



Annual Report on the Administration of the *Access to Information Act* 2022-2023

April 1, 2022 to March 31, 2023



Aussi disponible en français sous le titre : *Rapport annuel sur l'administration de la Loi sur l'accès à l'information 2022-2023*

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Cat. No. SC1-19E-PDF (Electronic PDF, English)
ISSN 2819-7410

Cat. No. SC1-19F-PDF (Electronic PDF, French)
ISSN 2819-7429

Table of Contents

Introduction	4
Part I – About the Public Service Commission of Canada.....	5
Raison d’être, mandate and role: who we are and what we do.....	5
Part II – Annual report on the administration of the <i>Access to Information Act</i>	8
1. Organizational structure and delegation	8
2. 2022-2023 Performance	10
3. Summary of ATIP Office activities	16
4. Fees and costs	18
Annex A – Delegation Instrument.....	19
<i>Access to Information Act</i> – Delegation Order.....	19
Annex B – 2022–23 <i>Access to Information Act</i> Statistical Report.....	24
Annex C – Supplemental Statistical Report on the <i>Access to Information Act</i> and the <i>Privacy Act</i>	55

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 produce 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 2022–2023 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 King'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](#). The PSC reports independently on its mandate to Parliament.

Through collaboration with departments and agencies, the PSC 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 PSC fulfills its mandate by promoting and safeguarding a non-partisan, merit-based and representative public service that serves all Canadians. It does 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 delivers services via four programs, all of which support the delivery of its departmental results. While programs correspond closely to the PSC sectors, they were not defined based on the organizational structure. In fact, a program's departmental result can be the result of work accomplished in more than one

sector. Each of the PSC's programs is headed by a vice-president who is responsible for achieving results.

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 10 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 administration of the *Access to Information Act*

1. Organizational structure and delegation

The PSC has a stable and effective Access to Information and Privacy (ATIP) program. The ATIP Office works closely with PSC employees to make sure all requests are handled on time. It relies on open communication with PSC sectors, government organizations, third parties and requestors to ensure optimal application of the Act.

1.1 Delegation order

The President of the PSC is designated as the head of the institution for the administration of 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 ATIP Coordinator for the PSC. Partial delegation is also provided to the ATIP Manager, who has operational responsibility for the application of the Act.

Refer to [Annex A – Delegation Instrument](#).

1.2 Organizational structure

ATIP Office

The ATIP Office supports the ATIP Coordinator in administering the provisions of the Act and related Treasury Board Secretariat (TBS) policies for the PSC. Housed in the Chief Financial Officer and Vice-President's Office of the Corporate Affairs Sector, the ATIP Office is currently supported by a Manager, a Senior Advisor and 2 Analysts.

The ATIP Coordinator is responsible for developing, reviewing and implementing effective policies, guidelines, systems and procedures to ensure requests are processed efficiently under the Act and as directed by TBS policies and directives. The activities of the ATIP 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, and other government departments and agencies on matters related to the Act
- responding to consultation requests submitted by other government 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 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, including those relevant to proactive publication

In addition to receiving and processing requests made under the Act, the ATIP Office provides general and personalized training sessions to employees, maintains policies and procedures, provides support to sector liaison officers, and makes sure employees understand their roles, responsibilities and obligations under the Act.

The Senior Advisor supports the Manager in reviewing requests for access to information received by the PSC 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 and supporting all other ATIP responsibilities.

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

Liaison Officers

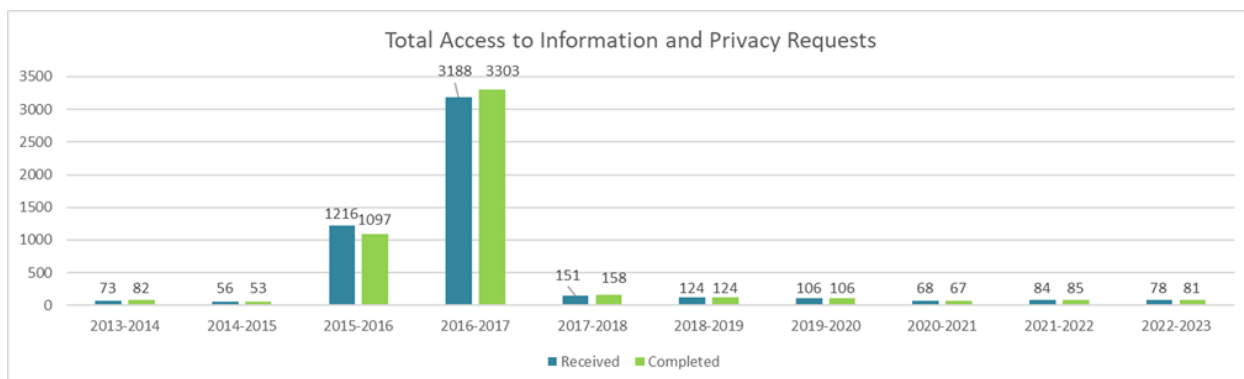
The ATIP Office processes requests with the help of liaison officers, who are employees across the organization with extensive knowledge of their respective sector's activities which enables them to act as the point of contact between their area and the ATIP Office. There is a liaison officer for each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

