



Administrative Tribunals  
Support Service of Canada

Service canadien d'appui  
aux tribunaux administratifs

Administrative Tribunals Support Service of Canada

**Annual Report to Parliament on**  
**THE ADMINISTRATION OF**  
**THE *ACCESS TO INFORMATION ACT***

April 1, 2016 to March 31, 2017

© Her Majesty the Queen in Right of Canada, 2017

Cat. No. J85-3/1E-PDF  
ISSN 2371-2430

## Table of Contents

1.	Introduction .....	2
2.	About the ATSSC .....	3
3.	The Access to Information and Privacy Office .....	4
4.	ATSSC Statistical Overview.....	4
5.	Sources of Requests.....	5
6.	Disposition of Completed Requests.....	5
7.	Exemptions Invoked .....	5
8.	Extensions and Completion Time .....	6
9.	Consultations .....	6
10.	Training Activities.....	6
11.	Policies, Guidelines and Procedures .....	7
12.	Complaints.....	7
13.	Monitoring.....	7

## 1. Introduction

The Administrative Tribunals Support Service of Canada (ATSSC) is pleased to present to Parliament its annual report on the administration of the *Access to Information Act* (the *Act*) for fiscal year April 1, 2016 to March 31, 2017.

Section 72 of the *Act* requires the head of every federal government institution to prepare and table an annual report to Parliament on the administration of the *Act* during the fiscal year. This report provides an overview of the activities of the ATSSC in implementing the *Act* during the organization's second full fiscal cycle.

The purpose of the *Access to Information Act* is to provide a right of access to information in records under the control of a government institution. It maintains 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.

The *Act* is intended to complement and not replace existing procedures for access to government information and is not intended to limit in any way access to the type of government information that is normally available to the general public.

The ATSSC is fully committed to both the spirit and the intent of the *Act* to foster a culture of openness and transparency within the organization.

## **2. About the ATSSC**

The Administrative Tribunals Support Service of Canada (ATSSC) was established on November 1, 2014, with the coming into force of the *Administrative Tribunals Support Service of Canada Act*. The ATSSC is responsible for providing support services and facilities to 11 federal administrative tribunals by way of a single, integrated organization.

These services include the specialized services required by each tribunal (e.g., registry, research and analysis, legal and other mandate or case activities specific to each tribunal), as well as internal services (e.g., human resources, financial services, information management and technology, accommodations, security, planning and communications).

The administrative tribunals served by the ATSSC include:

- the Canada Agricultural Review Tribunal;
- the Canada Industrial Relations Board;
- the Canadian Cultural Property Export Review Board;
- the Canadian Human Rights Tribunal;
- the Canadian International Trade Tribunal;
- the Competition Tribunal;
- the Public Servants Disclosure Protection Tribunal;
- the Public Service Labour Relations and Employment Board;
- the Social Security Tribunal of Canada;
- the Specific Claims Tribunal; and
- the Transportation Appeal Tribunal of Canada.

The ATSSC also supports the National Joint Council, the forum for co-development, consultation and information sharing between the government as employer and public service bargaining agents.

The ATSSC reports to Parliament through the Minister of Justice.

### **3. The Access to Information and Privacy Office**

The Access to Information and Privacy (ATIP) Office is responsible for administering the *Access to Information Act* (the *Act*) on behalf of the ATSSC. Its mandate is to ensure compliance with the legislation, regulations and government policy and to create organizational standards and directives relating to the *Act*. Responsibility for the powers, duties and functions for the administration of the *Act* has been formally established and is outlined in the Designation Order signed by the Chief Administrator. The Executive Secretary and the ATIP Manager have been delegated authorities as described in the Designation Order included in Appendix A.

Within the ATSSC's organizational structure, the ATIP Office reports to the Executive Secretary's Office, which is under the direction of the Chief Administrator. Oversight of the ATIP Office is administered by the Executive Secretary. The ATIP Office consists of the manager, one analyst and one administrative assistant dedicated to access to information and privacy activities.

The ATIP Office receives, coordinates and processes requests in accordance with the *Act*, promotes awareness of the *Act* within the organization, fulfills reporting responsibilities relating to the *Act*. The ATIP office also provides expert advice and guidance to senior management and ATSSC staff on matters relating to the *Act*.

### **4. ATSSC Statistical Overview**

The ATSSC received a total of 18 formal requests under the *Act*. With 6 requests carried over from last fiscal year, 17 of the 24 active requests were completed. Seven (7) requests were carried forward into the new fiscal year.

