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CANADIAN
ARMED FORCES

Annual Report to Parliament | 2022-2023

Administration of the *Access to Information Act*

Department of National Defence and the Canadian Armed Forces



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1. INTRODUCTION

The Department of National Defence and the Canadian Armed Forces are pleased to present to Parliament their annual report on the administration of the *Access to Information Act*¹ (*ATI Act*). Section 94 of the *ATI Act*, and section 20 of the *Service Fees Act* requires the head of every federal government institution to submit an annual report to Parliament on the administration of *the Act* each financial year. This report describes National Defence activities that support compliance with the *ATI Act* for the fiscal year (FY) commencing 1 April 2022 and ending 31 March 2023.

1.1 Purpose of the Access to Information Act

The purpose of the *ATI Act* is to enhance the accountability and transparency of federal institutions in order to promote an open and democratic society and to enable public debate on the conduct of those institutions. In furtherance of that purpose:

- Part 1 of *the Act* extends the present laws of Canada to provide a right of access to information in records under the control of a government institution in accordance with the principles that government information should be available to the public, that necessary exceptions to the right of access should be limited and specific and that decisions on the disclosure of government information should be reviewed independently of government; and
- Part 2 of *the Act* sets out requirements for the proactive publication of information.

Service Agreements

The Department of National Defence and the Canadian Armed Forces had no service agreements pursuant to section 96 of the Access to Information Act.

2. ACCESS TO INFORMATION AND PRIVACY AT NATIONAL DEFENCE

2.1 Mandate of National Defence

Who we are

The Department of National Defence (DND) and the Canadian Armed Forces (CAF) make up the largest federal government department. Under Canada's defence policy, the Defence Team will grow to over 125,000 personnel, including 71,500 Regular Force members, 30,000 Reserve Force members and 25,000 civilian employees.

¹ <https://laws-lois.justice.gc.ca/eng/acts/A-1/>

What we do

DND and the CAF have complementary roles to play in providing advice and support to the Minister of National Defence, and implementing Government decisions regarding the defence of Canadian interests at home and abroad.

At any given time, the Government of Canada can call upon the CAF to undertake missions for the protection of Canada and Canadians and to maintain international peace and stability.

Canada's defence policy presents a strategic vision for defence: [Strong, Secure, Engaged](#).² This is a vision in which Canada is:

Strong at home, with a military ready and able to defend its sovereignty, and to assist in times of natural disaster, support search and rescue, or respond to other emergencies.

Secure in North America, active in a renewed defence partnership in the North American Aerospace Defense Command (NORAD) and with the United States to monitor and defend continental airspace and ocean areas.

Engaged in the world, with the Canadian Armed Forces doing its part in Canada's contributions to a more stable, peaceful world, including through peace support operations and peacekeeping.

The National Defence Act (NDA) establishes DND and the CAF as separate entities, operating within an integrated National Defence Headquarters as they pursue their primary responsibility of providing defence for Canada and Canadians.

2.2 National Defence organization

Senior leadership

The Governor General of Canada is the Commander-in-Chief of Canada. DND is headed by the Minister of National Defence. The Associate Minister of National Defence supports the Minister of National Defence. The Deputy Minister of National Defence is the Department's senior civil servant. The CAF are headed by the Chief of the Defence Staff, Canada's senior serving officer. These senior leaders each have different responsibilities:

- The Governor General is responsible for appointing the Chief of the Defence Staff on the recommendation of the Prime Minister, awarding military honours, presenting colours to CAF regiments, approving new military badges and insignia, and signing commission scrolls;
- The Minister of National Defence presides over the Department and over all matters relating to national defence;

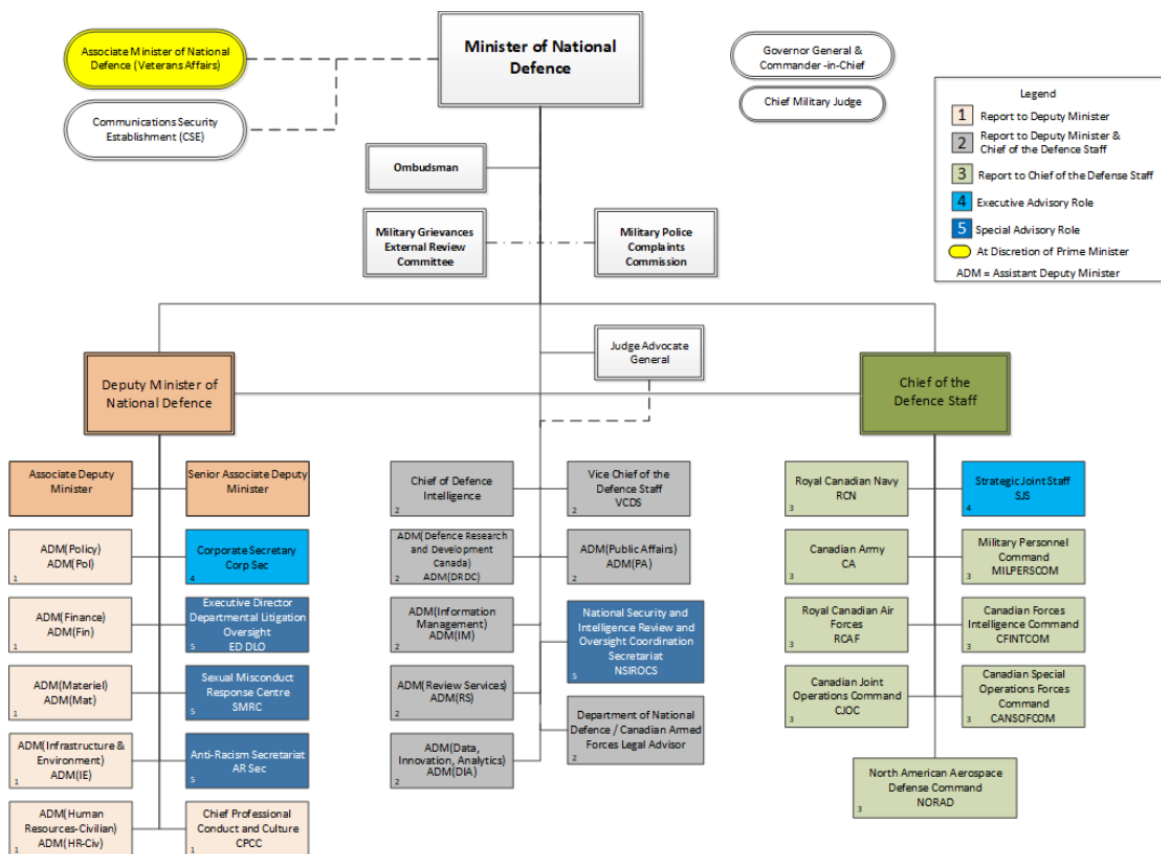
² https://www.canada.ca/en/department-national-defence/corporate/policies-standards/canada-defence-policy.html?utm_source=dgpaapp&utm_medium=referral&utm_campaign=redirect

- The Associate Minister is also responsible for defence files, as mandated by the Prime Minister, with the specific priority of ensuring that CAF members have the equipment they need to do their jobs;
- The Deputy Minister is responsible for policy, resources, interdepartmental coordination and international defence relations; and
- The Chief of the Defence Staff is responsible for command, control and administration of the CAF, as well as military strategy, plans and requirements.

Defence organization

The National Defence organizational structure is represented in the diagram below. Additional information about the National Defence organization is available [online](#).³

FIGURE 1: NATIONAL DEFENCE ORGANIZATION CHART



³ <https://www.canada.ca/en/department-national-defence/corporate/organizational-structure.html>

2.3 The Directorate of Access to Information and Privacy

Delegation of authority

In accordance with section 95(1) of the *Access to Information Act*, a delegation of authority, signed by the Minister, designates the Deputy Minister, Corporate Secretary, Executive Director of Access to Information and Privacy, and Access to Information and Privacy (ATIP) Deputy Directors to exercise all powers and functions of the Minister, as the head of institution under *the Act*. It also designates other specific powers and functions to employees within the Directorate Access to Information and Privacy.

Under the authority of the Corporate Secretary, the ATIP Executive Director administers and coordinates the *Access to Information Act* and the *Privacy Act*, and acts as the departmental ATIP Coordinator. In the administration of *the Act*, the ATIP Directorate seeks advice on legal, public affairs, policy, and operational security matters from other organizations and specialists as required.

A copy of the *Access to Information Act* and *Privacy Act* Designation Order is provided at Annex A.