Liaison officers play an important role in making sure the PSC thoroughly searches its record holdings when handling requests, by:

- assigning program experts to search for relevant records
- advising if there are other offices of primary interest
- informing the ATIP Office of any issues regarding specific requests (delays, interference with operations, need to consult)
- delivering relevant records, with sector recommendations, to the ATIP Office

2. 2022-2023 Performance

In the 2022-23 reporting period, the PSC received a total of 78 requests under the *Access to Information Act* and the *Privacy Act*. This is a 7% decrease in overall volume received compared to the previous year. Excluding the limited surge in requests under the *Privacy Act* observed in 2015–16 and 2016–17, the overall number of requests received during the reporting period remains comparable to the average annual volume received by the PSC over the last 10 reporting periods.



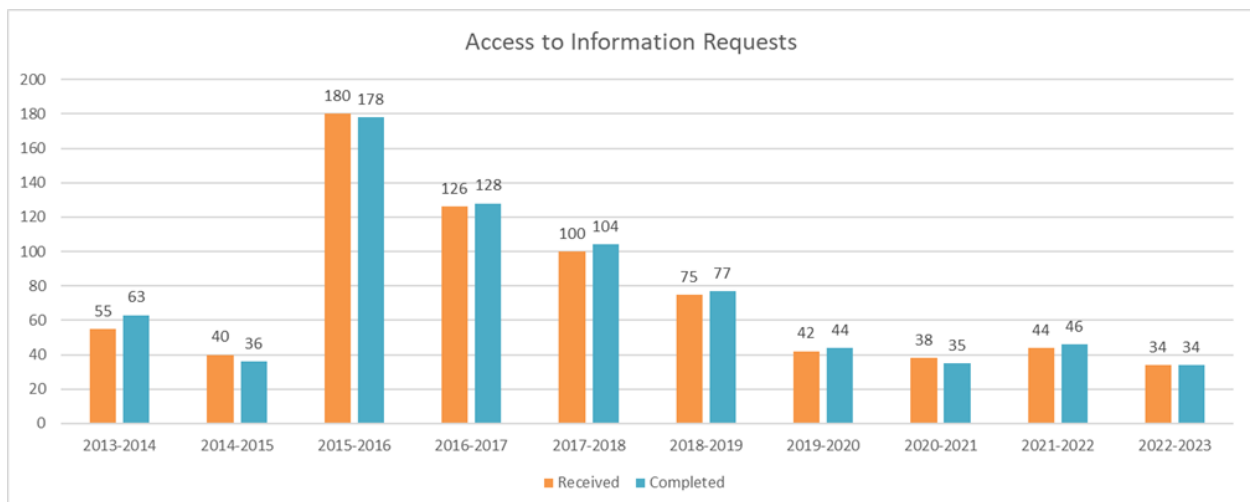
Text version

Year	Received	Completed
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
2022-2023	78	81

2.1 Requests under the *Access to Information Act*

From April 1, 2022, to March 31, 2023, the PSC received 34 requests under the *Access to Information Act*. An additional 3 requests were carried over from the previous reporting period. This is a 23% decrease in requests received compared with the previous year.



Text version

Year	Received	Completed
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
2022-2023	34	34

The PSC closed a total of 34 requests during the reporting period. A total of 7,665 pages were processed, of which 6,528 pages were approved for disclosure in whole or in part. At the end of this reporting period, 3 requests were still being processed and were carried over within the legislated timelines.

