Military Police Complaints Commission of Canada

Commission d'examen des plaintes concernant la police militaire du Canada

Access to Information Act

Annual Report

April 1, 2025 – March 31, 2026

Canada

For an electronic version of the publication, please consult the Military Police Complaints Commission of Canada's website at mpcc-cppm.gc.ca.

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1. Introduction

The Military Police Complaints Commission of Canada (MPCC) is pleased to present to Parliament its Annual Report on the administration of the *Access to Information Act* for the fiscal year 2025-26 (April 1, 2025, to March 31, 2026). This report was prepared and tabled in accordance with section 94 of the *Access to Information Act*.

The purpose of the *Access to Information Act* is to enhance the accountability and transparency of federal institutions to promote an open and democratic society and to enable public debate on the conduct of those institutions.

The *Access to Information Act* gives Canadian citizens, permanent residents or any individuals and corporation present in Canada, a right to access information contained in government records, subject to certain specific and limited exceptions. Providing access to government records is a cornerstone of transparency and accountability and a pillar of Canada's democracy.

The MPCC is an administrative tribunal created by Parliament to provide independent, civilian oversight of the Canadian Forces Military Police. As a federal institution, it is part of the Defence portfolio for reporting purposes.

The MPCC's mandate is set out in Part IV of the *National Defence Act*, which provides the following powers:

- monitoring investigations by the Canadian Forces Provost Marshal of military police conduct complaints;
- reviewing disposition of conduct complaints about military police members, at the request of complainants;
- investigating complaints of interference made by military police members;
- conducting public interest investigations and hearings;
- reporting findings and making recommendations to the military police and national defence leadership.

The mission of the MPCC is to promote and ensure the highest standards of conduct by the military police, to deter interference in military police investigations and to enhance public confidence in military policing.

The MPCC did not have any wholly owned subsidiaries to report during this review period.

2. Organizational Structure to Fulfill the MPCC *Access to Information Act* Responsibilities

The MPCC is a micro-organization of approximately 31 employees. To fulfil its *Access to Information Act* requirements, access to information including proactive publication is a shared responsibility; however, the Access to Information and Privacy (ATIP) mandate resides with the Corporate Services sector.

The Senior Director, Corporate Services, is the MPCC's ATIP Coordinator. He is supported by the Manager, Corporate Reporting, ATIP and Administration, and the Administrative Services Officer which in total dedicate an average of 7.5% of their time to fulfilling the MPCC's obligations under the *Access to Information Act.* The MPCC also retained one ATIP consultant, as required.

The ATIP Coordinator is responsible for implementing and managing programs and services relating to the MPCC's administration of the *Access to Information Act* and the *Privacy Act*, as well as for providing advice to its employees as they fulfil their obligations under both Acts.

Responding to Access to Information requests is a shared responsibility between the delegated request processing team and the Offices of Primary Interest.

The main activities involved in processing requests for Access to Information are:

- Analyze the scope and processing history of requests, interpret the legislation, and determine what information may be disclosed, exempted, or excluded.
- Provide advice and consultation to requesters, third-party stakeholders and MPCC management and employees, respond to questions and concerns, and promote a clear understanding of the *Access to Information Act* and MPCC policies and procedures for handling requests, and other Access to Information related issues, including applicable security classification.
- Conduct research and consultations with other departments and third parties to prepare responses to requests.
- Provide advice on access to information for the preparation and proposed disclosure of evidence in public interest hearings, in accordance with the *Access to Information Act*, open court principle and applicable policies and procedures.
- Prepare reports for MPCC management on Access to Information requests and statistical reports, annual reports to Parliament and information required by Info Source.

The MPCC did not provide services related to access to information to other government institutions and was not party to any service agreements with other government institutions under section 96 of the *Access to Information Act*.

The responsibility for proactive publication of information falls within the MPCC's Corporate Services sector. Corporate Services, by reviewing and approving all monthly proactive disclosure reports, ensures that each proactive publication requirement is met. For a breakdown of the group(s) and/or position(s) responsible for meeting each applicable proactive publication requirement under Part 2 of the *Access to Information Act*, see the section "**Proactive Publication under Part 2 of the ATIA**", below.

3. Delegation Order

Pursuant to section 95(1) of the *Access to Information Act*, the Chairperson delegated certain powers, duties and functions under the *Access to Information Act* and related regulations to the Senior Director, Corporate Services, the Manager, Corporate Reporting, ATIP and

Administration, and the Administrative Services Officer. The delegation order in effect on March 31, 2026, was signed in October 2023 and is included in Appendix A.

