



Treasury Board of Canada  
Secrétariat

Secrétariat du Conseil du Trésor  
du Canada

Canada

# 2015–16 Annual Report on the Access to Information Act



© Her Majesty the Queen in Right of Canada,  
represented by the President of the Treasury Board, 2016

Catalogue No. BT1-5/1E-PDF  
ISSN: 2371-2910

This document is available at <https://www.canada.ca/en/treasury-board-secretariat>

This document is available in alternative formats upon request.

---

## Table of Contents

1. Introduction .....	1
2. Mandate of the Treasury Board of Canada Secretariat.....	1
3. Organization .....	1
4. Delegation Order.....	2
5. Interpretation of the Statistical Report for Requests Under the Access to Information Act .....	3
6. Other Requests .....	5
7. Disposition of Completed Requests .....	5
8. Completion Time and Extensions .....	6
9. Exemptions Invoked .....	7
10. Exclusions Invoked .....	8
11. Fees .....	8
12. Costs .....	9
13. Education and Training.....	9
14. Policies, Guidelines, Procedures and Initiatives .....	9
15. Complaints, Investigations and Federal Court Cases .....	10
16. Monitoring of Compliance and Requests .....	11
17. Information Holdings .....	11
Appendix A: Statistical Report on the Access to Information Act.....	13
Appendix B: Delegation Order .....	24
Endnotes .....	30

---



---

## 1. Introduction

The [Access to Information Act](#)<sup>1</sup> gives Canadian citizens, permanent residents, and all individuals and corporations present in Canada the right of access to records under the control of a government institution subject to the Act. The Act complements, but does not replace, other means of obtaining government information.

This report is prepared and tabled in Parliament in accordance with section 72 of the Access to Information Act. It covers the period from April 1, 2015 to March 31, 2016.

## 2. Mandate of the Treasury Board of Canada Secretariat

The Treasury Board of Canada Secretariat (Secretariat) is the administrative arm of the Treasury Board, and the President of the Treasury Board is the Minister responsible for the Secretariat. This organization supports the Treasury Board by making recommendations and providing advice on program spending, regulations and management policies and directives, while respecting the primary responsibility of deputy heads in managing their organizations, and their roles as accounting officers before Parliament. In this way, the Secretariat strengthens the way government is managed and helps to ensure value for money in government spending and results for Canadians.

Through the Office of the Chief Human Resources Officer, the Secretariat provides government-wide leadership on people management; through the Office of the Chief Information Officer, it offers direction, oversight and capacity building for information management, information technology, government security (including identity management), access to information, privacy, and internal and external service delivery. The Secretariat is also responsible for the comptrollership function of the government.

Under the broad authority of sections 5 to 13 of the Financial Administration Act, the Secretariat supports the Treasury Board in its role as the general manager and employer of the public service.

## 3. Organization

The Access to Information and Privacy (ATIP) Office is part of the Ministerial Services Division of the Secretariat's Strategic Communications and Ministerial Affairs Sector. This office is responsible for implementing and managing programs and services relating to the Secretariat's administration of the Access to Information Act and Privacy Act, as well as providing advice to its employees as they fulfill their obligations under both Acts.

In 2015–16, the ATIP Office was comprised of a director supported by eight ATIP officers at various levels. There were two categories of responsibility, which included the following key activities:

1. **ATIP Policy and Processes** (one officer)

- ▶ Provided expertise in privacy policy to internal clients
- ▶ Developed procedures to optimize operations performance
- ▶ Produced privacy awareness and training program material
- ▶ Coordinated and reviewed updates to the Secretariat’s Info Source chapter
- ▶ Oversaw day-to-day issues management

2. **Operations** (seven officers)

- ▶ Provided expertise in access to information to internal clients
- ▶ Provided database administration via an intake unit
- ▶ Processed access to information and privacy requests
- ▶ Carried out consultations with government organizations or third parties
- ▶ Responded to calls and informal requests for information
- ▶ Maintained dialogue with sectors and other federal government institutions
- ▶ Acted as the point of contact to resolve formal complaints by oversight bodies
- ▶ Prepared the Secretariat’s annual reports to Parliament on the administration of the Acts

This was a year of transition for the ATIP Office, and through a number of successful staffing actions, its full complement of staff was renewed.

