



Department of Finance
Canada Ministère des Finances
Canada

Annual Report to Parliament on the *Administration of the* *Access to Information Act*

2018–2019

Canada

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Introduction

This Annual Report to Parliament on the Administration of the *Access to Information Act* (the *Act*) within the Department of Finance Canada (the 'Department') is prepared and tabled in Parliament in accordance with section 72 of the *Act* and covers the period from April 1, 2018 to March 31, 2019.

Purpose of the Access to Information Act

The *Act* came into force on July 1, 1983. Its purpose is to provide a right of access to information in records under the control of a government institution in accordance with the principles that such 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 existing procedures for access to government information; it is not intended to limit access to information that is normally available to the general public. Under the *Act*, Canadian citizens, permanent residents, or any person or corporation present in Canada have the right to request access to information contained in government records.

The Department recognizes that the right of access to information in records under its control and other federal government institutions is an essential element of our system of democracy. It is committed to openness and transparency, respecting both the spirit and the requirements of the *Act*, its regulations and related policy instruments. The Department further acknowledges the importance of facilitating access to records by requiring that its employees make every reasonable effort to assist applicants.

Mandate of the Department of Finance Canada

The Department helps the Government of Canada develop and implement strong and sustainable economic, fiscal, tax, social, security, international and financial sector policies and programs. It plays an important central agency role, working with other departments to ensure that the government's agenda is carried out and that ministers are supported with high-quality analysis and advice.

The Department's responsibilities include:

- Preparing the federal Budget and the Update of Economic and Fiscal Projections;
- Preparing the Annual Financial Report of the Government of Canada and, in cooperation with the Treasury Board of Canada Secretariat and the Receiver General for Canada, the Public Accounts of Canada;
- Developing tax and tariff policy and legislation;
- Managing federal borrowing on financial markets;
- Designing and administering major transfers of federal funds to the provinces and territories;
- Developing financial sector policy and legislation;
- Representing Canada in various international financial institutions and groups.

The Minister of Finance is accountable for ensuring that his responsibilities are fulfilled both within his [portfolio](#) and with respect to the authorities assigned through legislation. In particular, the Minister has direct responsibility for a number of acts as well as fiscal and tax policy relating to other acts that are under the responsibility of other ministers.

Administration of the Access to Information Act

Access to Information and Privacy Division

The Access to Information and Privacy (ATIP) Division is part of the Communications Policy Division, Consultations and Communications Branch. The ATIP Division is responsible for administering the *Access to Information Act* and the *Privacy Act* for the Department. As a centralized operation, the ATIP Division coordinates the timely processing of requests under the legislation, conducts interdepartmental consultations, handles complaints lodged with the Information Commissioner, and responds to informal inquiries. Division staff also provides guidance to departmental officials on matters involving the *Act*. Within the ATIP Division, 13 employees were dedicated on a full-time basis to the administration of the *Access to Information Act* and the *Privacy Act* along with related functions. The ATIP Division is comprised of a director, supported by two managers, eight ATIP analysts and two administrative assistants.

The ATIP Division continued to work diligently on staffing actions throughout the fiscal year in order to address departures and to prepare for the possible coming into force of Bill C-58, *An Act to amend the Access to Information Act and the Privacy Act and to make consequential amendments to other Acts*. Two senior ATIP advisors were staffed in early 2019 and will assist the ATIP Division in addressing backlog of *Access to Information Act* requests and complaints and ensuring readiness for the new requirements of Bill C-58.

Principles on Assistance to Applicants

With the passing of the *Federal Accountability Act*, section 4(2.1) was added to the *Act*:

"The head of a government institution shall, without regard to the identity of a person making a request for access to a record under the control of the institution, make every reasonable effort to assist the person in connection with the request, respond to the request accurately and completely and, subject to the regulations, provide timely access to the record in the format requested."

The Department is committed to both the spirit and intent of these principles, and adheres to the *Act* and to the *Directive on the Administration of the Access to Information Act* with respect to their application when processing requests under the *Act*.