In addition to the formal requests, the ATSSC received 27 consultations from other federal institutions and 17 informal requests. A copy of the Statistical Report is included in Appendix B.

Compared to the previous reporting period, the statistics indicate increases of 113% for informal requests and 8% for consultations. The ATSSC also noted a 51% decrease in formal requests received.

## **5. Sources of Requests**

Of the requests that were received this reporting period, 8 requests were submitted by the general public and 2 requests were submitted by the media (down from 15 requests in the previous reporting year). Requests were also received from businesses (6) and organizations (2).

## **6. Disposition of Completed Requests**

During this reporting period, the ATSSC completed 17 requests under the *Act*, 3 of which resulted in a full release. In 2 cases, the information sought was released in part full. No records existed in 8 cases. The remaining 4 requests were transferred (2) and abandoned (2).

## **7. Exemptions Invoked**

The *Access to Information Act* sets out specific exceptions to the right of access known as exemptions. Each exemption is intended to protect information relating to a particular public or private interest and form the only basis for refusing access to government information under the *Access to Information Act*. Of the 17 requests completed, exemptions to withhold information were invoked in 2 cases. The most frequently applied exemption, as was the case in the previous reporting year, was subsection 19(1) (records containing personal information) that was invoked in both cases.

## **8. Extensions and Completion Time**

Requests can be extended beyond the 30-day statutory time frame in three circumstances: when the request is for a large number of records or necessitates a search through a large number of records (paragraph 9(1)(a) of the *Act*); when consultations are necessary (paragraph 9(1)(b) of the *Act*); or where the request requires giving notice to a third party (paragraph 9(1)(c) of the *Act*). During this reporting period, an extension under paragraph 9(1)(a) of the *Act* was taken in 1 case because the request was for a large number of records or meeting the original time limit would have unreasonably interfered with the operations of the ATSSC. In 3 cases, an extension was taken under paragraph 9(1)(b) as consultations with other institutions were required.

The ATSSC responded to 8 requests within 1 to 15 days, 6 requests within 16 to 30 days, and 2 requests within 31 to 60 days. One (1) request required over 61 days to complete. Of the 17 requests completed during this reporting period, all were completed within the statutory time frame.

## **9. Consultations**

Along with processing requests received under the *Act*, the ATIP Office provides recommendations to other institutions regarding the release of records that concern the ATSSC. During this reporting period, the ATSSC received 27 consultation requests from other federal institutions. Of the 24 requests completed, the ATSSC recommended full disclosure of the records in 15 cases and a partial release of the records in 9 cases.

## **10. Training Activities**

Ongoing access to information briefings occurred on an ad-hoc basis with our liaison officers. The liaison officers assist the ATIP Office in producing the requested records and providing insight into the subject matter of the requests. No structured training activities were provided during this reporting period.



## **11. Policies, Guidelines and Procedures**

The ATSSC is guided by the Treasury Board of Canada Secretariat (TBS) suite of access to information policy and guidance instruments. During this reporting period, the ATIP Office refined its process map and implemented an ATIP case management and document redaction system.

## **12. Complaints**

This reporting period, 1 complaint regarding the processing of access to information requests was filed with the Office of the Information Commissioner of Canada (OIC) against the ATSSC. The reason for the complaint was the non-existence of records.

The OIC completed its investigation into 3 existing complaints against the ATSSC. In 2 cases, the complainants alleged that the ATSSC failed to provide all responsive records. The OIC's findings concluded that both complaints were not well founded. The third complaint was discontinued. At the end of the fiscal year, 2 complaints were ongoing.

## **13. Monitoring**

The monitoring of access to information requests was conducted through the case management system containing all relevant and necessary information to ensure compliance with the legislated requirements and reporting obligations. The system was updated as new requests were received or the status of a file was changed. Weekly meetings between the ATIP Manager and the Executive Secretary to discuss workload and priorities also assisted the ATSSC in meeting its statutory obligations.

## APPENDIX A

### *Access to Information Act*

#### Designation Order

***Access to Information Act***  
**Designation Order**

BY THIS ORDER made pursuant to section 73\* of the *Access to Information Act*, I hereby designate the persons holding the positions set out in Schedule A, or the person occupying the position on an acting basis, to exercise the powers, duties and functions of the Chief Administrator, as the head of the Administrative Tribunals Support Service of Canada, under the provisions of the Act and related regulations, as specified in Schedule B, effective from November 1, 2014.

Dated, at the City of Ottawa, this 3<sup>rd</sup> day of November, 2014.



