



2016–17 Annual Report on the Access to Information Act



© Her Majesty the Queen in Right of Canada,
represented by the President of the Treasury Board, 2017

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

This document is available on the Government of Canada website at www.canada.ca

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.....	4
7. Disposition of Completed Requests	5
8. Completion Time and Extensions	6
9. Exemptions Invoked.....	7
10. Exclusions Invoked.....	7
11. Fees.....	8
12. Costs.....	8
13. Education and Training.....	8
14. Policies, Guidelines, Procedures and Initiatives	8
15. Complaints, Investigations and Federal Court Cases	9
16. Monitoring of Compliance and Requests.....	10
17. Information Holdings	10
Appendix A: Statistical Report on the Access to Information Act	11
Appendix B: Delegation Order	22
Endnotes	28

1. Introduction

The [Access to Information Act](#)ⁱ 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, 2016 to March 31, 2017.

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. The Secretariat 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 helps to strengthen government performance, results and reporting, and supports good governance and sound stewardship to enable efficient and effective service to Canadians.

Within the Secretariat, the Comptroller General of Canada provides government-wide leadership, direction, oversight and capacity building for financial management, internal audit and the management of assets and acquired services. The Chief Human Resources Officer provides government-wide leadership on people management through policies, programs and strategic engagements, and by centrally managing labour relations, compensation, pensions and benefits, and contributing to the management of executives. The Chief Information Officer provides government-wide leadership, 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.

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 Secretariat employees as they fulfill their obligations under both Acts.



In fiscal year 2016 to 2017, the ATIP Office was comprised of a director supported by 9 ATIP officers at various levels and a part-time university student. There were 2 categories of responsibility, which included the following key activities:

ATIP Policy and Processes (2 officers)

- ▶ 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
- ▶ Prepared the Secretariat's annual reports to Parliament on the administration of the Acts

Operations (7 officers and a part-time student)

- ▶ Provided training and 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

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 last 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](#)ⁱⁱ and is included with the annual reports on access to information and privacy tabled in Parliament by each institution.

The Secretariat's statistical report on the Access to Information Act for fiscal year 2016 to 2017 is provided in [Appendix A](#).

Table 1 presents an overview of fiscal year 2016 to 2017 statistics on the Secretariat's processing of access to information requests in relation to statistics for the 3 previous years.

Table 1. Overview of ATI Requests in fiscal year 2016 to 2017

Fiscal Year	Requests Received	Requests Completed	Requests Carried Forward	Number of Pages Processed*	Number of Pages Released	On-Time Compliance Rate**
2016 to 2017	534	523	133	57,046	32,085	96%
2015 to 2016	503	464	122	39,310	23,986	95%
2014 to 2015	427	419	82	34,808	23,920	96%
2013 to 2014	578	563	74	57,175	27,299	98%

* 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, 2016 to March 31, 2017, the Secretariat received a total of 534 new requests under the Access to Information Act. This represents an increase of 31 requests (6%) from last year's total of 503. In addition to the new requests, 122 requests were carried forward from fiscal year 2015 to 2016.

Of the 534 requests received during the 2016 to 2017 reporting period, 254 (47%) came from the public; the remaining 53% were requests from the media (105 requests or 20%), businesses (53 requests or 10%), academia (14 requests or 3%), individuals who declined to identify themselves (93 requests or 17%), and organizations (15 requests or 3%).



The Secretariat was successful in completing 59 more requests, an increase of 13%, and reviewed 17,736 more pages, an increase of 45%, compared to last year. Furthermore, the department released 8,099 more pages, an increase of 34% compared to last year.

Of the 523 requests completed, 138 were requests that were either abandoned by the applicant (74 or 14%) or for which the Secretariat had no records (64 or 12%). In addition, 41 requests (8%) pertained to subjects outside the Secretariat's mandate and were transferred to other federal institutions for processing. Compared to the previous year, this represents a continued decrease of 21% of misdirected requests, which could be attributed to more institutions participating in the ATIP Online Request service.

Of the remaining 344 requests completed, a total of 332 requests (97%) were fully or partially disclosed with a release of 32,085 pages in total. Records were sought and provided on paper in 127 cases and in electronic format in 205 cases. Compared to the previous year, this represents a significant increase of 439% of records being provided in electronic format than on paper.

A total of 14 requests involved the review and processing of more than 1,001 pages in each case, with the release of 12,263 pages in total. 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, 11 more requests are being carried forward to the next reporting period, which can be attributed to the greater increase in new requests received. There has been a steady increase in the number of requests carried forward over the past 4 years. Although a number of staffing activities continued to present a period of transition within the ATIP Office, the Secretariat was successful in processing more pages, completing more requests, and maintaining a 96% on-time compliance rate.

