



# Annual Report on the Administration of the Access to Information Act 2021-2022



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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 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.

Prepared and tabled in accordance with section 94 of the Act and with section 20 of the [Service Fees Act](#), this annual report summarizes the administration of the Act within the Public Service Commission of Canada for the 2021–2022 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 identified as the appropriate minister for the Public Service Commission of Canada (PSC) in accordance with the [Financial Administration Act](#) and is responsible for tabling the PSC's annual report under the [Public Service Employment Act](#). The PSC 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

### Programs

As per the Service Inventory, the PSC offered its services via four programs during the reporting period, all of which support the delivery of its departmental results. While

programs correspond closely to the PSC sectors, they were not designed to reflect the organizational structure. For instance, a program's departmental result can rely on the work of more than one sector. Each of the PSC's programs is headed by a vice-president who is responsible for ensuring 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.

## Internal Services

Internal Services are those groups of related activities and resources that the Federal Government considers to be services in support of programs and/or required to meet corporate obligations of an organization. Internal Services refer to the activities and resources of ten distinct services that support program delivery in the organization, regardless of the Internal Services delivery model in a department. These services are: Acquisition Management Services, Communications Services, Financial Management Services, Human Resources Management Services, Information Management Services, Information Technology Services, Legal Services, Materiel Management Services, Management and Oversight Services, Real Property Management Services.

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

## 1. Organization structure and delegation

### 1.1 Delegation order

The President of the 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 provisions resulting from the amendments to the Act can only be exercised at the PSC by the President.

Most of the President's powers, duties and functions under the Act are 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 ATIP 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 as directed by Treasury Board of Canada Secretariat (TBS) policies and directives. The responsibilities of the Coordinator include:

- responding to requests made under the Act
- acting as spokesperson for the PSC in dealings with TBS, the Office of the Information Commissioner, the Office of the Privacy Commissioner and other government departments and agencies on matters related to the Act
- responding to consultation requests submitted by other federal institutions with respect to PSC documents
- reviewing information collected in accordance with the [Policy on Communications and Federal Identity](#) and the [Mandatory Procedures for Public Opinion Research](#)

- preparing the Annual Report to Parliament on the administration of the *Access to Information Act* and other statutory reports, as well as other material that may be required by central agencies
- promoting awareness and providing advice to PSC employees to ensure that obligations under the Act and TBS policies are met, and assessing their impact on various program initiatives
- monitoring the PSC's compliance with the Act, 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 Act and related TBS policies for the PSC. The Office currently houses one Manager, one Senior Advisor and two Analysts. The Office is part of the Corporate Affairs Sector.

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 Act.

The Senior Advisor supports the Manager in reviewing requests for access to information from the public and from public servants as well as conducting regular reviews of the departmental Info Source chapter.

The Analysts are responsible for processing requests and consultations under the Act, preparing responses to complaints and supporting all other ATIP responsibilities.