## 4. Delegation Order

Delegation orders set out what powers, duties and functions for the administration of the Access to Information Act have been delegated by the head of the institution, and to whom. The ATIP Delegation Order was updated during this reporting period to reflect the direction of the new President of the Treasury Board.

The President has delegated most of the responsibilities set out in the Access to Information Act to the following Secretariat officials: the Assistant Secretary of Strategic Communications and Ministerial Affairs, the Senior Director of Ministerial Services, and the Director of ATIP. The Secretary has been delegated responsibilities for addressing complaints not resolved between the ATIP Office and investigators from the Office of the Information Commissioner. In an effort to streamline the ATIP process, sections of the Delegation Order that allow for time extensions in the processing of requests have been extended to senior officers within the ATIP Office.

A copy of the approved Secretariat Delegation Order can be found in [Appendix B](#).

## 5. Interpretation of the Statistical Report for Requests Under the Access to Information Act

Statistical reporting on the administration of the Access to Information Act and the Privacy Act has been in place since 1983. The statistical reports prepared by government institutions provide aggregate data on the application of the Access to Information Act and Privacy Act legislation. This information is made public on an annual basis in an [Info Source bulletin](#)<sup>ii</sup> and is included with the annual reports on access to information and privacy tabled in Parliament by each institution.

The Secretariat's 2015–16 statistical report on the Access to Information Act is provided in [Appendix A](#).

Table 1 presents an overview of the 2015–16 statistics on the Secretariat's processing of access to information requests in relation to statistics for the three previous years.

Table 1. Overview of ATI Requests in 2015–16

Fiscal Year	Requests Received	Requests Completed	Requests Carried Forward	Number of Pages Processed*	Number of Pages Released	On-Time Compliance Rate**
2015–16	503	464	122	39,310	23,986	95%
2014–15	427	419	82	34,808	23,920	96%
2013–14	578	563	74	57,175	27,299	98%
2012–13	301	324	60	80,537	56,654	95%

\* This figure includes all submitted and processed pages, not only pages directly relevant to the request.

\*\* Rates include all extensions taken in accordance with sub-paragraphs 9(1)(a), (b) and (c) of the Access to Information Act.

In the reporting period from April 1, 2015 to March 31, 2016, the Secretariat received a total of 503 new requests under the Access to Information Act. This represents an increase of 76 requests (18%) from last year's total of 427.

Of the 503 requests received during the 2015–16 reporting period, 177 (35%) came from the public; the remaining 65% were requests from the media (162 requests or 32%), businesses (51 requests or 10%), academia (12 requests or 2%), individuals who declined to identify themselves (85 requests or 17%), and organizations (16 requests or 3%).

A total of 44 new requests (9%), where subjects were outside the Secretariat's mandate or for which the Secretariat had no records, were transferred or redirected to other federal institutions. Compared to the previous year, this represents a decrease of 77 requests (19%), which can be attributed to an increase in the number of institutions participating in the ATIP Online Request service.

In addition to the new requests, 83 requests were carried forward from 2014–15. One of the 83 carried over had been closed in a previous reporting period, but was re-opened for processing during this reporting period in light of the Federal Court of Canada decision [Information Commissioner of Canada v. Attorney General of Canada, 2015 FC 405](#)<sup>iii</sup> and the implications it had government-wide on the application of fees for the search of electronic records.

A total of 303 requests were fully or partially disclosed. Records were sought and provided in paper in 265 cases and in electronic format in 38 cases.

In 2015–16, the Secretariat's ATIP Office responded to 464 formal access to information requests involving the review of 39,310 pages (4,502 more pages, or 13% more than last year). The Secretariat released 23,986 pages (61%) of the 39,310 pages reviewed. This reflects the nature of the Secretariat's work, which involves a large number of Cabinet confidences.

About 77% of the access to information requests (355 requests) involved the review and processing of up to 500 pages. Thirteen requests involved the review and processing of more than 1,001 pages in each case, with the release of a total of 14,878 pages, averaging about 1,144 pages for each case. Processing of such large files takes significantly longer and requires close attention to ensure the internal consistency and proper sequencing of records.