Training and Awareness

This year, the ATIP Division participated in two departmental orientation sessions. These are provided to all new employees who join the Department as a means to introduce them to the activities of each Branch. It provided information about the ATIP Division, the administration of the *Act*, and information management practices to 65 new employees.

Four other training sessions were given to 132 departmental employees within various branches of the Department. Topics included effective processing of Access to Information requests, understanding legislative requirements in addition to the provisions of exemptions and exclusions under both Acts. Other training sessions were to provide employees details of the Bill C-58 proposed amendments to the *Access to Information Act* and the *Privacy Act* and the Department's obligations. Ad hoc training on a variety of subjects was also provided as needed to individuals throughout the Department including to new ATIP branch contacts.

Policies, Guidelines, Procedures and Initiatives

Interim Directive on the Administration of the Access to *Information Act*

On May 5, 2016 the President of the Treasury Board issued – under his authority as Minister responsible for the *Access to Information Act* – an *Interim Directive on the Administration of the Access to Information Act* (the Interim Directive).

The Interim Directive enshrines the principle of “open by default”. It also directs that:

- All fees, apart from the \$5 application fee, will be waived;
- When feasible, requesters will receive information in the format of their choice, including open and reusable formats.

More specifically:

- The ATIP Division no longer provides fee estimates in response to requests;
- Branch officials continue to work with the ATIP Division to identify requests that are not clear or may be wide in scope. This assists requesters in reformulating their requests where it would result in requestors receiving more accurate, complete and timely access;
- Records are provided in the format requested by the requestor, as long as privacy, confidentiality and security would not be compromised;
- Branch officials have been reminded, while reviewing documents for release, to exercise discretion in a fair, reasonable and impartial manner taking into consideration of the core principle of the *Access to Information Act*. Government information should be available to the public, subject only to limited and specific exceptions to protect privacy, confidentiality and security.

Proactive Posting on the Web of Lists of Briefing Notes

To meet Canada’s commitments under Open Government, one of the four deliverables presented to the Treasury Board of Canada Secretariat included posting the list of briefing note titles produced for the Deputy Minister, the Minister and the Parliamentary Secretary on a monthly basis starting October 3, 2016.

The lists of briefing notes can be found on the Departmental web site under the “Transparency” tab. This allows requestors to obtain the lists in a timelier manner and to make their requests for specific briefing notes.

Bill C-58 Preparedness

Bill C-58, *An Act to amend the Access to Information Act and the Privacy Act, and to make consequential amendments to other Acts*, was referred to the Standing Senate Committee on Legal and Constitutional Affairs on June 6, 2018 and was going through a clause-by-clause review as of March 31, 2018.

Some of the proposed measures coming into effect upon Royal Assent which will have a significant impact on the Department include:

- Providing the Information Commissioner with order-making power:
 - this would apply to the release of government records, time extensions, fees, access in official language requested, and format for accessibility purposes;
- Requiring government departments to seek written consent of the Information Commissioner for time extensions for more than 30 days for the processing of *Access to Information Act* requests;

- Information Commissioner's approval required to decline to act on requests that are vexatious or made in bad faith;
- Facilitating the sharing of ATIP processing services between institutions within the same Ministerial portfolio;
- Legislate proactive publication and expand coverage of the *Access to Information Act* to new institutions not previously covered (e.g. Ministers' offices).

The Department is working to ensure its resources and processes are in place to be ready and minimize impacts of these changes. These changes will have an effect on all of the Department not only the ATIP Division. The Department is ensuring it has a department-wide strategy on how best to implement these changes and be ready upon implementation.

One of these strategies was to establish a departmental ATIP Bill C-58 Transition Committee comprised of representatives from each branch of the Department.

The Committee is responsible for making recommendations on how best to comply with Bill C-58's requirements and sharing of best practices regarding information management and business processes.

Regular updates were provided throughout the fiscal year to the Departmental Coordinating Committee (DCC). The DCC is comprised of general directors or equivalent representation from each branch.