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

### 1.4 Liaison Officers

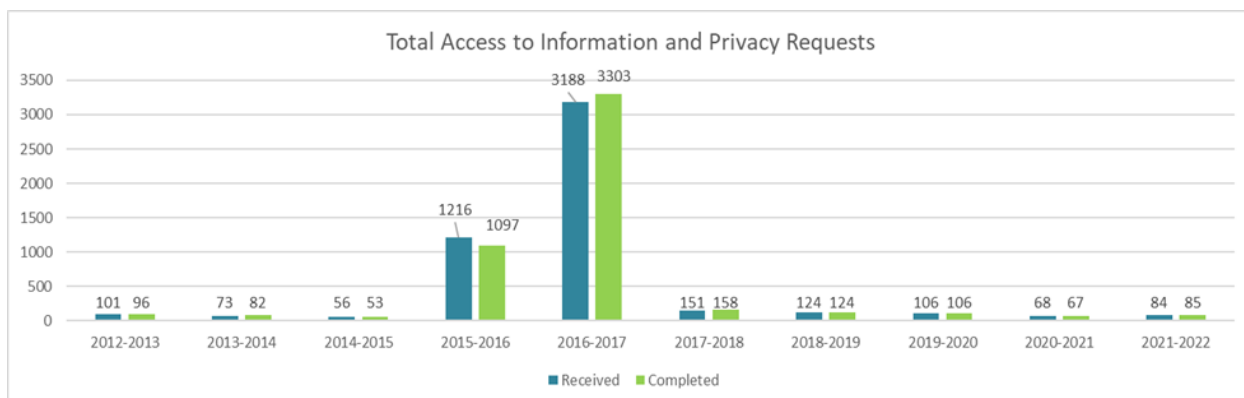
The ATIP Office processes requests with the help of liaison officers. There is a liaison officer for each sector of the PSC, as well as for the Corporate Secretariat and the Office of the Chief Audit and Evaluation Executive. Liaison officers have extensive knowledge of their respective sector's activities, which enables them to act as the point of contact between their area and the ATIP Office.

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

## 2. 2021-2022 Performance

In the 2021-22 reporting period, the PSC received a total of 84 requests under the *Access to Information Act* and the *Privacy Act*. This is a 24% increase in volume received compared to the previous year. Excluding the limited surge observed in 2015–16 and 2016-17, the number of requests received during the reporting period is comparable with the average annual volume received by the PSC over the last 10 reporting periods.



Text version

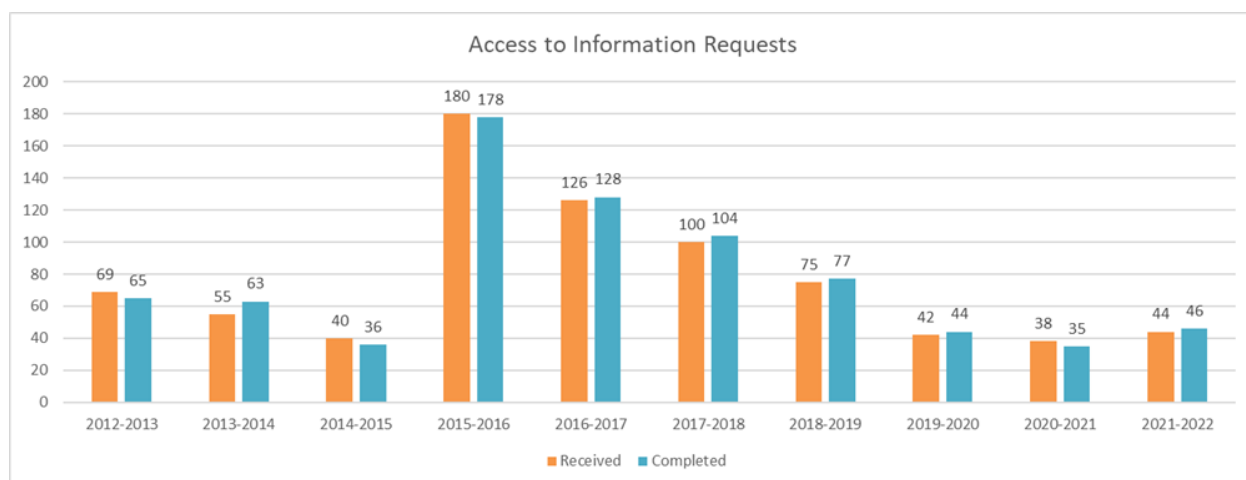
### Total Access to Information and Privacy Requests

Year	Received	Completed
2012-2013	101	96
2013-2014	73	82
2014-2015	56	53
2015-2016	1216	1097

Year	Received	Completed
2016-2017	3188	3303
2017-2018	151	158
2018-2019	124	124
2019-2020	106	106
2020-2021	68	67
2021-2022	84	85

## 2.1 Requests under the Access to Information Act

From April 1, 2021, to March 31, 2022, the PSC received 44 requests under the *Access to Information Act*. An additional 5 requests were carried over from the previous reporting period. This is a 16% increase in requests received compared with the previous year. None of the requests received during the reporting period were due to misdirection, compared to 6% of requests received in the previous reporting period.