Requests closed during the reporting period touched on similar topics as those received in previous years:

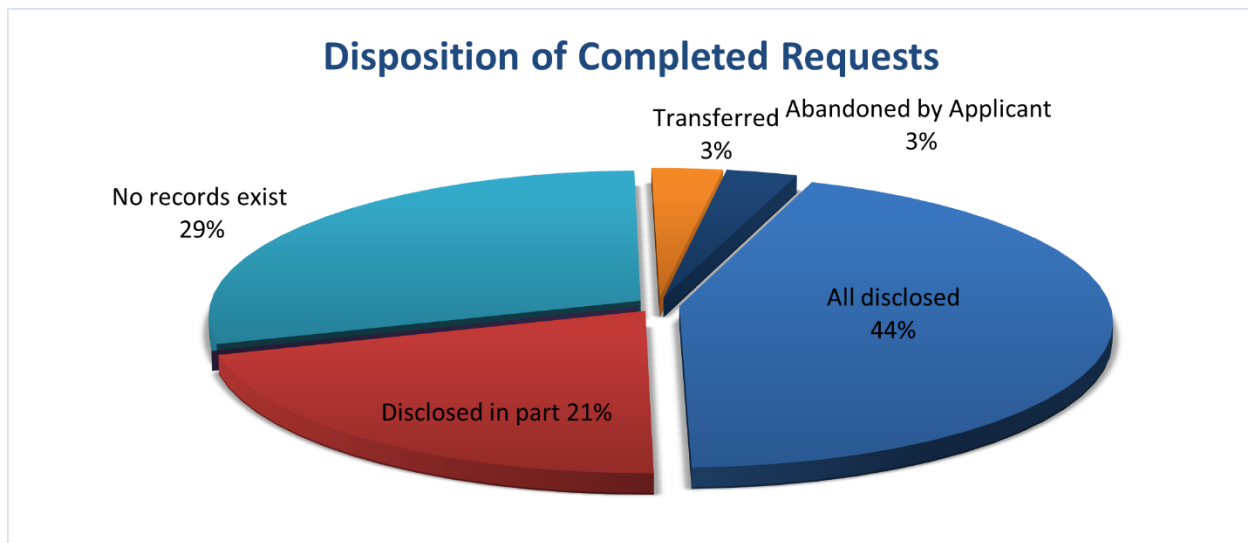
- 7 (21%) pertained to Employment Equity
- 5 (15%) were for statistics or raw data related to PSC program activities
- 4 (12 %) were for personal information
- 3 (9%) pertained to Human Resources



- 1 (3%) pertained to Procurement
- 1 (3%) pertained to Second Language Evaluation
- 4 (12%) were for various other types of information
- 9 (26%) were for information not related to the PSC (these requestors received information to help them better direct their enquiries)

2.2 Disposition of requests completed

For the 34 requests closed during this reporting period, information was released in whole or in part in 22 cases, representing 65% of the total volume. The remaining 12 requests were either abandoned by the applicant (3%), transferred to another department (3%) or no records existed (29%).



Text version

Disposition	Percentage
All disclosed	44%
Disclosed in part	21%
No records exist	29%
Transferred	3%

Disposition	Percentage
Abandoned by applicant	3%

2.3 Exemptions and exclusions invoked

Sections 13 to 24 of the Act set out exemptions to protect information from disclosure. 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 information (subsection 19(1)) or pertained to testing procedures, tests and audits (section 22).

No exclusions were invoked.

2.4 Completion time and extensions

Of the 34 requests closed during the reporting period:

- 16 (47%) were closed within the initial 15 days
- 11 (32%) were closed within 30 days
- 6 (18%) were closed within 31 to 60 days
- 1 (3%) was closed within 61 to 120 days

Of the 7 requests that were closed beyond the initial 30 days, 3 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.

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 3 times due to interference with operations/workload pressures, and one time due to consultation.

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

2.5 Format of information released

All information released, in whole or in part, during the reporting period was provided in electronic format.

2.6 Consultations

The PSC received 35 requests for consultation from other government institutions and 2 requests from organizations outside the Government of Canada, all of which were closed during this reporting period. The processing of these consultations required the review of 1,200 pages.

Of the 37 consultation requests closed during the reporting period, the PSC:

- agreed to the full release of records for 34 requests
- recommended partial exemptions for 3 requests

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

2.7 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, 6 informal requests were received and completed, which allowed for the re-release of 10,397 pages.

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

2.8 Proactive Publication under Part 2 of the Act

The ATIP office is responsible for the proactive publication of [briefing note titles and numbers](#) as well as of the summaries of completed requests under the Act. Information is reviewed, approved and published on a monthly basis.

The PSC's Communications and Parliamentary Affairs Directorate provides support for the online publication of [reports tabled in Parliament](#), including the Departmental Plan, the Departmental Results Report and the Departmental Results Framework.

The PSC is also consistent in proactively disclosing position reclassifications, contracts over \$10,000, travel and hospitality expenses on the [Open Government Portal](#).