6. Other Requests

During the reporting period, the Secretariat received 200 access to information consultation requests from other federal institutions involving Secretariat records or issues, a slight decrease of 4 requests (2%) from the previous year. Although there was a decrease in the number of consultations requests, the Secretariat was asked to review a total of 9,974 pages of information as part of these consultations, which is comparable to last year's total of 9,311 pages.

The ATIP Office processed 281 informal requests (not subject to the Access to Information Act) compared to last year's total of 45, which represents a significant increase of 524%. 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 almost 200 times. 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 fiscal year 2016 to 2017, a total of 523 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 fiscal year 2016 to 2017

Number of Requests	Disposition
93 (18%)	Fully disclosed
239 (45%)	Partially disclosed
11 (2%)	Excluded in entirety
1 (1%)	Exempted in entirety
41 (8%)	Transferred to another institution
64 (12%)	No records exist
74 (14%)	Abandoned by applicant
0 (0%)	Neither confirmed nor denied

* Percentages have been rounded.

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/abandoned after advising the requester of the appropriate organization.



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 523 access to information requests that the Secretariat completed in fiscal year 2016 to 2017.

Table 3. Completion Time and Extensions for ATI Requests in fiscal year 2016 to 2017

Number of Requests*	Completion Time
85 (16%)	Within 1 to 15 days
153 (29%)	Within 16 to 30 days
76 (15%)	Within 31 to 60 days
119 (23%)	Within 61 to 120 days
60 (11%)	Within 121 to 180 days
17 (3%)	Within 181 to 365 days
13 (2%)	More than 365 days

* Percentages may not add to 100 due to rounding.

The Secretariat received a number of requests that fell under the mandate of other government organizations and addressed these within 15 days of receipt. Requests that were processed after 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 261 instances (50%) 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 523 requests, 501 (96%) 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 received by the Secretariat were often complex and pertained to briefing materials prepared for the President and the Secretary of the Treasury Board, Open Government initiatives, security, statistical information on the Government of Canada's management of human resources and on the Pay Modernization initiative.



Several factors contributed to the Secretariat's on-time response rate of 96%: 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 fiscal year 2016 to 2017 the Secretariat invoked a total of 645 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 (3)
- ▶ Section 14: Exempting records expected to be injurious to the Government of Canada in the conduct of federal-provincial affairs (1)
- ▶ Section 15: Exempting records expected to be injurious to the Government of Canada in the conduct of international affairs and the defence of Canada (30)
- ▶ Section 16: Exempting records containing law enforcement and security information (35)
- ▶ Section 18: Exempting records expected to prejudice the economic interests of Canada (31)
- ▶ Section 19: Exempting records containing personal information (109)
- ▶ Section 20: Exempting records containing third-party business information (76)
- ▶ Section 21: Exempting records containing information related to the internal decision-making processes of government (308)
- ▶ Section 22: Exempting records containing test procedures, tests and audits (3)
- ▶ Section 23: Exempting records related to solicitor-client privilege (43)
- ▶ Section 24: Exempting records where there are statutory prohibitions against disclosure (4)
- ▶ 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 276 times:

- ▶ Section 68(a) for information that could be found in the public domain (9)
- ▶ Section 69 for confidences of the Queen's Privy Council for Canada (267).



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 \$2,055 in application fees. The Secretariat also waived \$560 in application fees.

The Secretariat no longer assesses or collects fees apart from the initial \$5 application fee, in accordance with the Interim Directive on the Administration of the Access to Information Act that was issued on May 5, 2016.

12. Costs

During fiscal year 2016 to 2017, the ATIP Office incurred \$563,507 in salary costs and \$19,736 in administrative costs (software licences, 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 fiscal year 2016 to 2017, the ATIP Office continued to offer training sessions to the Secretariat's employees on a regular basis, and 12 sessions were provided to 308 staff. Some of these sessions were adapted to the specific needs of divisional teams and sectors of the Secretariat, including an ATIP presentation at the Executive Town Hall. This presentation provided senior program officials at the executive level with an overview of both Acts, the importance of sound information management practices, writing for openness and transparency, and the operational impacts of the new Interim Directive on the Administration of the Access to Information Act. In addition, the ATIP Office further engaged, on a quarterly basis, with sector liaison officers to discuss best practices, expectations and implementation of a number of new initiatives.