Text version

**Total Access to Information Requests**

<b>Year</b>	<b>Received</b>	<b>Completed</b>
2012-2013	69	65
2013-2014	55	63
2014-2015	40	36
2015-2016	180	178
2016-2017	126	128
2017-2018	100	104
2018-2019	75	77
2019-2020	42	44
2020-2021	38	35
2021-2022	44	46

The PSC closed 46 requests during the reporting period. A total of 10,667 pages were reviewed, of which 6,812 pages were approved for disclosure. At the end of this reporting period, 3 requests were still being processed and were carried over within the legislated timelines.

These 46 requests touched on similar topics as those received in previous years:

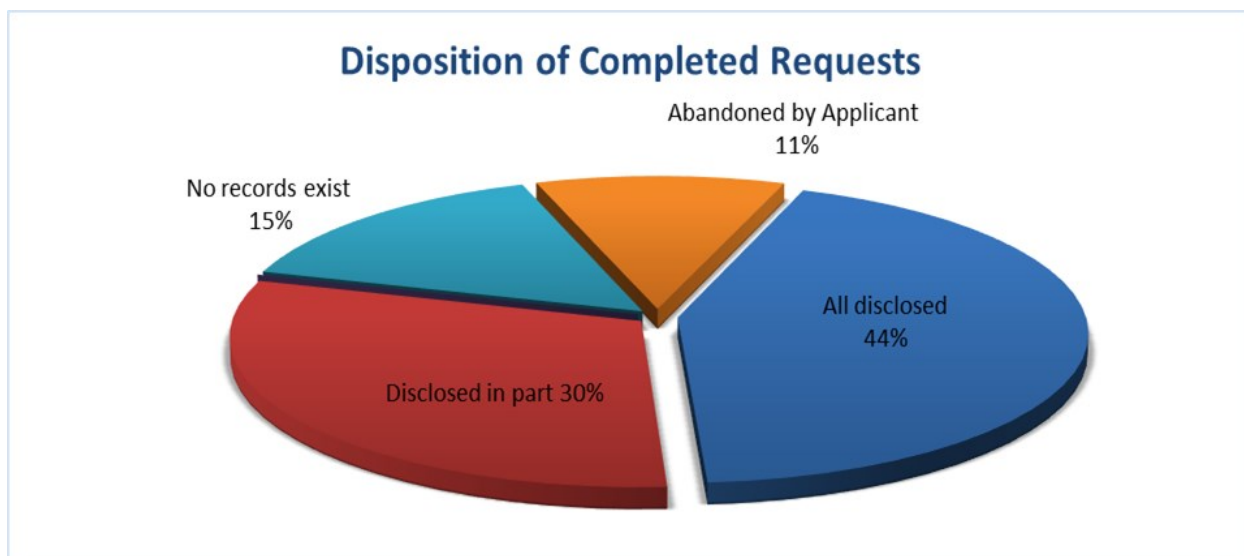
- 13 (28%) were for statistics or raw data related to PSC program activities
- 12 (26%) were for administrative documents (briefing notes, presentations, manuals, MOUs, etc.)



- 5 (11%) pertained to investigations and audits under the *Public Service Employment Act*
- 5 (11%) were for information related to finances or human resources
- 3 (7%) related to contracts, call-ups and temporary help
- 3 (7%) were for personal information
- 2 (4%) pertained to second language testing
- 2 (4%) pertained to Employment Equity
- 1 (2%) was for information not related to the PSC

## 2.2 Disposition of requests completed

For the 46 requests closed in this reporting period, information was released in whole or in part in 34 cases, representing 74% of the total volume. The remaining 12 requests were either abandoned by the applicant (11%) or no records existed (15%).