2.9 Impact of COVID-19

During the reporting period, the COVID-19 pandemic did not significantly disrupt the administration of the Act at the PSC. The ATIP Office continued to receive most requests via the [ATIP Online Request Service](#) and was enabled to electronically process requests

15 – Annual Report on the Administration of the *Access to Information Act* 2022-2023



before the pandemic. Virtual approval processes implemented at the start of the COVID-19 pandemic continued to prove to be efficient and are taken into consideration in the planning of a hybrid work environment. The ATIP Office continues to rely on a secure file transfer platform to provide requestors and other government institutions with responses to their requests and consultations.

2.10 Complaints

During the reporting period, 3 new complaints against the PSC were received by the Office of the Information Commissioner regarding the processing of requests under the Act. One complaint, received in the 2019-20 reporting period, is still outstanding.

Of these 4 complaints, 2 are related to exemptions or exclusions applied to the information released to the requestor and 2 are related to missing or incomplete records. At the time of producing the current report, all 4 complaints were still pending assignment of an investigator at the Office of the Information Commissioner.

3. Summary of ATIP Office activities

3.1 Policies, guidelines and procedures

In this reporting period, no policies, guidelines, procedures or other key documents were developed or updated by the ATIP Office.

3.2 Advice, training and awareness

Advice

In addition to processing requests under the Act, the ATIP Office advises PSC managers and employees on a variety of issues related to the Act.

During the reporting period, the ATIP Office responded to 96 internal consultation requests, which pertained mainly to:

- documents to be published on the Open Government Portal
- audit reports, responses to parliamentary questions and other documents prior to publication to make sure information released aligns with what would be released under the Act

Training and awareness

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

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

3.3 Initiatives and projects to improve access to information

Tracking system and imaging software

The ATIP Office continues to use AccessPro Case Management and AccessPro Redaction tools. During the reporting period, it also integrated ATIP Online Management Tool into its workflow. This change caused little-to-no disruptions to the activities of the ATIP Office and provides users, with a simple online tool to make requests under the Act, manage their ongoing and completed requests and track the progress of their requests.

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. To ensure protection of sensitive information before it is published, the ATIP Office provides strategic advice and reviews information while considering the principles of exemptions defined in the Act.

In 2022-2023, the PSC Open Government Secretariat continued piloting its initiative to increase awareness and provide tools for determining whether governance documents are eligible for publication on the Open Government Portal. The intent of this initiative is to encourage increased proactive publication of PSC information that could be of value to Canadians.

3.4 Monitoring compliance

The PSC ATIP Office relies on software tools, namely AccessPro Case Management, to track all requests as they are received, analyzed and completed. For each request, information is input to document every step taken throughout processing, including any discussions with the requestor or with an office of primary interest (OPI) to clarify elements of the request. This process also allows for scheduling and monitoring of time taken to complete a request and to plan for any potential extensions. The ATIP Office assists the OPIs throughout the information retrieval process and takes steps to ensure timelines are met.

Employees of the ATIP Office meet regularly to discuss ongoing requests, and the ATIP Coordinator is briefed on workload and other related issues on a weekly basis.

4. Fees and costs

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 \$95 in application fees.
- **Fees waived or refunded:** The PSC refunded \$10 in application fees and waived the \$5 application fee relative to 5 requests, for a total of 35\$.

Costs

During the reporting period, the PSC spent \$ 128,708 on salaries for the administration of the Act. This represents a 40% increase in operating costs compared to the previous reporting period, mainly attributed to the staffing of 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.

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>Act 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
94	Annual report – government institutions



Access to Information Regulations

5	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 – 2022–23 *Access to Information Act* Statistical Report

Name of institution: Public Service Commission of Canada

Reporting period: April 1, 2022 to March 31, 2023

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

1.1 Number of requests

	Number of Requests
Received during reporting period	34
Outstanding from previous reporting period	3
<ul style="list-style-type: none"> Outstanding from previous reporting period 	3
<ul style="list-style-type: none"> Outstanding from more than one reporting period 	0
Total	37
Closed during reporting period	34
Carried over to next reporting period	3
<ul style="list-style-type: none"> Carried over to within legislated timeline 	3
<ul style="list-style-type: none"> Carried over beyond legislated timeline 	0

1.2 Source of requests

Source	Number of Requests
Media	0
Academia	0
Business (private sector)	7
Organization	0
Public	20
Decline to Identify	7
Total	34

1.3 Channels of requests

Source	Number of Requests
Online	19
E-mail	6
Mail	9
In person	0
Phone	0
Fax	0



Source	Number of Requests
Total	34

Section 2: Informal requests

2.1 Number of informal requests

	Number of Requests
Received during reporting period	6
Outstanding from previous reporting periods	0
<ul style="list-style-type: none"> Outstanding from previous reporting period 	0
<ul style="list-style-type: none"> Outstanding from more than one reporting period 	0
Total	6
Closed during reporting period	6
Carried over to the next reporting period	0