Compared to last year, 40 more requests are being carried forward to the next reporting period, which can be attributed to the greater increase in new requests received. Although a number of staffing activities presented a period of transition within the ATIP Office, the Secretariat was successful in processing more pages, completing more requests, and maintaining a 95% on-time compliance rate.

The Secretariat dedicated resources to processing complex and high-volume files that were carried over from previous reporting periods and had exceeded their legislated time limits. Half of these requests (16 out of 32) were completed as a result of the ATIP Office focusing its resources and receiving ad hoc support from other units within the Strategic Communications and Ministerial Affairs Sector. The processing of these 16 requests involved the review of 11,743 pages (representing 30% of the reporting period total) and the release of 5,844 pages (representing 24% of the reporting period total).



---

## 6. Other Requests

During the reporting period, the Secretariat received 204 access to information consultation requests from other federal institutions and organizations involving Secretariat records or issues, a decrease of 43 requests (17%) from the previous year. Although there was a decrease in the number of consultations requests, the Secretariat was asked to review a total of 9,311 pages of information as part of these consultations, which is comparable to last year's total of 10,439 pages.

The ATIP Office processed 45 informal requests (i.e. not subject to the Access to Information Act). Informal requests are processed as part of the Secretariat's broader objective of providing Canadians with relevant information on an informal and timely basis, and in the spirit of transparency and open government.

As in previous years, the ATIP Office acted as a source of expertise for Secretariat officials, providing advice and guidance on the provisions of the legislation. The Office was consulted regularly on the disclosure and collection of data on a wide range of subjects, and provided advice to ensure transparency and compliance with the legislation. This included consultations on publications to be posted on the Open Government website, surveys and forms, and proactive disclosures on travel and hospitality; advice on information management and security of information; and the review of audits to be posted on the Internet.

Throughout the year, the ATIP Office continued to receive frequent telephone calls and emails from the general public seeking guidance on how to obtain information under the Access to Information Act and the Privacy Act, and where to forward their requests. Many of these enquiries were redirected to other federal government institutions, and occasionally, to provincial Freedom of Information and Privacy Offices.

## 7. Disposition of Completed Requests

In 2015–16, a total of 464 requests were completed, with information disclosed in accordance with the provisions of the legislation. Table 2 provides an overview of the disposition of the completed requests.

Table 2. Disposition of Completed ATI Requests in 2015–16

Number of Requests	Disposition
89 (19%)	Fully disclosed
214 (46%)	Partially disclosed
16 (3%)	Excluded in entirety
7 (2%)	Exempted in entirety
34 (7%)	Transferred to another institution
59 (13%)	No existing records
44 (10%)	Abandoned by applicant
1 (0%)	Neither confirmed nor denied

A notable proportion of the requests that fell within the Secretariat’s mandate were only partially disclosed due to the nature of the Secretariat’s business, which involves a significant number of Cabinet confidences and sensitive advice and recommendations to the President of the Treasury Board. Given that the President is responsible for ensuring compliance with the Access to Information Act and the Privacy Act government-wide, the Secretariat often receives requests that fall within the mandates of other federal departments. Such requests are registered, reviewed and either transferred to the appropriate organization upon their acceptance or closed after advising the requestor of the appropriate organization. In Table 2, these requests are represented under “Transferred to another institution” and included in the totals for the “Abandoned by applicant” category.

## 8. Completion Time and Extensions

The legislation sets timelines for responding to access to information requests and allows for extensions when the response requires the review of a large amount of information or extensive consultations with other organizations.

Table 3 provides the response times for the 464 access to information requests that the Secretariat completed in 2015–16.

Table 3. Completion Time and Extensions for ATI Requests in 2015–16

Number of Requests*	Completion Time
94 (20%)	Within 1 to 15 days
207 (45%)	Within 16 to 30 days
30 (6%)	Within 31 to 60 days
112 (24%)	Within 61 to 120 days
7 (2%)	Within 121 to 180 days
7 (2%)	Within 181 to 365 days
7 (2%)	More than 365 days

\* Percentages may not add to 100 due to rounding.