Other Activities

To ensure policy compliance and adherence to procedures for appropriate handling and preparation of responses to ATIP requests, the ATIP Division continued to update tools used by staff both in the ATIP Division and across the Department and held face-to-face meetings with new staff and contacts. In addition, the ATIP Division reviewed its current structure in order to incorporate the functions of two new ATIP Senior Advisors. As a result, a new roles and responsibilities chart was developed to describe the functions of each level. The ATIP Division also collaborated in developing a team charter which has become a roadmap that defines the division's purpose and how all members are working together to achieve the expected outcomes.

Both tools and meetings were instrumental in ensuring that the Department's employees are aware of their roles and responsibilities related to access to information and privacy requests.

Delegation of Authority

The delegation of authority approved on December 1, 2015, provides the authority to approve or deny the release of departmental information requested under the Act. This is shared by the Deputy Minister, the Associate Deputy Ministers, the Assistant Deputy Ministers, General Directors, Executive Directors, Senior Director of Communications Policy, the Access to Information and Privacy Director, ATIP Team Leaders and Senior ATIP Analysts to sign off on more administrative matters. Generally, the ATIP Director approves all exemptions.

DESIGNATION / DÉLÉGATION

ACCESS TO INFORMATION ACT / LOI SUR L'ACCÈS À L'INFORMATION

Access to Information Act Designation Order

The Minister of Finance Canada, pursuant to section 73 of the *Access to Information Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Minister as the head of the Department of Finance, under the provisions of the Act and related regulations set out in the schedule opposite each position.

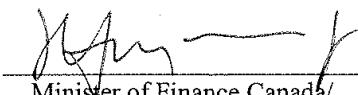
This designation replaces all previous delegation orders.

Arrêté sur la délégation en vertu de la Loi sur l'accès à l'information

En vertu de l'article 73 de la *Loi sur l'accès à l'information*, le ministre des Finances Canada délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont [il ou elle] est, en qualité de responsable du Ministère des Finances, investi[e] par les dispositions de la Loi ou de son règlement mentionnées en regard de chaque poste.

Le présent document remplace et annule tout arrêté antérieur.

Dated in Ottawa on this 1 day Fait à Ottawa en ce 1 jour
of December, 2015 de decembre 2015



Minister of Finance Canada/
Le ministre des Finances Canada

SCHEDULE 1
Designation Order—Access to Information Act

Powers, duties, or functions	Section	Deputy Minister	Associate Deputy Minister	Associate Deputy Minister and G7 Deputy for Canada	Senior Assistant Deputy Ministers Assistant Deputy Ministers Chief of Audit and Head of Evaluation	General Directors Executive Directors Senior Director, Communications Policy	Director, ATIP	ATIP Team Leaders, Senior ATIP Analysts
Responsibility of government institutions	4(2.1)						•	•
Notice when access requested	7(a)						•	•
Giving access to record	7(b)						•	•
Transfer of request to another government institution	8(1)						•	•
Extension of time limits	9						•	•
Additional fees	11(2), (3), (4), (5), (6)						•	•
Language of access	12(2)(b)						•	•
Access in an alternative format	12(3)(b)						•	•
Exemption - Information obtained in confidence	13	•	•	•		•	•	
Exemption - Federal-provincial affairs	14	•	•	•		•	•	
Exemption - International affairs and defence	15	•	•	•		•	•	
Exemption - Law enforcement and investigations	16	•	•	•		•	•	
Exemption - <i>Public Servants Disclosure Protection Act</i>	16.5	•	•	•		•	•	
Exemption - Safety of individuals	17	•	•	•		•	•	
Exemption - Economic interests of Canada	18	•	•	•		•	•	
Exemption - Economic interest of the Canada Post Corporation, Export Development Canada, the Public Sector Pension Investment Board and VIA Rail Canada Inc.	18.1	•	•	•		•	•	
Exemption - Personal information	19	•	•	•		•	•	
Exemption - Third-party information	20	•	•	•		•	•	
Exemption - Operations of Government	21	•	•	•		•	•	
Exemption - Testing procedures, tests and audits	22	•	•	•		•	•	
Exemption - Audit working papers and draft audit reports	22.1	•	•	•		•	•	
Exemption - Solicitor-client privilege	23	•	•	•		•	•	
Exemption - Statutory prohibitions	24	•	•	•		•	•	
Severability	25	•	•	•		•	•	
Exception - Information to be published	26	•	•	•		•	•	
Third-party notification	27(1), (4)						•	•
Third-party notification	28(1)(b), (2), (4)						•	•