The ATIP Directorate

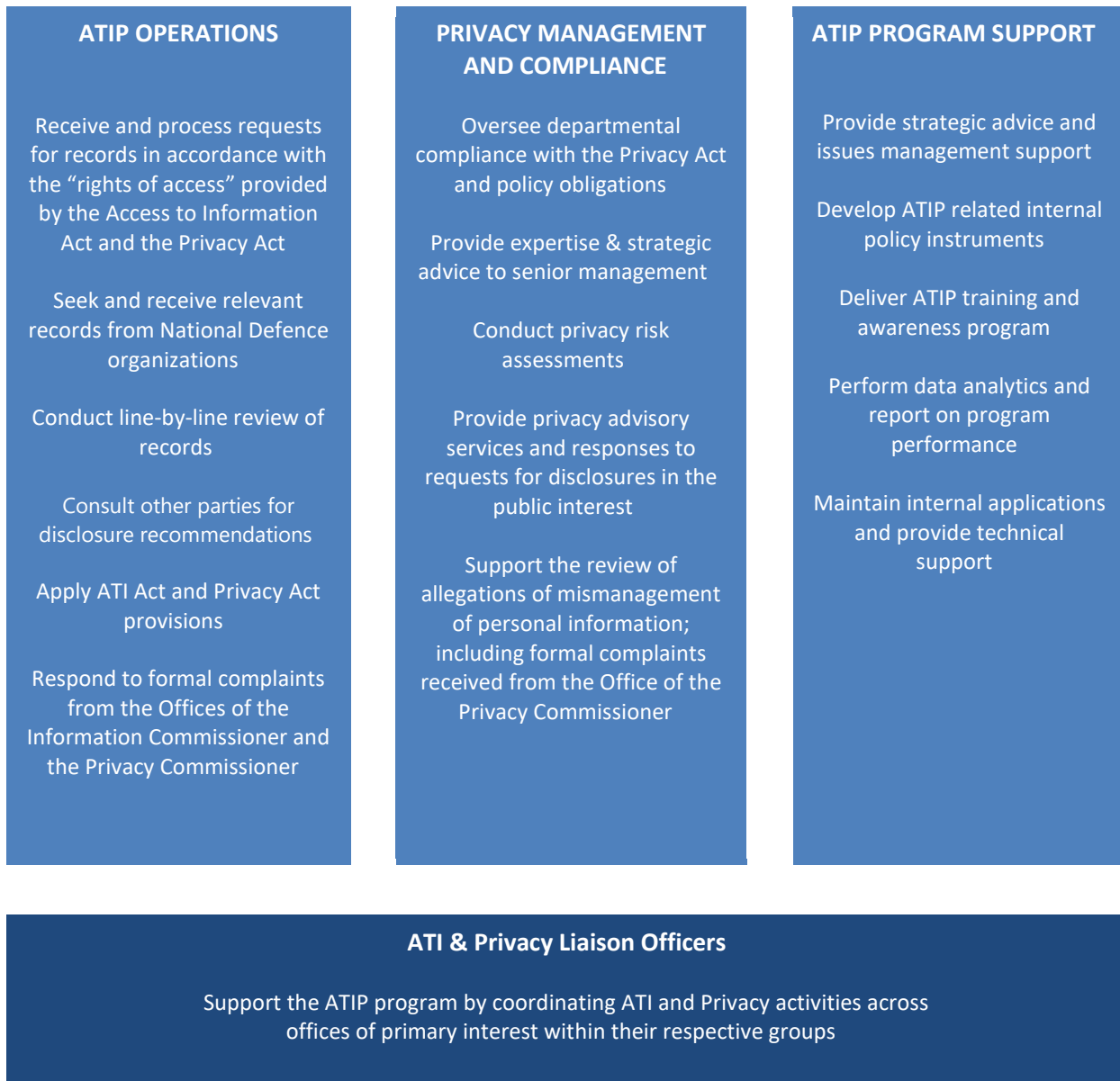
The ATIP Directorate is responsible for matters regarding access to information and privacy protection within the National Defence portfolio, except for the following organizations: the Military Police Complaints Commission, the Military Grievances External Review Committee, the Communications Security Establishment, the Office of the National Defence and Canadian Forces Ombudsman, the Director of Defence Counsel Services, and the Canadian Forces Morale and Welfare Services.

The ATIP Directorate is managed by an Executive Director, and supported by a corporate services team that is responsible for the administrative and management functions of the directorate, including business planning, financial management, human resources, physical security, and information and records management (IM/RM). The workforce is divided functionally into three main areas, further supported by Defence organization liaison officers, as illustrated in the diagram at FIGURE 2.

The Chief of Operations oversees all activities related to access to information, including ATIP Intake; and is supported by Deputy Directors across ATI Operations. This ensures consistency in the execution of departmental processes and application of the ATI Act and allows for quality assurance activities, tracking, reporting, and monitoring of trends and rising issues.

Deputy Directors oversee Privacy Operations, Privacy Management and Compliance (PMC), and ATIP Program Support (ATIP-PS).

FIGURE 2: NATIONAL DEFENCE ATIP OPERATIONAL WORKFORCE



To better support the ATIP Directorate and improve overall departmental compliance with the Privacy Act, the former Policy and Governance Section has been restructured as the Privacy Management and Compliance (PMC) Section and the ATIP Program Support (ATIP-PS) Section. This change provides the resources and focus necessary to address the institution’s Privacy Management Framework and support the incoming Chief Privacy Officer, while enhancing internal governance and program support activities.

The PMC section’s key objective is to oversee departmental compliance with the Privacy Act; the section manages privacy risk assessments; resolution of privacy breaches and systemic issues; provides guidance on

privacy policy obligations as well as expertise and advice to senior management on contentious and sensitive issues while ensuring continuous improvements of privacy policy and service delivery for the department.

The ATIP-PS section delivers training and promotes ATIP awareness, performs data analytics and reports on program performance, and provides ATIP related advice and guidance to the ATIP Directorate and the wider DND/CAF community.

In addition to access to information and privacy protection activities, the ATIP Directorate provides support to the Departmental Litigation Oversight-Litigation Implementation Team. The Directorate conducts an ATIP-like review of records in support of class action settlements as required.

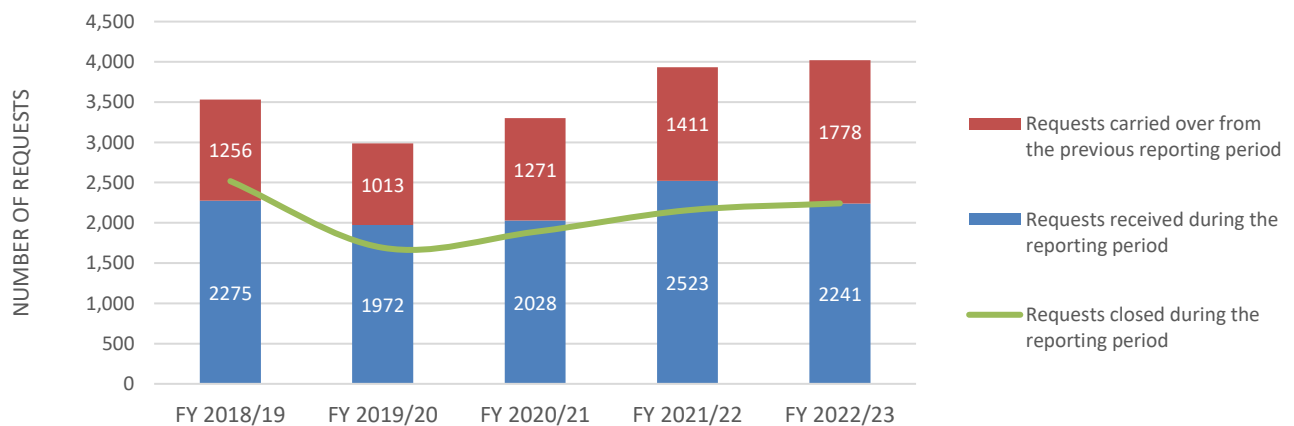
3. HIGHLIGHTS OF THE STATISTICAL REPORT

The statistical report at ANNEX B consists of data submitted by National Defence as part of the Treasury Board Secretariat (TBS) annual collection of ATIP-related statistics. The following sections contain highlights, trends and an analysis of notable statistical data from a departmental perspective.

3.1 Requests received

In FY 2022-23, National Defence received 2,241 new ATI requests, an 11% decrease from the previous reporting period. Combined with a carry-over of 1,778 files from FY 2021-22, this represents a total ATI workload of 4,019 requests during the reporting period. 1,777 ATI requests have been carried over to the next reporting period.

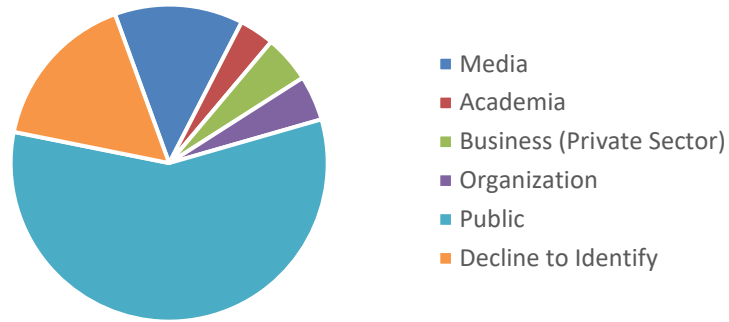
FIGURE 3: ATI REQUEST WORKLOAD (LAST FIVE YEARS)



Sources of requests

The general public remains the largest source of requests, accounting for over half of all requests received. The distribution of remaining sources of requests remained consistent with previous reporting periods.

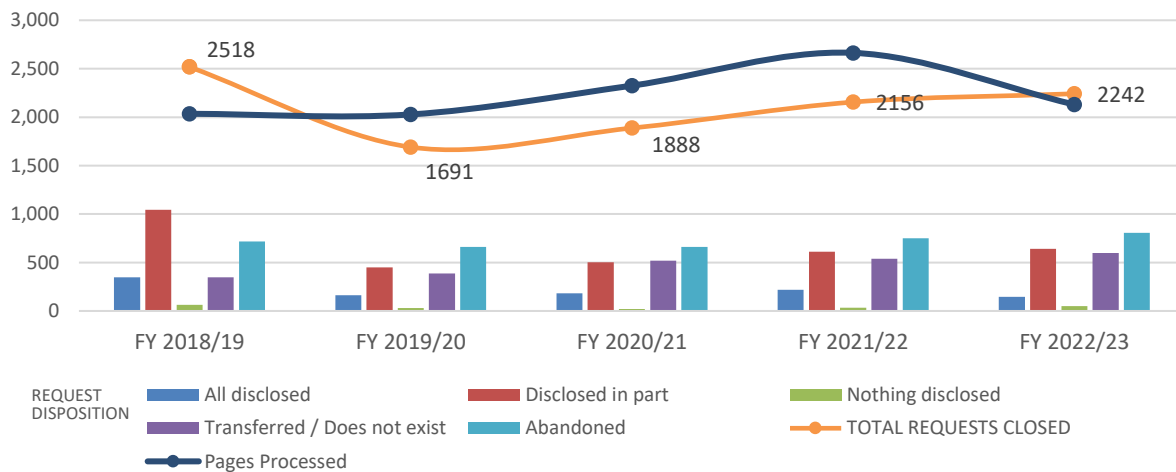
FIGURE 4: SOURCES OF REQUESTS RECEIVED (FY 2022-23)



3.2 Requests completed

A total of 2,242 requests were completed during the reporting period. This is 86 more requests than in FY 2021-22 representing a 4% increase over last reporting period, and the fourth consecutive increase in the number of requests closed. Notably, the total pages processed decreased from 232,550 to 213,059. The five year trend is depicted in FIGURE 5.