The Secretariat received a number of requests that fell under other government organizations' mandates and addressed these within the first 15 days. Requests that were processed after the initial 30 days required consultations with other federal organizations or the Secretariat's Legal Services Division in order to confirm Cabinet confidences. During the reporting period, the Secretariat sought extensions in 170 instances (36%) mainly to consult with other government institutions or third parties, but in some cases, because the original time limit unreasonably interfered with operations. Overall, of the 464 requests, 442 (95%) were completed within the prescribed time limits, including all extensions, which were taken in accordance with subparagraphs 9(1)(a), (b) and (c) of the Access to Information Act.

This year, the access to information requests that the Secretariat received were often complex and pertained to briefing materials prepared for the President and the Secretary of the Treasury Board, including transition materials prepared for the new President.

Several factors contributed to the Secretariat's on-time response rate of 95%: weekly statistical performance reports, strong case file management, information sessions with Secretariat officials and sector contacts, and a streamlined process for confirmation of Cabinet confidences and delegation orders.

## 9. Exemptions Invoked

The Access to Information Act allows, and in some instances requires, that information relating to the internal decision-making processes of government, national security, law enforcement or trade secrets be exempted and not released.

In 2015–16, the Secretariat invoked a total of 643 exemptions as per specific sections of the Access to Information Act. The breakdown of the exemptions is as follows:

- ▶ Section 13: Exempting records obtained in confidence from other levels of government (2)
- ▶ Section 14: Exempting records expected to be injurious to the conduct by the Government of Canada of federal-provincial affairs (5)
- ▶ Section 15: Exempting records expected to be injurious to the conduct of international affairs and the defence of Canada (26)
- ▶ Section 16: Exempting records containing law enforcement and security information (31)
- ▶ Section 17: Exempting records expected to threaten the safety of individuals (1)
- ▶ Section 18: Exempting records expected to prejudice the economic interests of Canada (41)
- ▶ Section 19: Exempting records containing personal information (100)
- ▶ Section 20: Exempting records containing third-party business information (60)
- ▶ Section 21: Exempting records containing information related to the internal decision-making processes of government (322)
- ▶ Section 22: Exempting records containing test procedures, tests and audits (9)
- ▶ Section 23: Exempting records related to solicitor-client privilege (44)
- ▶ Section 26: Exempting records where information is to be published within 90 days (2)

## 10. Exclusions Invoked

The Access to Information Act does not apply to information that is already publicly available, such as government publications and material in libraries and museums. It also excludes material such as Cabinet confidences. Consistent with the Act, exclusions were invoked 125 times: two times under section 68(a) for information that could be found in the public domain and 123 times under section 69 for confidences of the Queen’s Privy Council for Canada. A large number of Secretariat documents are classified as Cabinet confidences due to the fact that the Secretariat provides administrative support to the Treasury Board, which is a Cabinet committee.

## 11. Fees

During the reporting period, the Secretariat collected \$1,660 in application fees and \$905 in programming fees. The Secretariat also waived \$9,400 in fees.

Of the total amount of fees waived, \$8,790 were search fees that were initially assessed in the 2013–14 reporting period to locate records in response to a request for all information under the control of the Secretariat, over a period of six years, regarding the five-year review of the Public Servants Disclosure Protection Act. In the decision [Information Commissioner of Canada v.](#)

---

[Attorney General of Canada, 2015 FC 405](#), the Federal Court agreed with the Information Commissioner’s interpretation that records in electronic format (such as emails and Word documents) are not considered “non-computerized” records for the purpose of the search and preparation fees authorized by the Access to Information Act and the Access to Information Regulations. Following this decision, the Secretariat undertook discussions with the requestor and the Office of the Information Commissioner to re-initiate the processing of the aforementioned request by refining the scope of the request and suspending fees associated with the search of electronic records.

## 12. Costs

During 2015–16, the ATIP Office incurred \$505,530 in salary costs and \$20,102 in administrative costs (software licences, professional services fees, office equipment and supplies, training) to administer the Access to Information Act.

These costs do not include resources expended by the Secretariat’s program areas to meet the requirements of the Acts.