Text version

### Disposition of Completed Requests under the Access to Information

Disposition	Percentage
All disclosed	44%
Disclosed in part	30%

<b>Disposition</b>	<b>Percentage</b>
No records exist	15%
Abandoned	11%

## 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 Completion time and extensions

Of the 46 requests closed during the reporting period:

- 15 (33%) were closed within the initial 15 days
- 21 (46%) were closed within 30 days
- 3 (6%) were closed within 31 to 60 days
- 5 (11%) were closed within 61 to 120 days
- 1 (2%) was closed within 121 to 180 days
- 1 (2%) was closed within 181 to 365 days

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, the extension provision was invoked 8 times due to interference with operations (workload) pressures, and one time due to consultation.

Of the 3 requests that were closed within 31-60 days, 2 did not require an extension as the due date fell on a weekend and the requests were closed on the following business day. When the due date of a request falls on a weekend or a statutory holiday, the request is deemed to be completed on time if the response is issued during the next available working day.

All requests were closed within the time limits established under the Act.

## 2.5 Translation

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

## 2.6 Format of information released

For the 34 requests for which information was released in whole or in part, all documents (100%) were provided in electronic format.

## 2.7 Interorganizational consultations

The PSC received 47 requests for consultation from other Government of Canada institutions, all of which were closed during this reporting period. The processing of these consultations required the review of 566 pages.

Of the 47 consultation requests closed during the reporting period, the PSC:

- agreed to the full release of records for 41 requests
- recommended partial exemptions for 5 requests
- recommended complete exemption for 1 request

The PSC did not consult other government departments and agencies in relation to the processing of any requests completed during the reporting period.

## 2.8 Informal requests

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

During the reporting period, 5 informal requests were received and completed.

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

## 2.9 Impact of COVID-19

The ongoing COVID-19 pandemic has not significantly disrupted the administration of the Act at the PSC. The ATIP Office receives most requests via the [ATIP Online Request Service](#) and has been enabled to electronically process requests since before the pandemic. Virtual approval processes implemented at the start of the COVID-19 pandemic continued to prove to be efficient and are being integrated into the planning of a hybrid work environment. The ATIP Office continued to rely on a secure file transfer

platform to provide requesters and other federal institutions with responses to their requests and consultations.

## 3. Summary of ATIP Office activities

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

In this reporting period, the ATIP Office continued documenting its processes and reviewing internal policies, with a view to making adjustments and improving efficiency. An increase in overall demand and the departure of a team member further delayed completion of this activity, as priority was given to the processing of requests and internal consultations.

### 3.2 Advice, training and awareness

#### Advice

In addition to processing requests under the Act, 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 Act.

Requests for guidance and advice included:

- reviewing memoranda of understanding and information-sharing agreements to ensure compliance with the requirements of the Act 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 Act
- answering general written and telephone enquiries from the public and organizations

#### Governance

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

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

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 (for example, the GC Jobs Transformation Core Management Committee).

### 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, which 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.

In 2021-2022, the PSC Open Government Secretariat initiated a pilot project to increase awareness and provide tools for determining whether governance documents are eligible for publication on the Open Government Portal. This has contributed to an increase in the number of internal consultations completed by the ATIP Office during the reporting period related to the potential publication of documents on the Open Government Portal.

### 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 relies on open communication with PSC sectors, government organizations, third parties and requesters. Specific issues are reported to senior management when required.

The ATIP Office also reports to the Executive Management Committee and the Information Management and Information Technology Committee on the administration of the ATIP program, on an annual 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, no new complaints against the PSC were registered by the Office of the Information Commissioner regarding the processing of requests under the *Access to Information Act*. One complaint, registered in the 2019-20 reporting period, is still outstanding.