SCHEDULE 1 Designation Order—Access to Information Act		Deputy Minister	Associate Deputy Minister	Associate Deputy Minister and G7 Deputy for Canada	Senior Assistant Deputy Ministers Assistant Deputy Ministers Chief of Audit and Head of Evaluation General Directors Executive Directors Senior Director, Communications Policy	Director, ATIP	ATIP Team Leaders, Senior ATIP Analysts
Powers, duties, or functions	Section						
Where the Information Commissioner recommends disclosure	29(1)					•	•
Advising Information Commissioner of third-party involvement	33					•	•
Right to make representations	35(2)(b)	•	•	•	•	•	•
Access to be given to complainant	37(4)					•	•
Notice to third party (application to Federal Court for review)	43(1)					•	•
Notice to applicant (application to Federal Court by third party)	44(2)					•	•
Special rules for hearings	52(2)(b), (3)	•	•	•	•	•	•
Facilities for inspection of manuals	71(1)					•	•
Annual report to Parliament	72					•	•
Access to Information Regulations							
Transfer of request	6(1)					•	•
Search and preparation fees	7(2)					•	•
Production and programming fees	7(3)					•	•
Providing access to record(s)	8					•	•
Limitations in respect of format	8.1	•	•	•	•	•	•

Information Holdings

All government institutions subject to the *Access to Information Act* and the *Privacy Act* publish an inventory of their information holdings as well as relevant details about personal information under their control. The information can assist individuals in making an access to information or personal information request, or in exercising their privacy rights.

A description of the Department's programs, activities, and information holdings, including its classes of records and personal information banks can be found in [Info Source: Sources of Federal Government and Employee Information](#).

Some programs and activities, such as human resources and financial management, are common to most government institutions. These are known as [internal services](#) and they involve the following types of information:

- [Standard classes of records](#): These are descriptions of all records created and used to support internal services.
- [Standard personal information banks](#): These are descriptions of personal information contained in records, and collected and used to support internal services.

Interpretation of the Statistical Report (Annex A)

Part 1 – Requests under the *Access to Information Act*

Number of Formal Requests

A new process effective April 1, 2018 was implemented in order to expedite the processing of requests for briefing notes. The ATIP Division now processes one request per briefing note to ensure requestors are provided the information in a timelier manner and allows departmental staff to process these requests more efficiently. This new process meant that the number of formal requests increased to 1724, an increase from 913 formal requests received the previous reporting year. Despite this new process, the department would have seen an increase of 122 formal requests for other types of records held by the Department.

The total number of requests considered was 2003 as 279 requests remained outstanding from 2017-2018. By the end of 2018-2019, 1598 requests were completed and 405 were carried forward to 2019-2020.

Table 1 illustrates a five-year trend.

Table 1
Overview of Access to Information Act Requests

Fiscal Year	New Requests Received	Requests Completed	Number of Pages Processed	Number of Pages Released	On-Time Compliance Rate %
2018-2019	1724	1598	61,009	30,623	84.3%
2017-2018	913	874	63,838	32,039	83.9%
2016-2017	839	780	96,174	43,685	83.8%
2015-2016	622	560	36,710	21,163	92.5%
2014-2015	519	482	48,699	26,051	92.1%

Other Requests

In 2017-2018, the Department received 487 informal requests; this reporting year, the Department received 473 informal requests, a slight decrease of 2.9%. The vast majority of informal requests came from members of the media, followed by the business community and organizations.