FIGURE 5: DISPOSITION OF REQUESTS COMPLETED AND TOTAL REQUESTS COMPLETED (LAST FIVE YEARS)



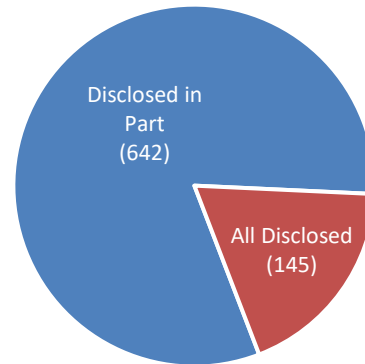
A significant number of requests (688) were abandoned within the first 15 days primarily due in part to the ATIP Online Request mechanism in use during the reporting period. Often, requests for personal information were submitted under the ATI Act; these files were initially opened as ATI requests but were then determined to be more appropriately administered under the Privacy Act.

As of March 13, 2023, National Defence has onboarded to the TBS ATIP Online Request Service (AORS) which is expected to better support applicants in submitting their requests under the appropriate Act from the outset.

Disposition: Percentage of requests all disclosed vs. disclosed in part

FIGURE 6: ALL DISCLOSED VS. DISCLOSED IN PART (FY 2022-23)

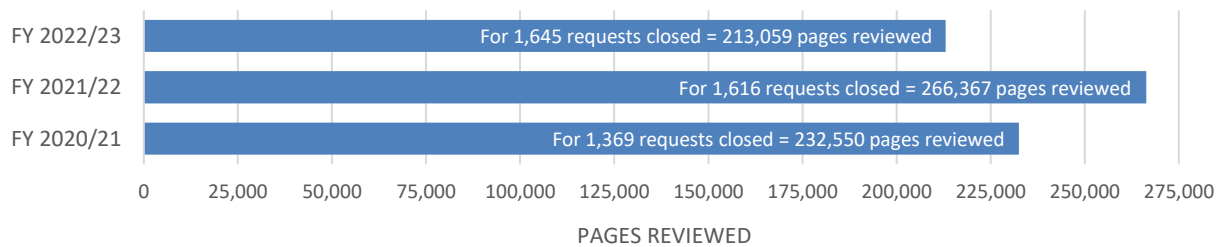
During the reporting period, National Defence responded to a total of 2242 requests. A total of 6.5% of requests were “all disclosed” and 28.6% were “disclosed in part.” The remaining requests were completed as all exempted, all excluded, no records exist, request transferred, request abandoned, or neither confirmed nor deny.



Pages reviewed

A total of 213,059 pages were processed during the reporting period. As represented in FIGURE 7, the number of pages reviewed represents the total processed pages for completed requests this FY. This number does not include the number of pages processed for requests that were not completed this FY and carried over into the next reporting period.

FIGURE 7: NUMBER OF PAGES REVIEWED FOR REQUESTS COMPLETED WHERE RECORDS EXISTED (LAST THREE YEARS)



Exemptions and exclusions

Consistent with previous reporting periods, in FY 2022-23, the majority of exemptions applied by National Defence were under the following four sections of the *ATI Act*:

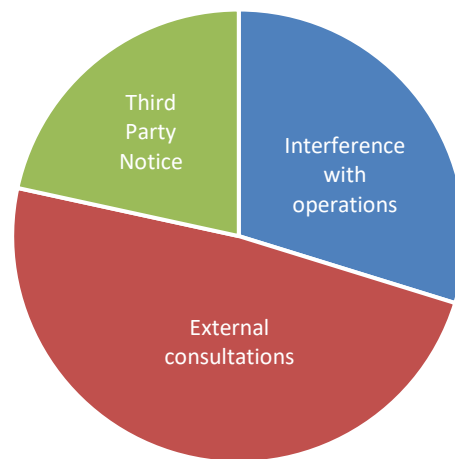
- Subsection 19(1), which protects personal information of individuals, was applied in 489 requests;
- Subsection 15(1), which protects limited and specific information concerning international affairs and defence, was applied in 416 requests;
- Subsection 21(1), which protects limited and specific information concerning advice and recommendations, was applied in 280 requests; and
- Subsection 20(1), which protects proprietary third-party information, was applied in 264 requests.

Extensions

The *ATI Act* provides for extending the statutory time limits to respond to a request beyond 30 days if:

- It involves a large number of records or requires a search through a large number of records, and meeting the original time limit would unreasonably interfere with the operations of the institution.
- External consultations are necessary and cannot reasonably be completed within the original time limit is provided at FIGURE 8.
- Notice to a third party is required to advise them their information is the subject of a request.

FIGURE 8: REASONS FOR EXTENSION (FY 2022-23)



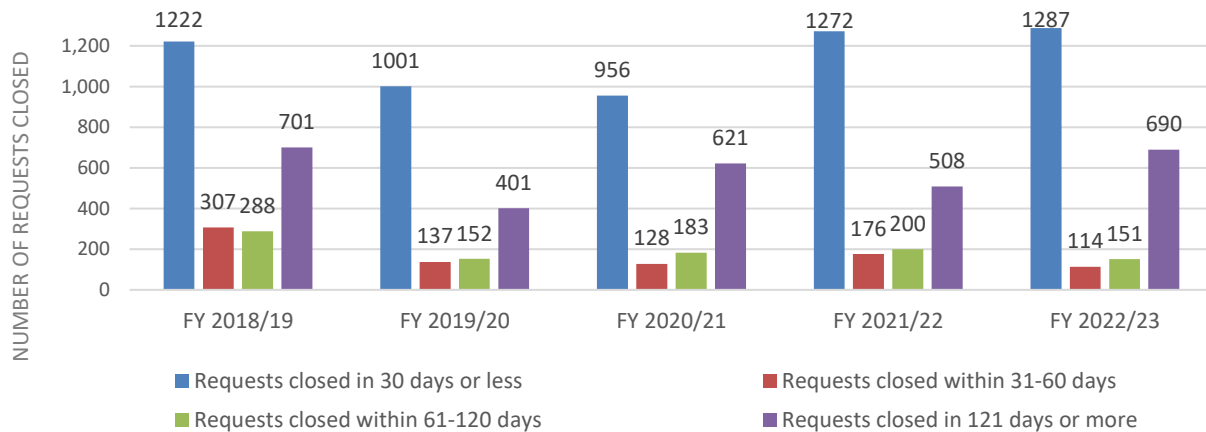
In FY 2022-23, 47.4% of all extensions taken for closed requests were required to conduct consultations with other bodies such as federal government institutions, provincial or municipal governments, or international organizations or governments. The majority of these extensions (82.1%) were for 60 days or less.

The number of extensions taken should not be interpreted as the number of files for which extensions are claimed. A single file could, and quite often does, qualify for multiple extensions. For example, a file could be extended because it has a large volume of records, and also be extended because consultations (one or multiple) are required. This appears in the statistical report as multiple extensions but only for a single file.

Completion time

The percentage of files closed within 30 days remained consistent since the last reporting period; 57.4% of files were closed within 30 days compared to 58.9% during the previous reporting period. A breakdown of completion time is provided in FIGURE 9.

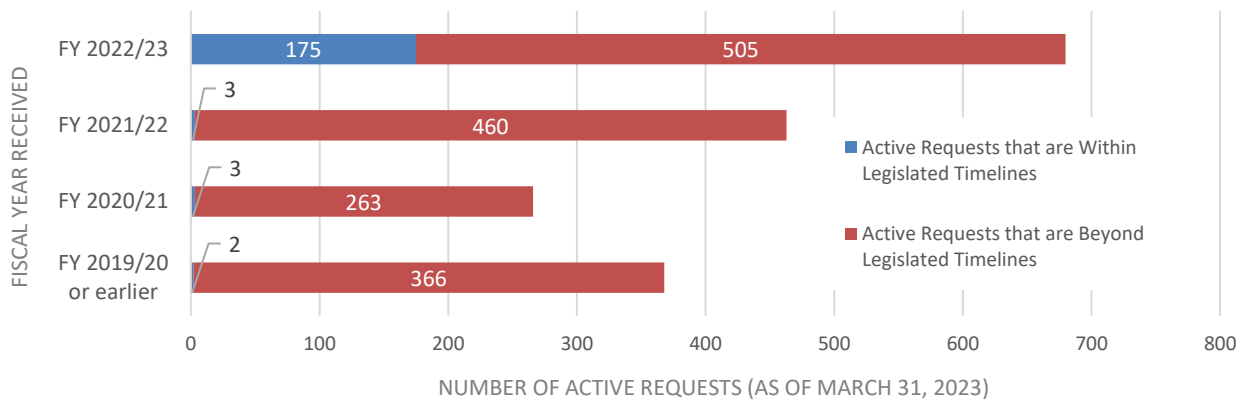
FIGURE 9: REQUEST COMPLETION TIME (LAST FIVE YEARS)



Number of Active Requests – Outstanding from Previous Reporting Periods

At the end of the FY 2022-23 reporting period, National Defence had 1,777 active requests. A breakdown of outstanding requests by the reporting period in which the request was received, and whether the request is still within the legislated timelines (including extensions) is provided below in FIGURE 10.

