition of Completed Requests



Text version

Year	Received	Completed
2011-2012	46	40
2012-2013	69	65
2013-2014	55	63
2014-2015	40	36
2015-2016	180	178
2016-2017	126	128
2017-2018	100	104

Year	Received	Completed
2018-2019	75	77
2019-2020	42	44
2020-2021	38	35

2.3 Exemptions and exclusions invoked

Sections 13 to 24 of the Act set out exemptions to protect information pertaining to public or private interests. When the PSC used those exemptions, it applied the principle of severing (section 25 of the Act) to release as much information as possible. During the reporting period, the exemptions used most often were for personal and third party information (subsection 19(1) and paragraph 20(1)(b) respectively).

2.4 Extensions of time limits

The 30-day response time required by law may be extended under subsection 9(1) of the Act. A request may be extended as per multiple provisions of this subsection. During the reporting period, 1 extension provision was invoked in the processing of 1 request completed during the reporting period.

2.5 Completion time

Of the 35 requests closed during the reporting period:

- 10 (29%) were closed within the initial 15 days
- 19 (54%) were closed within 30 days
- 6 (17%) were closed within 31 to 60 days

Of the 35 requests closed during this reporting period, 29 were closed during the allowable time limit, and 6 were closed over the time limit due to workload pressures.

2.6 Translation

The PSC did not receive any requests for the translation of records, pursuant to subsection 12(2) of the Act.

2.7 Format of information released

Of the 18 requests for which information was released in whole or in part, all documents (100%) were provided in electronic format.

2.8 Fees

The [Service Fees](#) Act requires a responsible authority to report annually to Parliament on the fees collected by the institution. With respect to fees collected under the *Access to Information Act*, the information below is reported in accordance with the requirements of section 20 of the Service Fees Act.

In accordance with the [Interim Directive on the Administration of the Access to Information Act](#), issued on May 5, 2016, and the amendments to the *Access to Information Act* that came into force on June 21, 2019, the Public Service Commission waived all fees prescribed by the Act and [Access to Information Regulations](#), other than the \$5 application fee set out in paragraph 7(1)(a) of the Regulations.

The PSC collected \$185 in application fees, and waived \$5, for requests received during this reporting period.

2.9 Interorganizational consultations

The PSC received 23 requests for consultation from other government departments and agencies. Another consultation was carried over from the previous fiscal year. A total of 24 consultation requests were closed during this reporting period. The processing of these consultations required the review of 1,013 pages. No request was carried over to 2021-22.

Of the 24 consultation requests closed during the reporting period:

- The PSC agreed to the full release of records for 22 requests
- The PSC recommended partial exemptions for 2 requests
- No requests were sent to the PSC in error

The PSC consulted other government departments and agencies one time in relation to the processing of one request completed during the reporting period.

2.10 Informal requests

The PSC's policy is to handle new requests informally when records have already been released in response to previous ATIP requests. By doing this, the PSC strives to improve

and facilitate access. During the reporting period, only one informal request was received and completed.

Summaries of completed Access to Information requests are posted on the [Open Data Portal](#).

2.11 Costs

The impact of the COVID-19 pandemic has not significantly disrupted the administration of the *Access to Information Act* at the PSC. The ATIP Office receives most requests via the [ATIP Online Request Service](#), and the processing of ATIP requests was handled electronically before the pandemic. Small changes to the approval process were implemented to adjust to a virtual work environment. The secure file transfer platform implemented during the previous reporting period allowed the ATIP Office to continue providing requesters and other federal institutions with responses to their requests and consultations.

No professional services were used in administering the *Access to Information Act* during the reporting period.

2.12 Impact of COVID-19 pandemic on operations

The impact of the COVID-19 pandemic has not significantly disrupted the administration of the *Access to Information Act* at the PSC. The ATIP Office receives most requests via the [ATIP Online Request Service](#), and the processing of ATIP requests was handled electronically before the pandemic. Small changes to the approval process were implemented to adjust to a virtual work environment. The secure file transfer platform implemented during the previous reporting period allowed the ATIP Office to continue providing requesters and other federal institutions with responses to their requests and consultations.

3. Summary of Access to Information and Privacy Office activities

3.1 Development of policies, directives, guidelines and other key documents

In this reporting period, the ATIP Office began documenting its processes and reviewing internal policies, with a view to making adjustments and increasing efficiency. The need for continuous adjustment throughout the reporting period, due to the ongoing Covid-19 pandemic, has delayed completion of this initiative.

3.2 Advice and training

Advice

In addition to processing requests under the Acts, the ATIP Office advises PSC managers and employees, as well as other organizations and members of the public, on a variety of issues and questions related to the Acts.

Requests for guidance and advice included:

- reviewing memoranda of understanding and information-sharing agreements to ensure compliance with the requirements of the Acts and associated policies
- reviewing audit reports, responses to parliamentary questions and other documents prior to publication to make sure information is released in accordance with the Acts
- reviewing administrative investigation reports (such as reports on violence or harassment in the workplace) before releasing them to the concerned parties to make sure information is released in accordance with the principles of exemptions defined in the Acts
- answering general written and telephone enquiries from the public and organizations

Participation in the governance process

Members of the ATIP team participate in several governance committees, including:

- Resource Management Committee
- Departmental Open Government Advisory Group
- Information Management and Information Technology Committee
- Security Committee
- Open Data Core Project Team

In addition, the ATIP Office sits as a non-voting member of the Project Review Committee and the IT Business Operations Team. The ATIP Office also advises the GC Jobs Transformation Core Management Committee.

