



# **Administration of the *Access to Information Act***

**Annual Report to Parliament 2016-2017**

Administration of the *Access to Information Act* - Annual Report to Parliament  
2016-2017.

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## Introduction

The *Access to Information Act* (the Act) gives Canadian citizens, as well as people and corporations present in Canada, the right of access to federal government records that are not of a personal nature and/or subject to certain limited and specific exceptions. The Act complements but does not replace other procedures for obtaining government information. It is not intended to limit in any way the access to government information that is normally available to the public upon request.

Section 72 of the Act requires that “the head of every government institution shall prepare for submission to Parliament an annual report on the administration of this Act within the institution during each fiscal year.” The Canadian Environmental Assessment Agency (the Agency) is pleased to table in Parliament its 2016-2017 Annual Report on the Administration of the *Access to Information Act*.

### **About the Canadian Environmental Assessment Agency**

Led by the President, who reports to the Minister of Environment and Climate Change, the Agency delivers its mandate within the framework of the following instruments:

- The *Canadian Environmental Assessment Act, 2012* (CEAA 2012) and its accompanying regulations;
- The *Canada-Wide Accord on Environmental Harmonization*, including the *Sub-Agreement on Environmental Assessment*, and bilateral agreements with provincial governments that establish arrangements for cooperative environmental assessments; and
- International agreements containing environmental assessment provisions to which Canada is a party, principally the United Nations Economic Commission for Europe's *Convention on Environmental Impact Assessment in a Transboundary Context*.

Consistent with the *Cabinet Directive on the Environmental Assessment of Policy, Plan and Program Proposals*, the Agency supports the Minister of Environment and Climate Change in promoting the application of environmental assessment processes in strategic-level decision-making, by providing training and guidance to federal authorities.

The Agency is responsible for conducting federal environmental assessments for most major resource projects, as mandated under the *Canadian Environmental Assessment Act, 2012*. The Agency also integrates the Government of Canada's Indigenous engagement and consultation activities into the environmental assessment process for these projects, in accordance with the *Cabinet Directive on Improving the Performance of the Regulatory System for Major Resource Projects* and its Memorandum of Understanding. The Agency is the Crown Consultation Coordinator for Indigenous consultation, with the exception of projects under the authority of the National Energy Board and the Canadian Nuclear Safety Commission.

The President of the Agency is designated by an Order in Council as the federal administrator of the environmental and social protection regimes set out in Chapters 22 and 23 of the 1975 *James Bay and Northern Quebec Agreement*.

### **Delegation of Authority**

For the purposes of the Act, the Agency's "head of the institution" as defined in section 3 of the Act is the President of the Agency.

The responsibilities associated with the administration of the Act are delegated to the senior executive officers reporting directly to the President (Vice-presidents and General Counsel), as well as the Access to Information and Privacy Coordinator, as deemed appropriate by the President for the effective administration of the program. The decision-making responsibility for the application of the various provisions of the Act is formally established and outlined in the departmental Delegation of Authority Instrument which can be found under Appendix A.

### **About Access to Information and Privacy**

The provision of Access to Information and Privacy (ATIP) services in the Agency is the general responsibility of the Information Services Division, which reports to the Vice-President and Chief Security Officer, Corporate Services.

The Information Services Division includes Information Management (IM), ATIP, and Information Technology (IT). The ATIP function is the direct responsibility of the ATIP Coordinator and a team of three ATIP Officers.

The ATIP team has administered the Act by:

- Receiving Access requests, creating request files and tracking the processing of requests using AccessPro Case Management software;
- Assessing required processing time, any fees that were still applicable, and communicating with applicants regarding those assessments;
- Coordinating retrieval of records for response to Access requests;
- Sending statutory notices to applicants, third parties, and the Information Commissioner;
- Conducting necessary consultations;
- Advising applicants and third parties of their rights and obligations under the legislation;
- Negotiating with third parties to secure all the disclosure due under the Act;
- Processing records for disclosure in response to applicants' requests, using AccessPro Redaction software;
- Providing training and advice to Agency officials on interpretation and application of the Act, as well as its interaction with the *Canadian Environmental Assessment Act, 2012*;
- Negotiating the resolution of formal complaints;
- Compiling statistics;
- Responding to Parliamentary Questions related to the administration of the Act;
- Drafting and updating the Agency's procedural documents relating to the processing of Access requests;