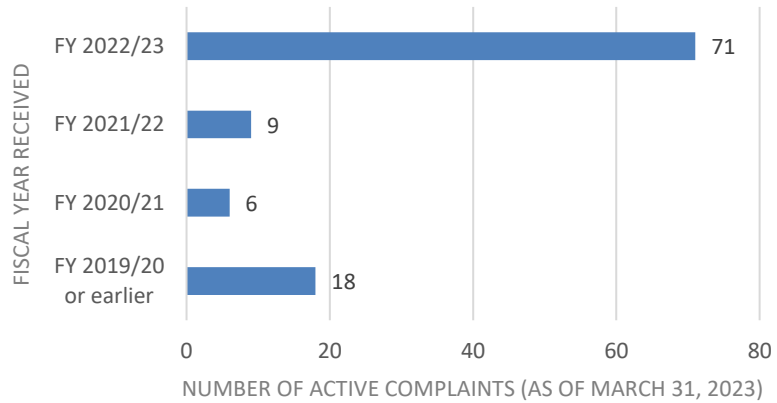
FIGURE 10: NUMBER OF ACTIVE REQUESTS (AS OF MARCH 31, 2023)



Number of Active Complaints - Outstanding from Previous Reporting Periods

FIGURE 11: NUMBER OF ACTIVE COMPLAINTS (AS OF MARCH 31, 2023)

At the end of the reporting period, National Defence had a total 104 active complaints with the Information Commissioner of Canada (OIC). A breakdown of active complaints by reporting period is provided at FIGURE 11.

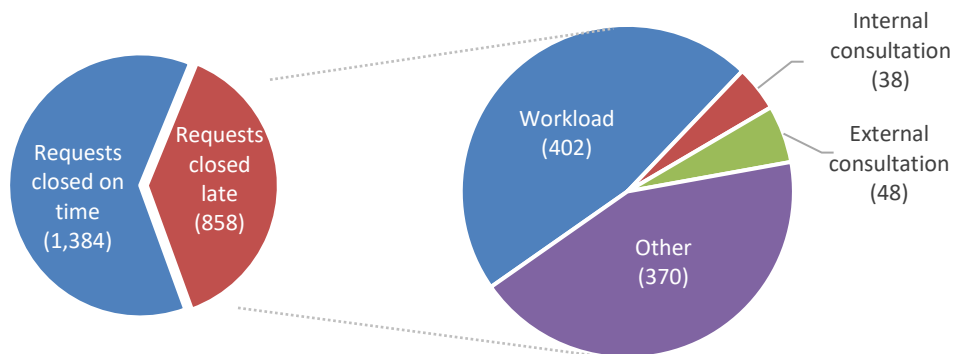


On-time compliance

On-time compliance declined in FY 2022-23; National Defence responded to 61.73% of requests within legislated timelines which represents a 5.6% decrease compared to the last reporting period where 67.35% of requests were closed within legislated timelines.

The most common reason for deemed refusal was “Interference with Operations/Workload,” which was cited for 46.9% of requests closed late during the reporting period. As defined by TBS, this reason relates to requests where there is “interwoven information and review is required to determine exemptions, there were a large number of requests to be processed at the time, the request consisted of a high volume of records, there were difficulties in obtaining relevant information, or there were other ATIP-related tasks.” FIGURE 12 displays the reasons contributing to late file closures in FY 2022-23.

FIGURE 12: REASONS FOR DEEMED REFUSAL (FY 2022-23)



National Defence performance decreased during this reporting period, however a number of factors beyond the control of the ATIP office continue to impact performance and deemed refusal rates; including but not limited to:

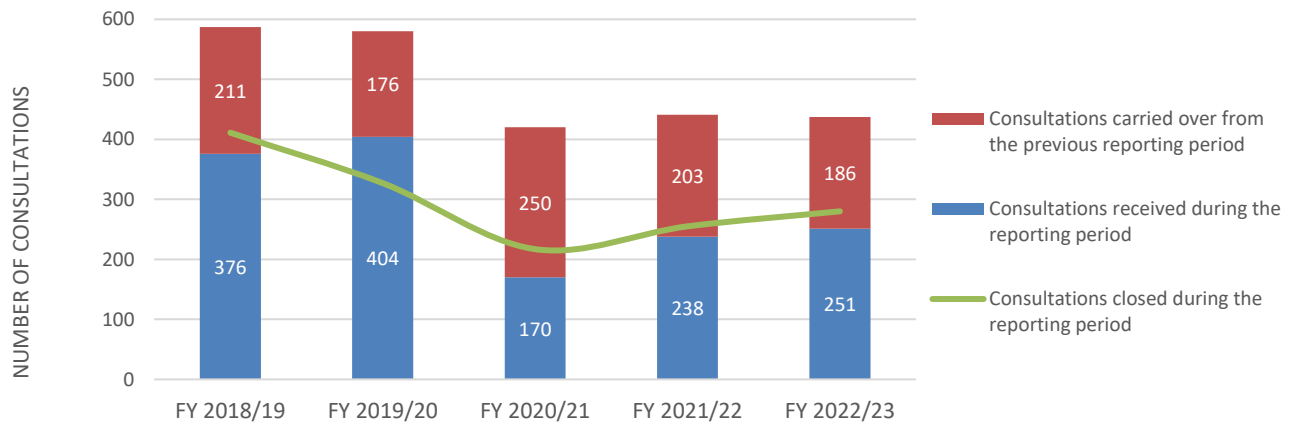
- Increased media attention and public interest relating to Departmental priorities such as Sexual Misconduct and class action lawsuits affect Offices’ of Primary Interest (OPI) ability to retrieve records. Timely review by the ATIP office is further impacted by the complexities inherent in this sensitive and complex information.
- ATIP staffing challenges continue due to a competitive job market. Staff turnover at all levels reduces operational efficiency while new employees onboard and learn. Hiring and training new employees creates additional workload for ATIP management and support services. Efforts continue to recruit and retain talented individuals to staff vacant positions.

3.3 Consultations received and completed

During the reporting period, National Defence received a total of 285 requests for consultation – 280 were received from other Government of Canada institutions and 5 from other organizations. The total workload for consultation requests increased by 19.7% over FY 2021-22 when 238 consultation requests were received.

While the number of new requests for consultations received by National Defence increased this FY, the number of consultations the Department carried over from the previous year decreased; National Defence had 149 consultations pending at the end of this reporting period.

FIGURE 13: ATI CONSULTATION WORKLOAD (LAST FIVE YEARS)



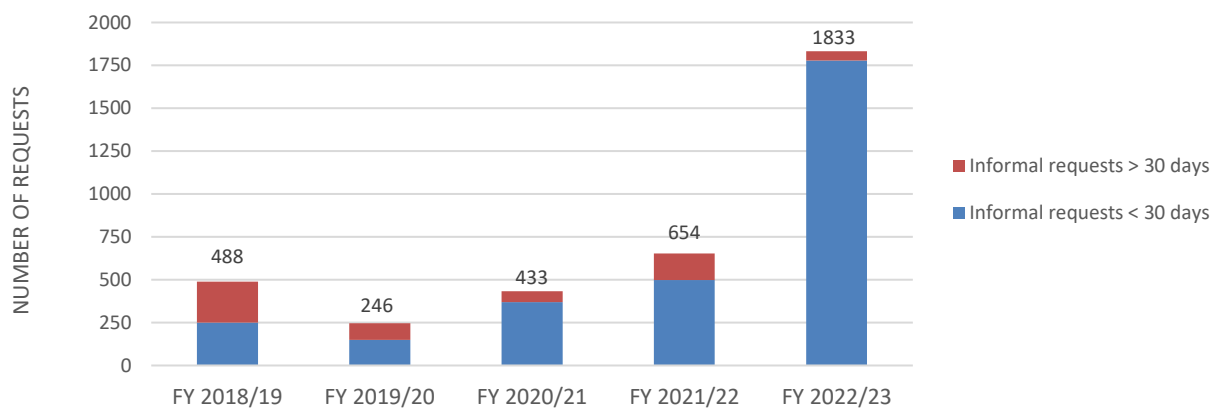
3.4 Informal Requests

To support increased transparency and the principles of Open Government, National Defence encourages informal access to records wherever possible. As a result of the continued online posting of summaries of completed ATIA requests, National Defence saw a significant increase of informal requests for previously released information.

In FY 2022-23, National Defence responded to 1833 informal requests, which represented a 180% increase over the previous reporting period. Approximately 65.5% of these cases were processed to respond to a single individual, who requested “every completed access to information request” processed by DAIP on behalf of DND/CAF, which included but wasn’t limited to the list of ATIA files posted on the Canadian Open Government website. At the time of the request this covered a period from 2015 to 2021, and the result was the release of 1199 files comprising 336,607 pages.

Even with a sharp increase in workload related to informal requests, the vast majority (1778; 97%) were completed in 30 days or less.

FIGURE 14: INFORMAL REQUESTS (LAST FIVE YEARS)



Informal requests reported in this section include:

- Formal requests that were discontinued in favour of providing information informally, in consultation with the requester as part of the Duty to Assist;
- Advising requesters when information is already publicly available online; and
- The re-release of information made available through previously closed formal requests. A listing of ATI requests completed by National Defence is available on the [Open Government portal](#).