## 13. Education and Training

During 2015–16, the ATIP Office continued to offer training sessions to the Secretariat’s employees on a regular basis—11 sessions were provided to 197 staff. Some of these sessions were adapted to the specific needs of divisional teams and sectors of the Secretariat. The ATIP Office also provided two sessions in the form of a web seminar specifically tailored to over 200 officers who are responsible for administering the Executive Talent Management Program across federal departments. In addition, two presentations were delivered at ATIP Community meetings to over 100 participants. One session was to relay experiences in “leaning” ATIP office processes, and the other was to discuss fees and extension provisions.

## 14. Policies, Guidelines, Procedures and Initiatives

To ensure policy compliance and adherence to procedures for appropriate handling and preparation of responses to ATIP requests, the Secretariat’s ATIP Office disseminated a variety of tools and checklists, and held face-to-face meetings to share these tools with new staff and contacts. These tools and meetings were instrumental in ensuring that the Secretariat’s employees remain aware of their roles and responsibilities related to ATIP requests.

During the 2015–16 reporting period, in an effort to build on and streamline the administration of its ATIP program, the ATIP office introduced “lean” practices. This review was first introduced to help reduce redundant administrative activities both internally and externally to the ATIP office in order to ensure a high-level compliance and performance, as well as positive communications

with its clients and stakeholders. Key highlights of this review included the creation of an intake unit within the office to handle administrative tasks which allowed senior level officers to handle the more complex issues and become team leaders in order to coach officers throughout their day-to-day activities. The ATIP Office continues to engage with office staff on a weekly basis to review, discuss and advance “lean” ideas and principles.

## 15. Complaints, Investigations and Federal Court Cases

Clients of the Secretariat filed 15 new complaints with the Information Commissioner in 2015–16 and one new complaint was self-initiated by the Information Commissioner.

The reasons for the new complaints were as follows:

- ▶ Eight complaints related to the refusal of records (i.e. invoking exemption or exclusion of information, late responses, and allegations of missing records).
- ▶ Two of the six extension complaints were taken as a result of the requests that were no longer held in abeyance in response to the Federal Court fees decision rendered in 2015. In light of the volume of records identified by the requests (over 40,000 pages), the ATIP Office took extensions of more than four years in order to respond to the requests.
- ▶ One departmental complaint was in relation to the mandatory collection of personal information with regard to the access to information online request form; specifically, the collection of “gender” via the title field and the requirement to collect the date of birth when submitting a request to the Royal Canadian Mounted Police.
- ▶ The self-initiated complaint against the Treasury Board Secretariat was in relation to the handling of third party information through the Access to Information process.

During the reporting period, a total of 11 complaint investigations were completed. The results were as follows:

- ▶ Two complaints were related to search fees assessed in 2012 and 2013. The two requests were held in abeyance pending a decision from the Federal Court of Canada on whether records in electronic format (such as emails and Word documents) are considered “non-computerized” records for the purpose of search and production fees. Following the Federal Court decision in 2015, the Information Commissioner issued letters of finding to institutions indicating that the complaints concerning fees for search of electronic records were considered to be well founded, and that ATIP offices should reinitiate the processing of these files. The Secretariat is currently treating two such requests.
- ▶ Four complaints (three for missing records, and one for exemptions) were related to requests for records in the Office of the President of the Treasury Board from 2006.

- 
- In a letter to the President, the Information Commissioner indicated that two of the missing records complaints were considered not well founded, and the third missing records complaint and exemptions complaint were considered well founded and resolved.
  - In her letter, the Commissioner made recommendations relating to the management of ministerial records, including strengthening recordkeeping practices by identifying a staff member to be responsible for information management practices and by ensuring ministerial staff receive appropriate training on their responsibilities with respect to information management, as well as the Access to Information Act and Privacy Act.
  - The President of Treasury Board responded positively to the recommendations and indicated that the Prime Minister has tasked him, the Minister of Justice, and the Minister of Democratic Institutions in the review of the Access to Information Act to ensure that it applies appropriately to the Prime Minister’s and Ministers’ Offices.
- ▶ The self-initiated complaint against the Secretariat in relation to the handling of third party information through the Access to Information process was discontinued.
  - ▶ Three complaints were related to extension of time limits and were considered resolved. Two of the three complaints were considered well founded. The ATIP Office had responded within the extended time limits; however, the Office of the Information Commissioner disagreed with the validity of the extension.
  - ▶ One complaint was related to exemptions invoked. The Commissioner agreed with the Secretariat and the complaint was considered not well founded.