NAME

Chief Administrator

\* R.S.C., 1985, c. A-1

## **SCHEDULE A**

### **Position:**

Chief Administrator

Executive Secretary

Access to Information and Privacy (ATIP) Manager

## **SCHEDULE B**

### *Access to Information Act* **Designation Order**

"F" = Full Authority

"N" = No Authority. Authority to be obtained from the next level up.

Item #	DESCRIPTION OF AUTHORITY	ATIA SECTION	CHIEF ADMINISTRATOR	EXECUTIVE SECRETARY	ATIP MANAGER
--------	--------------------------	--------------	---------------------	---------------------	--------------

<i>ACCESS</i>					
1.	Responsibility of government institutions	4(2.1)	F	F	F
2.	Notify where access granted/refused	7(a) & (b)	F	F	F
3.	Transfer request	8(1)	F	F	F
4.	Extend time limits	9(1)	F	F	F
5.	Notify Information Commissioner of extension of time limits	9(2)	F	F	F
6.	Notify where access refused	10(1)(a) & (b)	F	F	F
7.	Require reproduction fees	11(1)	F	F	F
8.	Require search fees	11(2)	F	F	F
9.	Require fees for machine readable records	11(3)	F	F	F
10.	Require deposit	11(4)	F	F	F
11.	Notify of fee payment requirement	11(5)	F	F	F
12.	Waive or refund of fees	11(6)	F	F	F
13.	Obtain/Provide translation or not	12(2)(b)	F	F	F
14.	Obtain/Provide alternative format or not	12(3)(b)	F	F	F

### EXEMPTIONS

15.	Refuse access – Confidential information	13(1)(a) to (e)	F	F	N
16.	Disclose confidential information	13(2)(a) & (b)	F	F	N
17.	Refuse access – Federal-provincial affairs	14(a) & (b)	F	F	N
18.	Refuse access – International affairs and defence	15(1)(a) to (i)	F	F	N
19.	Refuse access – Law enforcement and investigations	16(1)(a) to (d)	F	F	N
20.	Refuse access – Security information	16(2)(a) to (c)	F	F	N
21.	Refuse access – Personal information received from RCMP acting as a provincial or municipal entity	16(3)	F	F	N
22.	Refuse access - <i>Public Servants Disclosure Protection Act</i>	16.5	F	F	N
23.	Refuse access – Safety of individuals	17	F	F	N
24.	Refuse access – Economic interests of Canada	18(a) to (d)(vi)	F	F	N
25.	Refuse access – Economic interest of the Canada Post Corporation, Export Development Canada, the Public Sector Pension Investment Board and VIA Rail Canada Inc.	18.1	F	F	N
26.	Refuse access – Another individual's personal information	19(1)	F	F	F
27.	Disclose personal information	19(2)(a) to (c)	F	F	F

28.	Refuse access – Third party information	20(1)(a) to (d)	F	F	N
29.	Disclose testing methods	20(3)	F	F	F
30.	Disclose third party information on consent	20(5)	F	F	F
31.	Disclose in public interest	20(6)	F	F	N
32.	Refuse access – Advice, plans, etc.	21(1)(a) to (d)	F	F	F
33.	Refuse access – Tests for audits	22	F	F	F
34.	Refuse access – Draft report	22.1(1)	F	F	F
35.	Disclose draft report	22.1(2)	F	F	F
36.	Refuse access – Solicitor-client privilege	23	F	F	F
37.	Refuse access – Restricted information	24(1)	F	F	F
38.	Disclose severed information	25	F	F	F
39.	Refuse access – Published information	26	F	F	F

### *THIRD PARTIES*

40.	Notify third parties	27(1)(a) to (c)	F	F	F
41.	Extend time for notice	27(4)	F	F	F
42.	Notify third party regarding disclosure	28(1)(b)	F	F	F
43.	Waive written representation from third party	28(2)	F	F	F
44.	Disclose after notice to third party	28(4)	F	F	F
45.	Disclose on Information Commissioner's recommendation	29(1)(a) & (b)	F	F	F

### *COMPLAINTS*

46.	Advise Information Commissioner	33	F	F	F
-----	---------------------------------	----	---	---	---

	of third party notice				
47.	Make representation to Information Commissioner	35(2)(b)	F	F	F
48.	Respond to Information Commissioner's request to disclose information previously exempted	37(1)(b)	F	F	F
49.	Give access to complainant	37(4)	F	F	F
50.	Notify third party of Court action	43(1)	F	F	F
51.	Notify applicant of Court action	44(2)	F	F	F
52.	Request Court hearing be in National Capital Region	52(2)(b)	F	F	F
53.	Make <i>Ex Parte</i> representations to Court	52(3)	F	F	F