- Posting the monthly proactive disclosure of completed Access to Information request summaries on the Open Government Portal ([open.canada.ca](http://open.canada.ca));
- Preparing, submitting and posting the Agency's annual report to Parliament on the administration of the Act; and
- Preparing, submitting and posting the Agency's annual Info Source update.

## Statistical Report – Interpretation and Analysis

Appendix B provides a summarized Statistical Report on Access to Information requests processed by the Agency from April 1, 2016 to March 31, 2017. The following sections provide some explanations, interpretations and analysis of this statistical information.

### Subject matter of Access requests received

The requests received during this reporting period dealt with a range of topics including the following:

- Environmental assessment projects and panel reviews;
- Administration of the Participant Funding Program;
- Meetings and correspondence involving senior management and industry players;
- Departmental and ministerial briefings;
- Agency records on various industry projects;
- Staffing processes;
- Procurement matters.

### Number, source and disposition of Access requests received

The Agency received 51 requests under the Act during the 2016-2017 fiscal year. As shown in the table below, most of these new requests were made by the “Business (private sector)” category of requester, while the “Organization” sector submitted only half as many requests.

Source of Requests	Number	Percentage
Media	7	13.7
Academia	0	0
Business	22	43.1
Organization	13	25.5
Public	3	5.9
Declined to Identify	6	11.8
<b>Total</b>	<b>51</b>	<b>100</b>

An additional eight requests were brought forward from the 2015-2016 fiscal year, making a total of 59 active requests. Of those 59 active requests, 53 were completed within the reporting period and six were carried forward to the 2017-2018 fiscal year.

The number of Informal Requests declined by half from the previous year, and most were completed within 15 days.

During the reporting period, all 53 completed requests were processed within the legislated timeframes (the initial 30-day or the allotted extension period). This includes requests for which the Agency required extensions to consult with other government departments and third parties. The following table shows that the Agency responded to the majority of requests by fully or partially disclosing the responsive records found in the Agency's possession. The Agency also received an increased number of requests for which no records exist.

<b>Outcomes of completed requests</b>	<b>Number</b>
All disclosed	8
Disclosed in part	19
Nothing disclosed (All exempted)	0
Nothing disclosed (All excluded)	0
No records exist	23
Request transferred	0
Request abandoned	3
Neither confirmed nor denied	0
<b>Total</b>	<b>53</b>

Other aspects of the Statistical Report are analysed below using excerpts from the tables of the Report, some with added emphasis in the form of percentages or highlighting.

### **Extensions**

Section 9 of the Act allows institutions to extend the legislated timeframe for processing a request if a search for responsive records cannot be completed within 30 days of receipt of the request, or if the institution must consult with other institutions or third parties.

Under section 9, the Agency invoked one or more extensions (beyond the initial 30 days) in 15 of the 53 requests completed during the reporting period. This total of 15 requests is reflected in Table 2.1 of the Statistical Report, as highlighted below.

<b>Disposition of Requests</b>	<b>Completion Time</b>							<b>Total</b>
	<b>1 to 15 Days</b>	<b>16 to 30 Days</b>	<b>31 to 60 Days</b>	<b>61 to 120 Days</b>	<b>121 to 180 Days</b>	<b>181 to 365 Days</b>	<b>More Than 365 Days</b>	
All disclosed	3	2	2	1	0	0	0	8
Disclosed in part	1	6	3	8	1	0	0	19



Of the 15 requests requiring one or more extensions, 6 extensions were required because meeting the original time limit would have unreasonably interfered with the operations of the Agency; 9 were required for necessary consultations with other government institutions; and 8 were required for third party notices, as reflected in Table 3.1 of the Statistical Report.