4. Performance under Part 1 of the *Access to Information Act*, 2025–2026

During the reporting period, the MPCC received four requests and completed four requests, all within the legislative timeline. The four requests received were from the public (two), academia (one), and an organization (one). Of the four requests completed, one resulted in all records being disclosed, representing 25% of completed requests for which records were all disclosed. Two requests were transferred to other government institutions, and no records existed in response to one request. No requests resulted in partial disclosure, representing 0% of completed requests. The MPCC processed and released one page.

The MPCC responded to 100% of the *Access to Information Act* requests within the legislated timeline and completed all four requests within 1 to 15 days. Accordingly, no extension was taken under subsection 9(1) of the *Access to Information Act*.

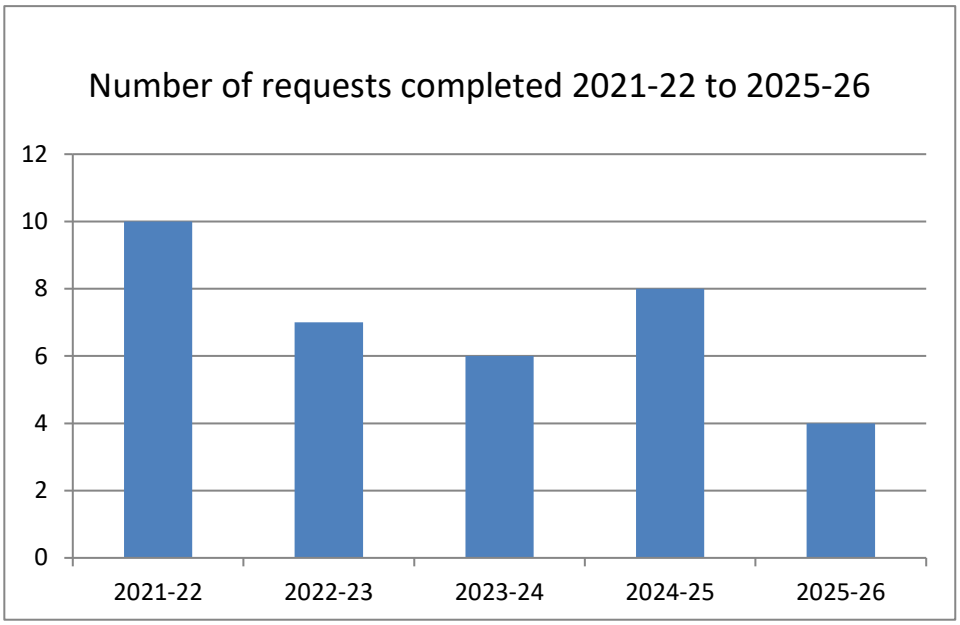
The MPCC received and closed 3 consultations relating to the *Access to Information Act* from other federal institutions. These were completed within a 15-day timeframe.

The MPCC closed all active requests during this review period.

No complaints relating to the *Access to Information Act* were received during this review period.

Graph 1: Number of *Access to Information Act* requests completed from 2021-22 to 2025-26

Graph 1 shows the number of *Access to Information Act* requests the MPCC completed each year from 2021-22 to 2025-26.



Graph 1 shows the number of access to information requests completed by the MPCC each fiscal year from 2021-22 to 2025-26. The number of completed requests declined from 10 in 2021-22 to seven in 2022-23 and six in 2023-24. It increased to eight in 2024-25 and then decreased to four in 2025-26.

5. Training and Awareness

The MPCC's learning directive requires all new employees to complete two mandatory online courses through the Canada School of Public Service: Fundamentals of Information Management (COR501) and Access to Information and Privacy Fundamentals (COR502). These courses support the proper management of information, the processing of requests and the protection of personal information.

Furthermore, new employees attend an internal awareness session within their first weeks at the MPCC. The session provides an overview of the proper handling of information and privacy requests and employees' roles and responsibilities relating to the *Access to Information Act*.

6. Policies, Guidelines, and Procedures

During the reporting period, there were no new or revised policies, guidelines or procedures. However, the ATIP team continued to provide quarterly status reports to the MPCC's Executive Committee on Access to Information requests received and closed.

7. Initiatives and Projects to Improve Access to Information

The following internal initiatives to improve Access to Information were implemented during the reporting period:

- The ATIP team actively participated in events organized by the Access to Information and Privacy Community Development Office (APCDO) to maintain current knowledge and remain informed of best practices.

8. Summary of Key Issues and Actions Taken on Complaints

During the reporting period, no complaints concerning the MPCC were received by the Office of the Information Commissioner of Canada, no audits were conducted, and no applications for review concerning MPCC access to information matters were filed in Federal Court.

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

Part 2 of the *Access to Information Act* requires federal institutions and entities to proactively publish specific information known to be of interest to the public, such as: a variety of briefing materials prepared for ministers and deputy heads of institutions, titles and tracking numbers of memoranda, position reclassifications, and others.