2.2 Channels of informal requests

Source	Number of Requests
Online	6
E-mail	0
Mail	0



Source	Number of Requests
In person	0
Phone	0
Fax	0
Total	6

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
6	0	0	0	0	0	0	6

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	
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
1	75	2	415	2	1508	0	0	1	8399



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
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
Total	0
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

-	Number of Requests
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	6	4	0	0	0	0	15
Disclosed in part	1	3	2	1	0	0	0	7
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	8	2	0	0	0	0	0	10
Request transferred	1	0	0	0	0	0	0	1
Request abandoned	1	0	0	0	0	0	0	1
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								
Total	16	11	6	1	0	0	0	34

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)	1	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)	1	18(d)	0	21(1)(a)	1
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

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)	5	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	16.31	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(c)	0	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				



Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
16(1)(c)	0	17	0				
16(1)(d)	0						

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	22	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
7665	6528	23

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	14	308	0	0	1	754	0	0	0	0
Disclosed in part	4	147	2	491	0	0	0	0	1	5965



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 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	1	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	0	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
Information Commissioner										
Total	19	455	2	491	1	754	0	0	1	5965



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	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
the Information Commission						
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



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 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	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
Total	0	0	0	0

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	34
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



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
Total	0	0	0

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	1	0
Disclosed in part	3	0	0	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	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	3	0	1	0

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	2	0	1	0
31 to 60 days	0	0	0	0
61 to 120 days	1	0	0	0
121 to 180 days	0	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
Total	3	0	1	0

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	19	\$95.00	5	\$25.00	2	\$10.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	19	\$95.00	5	\$25.00	2	\$10.00



Section 7: Consultations Received From Other Institutions and other 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	35	1186	2	14
Outstanding from the previous reporting period	0	0	0	0
Total	35	1186	2	14
Closed during the reporting period	35	1186	2	14
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	30	2	0	0	0	0	0	32
Disclosed in part	3	0	0	0	0	0	0	3
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	33	2	0	0	0	0	0	35

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	2	0	0	0	0	0	0	2
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
Total	2	0	0	0	0	0	0	2



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
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



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
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
3	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 action on complaints

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



10.2 Court action 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	\$127,661
Overtime	\$1,047
Goods and Services	\$1,424
• Professional services contracts	\$0
• Other	\$1,424
Total	\$130,132

11.2 Human Resources

Resources	Person-Years Dedicated to Access to Information Activities
Full-time employees	1.330
Part-time and casual employees	0.000



Resources	Person-Years Dedicated to Access to Information Activities
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	1.330



Annex C – Supplemental Statistical Report on the *Access to Information Act* and the *Privacy Act*

Name of institution: Public Service Commission of Canada

Reporting period: April 1, 2022 to March 31, 2023

Section 1: Capacity to Receive Requests Under the *Access to Information Act* and the *Privacy Act*

Enter the number of weeks your institution was able to receive ATIP requests through the difference channels.

	Number of Weeks
Able to receive requests by mail	52
Able to receive requests by email	52
Able to receive requests through the digital request service	52

Section 2: Capacity to Process Records Under the *Access to Information Act* and the *Privacy Act*

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

-	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records			52	52
Protected B Paper Records			52	52

-	No Capacity	Partial Capacity	Full Capacity	Total
Secret and Top Secret Paper Records			52	52

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

-	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Electronic Records			52	52
Protected B Electronic Records			52	52
Secret and Top Secret Electronic Records			52	52



Section 3: Open Requests and Complaints Under the *Access to Information Act*

3.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines, as of March 31, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines, as of March 31, 2023	Total
Received in 2022-2023	3	0	3
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0



Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines, as of March 31, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines, as of March 31, 2023	Total
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	3	0	3

3.2 Enter the number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2022-2023	3
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0



Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	3

Section 4: Open Requests and Complaints Under the *Privacy Act*

4.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines, as of March 31, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines, as of March 31, 2023	Total
Received in 2022-2023	0	0	0
Received in 2021-2022	0	0	0



Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines, as of March 31, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines, as of March 31, 2023	Total
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	0	0	0



4.2 Enter the number of open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	0



Section 5: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2022-2023?	No
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Section 6: Universal Access Under the *Privacy Act*

How many requests were received from confirmed foreign nationals outside of Canada in 2022-2023?	0
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