There were no new court cases in 2015–16. There have been no court cases against the Secretariat in relation to the Access to Information Act and the Privacy Act since 2004.

## 16. Monitoring of Compliance and Requests

The ATIP Office distributes weekly compliance statistics that are shared with the program areas and senior management for all access to information requests.

## 17. Information Holdings

Info Source is a series of publications containing information about, and collected by, the Government of Canada. The primary purpose of Info Source is to assist individuals in exercising their rights under the Access to Information Act and the Privacy Act. Info Source also supports the federal government’s commitment to facilitate access to information regarding its activities.

A description of the Secretariat’s functions, programs, activities and related information holdings can be found in [Treasury Board Secretariat - Sources of Federal Government and Employee Information \(Info Source\)](#)<sup>iv</sup>.

This year, the Secretariat's ATIP Office implemented recommendations provided by the Information and Privacy Policy Division. The Info Source chapter was further realigned to reflect changes in the Secretariat's Program Alignment Architecture and the ATIP Office will continue to update the chapter based on a three-year action plan, such as updating the description of document types and collapsing certain redundant personal information banks, while re-registering others.

All [Info Source publications](#)<sup>v</sup> are available online free of charge.



## Appendix A: Statistical Report on the Access to Information Act

**Name of institution:** Treasury Board of Canada Secretariat

**Reporting period:** 2015-04-01 to 2016-03-31

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

#### 1.1 Number of requests

	Number of Requests
Received during reporting period	503
Outstanding from previous reporting period	83
<b>Total</b>	<b>586</b>
Closed during reporting period	464
Carried over to next reporting period	122

#### 1.2 Sources of requests

Source	Number of Requests
Media	162
Academia	12
Business (private sector)	51
Organization	16
Public	177
Decline to Identify	85
<b>Total</b>	<b>503</b>

#### 1.3 Informal requests

Completion Time							
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
40	1	2	2	0	0	0	45

## 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	11	61	5	11	0	1	0	89
Disclosed in part	6	87	19	83	7	5	7	214
All exempted	0	3	1	3	0	0	0	7
All excluded	2	3	5	6	0	0	0	16
No records exist	12	46	0	1	0	0	0	59
Request transferred	34	0	0	0	0	0	0	34
Request abandoned	29	6	0	8	0	1	0	44
Neither confirmed nor denied	0	1	0	0	0	0	0	1
<b>Total</b>	<b>94</b>	<b>207</b>	<b>30</b>	<b>112</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>464</b>

### 2.2 Exemptions

Section	Number of Requests
13(1)(a)	0
13(1)(b)	0
13(1)(c)	1
13(1)(d)	1
13(1)(e)	0
14	2
14(a)	1
14(b)	2
15(1)	13
15(1) - International Affairs	1
15(1) - Defence of Canada	9
15(1) - Subversive Activities	3
16(1)(a)(i)	0
16(1)(a)(ii)	0
16(1)(a)(iii)	0

Section	Number of Requests
16(1)(b)	0
16(1)(c)	0
16(1)(d)	0
16(2)	4
16(2)(a)	1
16(2)(b)	0
16(2)(c)	16
16(3)	0
16.1(1)(a)	7
16.1(1)(b)	3
16.1(1)(c)	0
16.1(1)(d)	0
16.2(1)	0
16.3	0
16.4(1)(a)	0
16.4(1)(b)	0
16.5	0
17	1
18(a)	0
18(b)	30
18(c)	0
18(d)	0
18.1(1)(a)	0
18.1(1)(b)	6
18.1(1)(c)	5
18.1(1)(d)	0
19(1)	100
20(1)(a)	1
20(1)(b)	28
20(1)(b.1)	0
20(1)(c)	20

Section	Number of Requests
20(1)(d)	11
20.1	0
20.2	0
20.4	0
21(1)(a)	139
21(1)(b)	80
21(1)(c)	46
21(1)(d)	57
22	6
22.1(1)	3
23	44
24(1)	2
26	0