## 5. Fees and costs

### 5.1 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*.

- **Enabling authority:** Access to Information Act
- **Fee payable:** A \$5 application fee is the only fee charged for Access to Information requests.
- **Total revenue:** The PSC collected \$215 in application fees, and refunded \$5, for requests received during this reporting period.
- **Fees waived:** 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.

### 5.2 Costs

During the reporting period, the PSC spent \$92,314 on salaries for the administration of the Act. This represents a 32% decrease in operating costs compared to the previous reporting period, mainly attributed to employee departures and delays in staffing vacant positions.

# 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.

<b>Position</b>	<b>Sections of the <i>Access to Information Act</i> and the <i>Access to Information Regulations</i></b>
Director, Sector Management and ATIP Coordination	<p><i>Act</i></p> <p><b>Part 1:</b> 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><b>Part 3:</b> 94</p> <p><b>Regulations:</b> 5, 6(1), 7(2), 7(3), 8, 8.1.</p>
Manager, Access to Information and Privacy	<p><b>Act:</b> 4(2.1), 8(1), 12(2)(b), 12(3)(b), 27(1), 27(4)</p> <p><b>Regulations:</b> 5, 6(1), 8</p>

This delegation is effective as of **December 22, 2020**.




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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 2021–22

## Statistical Report on the *Access to Information Act*

**Name of institution:** Public Service Commission of Canada

**Reporting period:** 2021-04-01 to 2022-03-31

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

#### 1.1 Number of requests

-	Number of Requests
Received during reporting period	44
Outstanding from previous reporting periods	5
<ul style="list-style-type: none"> <li>Outstanding from previous reporting period</li> </ul>	5
<ul style="list-style-type: none"> <li>Outstanding from more than on reporting period</li> </ul>	0
<b>Total</b>	<b>49</b>
Closed during reporting period	46
Carried over to next reporting period	3
<ul style="list-style-type: none"> <li>Carried over to within legislated timeline</li> </ul>	3
<ul style="list-style-type: none"> <li>Carried over beyond legislated timeline</li> </ul>	0

## 1.2 Source of requests

<b>Source</b>	<b>Number of Requests</b>
Media	3
Academia	1
Business (private sector)	9
Organization	0
Public	26
Decline to Identify	5
<b>Total</b>	<b>44</b>

## 1.3 Channels of requests

<b>Source</b>	<b>Number of Requests</b>
Online	44
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0



<b>Source</b>	<b>Number of Requests</b>
<b>Total</b>	<b>44</b>

## Section 2: Informal requests

### 2.1 Number of informal requests

-	<b>Number of Requests</b>
Received during reporting period	5
Outstanding from previous reporting periods	0
<ul style="list-style-type: none"> <li>Outstanding from previous reporting period</li> </ul>	0
<ul style="list-style-type: none"> <li>Outstanding from more than one reporting period</li> </ul>	0
<b>Total</b>	<b>5</b>
Closed during reporting period	5
Carried over to next reporting period	0

### 2.2 Channels of informal requests

<b>Source</b>	<b>Number of Requests</b>
Online	5
E-mail	0
Mail	0



<b>Source</b>	<b>Number of Requests</b>
In person	0
Phone	0
Fax	0
<b>Total</b>	<b>5</b>

### 2.3 Completion time of informal requests

<b>Completion Time</b>							
<b>1 to 15 Days</b>	<b>16 to 30 Days</b>	<b>31 to 60 Days</b>	<b>61 to 120 Days</b>	<b>121 to 180 Days</b>	<b>181 to 365 Days</b>	<b>More Than 365 Days</b>	<b>Total</b>
5	0	0	0	0	0	0	5

### 2.4 Pages released informally

<b>Less Than 100 Pages Released</b>		<b>100-500 Pages Released</b>		<b>501-1000 Pages Released</b>		<b>1001-5000 Pages Released</b>		<b>More Than 5000 Pages Released</b>	
<b>Num ber of Requ ests</b>	<b>Pages Relea sed</b>	<b>Num ber of Requ ests</b>	<b>Pages Relea sed</b>	<b>Num ber of Requ ests</b>	<b>Pages Relea sed</b>	<b>Num ber of Requ ests</b>	<b>Pages Relea sed</b>	<b>Num ber of Requ ests</b>	<b>Pages Relea sed</b>
4	60	0	0	0	0	1	2407	0	0