4. COVID-19 IMPACTS TO ACCESS TO INFORMATION OPERATIONS

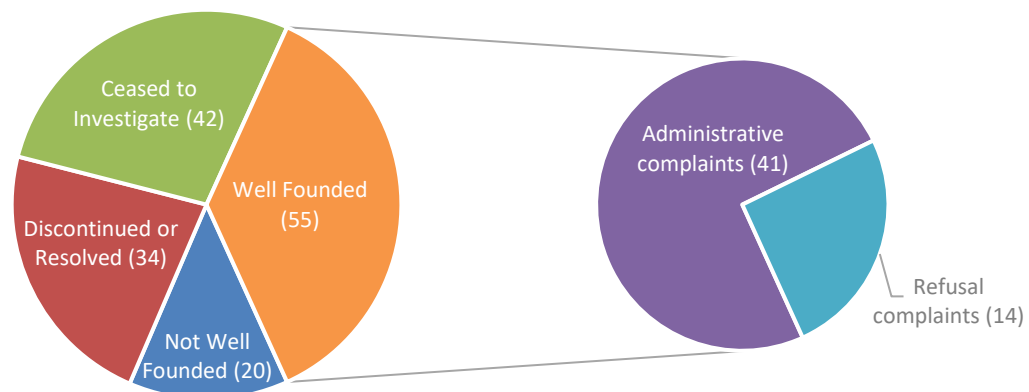
The ATIP office remained fully operational during FY 2022-23 reporting period; there were no significant impacts on ATIP performance attributable to COVID-19.

5. COMPLAINTS, AUDITS AND REVIEWS

5.1 Complaints from the Office of the Information Commissioner

National Defence received a total of 141 Notices of intention to investigate from the Office of the Information Commissioner (OIC) in the 2022-23 reporting period; compared to 68 such notices received in the previous reporting period. The number of complaints with well-founded final determinations decreased to 55 received this reporting period. This represents 2.5% of the total volume of files processed this FY.

FIGURE 15: OIC FINDINGS AND NATURE OF WELL-FOUNDED COMPLAINTS (FY 2022-23)



Statistical reporting requirements for complaints and investigations with the OIC are noted below:

- Section 32: When the OIC gives formal notice of their intention to investigate a complaint regarding the processing of a request under *the Act*. Defence received 141 such notices during FY 2022-23.
- Section 35: When the OIC requests further representations from institutions pursuant to an ongoing complaint investigation. Defence provided 42 such formal written representations to the OIC during the reporting period.
- Section 37: When the OIC issues a findings report for a well-founded complaint upon conclusion of an investigation. During the reporting period, 55 complaints were found to have merit. The 55 well-founded complaints represent 36.4% of the total findings (151) issued in FY 2022-23.

- Note that these complaints are not necessarily resulting from the 141 complaints received during the current reporting period. Of the 55 well-founded determinations:
 - 41 were administrative in nature (about delays and time extensions),
 - 14 were refusal complaints (regarding application of exemptions or possible missing records).

Complaints Team

The ATIP Directorate continued to utilize a dedicated manager to coordinate complaints from the OIC. Specific personnel in the ATIP Directorate continued to serve as the primary points of contact for the OIC and assisted in complaint-related reporting to both the OIC and ATIP Directorate Management. Regular monthly meetings were undertaken between the OIC and the ATIP Directorate to discuss file progression. These monthly meetings resulted in resolution of complaints and better collaboration with the OIC and the ATIP Directorate.

5.2 Court decisions

In FY 2022-23, there were no court proceedings actioned in respect of requests processed by National Defence.

6. POLICIES AND PROCEDURES

6.1 Internal procedures

The ATIP Directorate continued to review and update the ATI Procedure Guide to document improvements to ATI request processing and ensure alignment with Treasury Board policies and directives. Changes were made to streamline the record retrieval process in regards to following up on late responses from OPIs, minimizing the amount of email communications and escalating late responses to management.

Management participated in monthly meetings with the OPIs who had the highest volume of requests in order to improve communication and to assist them in reducing backlogs. These meetings also aided in the resolution of numerous Section 37 orders from the Information Commissioner, which also impacted the same OPIs.

7. TRAINING AND AWARENESS

7.1 ATIP training program

Departmental ATIP training continued to be provided on a virtual platform. Directorate training staff delivered the following training sessions to Defence employees and CAF members with specific emphasis on those staff with ATIP responsibilities:

- Access to Information and Privacy Fundamentals (COR502 – Offered online by the Canada School of the Public Service (CSPS), this course is a prerequisite for all departmental ATIP training and includes information on both Parts 1 and 2 of *the Act*);
- Introductory DND/CAF ATIP courses (ATIP 101 - General ATIP, or Privacy Fundamentals);
- Orientation session for new ATIP Directorate employees;
- Advanced DND/CAF ATIP courses (ATIP 201 - Advanced ATIP or organization-specific content); and,
- ATIP awareness and engagement activities with the various branches and divisions.

7.2 Training and awareness activities

A total of 51 training sessions were delivered to approximately 747 individuals. This training was provided to Defence employees and CAF members on the administration of both the Access to Information Act and Privacy Act, as well as on appropriate management of personal information under the control of the institution. These virtual training sessions included ATIP 101, ATIP 201, and Privacy Protection and targeted training sessions for specific Defence organizations. Most training sessions were delivered by ATIP Directorate staff through video teleconference technologies, and some organizations conducted their own courses and sessions. An example of an organization conducting their own training sessions is the Canadian Forces Health Services group, which covered a variety of Privacy topics.

The ATIP Directorate continued to deliver new employee orientation, providing an introduction to the ATIP environment and the roles and responsibilities of the individual as an employee of an ATIP Directorate.

During the reporting period, CSPS ATIP Fundamentals and the ATIP Directorate's ATIP 101 courses were made mandatory for all DND managers, and all CAF managers supervising civilians.

8. INITIATIVES AND PROJECTS

8.1 Backlog Reduction Team

The ATIP Directorate established a dedicated Backlog Reduction Team in October 2019 to address the inventory of late files. This initiative enables other ATI Operations Teams to focus on on-time compliance.

8.2 Technological Improvements

Onboarding to AORS

National Defence completed onboarding to the ATIP Online Request Service (AORS), allowing the ATIP Directorate to access and retrieve ATIP requests submitted via this online channel through the ATIP Online Management Tool (AOMT).

The Treasury Board of Canada Secretariat created AORS as a way for requesters to receive faster and more convenient service, while also providing a seamless channel to determine if the information they need is already available from previous requests.

AOMT is intended to improve the process by which institutions manage the receipt of requests and the engagement channel with the requester community.

Through the implementation of “2-factor authentication”, AORS/AOMT will augment the security of the ATIP request process.

9. MONITORING COMPLIANCE

To effectively monitor and report on ATIP performance in National Defence, the ATIP Directorate produces a monthly performance dashboard which tracks OPI record retrieval timeliness, overall ATIP compliance and key metrics such as privacy breach complaints. The ATIP dashboard continued to be published using the Microsoft Power BI platform to improve usability and overall visibility to senior leadership on key metrics and ATIP performance. The monthly dashboard serves to track ATIP performance across the Department and identify organizations who may require assistance or training, and to identify areas for process improvements.

The ATIP Directorate routinely responds to ad hoc requests for statistics and performance reports to inform program delivery and identify trends.

10. ACCESS TO INFORMATION FEES AND OPERATING COSTS

10.1 Reporting on ATI fees for the purposes of the Services Fees Act

The *Service Fees Act* (SFA) 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 SFA section 20.

| | |
|---------------------------------------|--|
| <i>Enabling authority:</i> | <i>Access to Information Act</i> |
| <i>Fee amount for 2022-23:</i> | \$5 application fee is the only fee charged for an ATI request |
| <i>Total revenue:</i> | \$10,295.00 |
| <i>Fees waived:</i> | In accordance with the changes to the Access to Information Act that came into force on June 21, 2019, National Defence may only charge an application fee of \$5, as set out in paragraph 7(1)(a) of the Regulations. Pursuant to the Directive on Access to Information Requests, issued on July 13, 2022, institutions can waive this application fee as deemed appropriate. A total of \$910.00 in fees have been waived during this reporting period. |
| <i>Cost of operating the program:</i> | \$5,417,538 |

The cost of operations includes salaries, overtime, goods and services, contracts and all other expenses specific to the access to information office. Costs associated with time spent by program areas searching for and reviewing records are not included here.

11. PROACTIVE PUBLICATION

National Defence is a department of the Government of Canada, and a government institution listed in Schedule I of the ATIA.

In accordance with Defence Administrative Orders and Directives (DAOD), the Deputy Minister (DM) of National Defence and the Chief of Defence Staff (CDS) have designated officials in the form of Functional Authorities for each proactive publishing requirement who exercise the responsibility to support the head of the institution's accountability for requirements under Part 2 of the Act.

The process lead and key stakeholders for each proactive publishing requirement collaborated to define the roles & responsibilities, develop detailed processes, and determine the timings to ensure DND/CAF is compliant with legislative requirements.

The Public Affairs and Information Management groups support DND/CAF in ensuring publications are posted to the DND/CAF Transparency site and the Open Government site in bilingual and web accessible formats within the mandated time requirements.

Individuals at all levels play a vital role in supporting proactive publishing requirements, specifically:

- **Corporate Secretary (Corp Sec):** The functional authority for the administration of the ATIA and the PA. The Corp Sec provides direction to DND/CAF on the implementation and oversight of proactive publishing requirements.
- **L0s:** Ensure all DND/CAF organizations support and uphold legislated proactive publishing requirements.
- **L1s:** Ensure organizations under their chain of command respect all proactive publishing requirements. Each L1 must ensure the accuracy and completeness of information published on their behalf. L1s are to implement internal release authority approvals and data quality control measures where necessary.
- **Functional Authority:** Responsible for the oversight and monitoring of their respective proactive publishing requirements as described in the table below and for addressing all matters of non-compliance. The Functional Authority plays a key role in ensuring that the data for each element is accurate and submitted within the timeframe required to ensure the publications are completed within the mandated time allowed.
- **Process Lead:** The subject matter authority responsible for initiating and/or effecting the proactive publishing of DND/CAF information.