In 2017-2018, the Department received 310 consultations from other federal government institutions and organizations on matters of interest to the Department. This reporting year, the Department received 332, a 7.1% increase. The total number of consultations considered was 341 as 17 remained outstanding from 2017-2018. By the end of 2018-2019, 254 consultations were completed and 87 were carried forward to 2019-2020.

Table 2 illustrates a five-year trend of the total number of received formal *Access to Information Act* requests, *Privacy Act* requests, informal requests, and consultations received from other government institutions and organizations.

Table 2
ATIP Division Overall Caseload

Fiscal Year	Overall Caseload	Increase/Decrease from Previous Reporting Period
2018-2019	2550	53.4%
2017-2018	1662	4.1%
2016-2017	1594	64.4%
2015-2016	969	(21.7%*)
2014-2015	990	(27.6%*)

*These decreases are as a result of receiving less informal requests.

Sources of Requests

The greatest change seen in 2018-2019 in sources of requests were in the number of requests received from requestors in the Media and Business categories and those choosing to decline to identify their category of requestor:

Source	2016-2017	2017-2018	2018-2019
Media	284	275	879
Academia	15	15	27
Business	149	297	435
Organization	54	28	19
Public	112	132	116
Decline to Identify	225	166	248
Total	839	913	1724

Part 2 – Requests Closed During the Reporting Period

Disposition of Requests

The following table indicates the disposition of the 1598 requests completed during this reporting period:

Disposition	Number of Requests	Percentage of Requests
All disclosed	124	7.8%
Disclosed in part	1180	73.8 %
All exempted	6	0.4 %
All excluded	80	5 %
No records exist	140	8.8%
Request transferred	10	0.6 %
Request abandoned	58	3.6 %
Total	1598	100%

The following is a comparison of the disposition of requests completed for the last three reporting periods:

Disposition	2016-2017	2017-2018	2018-2019
All disclosed	60	61	124
Disclosed in part	520	597	1180
All exempted	4	10	6
All excluded	34	17	80
No records exist	139	135	140
Request transferred	9	18	10
Request abandoned	14	36	58
Neither Confirmed or Denied	0	0	0
Completed	780	874	1598

The changes in most of the categories were minimal with the exception of the increase in requests which were all disclosed, disclosed in part and all excluded.

Completion Time

Of the 1598 requests completed this fiscal, 1348 (84.3%) were closed on time, a slight increase to 2017-2018's 83.9%.

The ATIP Division continued to make a number of changes to improve its efficiency, reporting and direction with:

- i) Electronic approvals and consultations;
- ii) Weekly targeted branch statistics showing lists of ATIP files on-time and late;
- iii) Proactive release of lists of briefing notes and the processing of individual requests for briefing notes.

Requests requiring more than six months to complete usually involved large numbers of documents that required extensive internal consultations, consultations with third parties and, often, consultations with other government institutions. Given the nature of the work done by the Department, consultations must be conducted with other federal government institutions on many of its requests and completion time is consequently impacted by the amount of time required of the other institutions to respond to those consultations.

Of the 1598 requests closed during the reporting period, 736 (46%) were completed within 30 days, 646 (40%) were completed within two to four months, 131 (8%) were completed within four to six months, and 85 (5%) took more than six months to complete.

Exemptions Invoked

In 2018-2019, the Department invoked a total of 4187 exemptions pursuant to specific sections of the Act (more than one exemption can be applied to a specific request).

These exemptions were as follows:

Section of the Act		Number of Times Exemptions Applied
Section 13	Information obtained in confidence from other governments	97
Section 14	Federal-provincial affairs	365
Section 15	International affairs and defence	225
Section 16	Law enforcement and investigations	437
Section 17	Safety of individuals	1
Section 18	Economic interests of Canada	392
Section 19	Personal information	138
Section 20	Third party information	407
Section 21	Operations of government	2027
Section 22	Testing procedures, tests and audits	2
Section 23	Solicitor-client privilege	71
Section 24	Statutory prohibitions	20
Section 26	Information to be published	5

Exclusions Cited

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 1247 times: 26 for information that could be found in the public domain, available for purchase or found in a library and 1221 times under section 69 for confidences of the Queen's Privy Council for Canada. Because the Department is responsible for preparing the federal Budget and develops legislation and associated policies, it has a large number of documents classified as Cabinet confidences.