## 2.5 Pages re-released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1000 Pages Released		1001-5000 Pages Released		More Than 5000 Pages Released	
Num ber of Requ ests	Pages Relea sed	Num ber of Requ ests	Pages Relea sed	Num ber of Requ ests	Pages Relea sed	Num ber of Requ ests	Pages Relea sed	Num ber of Requ ests	Pages Relea sed
0	0	0	0	0	0	0	0	0	0

## Section 3: Applications to the Information Commissioner on Declining to Act on Requests

	Number of Requests
-	
Outstanding from previous reporting period	0
Sent during reporting period	0
<b>Total</b>	<b>0</b>
Approved by the Information Commissioner during reporting period	0
Carried over to the next reporting period	0
Declined by the Information Commissioner during reporting period	0
Withdrawn during reporting period	0



-	<b>Number of Requests</b>
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	5	10	2	3	0	0	0	20
Disclosed in part	3	7	1	1	1	1	0	14
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	3	3	0	1	0	0	0	7
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	4	1	0	0	0	0	0	5
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Declined to act with the approval of the	0	0	0	0	0	0	0	0

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
Information Commissioner								
<b>Total</b>	<b>15</b>	<b>21</b>	<b>3</b>	<b>5</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>46</b>

#### 4.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	0	18(d)	0	21(1)(a)	1
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	2
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
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	2
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	2
15(1) - Def.*	0	16.3	0	20(1)(b)	4	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		
16(1)(a)(iii)	0	16.5	0				
16(1)(b)	0	16.6	0				



<b>Section</b>	<b>Number of Requests</b>	<b>Section</b>	<b>Number of Requests</b>	<b>Section</b>	<b>Number of Requests</b>	<b>Section</b>	<b>Number of Requests</b>
16(1)(c)	1	17	0				
16(1)(d)	0						

### 4.3 Exclusions

<b>Section</b>	<b>Number of Requests</b>	<b>Section</b>	<b>Number of Requests</b>	<b>Section</b>	<b>Number of Requests</b>
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	34	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
10,667	6,812	39



## 4.5.2 Relevant pages processed by 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	17	349	2	590	0	0	1	1405	0	0
Disclosed in part	8	247	3	998	1	622	2	6456	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	5	0	0	0	0	0	0	0	0	0



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
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
<b>Total</b>	<b>30</b>	<b>596</b>	<b>5</b>	<b>1588</b>	<b>1</b>	<b>622</b>	<b>3</b>	<b>7861</b>	<b>0</b>	<b>0</b>



## 4.5.3 Relevant minutes processed and disclosed for audio formats

<b>Number of Minutes Processed</b>	<b>Number of Minutes Disclosed</b>	<b>Number of Requests</b>
0	0	0

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

<b>Disposition</b>	<b>Less than 60 Minutes processed</b>		<b>60-120 Minutes processed</b>		<b>More than 120 Minutes processed</b>	
	<b>Number of requests</b>	<b>Minutes Processed</b>	<b>Number of requests</b>	<b>Minutes Processed</b>	<b>Number of requests</b>	<b>Minutes Processed</b>
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	0	0	0	0	0	0



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
approval of the Information Commissioner						
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### 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



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
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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



## 4.5.7 Other complexities

<b>Disposition</b>	<b>Consultation Required</b>	<b>Legal Advice Sought</b>	<b>Other</b>	<b>Total</b>
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
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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 4.6 Closed requests

## 4.6.1 Requests closed within legislated timelines

<b>Number of requests closed within legislated timelines</b>	<b>46</b>
Percentage of requests closed within legislated timelines (%)	100