14. Policies, Guidelines, Procedures and Initiatives

During fiscal year 2016 to 2017, throughout a year-long "lean process" mapping exercise, the ATIP Office completed a full review of its business delivery strategy in order to find ways to streamline its process and increase compliance. This exercise was designed to simplify the ATIP process and resulted in a number of initiatives. Key highlights of this review included the creation of an intake unit within the Office to handle administrative tasks, proactive monthly release of briefing note titles addressed to the President and the Secretary of the Treasury Board,



and leveraging internal electronic tools to securely share and exchange records related to ATIP business. The ATIP Office continues to engage with office staff and key stakeholders to review, discuss and advance “lean” ideas and principles.

Further, in an effort to promote sound privacy management practices for the creation, collection, retention, use, disclosure, accuracy and disposition of personal information under the control of the Secretariat, the ATIP Office has completed its Privacy Management Framework, which includes the following internal tools and resources designed to assist TBS employees manage their day-to-day activities involving personal information:

- ▶ Code of Privacy Principles
- ▶ Privacy Breach Management procedures
- ▶ Privacy Impact Assessment procedures

Finally, in order 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.

15. Complaints, Investigations and Federal Court Cases

Clients of the Secretariat filed 18 new complaints with the Information Commissioner in fiscal year 2016 to 2017.

The reasons for the new complaints were as follows:

- ▶ 7 complaints on 4 Access to Information files related to the refusal of records (invoking exemption and/or exclusion of information, and allegations of missing records).
- ▶ 11 complaints pertained to time extensions taken, of which 7 were filed by the same requester.

During the reporting period, a total of 26 complaint investigations were completed. The results were as follows:

- ▶ Of the 18 complaint investigations received in the 2016 to 2017 fiscal year, 9 were closed within the same reporting period. Another 7 were discontinued, one was resolved and one was well-founded. The remaining 9 complaints were still under investigation at the end of the reporting period.
- ▶ In addition, 17 complaint investigations from previous reporting periods were completed and were related to the refusal of records (invoking exemption and/or exclusion of information, and allegations of missing records) and time extensions taken. Of these, 6 complaints were discontinued, 9 were well-founded, and 2 were not well-founded.



There were no new court cases in fiscal year 2016 to 2017. 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 \(Info Source\)](#)ⁱⁱⁱ.

Fiscal year 2016 to 2017 was year two of the three-year action plan to update the Secretariat's Info Source chapter. This year, the ATIP Office engaged with program sectors and received recommendations on its information-holdings description, which is found both in classes of records and within institution-specific personal information banks. Next year, the ATIP Office plans to continue updating the chapter based on these recommendations and on feedback provided by the Information and Privacy Policy Division during their last annual review.

All [Info Source publications](#)^{iv} 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: 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	534
Outstanding from previous reporting period	122
Total	656
Closed during reporting period	523
Carried over to next reporting period	133

1.2 Sources of requests

Source	Number of Requests
Media	105
Academia	14
Business (private sector)	53
Organization	15
Public	254
Decline to Identify	93
Total	534

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
93	153	35	0	0	0	0	281



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	4	42	19	21	7	0	0	93
Disclosed in part	5	41	40	92	41	12	8	239
All exempted	0	1	0	0	0	0	0	1
All excluded	1	5	2	3	0	0	0	11
No records exist	9	43	11	1	0	0	0	64
Request transferred	41	0	0	0	0	0	0	41
Request abandoned	25	21	4	2	12	5	5	74
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	85	153	76	119	60	17	13	523

2.2 Exemptions

Section	Number of Requests
13(1)(a)	1
13(1)(b)	1
13(1)(c)	1
13(1)(d)	0
13(1)(e)	0
14	1
14(a)	0
14(b)	0
15(1)	21
15(1) - International Affairs	0
15(1) - Defence of Canada	5
15(1) - Subversive Activities	4
16(1)(a)(i)	0
16(1)(a)(ii)	0
16(1)(a)(iii)	0



Section	Number of Requests
16(1)(b)	1
16(1)(c)	3
16(1)(d)	0
16(2)	10
16(2)(a)	0
16(2)(b)	0
16(2)(c)	14
16(3)	0
16.1(1)(a)	1
16.1(1)(b)	4
16.1(1)(c)	1
16.1(1)(d)	1
16.2(1)	0
16.3	0
16.4(1)(a)	0
16.4(1)(b)	0
16.5	0
17	0
18(a)	4
18(b)	17
18(c)	0
18(d)	6
18.1(1)(a)	1
18.1(1)(b)	1
18.1(1)(c)	2
18.1(1)(d)	0
19(1)	109
20(1)(a)	1
20(1)(b)	37
20(1)(b.1)	0
20(1)(c)	35