Format of Information Released

Records were provided to applicants in 1304 cases, 418 of those (32%) in paper format and 886 (68%) electronically. No applicants asked to view the records as opposed to receiving a copy.

Complexity

Many of the requests processed by the Department in 2018-2019 involved complex issues which required the need to consult with several other government institutions and/or third parties. The number of pages in any given file is also a factor in the length of time it takes to complete a file. This year saw a number of files which contained more than 1000 pages, with the largest comprising 4044 pages.

Deemed Refusals

Two hundred and fifty requests were closed past the statutory deadline for various reasons including a significant increase in workload, shortage of staff and consultations, both external and internal. In 191 instances, extensions of the statutory time limit had been claimed but the files were nonetheless late, due mainly to the volume of pages processed and the consultations both external and internal. In the remaining 59 instances, no extension of the statutory deadline was taken.

Table 3 provides the completion time for the 250 requests closed past the statutory deadline in 2018-2019.

Table 3

Requests Closed Past the Statutory Deadline

Number of Requests	Completion Time After the Deadline
73 (29%)	within 1 to 15 days
35 (14%)	within 16 to 30 days
46 (18.4%)	within 31 to 60 days
50 (20%)	within 61 to 120 days
11 (4.4%)	within 121 to 180 days
17 (7%)	within 181 to 365 days
18 (7.2%)	more than 365 days

Translations

No requests for translations were received.

Part 3 – Extensions

Subsection 9(1) of the *ATI Act* sets out circumstances under which the initial 30-day time limit for response may be extended. Extensions may be taken for the following reasons:

- The request is for a large number of records or requires a search through a large number of records, and meeting the original time limit would unreasonably interfere with the operations of the institution;
- Consultation is necessary with other government institutions, other levels of governments; or
- Notice is to be given to a third party (pursuant to s. 27(1)) of the pending release of commercial information of that third party.

During 2018-2019, the Department took 207 extensions under s. 9(1)(a) due to the volume of records and interference with government operations, versus 60 the previous fiscal year. Third party notifications required 89 extensions under s. 9(1)(c), down slightly from 95. This is in part due to the increase of requests for processing individual briefing notes.

A total of 237 extensions for consultations on confidences of the Queen's Privy Council and 278 extensions for other types of consultations (615 extensions in total) were taken under s. 9(1)(b). Extensions for consultations were up from the 438 extensions taken in 2017-2018.

Part 4 – Fees and *Service Fees Act*

As previously noted, effective May 5, 2016 all fees, apart from the \$5.00 application were waived.

The *Service Fees Act* requires a responsible authority to report annually to Parliament on the fees collected by the institution.

With respect to fees collected under the *Access to Information Act*, the information below is reported in accordance with the requirements of section 20 of the *Service Fees Act*:

- Enabling authority: Access to Information Act
- Fee amount: \$5, the only fee charged for an Access to Information request
- Total revenue: \$4535
- Fees waived:

In accordance with the *Interim Directive on the Administration of the Access to Information Act*, issued on May 5, 2016, the Department of Finance Canada waives all fees prescribed by the Act and Regulations, other than the \$5 application fee set out in paragraph 7(1)(a) of the Regulations. The Department of Finance Canada waived \$3445 in application fees. In order to expedite the processing of Access to Information requests for briefing notes, the ATIP Division processes one ATI request per briefing note to ensure requestors are provided the information in a timelier manner and allows departmental staff to process these requests more efficiently. Subsequently, it waives the application fees associated with these requests.

- Cost of operating the program: \$922,144

Part 5 – Consultations Received from Other Institutions and Organizations

The Department received a total of 332 consultations from other government institutions and organizations this reporting year, carried over 17 from the previous fiscal year, and closed 261.