### 2.3 Exclusions

Section	Number of Requests
68(a)	2
68(b)	0
68(c)	0
68.1	0
68.2(a)	0
68.2(b)	0
69(1)	1
69(1)(a)	6
69(1)(b)	0
69(1)(c)	0
69(1)(d)	9
69(1)(e)	2
69(1)(f)	0
69(1)(g) re (a)	34
69(1)(g) re (b)	0
69(1)(g) re (c)	27
69(1)(g) re (d)	17
69(1)(g) re (e)	20

Section	Number of Requests
69(1)(g) re (f)	7
69.1(1)	0

## 2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	81	8	0
Disclosed in part	184	30	0
<b>Total</b>	<b>265</b>	<b>38</b>	<b>0</b>

## 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	3805	3135	89
Disclosed in part	28886	20822	214
All exempted	429	0	7
All excluded	5862	0	16
Request abandoned	328	29	44
Neither confirmed nor denied	0	0	1

### 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	84	1179	3	631	1	191	1	1134	0	0
Disclosed in part	179	2676	22	3483	2	919	10	11871	1	1873
All exempted	5	0	2	0	0	0	0	0	0	0
All excluded	15	0	0	0	0	0	0	0	1	0
Request abandoned	43	29	1	0	0	0	0	0	0	0
Neither confirmed nor denied	1	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>327</b>	<b>3884</b>	<b>28</b>	<b>4114</b>	<b>3</b>	<b>1110</b>	<b>11</b>	<b>13005</b>	<b>2</b>	<b>1873</b>

### 2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	15	14	0	0	29
Disclosed in part	118	18	2	0	138
All exempted	3	0	0	0	3
All excluded	12	0	0	0	12
Request abandoned	9	0	1	0	10
Neither confirmed nor denied	0	0	0	0	0
<b>Total</b>	157	32	3	0	192

## 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
22	12	8	2	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	3	3	6
16 to 30 days	0	2	2
31 to 60 days	0	2	2
61 to 120 days	1	2	3
121 to 180 days	0	1	1
181 to 365 days	0	3	3
More than 365 days	1	4	5
<b>Total</b>	5	17	22

## 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	1	0	14	1
Disclosed in part	6	20	88	15
All exempted	0	0	3	0
All excluded	0	9	3	0
No records exist	0	0	1	0
Request abandoned	0	1	8	0
<b>Total</b>	7	30	117	16

### 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	3	3	19	1
31 to 60 days	2	12	31	8
61 to 120 days	1	14	66	7
121 to 180 days	1	1	1	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
<b>Total</b>	7	30	117	16

## Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	332	\$1,660	122	\$610
Search	0	\$0	1	\$8,790
Production	0	\$0	0	\$0
Programming	4	\$905	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
<b>Total</b>	336	\$2,565	123	\$9,400

## 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	203	9306	1	5
Outstanding from the previous reporting period	10	1321	0	0
<b>Total</b>	213	10627	1	5
Closed during the reporting period	204	10463	1	5
Pending at the end of the reporting period	9	164	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	65	39	7	1	0	0	0	112
Disclose in part	35	29	12	4	0	0	0	80
Exempt entirely	6	1	1	0	0	0	0	8
Exclude entirely	1	1	0	0	0	0	0	2
Consult other institution	2	0	0	0	0	0	0	2
Other	0	0	0	0	0	0	0	0
<b>Total</b>	109	70	20	5	0	0	0	204

## 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	1	0	0	0	0	0	0	1
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>	1	0	0	0	0	0	0	1

## 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	18	78	1	76	0	0	0	0	0	0
16 to 30	9	105	0	0	1	394	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	2	12	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	29	195	1	76	1	394	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
16	4	3	23

## 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	\$505,530
Overtime	\$0
Goods and Services	\$20,102
Professional services contracts	\$5,354
Other	\$14,748
<b>Total</b>	<b>\$525,632</b>

### 9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	7.25
Part-time and casual employees	0.25
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
<b>Total</b>	<b>7.50</b>

## Appendix B: Delegation Order

I, undersigned, President of the Treasury Board, pursuant to section 73 of the Access to Information Act hereby designate Senior ATIP Advisors, the Access to Information and Privacy Director, the Senior Director of Ministerial Services, the Assistant Secretary, Strategic Communications and Ministerial Services and the Secretary, or persons occupying those positions on an acting basis, to exercise signing authorities or perform any of the President's powers, duties or functions specified in the attached Schedule A. This designation replaces all previous delegation orders.