National Defence proactive publications are available on open.canada.ca, and the National Defence website through the Transparency, and Reports and Publications pages.

Specific data on the timeliness and percentage compliance for National Defence proactive publication was not captured during this or previous reporting periods. To improve the monitoring and reporting of Part 2 responsibilities, National Defence is reviewing the existing processes and responsibilities with the intention of establishing a single point of oversight for all Functional Authorities.

| <i>Proactive Publishing Requirement</i> | <i>Functional Authority</i> | <i>Process Lead</i> |
|---|--|---|
| Briefing Note Lists | Corporate Secretary | Directorate Access to Information and Privacy (DAIP) |
| Travel and Hospitality Expenses | Assistant Deputy Minister (Finance) | Director General Financial Operations and Services (DGFOs) |
| Grants & Contributions over \$25,000 | Assistant Deputy Minister (Finance) | Executive Director Investment Planning and Programme Approvals (EDIPPA) |
| Contracts over \$10,000 | Assistant Deputy Minister (Materiel) | Director Materiel Policy and Procedures (DMPP) |
| Position Reclassification | Assistant Deputy Minister (Human Resources - Civilian) | Directorate Civilian Classification and Organization (DCCO) |
| Question Period Notes | Assistant Deputy Minister (Policy) | Directorate of Parliamentary Affairs (D Parl A) |
| Parliamentary Committee Binders, | Assistant Deputy Minister (Policy) | Directorate of Parliamentary Affairs (D Parl A) |
| Reports Tabled in Parliament | Assistant Deputy Minister (Policy) | Directorate of Parliamentary Affairs (D Parl A) |
| Transition Binders | Assistant Deputy Minister (Policy) | Directorate of Strategic Coordination and Outreach (Dir SCO) |
| Annual Report of Minister's Office Expenses | Corporate Secretary | Corp Sec Comptroller Office |
| Web Accessibility | Assistant Deputy Minister (Public Affairs) | Directorate of E-Communications (DEC) |
| DND/CAF Transparency Site | Assistant Deputy Minister (Public Affairs) | Directorate of E-Communications (DEC) |

ANNEX A: DESIGNATION ORDER

National Defence and the Canadian Armed Forces

Access to Information Act and Privacy Act Designation Order

1. Pursuant to section 73 of the *Access to Information Act* and the *Privacy Act*, the Minister of National Defence, as the head of a government institution under these Acts, hereby designates the persons holding the following positions, or the persons occupying those positions on an acting basis, to exercise or perform all of the powers, duties and functions of the head of a government institution under these Acts:

- (a) the Deputy Minister;
- (b) the Corporate Secretary;
- (c) the Director Access to Information and Privacy; and
- (d) Deputy Directors Access to Information and Privacy.

2. Pursuant to section 73 of the above-mentioned Acts, the Minister also designates the following:

(a) those persons holding the position of Access Team Leader, or the persons occupying this position on an acting basis, to exercise or perform the powers, duties and functions in respect of:

- The application of the following provisions under the *Access to Information Act*: section 9; subsections 11(2), 11(3), 11(4), 11(5), 11(6); sections 19, 20, 23 and 24; subsections 27(1) and 27(4); paragraph 28(1)(b), subsections 28(2) and 28(4); and
- The response to requests made under the *Access to Information Act* if no records exist.

(b) those persons holding the position of Privacy Team Leader, or the persons occupying this position on an acting basis, to exercise or perform any of the powers, duties and functions of the head of an institution under the *Privacy Act*, other than under sub-paragraphs 8(2)(j) and 8(2)(m); and

(c) those persons holding the position of Privacy Senior Analyst, or the persons occupying this position on an acting basis, to exercise or perform the powers and duties in respect of the application of section 26 of the *Privacy Act*.

Défense nationale et les Forces armées canadiennes

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

1. En vertu de l'article 73 de la *Loi sur l'accès à l'information* et de la *Loi sur la protection des renseignements personnels*, le ministre de la Défense nationale, à titre de responsable d'une institution fédérale aux termes desdites lois, délègue par les présentes l'autorité d'exercer les attributions d'un responsable d'une institution fédérale que lui confèrent les lois en question aux titulaires des postes indiqués ci-après, ou aux personnes occupant ces postes à titre intérimaire :

- (a) le sous-ministre;
- (b) le Secrétaire général;
- (c) le Directeur – Accès à l'information et protection des renseignements personnels;
- (d) les Directeurs adjoints – Accès à l'information et protection des renseignements personnels.

2. En vertu de l'article 73 des lois susmentionnées, le ministre délègue aussi :

(a) aux titulaires d'un poste de chef d'équipe de l'accès à l'information, ou aux personnes occupant un tel poste à titre intérimaire, l'autorité d'exercer les attributions relatives à ce qui suit :

- L'application de certaines dispositions de la *Loi sur l'accès à l'information*, à savoir l'article 9; les paragraphes 11(2), 11(3), 11(4), 11(5) et 11(6); les articles 19, 20, 23 et 24; les paragraphes 27(1) et 27(4); l'alinéa 28(1)b), et les paragraphes 28(2) et 28(4);
- La réponse fournie aux demandes présentées en vertu de la *Loi sur l'accès à l'information*, lorsqu'il n'existe aucun dossier.

(b) aux titulaires d'un poste de chef d'équipe des renseignements personnels, ou aux personnes occupant un tel poste à titre intérimaire, l'autorité d'exercer les attributions du responsable d'une institution fédérale aux termes de la *Loi sur la protection des renseignements personnels*, sauf celles prévues aux alinéas 8(2)j) et m);

(c) aux titulaires d'un poste d'analyste principal, ou aux personnes occupant ces postes à titre intérimaire, l'autorité d'exercer les attributions relatives à l'application de l'article 26 de la *Loi sur la protection des renseignements personnels*.

Le ministre de la Défense nationale



The Hon. Harjit S. Sajjan, PC, OMM, MSM, CD, MP

Minister of National Defence

Date: **JAN 12 2016**

ANNEX B: STATISTICAL REPORT ON THE ACCESS TO INFORMATION ACT FOR 2022-2023



Government
of Canada Gouvernement
du Canada

Statistical Report on the *Access to Information Act*

Name of institution: Department of National Defence

Reporting period: 2022-04-01 to 2023-03-31

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

1.1 Number of requests

| | | Number of Requests |
|---|------|--------------------|
| Received during reporting period | | 2241 |
| Outstanding from previous reporting period | | 1778 |
| • Outstanding from previous reporting period | 829 | |
| • Outstanding from more than one reporting period | 949 | |
| Total | | 4019 |
| Closed during reporting period | | 2242 |
| Carried over to next reporting period | | 1777 |
| • Carried over within legislated timeline | 183 | |
| • Carried over beyond legislated timeline | 1594 | |

1.2 Sources of requests

| Source | Number of Requests |
|---------------------------|--------------------|
| Media | 294 |
| Academia | 80 |
| Business (private sector) | 108 |
| Organization | 103 |
| Public | 1291 |
| Decline to Identify | 365 |
| Total | 2241 |

1.3 Channels of requests

| Source | Number of Requests |
|--------------|--------------------|
| Online | 2138 |
| E-mail | 29 |
| Mail | 74 |
| In person | 0 |
| Phone | 0 |
| Fax | 0 |
| Total | 2241 |

Section 2: Informal Requests

2.1 Number of informal requests

| | | Number of Requests |
|---|----|--------------------|
| Received during reporting period | | 1901 |
| Outstanding from previous reporting period | | 21 |
| • Outstanding from previous reporting period | 18 | |
| • Outstanding from more than one reporting period | 3 | |
| Total | | 1922 |
| Closed during reporting period | | 1833 |
| Carried over to next reporting period | | 89 |

2.2 Channels of informal requests

| Source | Number of Requests |
|--------------|--------------------|
| Online | 1901 |
| E-mail | 0 |
| Mail | 0 |
| In person | 0 |
| Phone | 0 |
| Fax | 0 |
| Total | 1901 |

2.3 Completion time of informal requests

| Completion Time | | | | | | | Total |
|-----------------|---------------|---------------|----------------|-----------------|-----------------|--------------------|-------|
| 1 to 15 Days | 16 to 30 Days | 31 to 60 Days | 61 to 120 Days | 121 to 180 Days | 181 to 365 Days | More Than 365 Days | |
| 776 | 1002 | 37 | 7 | 5 | 4 | 2 | 1833 |

2.4 Pages released informally

| Less Than 100 Pages Released | | 101-500 Pages Released | | 501-1000 Pages Released | | 1001-5000 Pages Released | | More Than 5000 Pages Released | |
|------------------------------|----------------|------------------------|----------------|-------------------------|----------------|--------------------------|----------------|-------------------------------|----------------|
| Number of Requests | Pages Released | Number of Requests | Pages Released | Number of Requests | Pages Released | Number of Requests | Pages Released | Number of Requests | Pages Released |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

2.5 Pages re-released informally

| Less Than 100 Pages Released | | 101-500 Pages Released | | 501-1000 Pages Released | | 1001-5000 Pages Released | | More Than 5000 Pages Released | |
|------------------------------|----------------|------------------------|----------------|-------------------------|----------------|--------------------------|----------------|-------------------------------|----------------|
| Number of Requests | Pages Released | Number of Requests | Pages Released | Number of Requests | Pages Released | Number of Requests | Pages Released | Number of Requests | Pages Released |
| 1344 | 27010 | 352 | 80074 | 81 | 57265 | 51 | 87357 | 5 | 84901 |

Section 3: Decline to act vexatious, made in bad faith or abuse of right requests

| | Number of Requests |
|--|--------------------|
| Outstanding from previous reporting period | 0 |
| Sent during reporting period | 2 |
| Total | 2 |
| Approved by the Information Commissioner during reporting period | 0 |
| Declined by the Information Commissioner during reporting period | 2 |
| Withdrawn during reporting period | 0 |
| Carried over to next reporting period | 0 |