Of the 261 consultations from other government institutions and organizations which were closed this year, the Department responded to 166 (64%) in 30 days or less; 74 (28%) were responded to in 31 to 60 days, 19 (7%) required 61 to 120 days and two (1%) required 121 to 180 days to complete.

Part 6 – Completion Time of Consultations on Cabinet Confidences

The departmental Legal Services Unit responded to 407 consultations to confirm whether documents were Cabinet confidences. All but one consultation was responded to within 120 days. This represents an 87% increase from 230 consultations processed the previous reporting period. This is in part due to the increase of requests for processing individual briefing notes.

No consultations on Cabinet confidences were forwarded to the Privy Council Office.

Part 7 – Complaints/Investigations/Audits

There were 40 complaints lodged against the Department received during the reporting period:

- Eighteen complaints concerned the exemption of information;
- One complaint concerned the exclusion of information under section 69 of the *Act*;
- Eighteen complaints concerned extensions taken or delay in responding;
- Three complaints were on refusal – no records existed.

The Office of the Information Commissioner rendered 31 findings this year:

- Five complaints were concluded as “not well-founded”;
- Twenty complaints were concluded as “well-founded, resolved without recommendation”;
- Six complaints were “discontinued” by the complainants.

None of the Information Commissioner’s investigations raised any specific issues or concerns with respect to the Department’s handling of these requests and no further action was required of the Department.

No audits were initiated or concluded this fiscal year.

Part 8 – Appeals to the Federal Court of Canada

No appeals to the Federal Court were made in this reporting period.

Part 9 – Resources Related to the *Access to Information Act*

Administration of the *Act* cost the Department \$922,144.00 this reporting year. Costs incurred in the reporting period include the salaries of ATIP staff and the administrative expenses associated with administration of the *Act*. Costs do not include salaries of other departmental personnel involved in processing requests.

Monitoring Compliance

In addition to producing weekly and monthly statistics on branch performance across the Department, the ATIP Division continues to send targeted branch statistics showing lists of outstanding branch actions related to *ATI* *Act* requests and consultations from other government departments. These statistics are shared on a weekly basis with senior management, branch ATIP contacts, the Deputy Minister’s Office and the Minister’s Office.

The ATIP Division also updated senior management throughout the fiscal year with a focus on departmental performance, current ATIP activities and Bill C-58 overall readiness.

Annex A

Statistical Report on the Access to Information Act

Part 1: Requests Under the the Access to Information Act

1.1 Number of requests

	Number of Requests
Received during reporting period	1724
Outstanding from previous reporting period	279
Total	2003
Closed during reporting period	1598
Carried over to next reporting period	405

1.2 Number of requests

Source	Number of Requests
Media	879
Academia	27
Business	435
Organization	19
Public	116
Decline to Identify	248
Total	1724

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
446	10	3	0	0	0	0	459

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	37	44	32	9	0	2	0	124
Disclosed in part	216	236	261	264	124	55	24	1180
All exempted	0	0	0	5	1	0	0	6
All excluded	11	6	15	44	4	0	0	80
No records exist	66	56	11	4	2	1	0	140
Request abandoned	10	0	0	0	0	0	0	10
Neither confirmed nor denied	40	14	0	1	0	0	3	58
Total	0	0	0	0	0	0	0	0