For the purposes of Part 2 of the *Access to Information Act*, the MPCC is a government institution as described in sections 3 and 81 of the *Access to Information Act*. The Senior Director, Corporate Services, reviews and approves the monthly proactive disclosure reports. The reports are then published on Canada's Open Government Portal within legislated timelines. The reports can also be accessed from the MPCC's website.

Table 1 describes the MPCC's proactive publication requirements under the *Access to Information Act*. The MPCC does not publish proactive publication under the legislative requirement for the Minister, sections 74(a) to 78, as the MPCC is one of eight organizations in the Defence Portfolio. While it reports to Parliament through the Minister of National Defence (MND), the MPCC is both administratively and legally independent from the Department of National Defence (DND). The MPCC is not subject to direction from the MND in respect of its operational mandate.

Table 1 - Proactive Publication Requirements

Legislative Requirement	Section of ATIA	Publication Timeline	Does requirement apply to your institution? (Y/N)	Internal group(s) or positions(s) responsible for fulfilling requirement	% of proactive publication requirements published within legislated timelines*	Link to web page where published**
Applies to all government institutions as defined in section 3 of the *Access to Information Act*						
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	Yes	Financial Services	100%	Annual Expenditures on Travel, Hospitality and Conferences
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	Yes	Financial Services	100%	Hospitality Expenses
Reports tabled in Parliament	84	Within 30 days after tabling	Yes	Corporate Reporting, ATIP and Administration	100%	Reports
Applies to government entities or departments, agencies, and other bodies subject to the Act and listed in Schedules I, I.1, or II of the *Financial Administration Act*						
Contracts over $10,000	86	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	Yes	Financial Services	100%	Search Government Contracts over $10,000
Grants & Contributions over $25,000	87	Within 30 days after the quarter	Yes	N/A	N/A	N/A

Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	Yes	N/A	N/A	N/A
Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office	88(b)	Within 30 days after the end of the month received	Yes	Office of the Deputy Head	100%	Briefing Note Titles and Numbers
Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament	88(c)	Within 120 days after appearance	Yes	Corporate Reporting, ATIP and Administration	100%	Open Government Portal
Applies to government institutions that are departments named in Schedule I to the *Financial Administration Act* or portions of the core public administration named in Schedule IV to that Act (i.e. government institutions for which Treasury Board is the employer)						
Reclassification of positions	85	Within 30 days after the quarter	Yes	Human Resources	100%	Position Reclassification
Applies to ministers' offices (and therefore applies to any institution that performs proactive publication on behalf of a minister's office)						
Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Within 120 days after appointment	No	N/A	N/A	N/A

Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office	74(b)	Within 30 days after the end of the month received	No	N/A	N/A	N/A
Package of question period notes prepared by a government institution for the minister and in use on the last sitting day of the House of Commons in June and December	74(c)	Within 30 days after last sitting day of the House of Commons in June and December	No	N/A	N/A	N/A
Packages of briefing materials prepared by a government institution for a minister's appearance before a committee of Parliament	74(d)	Within 120 days after appearance	No	N/A	N/A	N/A
Travel Expenses	75	Within 30 days after the end of the month of reimbursement	No	N/A	N/A	N/A
Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	No	N/A	N/A	N/A

Contracts over $10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	No	N/A	N/A	N/A
Ministers' Offices Expenses Note: This consolidated report is currently published by TBS on behalf of all institutions.	78	Within 120 days after the fiscal year	No	N/A	N/A	N/A

*When counting proactive publication requirements, count monthly or quarterly reports as a single publication.

**i.e., specific page where that information is located on open.canada.ca or the institution's website

The MPCC did not submit any proactive disclosure report concerning briefing materials for a deputy head's appearance before a committee of Parliament because the MPCC was not called to appear. The MPCC did not submit any proactive disclosure report concerning packages of briefing materials prepared for new or incoming deputy heads or equivalent, as none was required. In addition, the MPCC reported nil results for disclosure reports concerning titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office, as none were submitted during the reporting period. The MPCC also reported nil results for reclassification of positions, as none were completed during the reporting period. Finally, the MPCC has no authority to make grants and contributions.

10. Monitoring Compliance

During the reporting period, the MPCC did not track the amount of employee time spent on individual access to information activities; staffing costs were estimated for annual reporting purposes.The MPCC nevertheless monitored request processing times from receipt to closure by promptly recording all actions, activities and legislated due dates in its internal ATIP status report, which includes both access to information and privacy requests. This process supported timely processing and helped prevent delays.

Compliance with the proactive publication obligations under Part 2 of the *Access to Information Act* was monitored monthly. To support the accuracy and completeness of the reports, they

were reviewed by management and senior management. The Web Administrator who is responsible for uploading the proactive disclosure reports on Open Government recorded the date each approved report was received for publication and the date it was posted on the Open Government Portal, allowing the MPCC to verify compliance with legislated timelines.