Section 4: Requests Closed During the Reporting Period

4.1 Disposition and completion time

| Disposition of Requests | Completion Time | | | | | | | Total |
|--|-----------------|---------------|---------------|----------------|-----------------|-----------------|--------------------|-------|
| | 1 to 15 Days | 16 to 30 Days | 31 to 60 Days | 61 to 120 Days | 121 to 180 Days | 181 to 365 Days | More Than 365 Days | |
| All disclosed | 0 | 28 | 22 | 30 | 13 | 26 | 26 | 145 |
| Disclosed in part | 0 | 30 | 47 | 90 | 59 | 122 | 294 | 642 |
| All exempted | 1 | 5 | 4 | 9 | 0 | 8 | 15 | 42 |
| All excluded | 0 | 0 | 0 | 0 | 0 | 0 | 7 | 7 |
| No records exist | 427 | 88 | 34 | 13 | 10 | 13 | 8 | 593 |
| Request transferred | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Request abandoned | 688 | 16 | 7 | 7 | 4 | 2 | 83 | 807 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Decline to act with the approval of the Information Commissioner | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 1120 | 167 | 114 | 151 | 86 | 171 | 433 | 2242 |

4.2 Exemptions

| Section | Number of Requests | Section | Number of Requests | Section | Number of Requests | Section | Number of Requests |
|---------------|--------------------|------------|--------------------|------------|--------------------|----------|--------------------|
| 13(1)(a) | 73 | 16(2) | 46 | 18(a) | 8 | 20.1 | 0 |
| 13(1)(b) | 19 | 16(2)(a) | 0 | 18(b) | 6 | 20.2 | 0 |
| 13(1)(c) | 2 | 16(2)(b) | 1 | 18(c) | 0 | 20.4 | 0 |
| 13(1)(d) | 1 | 16(2)(c) | 27 | 18(d) | 2 | 21(1)(a) | 127 |
| 13(1)(e) | 0 | 16(3) | 0 | 18.1(1)(a) | 0 | 21(1)(b) | 100 |
| 14 | 2 | 16.1(1)(a) | 0 | 18.1(1)(b) | 0 | 21(1)(c) | 40 |
| 14(a) | 4 | 16.1(1)(b) | 0 | 18.1(1)(c) | 0 | 21(1)(d) | 13 |
| 14(b) | 0 | 16.1(1)(c) | 0 | 18.1(1)(d) | 0 | 22 | 6 |
| 15(1) | 122 | 16.1(1)(d) | 0 | 19(1) | 489 | 22.1(1) | 0 |
| 15(1) - I.A.* | 102 | 16.2(1) | 0 | 20(1)(a) | 12 | 23 | 85 |
| 15(1) - Def.* | 191 | 16.3 | 0 | 20(1)(b) | 122 | 23.1 | 0 |
| 15(1) - S.A.* | 1 | 16.31 | 0 | 20(1)(b.1) | 0 | 24(1) | 62 |
| 16(1)(a)(i) | 2 | 16.4(1)(a) | 0 | 20(1)(c) | 119 | 26 | 0 |
| 16(1)(a)(ii) | 0 | 16.4(1)(b) | 0 | 20(1)(d) | 11 | | |
| 16(1)(a)(iii) | 0 | 16.5 | 2 | | | | |
| 16(1)(b) | 10 | 16.6 | 0 | | | | |
| 16(1)(c) | 14 | 17 | 9 | | | | |
| 16(1)(d) | 0 | | | | | | |

* I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities

4.3 Exclusions

| Section | Number of Requests | Section | Number of Requests | Section | Number of Requests |
|---------|--------------------|----------|--------------------|-----------------|--------------------|
| 68(a) | 5 | 69(1) | 4 | 69(1)(g) re (a) | 49 |
| 68(b) | 0 | 69(1)(a) | 4 | 69(1)(g) re (b) | 0 |
| 68(c) | 0 | 69(1)(b) | 0 | 69(1)(g) re (c) | 11 |
| 68.1 | 0 | 69(1)(c) | 1 | 69(1)(g) re (d) | 4 |
| 68.2(a) | 0 | 69(1)(d) | 2 | 69(1)(g) re (e) | 15 |
| 68.2(b) | 0 | 69(1)(e) | 5 | 69(1)(g) re (f) | 1 |
| | | 69(1)(f) | 0 | 69.1(1) | 0 |

4.4 Relevant pages processed and disclosed

| Paper | Electronic | | | | Other |
|-------|------------|----------|-------|-------|-------|
| | E-Record | Data set | Video | Audio | |
| 44 | 743 | 1 | 4 | 0 | 0 |

4.5 Complexity

4.5.1 Relevant pages processed and disclosed

| Number of Pages Processed | Number of Pages Disclosed | Number of Requests |
|---------------------------|---------------------------|--------------------|
| 213059 | 137098 | 1645 |

4.5.2 Relevant pages processed and disclosed by size of requests

| Disposition | Less Than 100 Pages Processed | | 101-500 Pages Processed | | 501-1000 Pages Processed | | 1001-5000 Pages Processed | | More Than 5000 Pages Processed | |
|---|-------------------------------|-----------------|-------------------------|-----------------|--------------------------|-----------------|---------------------------|-----------------|--------------------------------|-----------------|
| | Number of Requests | Pages Processed | Number of Requests | Pages Processed | Number of Requests | Pages Processed | Number of Requests | Pages Processed | Number of Requests | Pages Processed |
| All disclosed | 116 | 1627 | 24 | 4855 | 3 | 1857 | 2 | 5359 | 0 | 0 |
| Disclosed in part | 394 | 9929 | 156 | 37200 | 47 | 33216 | 42 | 72429 | 3 | 30308 |
| All exempted | 21 | 674 | 16 | 3671 | 3 | 2388 | 2 | 6330 | 0 | 0 |
| All excluded | 6 | 264 | 1 | 213 | 0 | 0 | 0 | 0 | 0 | 0 |
| Request abandoned | 795 | 293 | 12 | 2446 | 0 | 0 | 0 | 0 | 0 | 0 |
| Neither confirmed nor denied | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Declined to act with the approval of the Information Commissioner | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 1334 | 12787 | 209 | 48385 | 53 | 37461 | 46 | 84118 | 3 | 30308 |

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 pages processed and disclosed by size of requests

| Disposition | Less than 60 Minutes processed | | 60-120 Minutes processed | | More than 120 Minutes processed | |
|---|--------------------------------|-------------------|--------------------------|-------------------|---------------------------------|-------------------|
| | Number of Requests | Minutes Processed | Number of Requests | Minutes Processed | Number of Requests | Minutes Processed |
| All disclosed | 0 | 0 | 0 | 0 | 0 | 0 |
| Disclosed in part | 0 | 0 | 0 | 0 | 0 | 0 |
| All exempted | 0 | 0 | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 | 0 | 0 |
| Request abandoned | 0 | 0 | 0 | 0 | 0 | 0 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 | 0 |
| Declined to act with the approval of the Information Commissioner | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 | 0 | 0 |

4.5.5 Relevant minutes processed and disclosed for video formats

| Number of Minutes Processed | Number of Minutes Disclosed | Number of Requests |
|-----------------------------|-----------------------------|--------------------|
| 658 | 280 | 4 |

4.5.6 Relevant pages processed and disclosed 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 | 1 | 2 | 0 | 0 | 1 | 274 |
| Disclosed in part | 1 | 7 | 0 | 0 | 1 | 375 |
| 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 | 2 | 9 | 0 | 0 | 2 | 649 |

4.5.7 Other complexities

| Disposition | Consultation Required | Legal Advice Sought | Other | Total |
|---|-----------------------|---------------------|-------|-------|
| All disclosed | 9 | 0 | 0 | 9 |
| Disclosed in part | 128 | 0 | 2 | 130 |
| All exempted | 6 | 0 | 0 | 6 |
| All excluded | 5 | 0 | 0 | 5 |
| Request abandoned | 3 | 1 | 0 | 4 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 |
| Declined to act with the approval of the Information Commissioner | 0 | 0 | 0 | 0 |
| Total | 151 | 1 | 2 | 154 |

4.6 Closed requests

4.6.1 Number of requests closed within legislated timelines

| | Requests closed within legislated timelines |
|---|---|
| Number of requests closed within legislated timelines | 1384 |
| Percentage of requests closed within legislated timelines (%) | 61.73 |

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 |
| 858 | 402 | 38 | 48 | 370 |

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

| Number of Days Past Legislated Timelines | Number of Requests Past Legislated Timeline Where No Extension Was Taken | Number of Requests Past Legislated Timeline Where an Extension Was Taken | Total |
|--|--|--|------------|
| 1 to 15 days | 36 | 7 | 43 |
| 16 to 30 days | 30 | 13 | 43 |
| 31 to 60 days | 49 | 16 | 65 |
| 61 to 120 days | 71 | 19 | 90 |
| 121 to 180 days | 59 | 13 | 72 |
| 181 to 365 days | 117 | 42 | 159 |
| More than 365 days | 250 | 136 | 386 |
| Total | 612 | 246 | 858 |

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 | 9(1)(b) Consultation | | 9(1)(c) Third-Party Notice |
|--|--------------------------------------|----------------------|------------|----------------------------|
| | | Section 69 | Other | |
| All disclosed | 11 | 1 | 20 | 2 |
| Disclosed in part | 85 | 4 | 149 | 48 |
| All exempted | 10 | 0 | 7 | 5 |
| All excluded | 0 | 0 | 3 | 2 |
| No records exist | 13 | 0 | 12 | 30 |
| Request abandoned | 1 | 0 | 0 | 0 |
| Decline to act with the approval of the Information Commissioner | 0 | 0 | 0 | 0 |
| Total | 120 | 5 | 191 | 87 |