2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	41	16(2)	7	18(a)	44	20.1	0
13(1)(b)	17	16(2)(a)	0	18(b)	124	20.2	0
13(1)(c)	36	16(2)(b)	3	18(c)	3	20.4	0
13(1)(d)	0	16(2)(c)	412	18(d)	195	21(1)(a)	941
13(1)(e)	3	16(3)	0	18.1(1)(a)	3	21(1)(b)	868
14	145	16.1(1)(a)	0	18.1(1)(b)	20	21(1)(c)	194
14(a)	122	16.1(1)(b)	0	18.1(1)(c)	1	21(1)(d)	24
14(b)	98	16.1(1)(c)	0	18.1(1)(d)	2	22	1
15(1)	152	16.1(1)(d)	0	19(1)	138	22.1(1)	1
15(1) - I.A.*	73	16.2(1)	0	20(1)(a)	7	23	71
15(1) - Def.*	0	16.3	0	20(1)(b)	212	24(1)	20
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	1	26	5
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	134		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	53		
16(1)(a)(iii)	0	17	1				
16(1)(b)	1						
16(1)(c)	14						
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)	26	69(1)	2	69(1)(g) re (a)	188
68(b)	0	69(1)(a)	61	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	188
68.1	0	69(1)(c)	12	69(1)(g) re (d)	161
68.2(a)	0	69(1)(d)	59	69(1)(g) re (e)	317
68.2(b)	0	69(1)(e)	133	69(1)(g) re (f)	87
		69(1)(f)	13	69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	44	80	
Disclosed in part	374	806	
Total	418	886	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	1801	1795	124
Disclosed in part	55670	28339	1180
All exempted	266	0	6
All excluded	1722	0	80
Request abandoned	1548	489	58
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	124	1795	0	0	0	0	0	0	0	0
Disclosed in part	1076	12377	90	8708	8	2146	6	5108	0	0
All exempted	6	0	0	0	0	0	0	0	0	0
All excluded	77	0	3	0	0	0	0	0	0	0
Request abandoned	57	119	0	0	0	0	1	370	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	1340	14291	93	8708	8	2146	7	5478	0	0

2.5.3 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	21	0	0	5	26
Disclosed in part	628	0	7	10	645
All exempted	4	0	0	0	4
All excluded	79	0	0	1	80
Request abandoned	3	0	0	0	3
Neither confirmed nor denied	0	0	0	0	0
Total	735	0	7	16	758

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	23	50	73
16 to 30 days	7	28	35
31 to 60 days	12	34	46
61 to 120 days	13	37	50
121 to 180 days	1	10	11
181 to 365 days	2	15	17
More than 365 days	1	17	18
Total	59	191	250

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	12	1	14	9
Disclosed in part	179	272	253	74
All exempted	2	2	2	0
All excluded	4	58	7	1
No records exist	8	2	1	2
Request abandoned	2	2	1	3
Total	207	337	278	89

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	124	1	58	6
31 to 60 days	34	3	109	56
61 to 120 days	46	332	106	27
121 to 180 days	2	1	1	0
181 to 365 days	1	0	4	0
365 days or more	0	0	0	0
Total	207	337	278	89

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	907	\$4,535	689	\$3,445
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	907	\$4,535	689	\$3,445

Part 5: Consultations Received From Other Institutions and Organizations

5.1 Consultations received from other Government of Canada institutions and other organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	324	8748	8	306
Outstanding from the previous reporting period	17	743	0	0
Total	341	9491	8	306
Closed during the reporting period	254	8206	7	304
Pending at the end of the reporting period	87	1285	1	2

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	49	47	38	3	0	0	0	137
Disclose in part	14	37	31	13	1	0	0	96
Exempt entirely	0	2	2	1	0	0	0	5
Exclude entirely	2	1	0	0	1	0	0	4
Consult other institution	1	1	0	0	0	0	0	2
Other	0	8	1	1	0	0	0	10
Total	66	96	72	18	2	0	0	254

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	2	0	1	1	0	0	0	4
Disclose in part	0	2	1	0	0	0	0	3
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	2	2	2	1	0	0	0	7

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	151	783	3	4	0	0	0	0	0	0
16 to 30	141	910	6	103	0	0	0	0	0	0
31 to 60	69	717	4	41	1	38	1	25	0	0
61 to 120	27	338	2	6	1	15	0	0	0	0
121 to 180	0	0	1	2	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	388	2748	16	156	2	53	1	25	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
Total	0	0	0	0	0	0	0	0	0	0

Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
40	0	31	71

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	\$887,772
Overtime	\$0
Goods and Services	\$34,372
Professional services contracts	\$0
Other	\$34,372
Total	\$922,144

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	11.75
Part-time and casual employees	1.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	12.75