## 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
0	0	0	0	0

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

Number of days past legislated timelines	Number of requests past legislated timeline where no extension was taken	Number of requests past legislated timelines 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	0	0



<b>Number of days past legislated timelines</b>	<b>Number of requests past legislated timeline where no extension was taken</b>	<b>Number of requests past legislated timelines where an extension was taken</b>	<b>Total</b>
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### 4.8 Requests for translation

<b>Translation Requests</b>	<b>Accepted</b>	<b>Refused</b>	<b>Total</b>
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Section 5: Extensions

#### 5.1 Reasons for extensions and disposition of requests

<b>Disposition of Requests Where an Extension Was Taken</b>	<b>9(1)(a) Interference With Operations/Workload</b>	<b>9(1)(b) Consultation</b>		<b>9(1)(c) Third-Party Notice</b>
		<b>Section 69</b>	<b>Other</b>	
All disclosed	3	0	0	0
Disclosed in part	4	0	1	0
All exempted	0	0	0	0
All excluded	0	0	0	0



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	
Request abandoned	0	0	0	0
No record exist	1	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
<b>Total</b>	<b>8</b>	<b>0</b>	<b>1</b>	<b>0</b>

## 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	1	0	1	0
31 to 60 days	1	0	0	0
61 to 120 days	5	0	0	0
121 to 180 days	1	0	0	0



Length of Extensions	9(1)(a) Interference With Operations/Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
<b>Total</b>	<b>8</b>	<b>0</b>	<b>1</b>	<b>0</b>

### Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	43	\$215.00	0	\$0.00	1	\$5.00
Other fees	0	\$0.00	0	\$0.00	0	\$5.00
<b>Total</b>	<b>43</b>	<b>\$215.00</b>	<b>0</b>	<b>\$0.00</b>	<b>1</b>	<b>\$5.00</b>



## Section 7: Consultations Received from Other Institutions and other organizations

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

<b>Consultations</b>	<b>Other Government of Canada Institutions</b>	<b>Number of Pages to Review</b>	<b>Other Organizations</b>	<b>Number of Pages to Review</b>
Received during the reporting period	47	566	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	<b>47</b>	<b>566</b>	<b>0</b>	<b>0</b>
Closed during the reporting period	47	566	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
Disclosed entirely	40	1	0	0	0	0	0	41
Disclosed in part	5	0	0	0	0	0	0	5
Exempt entirely	1	0	0	0	0	0	0	1
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
<b>Total</b>	<b>46</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>47</b>



### 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
Disclosed entirely	0	0	0	0	0	0	0	0
Disclosed 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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



## 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



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
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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



## 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



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
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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



## Section 9: Investigations and Reports of finding

### 9.1 Investigations

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

### 9.2 Investigations and Reports of finding

<b>Section 37(1) Initial Reports</b>			<b>Section 37(2) Final Reports</b>		
<b>Receiv ed</b>	<b>Containing recommendati ons issued by the Information Commissioner</b>	<b>Containing orders issued by the Information Commissio ner</b>	<b>Receiv ed</b>	<b>Containing recommendati ons issued by the Information Commissioner</b>	<b>Containing orders issued by the Information Commissio ner</b>
0	0	0	0	0	0



## Section 10: Court Action

### 10.1 Court action on complaints

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

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

<b>Section 44 – under paragraph 28(1)(b)</b>
<b>0</b>

## Section 11: Resources Related to the Access to Information Act

### 11.1 Allocated Costs

<b>Expenditures</b>	<b>Amount</b>
Salaries	\$92,314
Overtime	\$0
Goods and Services	\$0
• • Professional services contracts	\$0
• • Other	\$0
<b>Total</b>	<b>\$92,314</b>



## 11.2 Human Resources

<b>Resources</b>	<b>Person Years Dedicated to Access to Information Activities</b>
Full-time employees	0.980
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
<b>Total</b>	<b>0.980</b>