5.2 Length of extensions

| Length of Extensions | 9(1)(a) Interference With Operations | 9(1)(b) Consultation | | 9(1)(c) Third-Party Notice |
|----------------------|---|----------------------|-------|----------------------------------|
| | | Section 69 | Other | |
| 30 days or less | 46 | 0 | 61 | 1 |
| 31 to 60 days | 47 | 3 | 89 | 84 |
| 61 to 120 days | 20 | 2 | 24 | 2 |
| 121 to 180 days | 2 | 0 | 12 | 0 |
| 181 to 365 days | 4 | 0 | 3 | 0 |
| 365 days or more | 1 | 0 | 2 | 0 |
| Total | 120 | 5 | 191 | 87 |

Section 6: Fees

| Fee Type | Fee Collected | | Fee Waived | | Fee Refunded | |
|--------------|--------------------|----------|--------------------|--------|--------------------|--------|
| | Number of Requests | Amount | Number of Requests | Amount | Number of Requests | Amount |
| Application | 2059 | \$10,295 | 182 | \$910 | 0 | \$0 |
| Other fees | 0 | \$0 | 0 | \$0 | 0 | \$0 |
| Total | 2059 | \$10,295 | 182 | \$910 | 0 | \$0 |

Section 7: Consultations Received From Other Institutions and Organizations

7.1 Consultations received from other Government of Canada institutions and organizations

| Consultations | Other Government of Canada Institutions | Number of Pages to Review | Other Organizations | Number of Pages to Review |
|--|---|---------------------------|---------------------|---------------------------|
| Received during reporting period | 246 | 52825 | 5 | 147 |
| Outstanding from the previous reporting period | 183 | 115433 | 3 | 567 |
| Total | 429 | 168258 | 8 | 714 |
| Closed during the reporting period | 280 | 60798 | 5 | 584 |
| Carried over within negotiated timelines | 36 | 7156 | 0 | 0 |
| Carried over beyond negotiated timelines | 113 | 100304 | 3 | 130 |

7.2 Recommendations and completion time for consultations received from other Government of Canada institutions

| Recommendation | Number of Days Required to Complete Consultation Requests | | | | | | | Total |
|---------------------------|---|---------------|---------------|----------------|-----------------|-----------------|--------------------|------------|
| | 1 to 15 Days | 16 to 30 Days | 31 to 60 Days | 61 to 120 Days | 121 to 180 Days | 181 to 365 Days | More Than 365 Days | |
| Disclose entirely | 29 | 27 | 34 | 32 | 19 | 11 | 12 | 164 |
| Disclose in part | 5 | 4 | 17 | 19 | 15 | 6 | 29 | 95 |
| Exempt entirely | 0 | 1 | 0 | 0 | 0 | 0 | 3 | 4 |
| Exclude entirely | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Consult other institution | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other | 3 | 2 | 1 | 4 | 2 | 1 | 3 | 16 |
| Total | 37 | 35 | 52 | 55 | 36 | 18 | 47 | 280 |

7.3 Recommendations and completion time for consultations received from other organizations

| Recommendation | Number of Days Required to Complete Consultation Requests | | | | | | | Total |
|---------------------------|---|---------------|---------------|----------------|-----------------|-----------------|--------------------|----------|
| | 1 to 15 Days | 16 to 30 Days | 31 to 60 Days | 61 to 120 Days | 121 to 180 Days | 181 to 365 Days | More Than 365 Days | |
| Disclose entirely | 1 | 0 | 0 | 1 | 1 | 0 | 0 | 3 |
| Disclose in part | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| Exempt entirely | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Exclude entirely | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Consult other institution | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Total | 1 | 0 | 0 | 2 | 1 | 0 | 1 | 5 |

Section 8: Completion Time of Consultations on Cabinet Confidences

8.1 Requests with Legal Services

| Number of Days | Fewer Than 100 Pages Processed | | 101-500 Pages Processed | | 501-1000 Pages Processed | | 1001-5000 Pages Processed | | More Than 5000 Pages Processed | |
|----------------|--------------------------------|-----------------|-------------------------|-----------------|--------------------------|-----------------|---------------------------|-----------------|--------------------------------|-----------------|
| | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed |
| 1 to 15 | 46 | 479 | 3 | 96 | 0 | 0 | 0 | 0 | 0 | 0 |
| 16 to 30 | 9 | 220 | 1 | 5 | 0 | 0 | 0 | 0 | 0 | 0 |
| 31 to 60 | 7 | 164 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 61 to 120 | 2 | 45 | 1 | 273 | 0 | 0 | 0 | 0 | 0 | 0 |
| 121 to 180 | 2 | 41 | 1 | 180 | 0 | 0 | 0 | 0 | 0 | 0 |
| 181 to 365 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| More than 365 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 66 | 949 | 8 | 554 | 0 | 0 | 0 | 0 | 0 | 0 |

8.2 Requests with Privy Council Office

| Number of Days | Fewer Than 100 Pages Processed | | 101-500 Pages Processed | | 501-1000 Pages Processed | | 1001-5000 Pages Processed | | More Than 5000 Pages Processed | |
|----------------|--------------------------------|-----------------|-------------------------|-----------------|--------------------------|-----------------|---------------------------|-----------------|--------------------------------|-----------------|
| | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed |
| 1 to 15 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 16 to 30 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 31 to 60 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 61 to 120 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 121 to 180 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 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: Complaints and investigations

9.1 Investigations

| Section 32 Notice of intention to investigate | Subsection 30(5) Ceased to investigate | Section 35 Formal Representations |
|---|--|-----------------------------------|
| 141 | 42 | 45 |

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 |
| 17 | 1 | 16 | 55 | 1 | 22 |

Section 10: Court Action

10.1 Court actions on third party notifications under paragraph 28(1)(b)

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

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

| Section 44 - under paragraph 28(1)(b) |
|---------------------------------------|
| 0 |

Section 11: Resources Related to the Access to Information Act

11.1 Allocated Costs

| Expenditures | | Amount |
|-----------------------------------|-------------|--------------------|
| Salaries | | \$3,746,731 |
| Overtime | | \$22,621 |
| Goods and Services | | \$1,648,186 |
| • Professional services contracts | \$1,558,716 | |
| • Other | \$89,470 | |
| Total | | \$5,417,538 |

11.2 Human Resources

| Resources | Person Years Dedicated to Access to Information Activities |
|----------------------------------|--|
| Full-time employees | 93.000 |
| Part-time and casual employees | 3.000 |
| Regional staff | 0.000 |
| Consultants and agency personnel | 8.000 |
| Students | 0.000 |
| Total | 107.000 |

Note: Enter values to three decimal places.

ANNEX C: SUPPLEMENTAL STATISTICAL REPORT ON THE ACCESS TO INFORMATION ACT AND PRIVACY ACT FOR 2022-2023



Government
of Canada

Gouvernement
du Canada

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

Name of institution: Department of National Defence

Reporting period: 2022-04-01 to 2023-03-31

Section 1: Capacity to Receive Requests

Enter the number of weeks your institution was able to receive ATIP requests through the different 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

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 | 0 | 0 | 52 | 52 |
| Protected B Paper Records | 0 | 0 | 52 | 52 |
| Secret and Top Secret Paper Records | 0 | 0 | 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 | 0 | 0 | 52 | 52 |
| Protected B Electronic Records | 0 | 0 | 52 | 52 |
| Secret and Top Secret Electronic Records | 0 | 0 | 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 Within Legislated Timelines as of March 31, 2023 | Open Requests that are Beyond Legislated Timelines as of March 31, 2023 | Total |
|---|---|---|-------------|
| Received in 2022-2023 | 175 | 505 | 680 |
| Received in 2021-2022 | 3 | 460 | 463 |
| Received in 2020-2021 | 3 | 263 | 266 |
| Received in 2019-2020 | 1 | 204 | 205 |
| Received in 2018-2019 | 0 | 88 | 88 |
| Received in 2017-2018 | 1 | 32 | 33 |
| Received in 2016-2017 | 0 | 32 | 32 |
| Received in 2015-2016 | 0 | 10 | 10 |
| Received in 2014-2015 | 0 | 0 | 0 |
| Received in 2013-2014 or earlier | 0 | 0 | 0 |
| Total | 183 | 1594 | 1777 |

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 | 71 |
| Received in 2021-2022 | 9 |
| Received in 2020-2021 | 6 |
| Received in 2019-2020 | 12 |
| Received in 2018-2019 | 3 |
| Received in 2017-2018 | 0 |
| Received in 2016-2017 | 1 |
| Received in 2015-2016 | 0 |
| Received in 2014-2015 | 0 |
| Received in 2013-2014 or earlier | 2 |
| Total | 104 |

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 Within Legislated Timelines as of March 31, 2023 | Open Requests that are Beyond Legislated Timelines as of March 31, 2023 | Total |
|---|---|---|-------------|
| Received in 2022-2023 | 643 | 435 | 1078 |
| Received in 2021-2022 | 0 | 46 | 46 |
| Received in 2020-2021 | 0 | 29 | 29 |
| Received in 2019-2020 | 0 | 3 | 3 |
| 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 | 643 | 513 | 1156 |

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 | 24 |
| Received in 2021-2022 | 19 |
| Received in 2020-2021 | 5 |
| Received in 2019-2020 | 2 |
| Received in 2018-2019 | 1 |
| 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 | 51 |

Section 5: Social Insurance Number (SIN)

| | |
|--|----|
| Has your institution begun a new collection or a new consistent use of the SIN in 2022-2023? | No |
|--|----|

Section 6: Universal Access under the Privacy Act

| | |
|--|---|
| How many requests were received from confirmed foreign nationals outside of Canada in 2022-2023? | 1 |
|--|---|