Active participation in these committees and various other working groups allows the ATIP Office to remain aware of upcoming issues, initiatives and projects that may have ATIP implications and integrate ATIP considerations in the planning and implementation of initiatives and projects

Open government

The PSC [Open Government Implementation Plan](#) outlines a set of activities and deliverables to meet its requirements under the TBS [Directive on Open Government](#). Through the Plan, the PSC develops the internal mechanisms it needs to maximize the release of government information and data of business value. As a member of the Open Government Advisory Council and the Open Data Core Project Team, the ATIP Office provides ongoing strategic advice on privacy, confidentiality and security concerns.

The PSC has put in place business processes for Open Information and Open Data. These processes include a review by the ATIP Office. The review considers the principles of exemptions defined in the Act to protect sensitive information before it is published.

Internal reporting

The PSC has a stable and effective ATIP program. The ATIP Office works closely with PSC employees to make sure all requests are handled on time. The ATIP Office openly communicates with sectors, government organizations, third parties and requesters. Specific issues are reported to senior management only when required.

The ATIP Office also updates the Executive Management Committee, the Departmental Open Government Advisory Group and the Information Management and Information Technology Committee on the administration of the ATIP program and the status of privacy impact assessments, on an as-needed basis.

Training

The ATIP Office continues to offer a core training program for supervisors and managers. The main goal of this training program is to make sure managers are fully aware of their responsibilities under the *Access to Information Act* and *Privacy Act* and related policies.

The Canada School of Public Service's self directed course "Fundamentals of Access to Information and Privacy" is also recommended for all employees.

3.3 Tracking system and imaging software

The ATIP Office continues to use AccessPro Case Management and AccessPro Redaction.

4. Complaints

During the reporting period, the PSC received one notice of complaint from the Office of the Information Commissioner regarding the processing of requests under the Access to Information Act. The investigation into the complaint is still ongoing.

5. Court cases

No court actions were filed against the PSC during the reporting period.

Annex A Delegation Instrument

Access to Information Act Delegation Order

The President of the Public Service Commission of Canada, as the head of the government institution, hereby designates pursuant to section 95 of the *Access to Information Act*, the persons holding the positions set out below, or the persons occupying on an acting basis those positions, to exercise any of the powers, duties or functions of the Head of the government institution vested in them by the Act.

Position	Sections of the <i>Access to Information Act</i> and the <i>Access to Information Regulations</i>
Director, Sector Management and ATIP Coordination	<p><i>Act</i></p> <p>Part 1: 4(2.1), 6.1(1), 6.1(1.3), 6.1(1.4), 6.1(2), 7(a), 7(b), 8(1), 9, 11(2), 12(2)(b), 12(3)(b), 13-16, 16.5, 17, 18, 19-20, 21-24, 25, 26, 27(1), 27(4), 28(1), 28(2), 28(4), 33, 35(2), 37(1)(c), 37(4), 41(2), , 43(2), 44(2), 44(3), , 52(2), 52(3),</p> <p>Part 3: 94</p> <p>Regulations: 5, 6(1), 7(2), 7(3), 8, 8.1.</p>
Manager, Access to Information and Privacy	<p>Act: 4(2.1), 8(1), 12(2)(b), 12(3)(b), 27(1), 27(4)</p> <p>Regulations: 5, 6(1), 8</p>

This delegation is effective as of December 22, 2020.



Patrick Borbey
President

December 22, 2020

Date

Appendix A

Access to Information Act

4(2.1)	Responsibility of government institutions
6.1	Declining to act on request
7(a)	Notice when access requested
7(b)	Giving access to record
8(1)	Transfer of request to another government institution
9	Extension of time limits
11(2),	Fees

12(2)(b)	Language of access
12(3)(b)	Access in an alternative format
13	Exemption - Information obtained in confidence
14	Exemption - Federal-provincial affairs
15	Exemption - International affairs and defence
16	Exemption - Law enforcement and investigations
16.5	Exemption - Public Servants Disclosure Protection Act
17	Exemption - Safety of individuals
18	Exemption - Economic interests of Canada
19	Exemption - Personal information
20	Exemption - Third-party information
21	Exemption - Operations of Government
22	Exemption - Testing procedures, tests and audits
22.1	Exemption - Audit working papers and draft audit reports
23	Exemption - Solicitor-client privilege
24	Exemption - Statutory prohibitions



25 S	Severability
26	Exception - Information to be published
27(1), 27(4), 28(1)(b), 28(2), 28(4)	Third-party notification
33	Advising Information Commissioner of third-party involvement
35(2)	Right to make representations
37(1)(c)	Response to Information Commissioner's orders or recommendations
37(4)	Access to be given to complainant
41(2)	Application to the Federal Court
43(2)	Notice to third party (application to Federal Court for review)
44(2)	Notice to requester (application to Federal Court by third party)
44(3)	Party to the review
52(2)(b), 52(3)	Special rules for hearings
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Access to Information Regulations