Throughout the year, the Senior Director, Corporate Services / ATIP Coordinator submitted quarterly ATIP Status reports to the Executive Committee as an informational item on their meeting agendas. The Executive Committee consists of the Chairperson (Deputy Head), the Senior General Counsel and Director General, the Senior Director, Corporate Services / ATIP Coordinator and the General Counsel and Senior Director of Operations.

APPENDIX A

Access to Information Act Delegation Order

Military Police Complaints Commission of Canada
270 Albert Street, 10th Floor
Ottawa, Ontario K1P 5G8

Commission d'examen des plaintes concernant la police militaire du Canada
270, rue Albert, 10e étage
Ottawa (Ontario) K1P 5G8

Access to Information Act and *Privacy Act* Delegation Order

The Chairperson of the Military Police Complaints Commission of Canada, pursuant to section 95(1) of the *Access to Information Act* and section 73(1) of the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise certain powers, duties and functions of the Chairperson as the head of Military Police Complaints Commission of Canada, under the provisions of the Act and related regulations set out in the schedule opposite each position. This designation replaces all previous delegation orders.

Arrêté de délégation en vertu de la *Loi sur l'accès à l'information* et de la *Loi sur la protection des renseignements personnels*

En vertu du paragraphe 95(1) de la *Loi sur l'accès à l'information* et du paragraphe 73(1) de la *Loi sur la protection des renseignements personnels*, la présidente de la Commission d'examen des plaintes concernant la police militaire du Canada délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, certaines attributions dont la présidente est, en qualité de responsable d'une institution fédérale, investie par les dispositions de la Loi ou de son règlement mentionnées en regard de chaque poste. Le présent document remplace et annule tout arrêté antérieur.

La présidente de
La Commission d'examen des plaintes concernant la police militaire du Canada

Me Tammy Tremblay, MSM, CD, LL.M
Chairperson
Military Police Complaints Commission of Canada

Signed in Ottawa, Ontario, Canada this 13th day of October, 2023
Signé à Ottawa, Ontario, Canada le 13ème jour d'octobre 2023

Schedule
***Access to Information Act* Delegation Order**

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Access to Information Act

Provision	Description	Chairperson	Senior Director of Corporate Services	Manager, Corporate Reporting, ATIP and Administration	Administrative Services Officer
4(2.1)	Responsibility of government institutions	●	●	●	●
7(a)	Notice where access requested	●	●	●	●
7(b)	Giving access to the record	●	●	●	●
8(1)	Transfer of request	●	●	●	●
9	Extension of time limits	●	●	●	●
10(1)(a) & (b)	Where access is refused	●	●		
11(1)	Additional Fee	●	●	●	●
12(2)(b)	Language of Access	●	●	●	●
12(3)(b)	Access in an alternative format	●	●	●	●
Exemption Provisions of the *Access to Information Act*					
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*	●	●		

Provision	Description	Chairperson	Senior Director of Corporate Services	Manager, Corporate Reporting, ATIP and Administration	Administrative Services Officer
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 – Internal Audits	●	●		
23	Exemption – Protected Information – solicitors, advocates and notaries	●			
24	Exemption – Statutory prohibitions against disclosure	●	●		
Other Provisions of the *Access to Information Act*					
25	Severability	●	●	●	●
26	Refusal of access where information to be published	●	●	●	●
27(1), (4)	Third party notification	●	●	●	
28(1)(b), (2), (4)	Third party notification	●	●	●	●
33	Notice to Information Commissioner of notices to third parties	●	●	●	●
35(2)(b)	Right to make representations	●	●		
37(1)(b)	Findings and recommendations of information Commissioner	●	●	●	●
37(4)	Access to be given to complainant	●	●	●	●
43(1)	Notice to third party of application to Federal Court for review	●	●	●	●
44(2)	Notice to requester of application for review by third party	●	●	●	●
52(2)	Special rules for hearings	●	●		

Provision	Description	Chairperson	Senior Director of Corporate Services	Manager, Corporate Reporting, ATIP and Administration	Administrative Services Officer
52(3)	*Ex parte* representations	●	●		
94	Annual report to Parliament	●	●		
Access to Information Regulations					
6(1)	Transfer of request	●	●		
7(2)	Search and preparation fees	●	●		
7(3)	Production and programming fees	●	●		
8	Method of access	●	●	●	●
8.1	Limitations in respect of format	●	●		

Dated at the City of Ottawa this 13th day of October 2023

Me Tammy Tremblay, MSM, CD, LL.M
Chairperson
Military Police Complaints Commission of Canada