#### EXCLUSIONS

54.	Refuse access – Excluded information	69	F	F	F
-----	--------------------------------------	----	---	---	---

#### OTHER

55.	Provide facilities to review manuals	71(1)	F	F	F
56.	Refuse access – Information severed from manuals based on exemptions/exclusions	71(2)	F	F	F
57.	Prepare annual report to Parliament	72(1)	F	F	F
58.	Delegate authority by Head of institution	73	F	N/A	N/A



***Access to Information Regulations***  
**Designation Order**

Item #	DESCRIPTION OF AUTHORITY	ATI REGULATIONS SECTION	CHIEF ADMINISTRATOR	EXECUTIVE SECRETARY	ATIP MANAGER
1.	Transfer of request	6(1)	F	F	F
2.	Search and preparation fees	7(2)	F	F	F
3.	Production and programming fees	7(3)	F	F	F
4.	Require access to records by examination	8	F	F	F
5.	Limitations in respect of format	8,1	F	F	F

## APPENDIX B

### *Access to Information Act*

### Statistical Report



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

Name of institution: Administrative Tribunals Support Service of Canada

Reporting period: 2016-04-01 to 2017-03-31

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

#### 1.1 Number of requests

	Number of Requests
Received during reporting period	18
Outstanding from previous reporting period	6
<b>Total</b>	<b>24</b>
Closed during reporting period	17
Carried over to next reporting period	7

#### 1.2 Sources of requests

Source	Number of Requests
Media	2
Academia	0
Business (private sector)	6
Organization	2
Public	8
Decline to Identify	0
<b>Total</b>	<b>18</b>

#### 1.3 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	
16	1	0	0	0	0	0	17

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

## Part 2: Requests Closed During the Reporting Period

### 2.1 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	2	1	0	0	0	0	3
Disclosed in part	0	0	1	1	0	0	0	2
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	4	4	0	0	0	0	0	8
Request transferred	2	0	0	0	0	0	0	2
Request abandoned	2	0	0	0	0	0	0	2
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	8	6	2	1	0	0	0	17

### 2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	1	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	1	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	0	18(d)	0	21(1)(a)	1
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	0
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	2	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	1
15(1) - Def.*	0	16.3	0	20(1)(b)	0	24(1)	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	0		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	17	0				
16(1)(b)	0						
16(1)(c)	0						
16(1)(d)	0						

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

## 2.3 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

## 2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	2	1	0
Disclosed in part	0	2	0
<b>Total</b>	2	3	0

## 2.5 Complexity

### 2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	45	45	3
Disclosed in part	2082	2078	2
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	2
Neither confirmed nor denied	0	0	0

### 2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	3	45	0	0	0	0	0	0	0	0
Disclosed in part	0	0	1	285	0	0	1	1793	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	2	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	5	45	1	285	0	0	1	1793	0	0

### 2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	1	0	0	0	1
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor	0	0	0	0	0
<b>Total</b>	1	0	0	0	1

### 2.6 Deemed refusals

#### 2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

#### 2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline Where An Extension Was Taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
<b>Total</b>	0	0	0

### 2.7 Requests for translation

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

## Part 3: Extensions

### 3.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	1	0
Disclosed in part	1	0	2	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
<b>Total</b>	1	0	3	0

### 3.2 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	1	0	3	0
31 to 60 days	0	0	0	0
61 to 120 days	0	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
<b>Total</b>	1	0	3	0

## Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	8	\$40	8	\$40
Search	0	\$0	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
<b>Total</b>	8	\$40	8	\$40

## Part 5: Consultations Received From Other Institutions and Organizations

### 5.1 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	27	895	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	27	895	0	0
Closed during the reporting period	24	877	0	0
Pending at the end of the reporting period	3	18	0	0

### 5.2 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	10	5	0	0	0	0	0	15
Disclose in part	5	3	1	0	0	0	0	9
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	15	8	1	0	0	0	0	24

### 5.3 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	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0



## Part 6: Completion Time of Consultations on Cabinet Confidences

### 6.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

### 6.2 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
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

## Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
1	0	3	4

## Part 8: Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0

## Part 9: Resources Related to the Access to Information Act

### 9.1 Costs

Expenditures		Amount
Salaries		\$149,821
Overtime		\$3,849
Goods and Services		\$5,004
• Professional services contracts	\$0	
• Other	\$5,004	
<b>Total</b>		<b>\$158,674</b>

### 9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1.80
Part-time and casual employees	0.04
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.10
<b>Total</b>	<b>1.94</b>

**Note:** Enter values to two decimal places.