5	Informing requester of procedures for access Informing requester of procedures for access
6(1)	Procedures relating to transfer of access request to another government institution under 8(1) of the Act
7(2)	Search and preparation fees
7(3)	Production and programming fees
8	Providing access to record(s)
8.1	Limitations in respect of format



Annex B *Access to Information Act* Annual Statistical Report 2020–21

Statistical Report on the *Access to Information Act*

Name of institution: Public Service Commission of Canada

Reporting period: 2020-04-01 to 2021-03-31

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

1.1 Number of requests

	Number of Requests
-	
Received during reporting period	38
Outstanding from previous reporting period	2
Total	40
Closed during reporting period	35
Carried over to next reporting period	5

1.2 Sources of requests

Source	Number of Requests
Media	4
Academia	1
Business (private sector)	15
Organization	1

Source	Number of Requests
Public	15
Decline to Identify	2
Total	38

1.3 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
1	0	0	0	0	0	0	1

Note: All requests previously recorded as “treated informally” will now be accounted for in this section only.

Section 2: Decline to act vexatious, made in bad faith or abuse of right 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



-	Number of Requests
Declined by the Information Commissioner during reporting period	0
Carried over to next reporting period	0

Section 3: Requests Closed During the Reporting Period

3.1 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	0	6	1	0	0	0	0	7
Disclosed in part	1	7	3	0	0	0	0	11
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	3	6	2	0	0	0	0	11
Request transferred	2	0	0	0	0	0	0	2
Request abandoned	4	0	0	0	0	0	0	4

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
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Decline to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	10	19	6	0	0	0	0	35

3.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	2	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

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	0
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	11	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)	5	23.1	0
15(1) - S.A.*	0	16.31	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(c)	3	26	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(d)	0		



Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
16(1)(a)(ii)	0	16.5		0			
16(1)(b)	0	16.6		0			
16(1)(c)	3	17		0			
16(1)(d)	0						

3.3 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



Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

3.4 Format of information released

Paper	Electronic	Other
0	18	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
1907	1254	22



3.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 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
All disclosed	6	63	1	165	0	0	0	0	0	0
Disclosed in part	4	124	7	902	1	48	4	5657	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	4	0	0	0	0	0	0	0	0	0



Disposition	Less Than 100 Pages Processed		101-500 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
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	14	187	8	1067	0	0	0	0	0	0



3.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	0	2	2
Disclosed in part	1	0	0	1	2
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	2	2
Neither confirmed nor denied	0	0	0	0	0
Total	1	0	0	5	6



3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

-	Requests closed within legislated timelines
Number of requests closed within legislated timelines	32
Percentage of requests closed within legislated timelines (%)	91.4

3.7 Deemed refusals

3.7.1 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
3	3	0	0	0

3.7.2 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	3	0	3
16 to 30 days	0	0	0



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
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	0	0
Total	3	0	3

3.8 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 4: Extensions

4.1 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) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	0	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	0	0	0	0



4.2 Length of extensions

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

Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Requests	Amount	Requests	Amount
Application	37	\$185	1	\$5



Fee Type	Fee Collected		Fee Waived or Refunded	
	Requests	Amount	Requests	Amount
Other fees	0	\$0	0	\$0
Total	37	\$185	1	\$5

Section 6: Consultations Received From Other Institutions and Organizations

6.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	23	1001	0	0
Outstanding from the previous reporting period	1	12	0	0
Total	24	1013	0	0
Closed during the reporting period	24	1013	0	0
Carried over to next reporting period	0	0	0	0

6.2 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	20	1	1	0	0	0	0	2
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	0	0	0	0	0	0	0	0
Total	22	1	1	0	0	0	0	24

6.3 Recommendations and completion time for consultations received from other organizations

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 7: Completion Time of Consultations on Cabinet Confidences

7.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 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



Number of Days	Fewer Than 100 Pages Processed		101-500 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
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



7.2 Requests with Privy Council Office

Number of Days	100 Pages Processed		101-500 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



Number of Days	100 Pages Processed		101-500 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
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 8: Complaints and investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal representations	Section 37 Reports of finding received	Section 37 Reports of finding containing recommendations issued by the Information Commissioner	Section 37 Reports of finding containing orders issued by the Information Commissioner
1	0	1	0	0	0

Section 9 Court actions

9.1 Court actions on complaints received before June 21, 2019 and on-going

Section 41 (before June 21, 2019)	Section 42	Section 44
0	0	0

9.2 Court actions on complaints received after June 21, 2019

Section 41 (after June 21, 2019)				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

Section 10: Resources Related to the *Access to Information Act*

10.1 Costs

Expenditures	Amount
Salaries	\$135,447
Overtime	\$0
Goods and Services	\$0
<ul style="list-style-type: none"> Professional services contracts 	\$0
<ul style="list-style-type: none"> Other 	\$0
Total	\$135,447

10.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1.040
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	1.040