Section	Number of Requests
20(1)(d)	2
20.1	1
20.2	0
20.4	0
21(1)(a)	131
21(1)(b)	126
21(1)(c)	27
21(1)(d)	24
22	1
22.1(1)	2
23	43
24(1)	4
26	2

2.3 Exclusions

Section	Number of Requests
68(a)	9
68(b)	0
68(c)	0
68.1	0
68.2(a)	0
68.2(b)	0
69(1)	5
69(1)(a)	20
69(1)(b)	1
69(1)(c)	14
69(1)(d)	16
69(1)(e)	11
69(1)(f)	0
69(1)(g) re (a)	59
69(1)(g) re (b)	0
69(1)(g) re (c)	38
69(1)(g) re (d)	23
69(1)(g) re (e)	67



Section	Number of Requests
69(1)(g) re (f)	13
69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	37	56	0
Disclosed in part	90	149	0
Total	127	205	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	10,164	7,468	93
Disclosed in part	41,816	24,617	239
All exempted	1	0	1
All excluded	56	0	11
Request abandoned	4,969	0	74
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 to 500 Pages Processed		501 to 1,000 Pages Processed		1,001 to 5,000 Pages Processed		More Than 5,000 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	80	1,636	9	1,881	1	932	3	3,019	0	0
Disclosed in part	170	3,527	46	6,831	12	5,015	11	9,244	0	0
All exempted	1	0	0	0	0	0	0	0	0	0
All excluded	11	0	0	0	0	0	0	0	0	0
Request abandoned	74	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	336	5,163	55	8,712	13	5,947	14	12,263	0	0



2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	37	0	0	0	37
Disclosed in part	152	2	1	0	155
All exempted	0	0	0	0	0
All excluded	3	0	0	0	3
Request abandoned	8	0	1	0	9
Neither confirmed nor denied	0	0	0	0	0
Total	200	2	2	0	204

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	20	2	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	1	1
16 to 30 days	0	3	3
31 to 60 days	0	3	3
61 to 120 days	0	0	0
121 to 180 days	0	1	1
181 to 365 days	0	9	9
More than 365 days	0	5	5
Total	0	22	22



2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	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	9	4	33	1
Disclosed in part	31	53	111	23
All exempted	0	0	0	0
All excluded	0	1	1	1
No records exist	2	0	1	0
Request abandoned	17	5	22	0
Total	59	63	168	25

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	19	3	34	0
31 to 60 days	11	13	46	17
61 to 120 days	10	45	67	8
121 to 180 days	2	2	3	0
181 to 365 days	0	0	3	0
365 days or more	17	0	15	0
Total	59	63	168	25



Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	411	\$2,055	112	\$560
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
Total	411	\$2,055	112	\$560

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	200	9,974	0	0
Outstanding from the previous reporting period	9	164	0	0
Total	209	10,138	0	0
Closed during the reporting period	192	8,702	0	0
Pending at the end of the reporting period	17	1,436	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	39	81	15	1	0	0	0	136
Disclose in part	4	23	11	2	0	0	0	40
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	1	12	1	0	0	0	0	14
Other	1	1	0	0	0	0	0	2
Total	45	117	27	3	0	0	0	192

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
Total	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 to 500 Pages Processed		501 to 1,000 Pages Processed		1,001 to 5,000 Pages Processed		More Than 5,000 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	19	309	10	1,258	0	0	0	0	0	0
16 to 30	23	298	2	62	0	0	1	0	0	0
31 to 60	7	167	1	45	0	0	4	1,589	0	0
61 to 120	1	36	1	29	1	35	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	50	810	14	1,394	1	35	5	1,589	0	0

6.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101 to 500 Pages Processed		501 to 1,000 Pages Processed		1,001 to 5,000 Pages Processed		More Than 5,000 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

Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
18	9	0	27

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	\$563,507
Overtime	\$0
Goods and Services	\$19,736
Professional services contracts	\$0
Other	\$19,736
Total	\$583,243

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	7.32
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.50
Total	7.82



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
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



Section of the Access to Information Act	Powers, Duties or Functions	Position
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
23	Exemption – Solicitor-client privilege	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
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
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



Section of the Access to Information Act	Powers, Duties or Functions	Position
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. 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>
- iv. Info Source Publications, <http://www.infosource.gc.ca/index-eng.asp>