Original signed by

The Honourable Scott Brison  
President of the Treasury Board  
Date 2016-02-02

### Schedule A - Sections of the Access to Information Act to be delegated

Section of the Access to Information Act	Powers, Duties or Functions	Position
4(2.1)	Responsibility of government institutions	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
7(a)	Notice when access requested	ATIP officers Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
7(b)	Giving access to record	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
8(1)	Transfer of request to another government institution	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs

Section of the Access to Information Act	Powers, Duties or Functions	Position
9	Extension of time limits	Senior ATIP Advisors Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
11(2), (3), (4), (5), (6)	Additional fees	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
12(2)(b)	Language of access	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
12(3)(b)	Access in an alternative format	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
13	Exemption – Information obtained in confidence	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
14	Exemption – Federal-provincial affairs	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
15	Exemption – International affairs and defence	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
16	Exemption – Law enforcement and investigations	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs

Section of the Access to Information Act	Powers, Duties or Functions	Position
16.5	Exemption – Public Servants Disclosure Protection Act	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
17	Exemption – Safety of individuals	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
18	Exemption – Economic interests of Canada	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
18.1	Exemption – Economic interests of Canada Post, Export Development Canada, the Public Sector Pension Investment Board and VIA Rail Canada Inc.	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
19	Exemption – Personal information	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
20	Exemption – Third-party information	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
21	Exemption – Operations of government	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
22	Exemption – Testing procedures, tests and audits	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
22.1	Exemption – Audit working papers and draft audit reports	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs

Section of the Access to Information Act	Powers, Duties or Functions	Position
23	Exemption – Solicitor-client privilege	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
24	Exemption – Statutory prohibitions	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
25	Severability	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
26	Exception – Information to be published	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
27(1), (4)	Third-party notification	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
28(1)(b), (2), (4)	Third-party notification	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
29(1)	Where the Information Commissioner recommends disclosure	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs Senior Director, Ministerial Services
33	Advising Information Commissioner of third-party involvement	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
35(2)(b)	Right to make representations	Secretary
37(1)	Notice of actions to implement recommendations of the Information Commissioner	Secretary

Section of the Access to Information Act	Powers, Duties or Functions	Position
37(4)	Access to be given to complainant	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
43(1)	Notice to third party (application to Federal Court for review)	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
44(2)	Notice to applicant (application to Federal Court by third party)	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
52(2)(b), (3)	Special rules for hearings	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
71(1)	Facilities for inspection of manuals	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
72	Annual report to Parliament	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs



Section of the Access to Information Regulations	Powers, Duties or Functions	Position
6(1)	Transfer of request	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
7(2)	Search and preparation fees	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
7(3)	Production and programming fees	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
8	Providing access to record(s)	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs
8.1	Limitations in respect of format	Director, Access to Information and Privacy Senior Director, Ministerial Services Assistant Secretary, Strategic Communications and Ministerial Affairs

## Endnotes

---

- i. Access to Information Act, <http://laws-lois.justice.gc.ca/eng/acts/A-1/FullText.html>
- ii. Info Source Bulletin, <http://www.tbs-sct.gc.ca/hgw-cgf/oversight-surveillance/atip-airpr/sr-rs/index-eng.asp>
- iii. Information Commissioner of Canada v. Attorney General of Canada, 2015 FC 405, <http://decisions.fct-cf.gc.ca/fc-cf/decisions/en/item/108985/index.do>
- iv. Treasury Board Secretariat – Sources of Federal Government and Employee Information (Info Source) <http://www.tbs-sct.gc.ca/ip-pi/trans/sfg-srg/sfg-srgtb-eng.asp>
- v. Info Source Publications, <http://www.infosource.gc.ca/index-eng.asp>