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	3	0
Disclosed in part	5	0	6	8
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
<b>Total</b>	<b>6</b>	<b>0</b>	<b>9</b>	<b>8</b>

All but one of the 15 requests demanding extensions required necessary consultations, as reflected in the second column of the table below, excerpted from Table 2.5.3 of the Statistical Report. These necessary consultations included consultations with other government institutions and/or third parties. One of these requests also required legal advice.

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	3	0	0	0	3
Disclosed in part	11	0	1	0	12

### Access Consultation Requests

The details of Access consultation requests processed during the 2016-2017 fiscal year are presented in Part 5 of the Statistical Report at Appendix B. Fifty-three (53) Access consultation requests were received from other federal institutions and nine from other levels of government. Therefore, a total of 62 consultation requests were received.

In addition, two consultation requests had been brought forward from the previous year and two are being carried over to 2017-2018, leaving a total of 62 completed consultation requests in the 2016-2017 fiscal year. Over 5,800 pages of records were processed in these Access consultations.

Of the 54 completed consultation requests from other federal institutions, 51 were completed within 30 days, as were all of those received from other organizations. These facts are drawn from Tables 5.2 and 5.3 of the Statistical Report.

Those tables combine to show that the Agency recommended full disclosure in 32 of the consultation requests, and partial disclosure in the remaining 21 requests.

### 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	25	1	0	0	0	0	0	26
Disclose in part	11	6	3	0	0	0	0	20
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	4	2	0	0	0	0	0	6
Other	1	1	0	0	0	0	0	2
<b>Total</b>	<b>41</b>	<b>10</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>54</b>

### 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	5	1	0	0	0	0	0	6
Disclose in part	1	0	0	0	0	0	0	1
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	1	0	0	0	0	0	0	1
Other	0	0	0	0	0	0	0	0
<b>Total</b>	<b>7</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>

### Complaints / Investigations / Appeals to the Court

During the 2016-2017 reporting period, the Office of the Information Commissioner notified the Agency of two complaints, both from the same complainant. One is for the length of the extension that was taken on the request and the other pertains to the exemptions applied to the documents. The Office of the Information Commissioner is currently investigating these complaints. Three outstanding complaints from the 2015-2016 fiscal year were closed. Two of these were discontinued and one required remedial

action. Two complaints pertaining to the same request are being brought forward from the 2015-2016 fiscal year and another complaint from the 2014-2015 fiscal year. The Office of the Information Commissioner is currently investigating these 3 complaints, and no appeals have been filed with the Federal Court of Appeal.

### Multi-year Trends

The tables below show some trends that have emerged over the last three reporting periods.

With regard to deemed refusal, there were no late files in the present reporting period. Both previous years reported 1 late file each, down from 10 in 2013-2014.

<b>ACCESS TO INFORMATION REQUESTS</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>
Number of ATI requests closed	37	41	35	53
Number of late files	10	1	1	0

Changes in the source of requests are shown in the table below. A few requesters once more chose to identify themselves as Media, and there was a significant increase in using the option “Decline to Identify.”

The table below also shows that requests from the Business sector are increasing. The Organization category has been steady throughout the years. For the second consecutive year, there were no requestors identifying themselves as the Academia category.

<b>SOURCE OF REQUESTS 2012-2017</b>	<b>2013-2014</b>		<b>2014-2015</b>		<b>2015-2016</b>		<b>2016-2017</b>	
	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>
Total number of requests received	28	100%	41	100%	39	100%	51	100%
Media (Number and %)	3	11%	0	0%	4	10%	7	14%
Academia (Number and %)	1	3%	3	7%	0	0%	0	0%
Business (Number and %)	7	25%	19	46%	14	35%	22	43%
Organization (Number and %)	6	21%	1	2%	18	46%	13	26%
Public (Number and %)	11	39%	17	41%	2	5%	3	6%
Decline to Identify	-	-	1	2.4%	1	2.6%	6	12%

The trend toward the release of records on paper rather than on CD has diminished during this reporting period with release packages being provided on CD in forty-four percent of the cases. That is a fifteen percent increase from the last reporting period.

<b>FORMAT OF RELEASE PACKAGES</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>
Release format: paper	13	9	10	15
Release format: electronic (CD)	13	12	4	12
Percentage electronic	<b>50%</b>	<b>57%</b>	<b>29%</b>	<b>44%</b>

With regard to Access consultations, it is noted in this reporting period that the percentage of consultations from federal institutions and from other organizations were both on the increase. This is detailed below.

<b>ACCESS CONSULTATIONS RECEIVED</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>
No. of federal institution consults	48	51	31	53
No. of other organization consults	0	3	5	9
% of consults from other organizations	<b>0%</b>	<b>6%</b>	<b>8%</b>	<b>15%</b>

## Canadian Environmental Assessment Registry Requests

As required under the *Canadian Environmental Assessment Act, 2012*, the Agency facilitates public access to information and records related to environmental assessments, through the Canadian Environmental Assessment Registry (the Registry). Formal processes are in place to provide the public with access to environmental assessment records without recourse to the *Access to Information Act*.

However, prior to release of information, Registry officers are required to sever records in accordance with section 81.(1) of the *Canadian Environmental Assessment Act, 2012*, which refers to the *Access to Information Act*, allowing disclosure of only what “would have been disclosed to the public in accordance with the ATI Act if a request had been made in respect of that record under that Act.” In that regard, the ATIP Office provides guidance upon request from Registry officers.

In addition, the ATIP Office sometimes refers requesters to the program responsible for granting access to Registry records in accordance with the *Canadian Environmental Assessment Act* and CEEA 2012.

## Policies, Guidelines and Procedures

No new Agency policy regarding administration of the *Access to Information Act* was implemented during the reporting period. However, in accordance with the Federal Court decision of March 31, 2015 (Canada (Information Commissioner) v. Canada (Attorney General), 2015 FC 405, T-367-13) regarding sections 3, 4 and 11 of the Act, no search or preparation fees have been charged for the processing of electronic records for response to Access requests.

Many of the standard letters used for correspondence with requesters, third parties and other institutions have been revised during the reporting period, utilizing guidance from TBS Access to Information Manual. One procedural document was revised for approval during the reporting period:

- ATIP Officer Handbook – ATI and Consultations 2017

One procedural document was approved during the reporting period:

- Reference Guide for Office of Primary Interests, Responding to Access to Information Act and Privacy Act Requests and Consultations

## Training and Awareness

Agency employees are provided with training and guidance to assist them in fulfilling their duties under the *Access to Information Act*. The ATIP Team provides advice and support on an as-needed basis.

During the 2016-2017 fiscal year, employees were directed to take the ATIP-related training offered by the Canada School of Public Service. Training and reference materials are also made available to employees on the Agency's Intranet site.

Training material is being reviewed and Agency-wide ATIP training is planned for the 2017-2018 fiscal year. This training will be related to the employee's role as liaisons between the ATIP Office and the Offices of Primary Interest (OPIs).

## Monitoring and Reporting

The Agency continues to ensure compliance with the *Access to Information Act* through effective reporting and monitoring mechanisms. Weekly ATIP reports are prepared under the Vice-President and Chief Security Officer, Corporate Services, and shared with members of the Executive Management Committee. These reports include detailed status of individual requests, compliance statistics, and any complaint investigations.

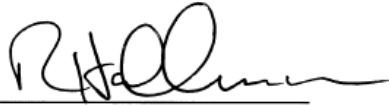
Special reports are also submitted to provide justifications for time extensions and to outline plans for timely completion of complex or high-profile requests. Extensions over 90 days require the approval of the Executive Management Committee. Extensions under 90 days require the approval of the Vice-President and Chief Security Officer, Corporate Services, and disclosure to the Executive Management Committee.



## Appendix A: Designation Order

### DESIGNATION ORDER (*Access to Information Act*)

As head of the Canadian Environmental Assessment Agency for purposes of the *Access to Information Act*, I hereby designate, under section 73 of that Act, the officers and employees of the Canadian Environmental Assessment Agency, who hold the positions set out in the attached Annex, to exercise or perform all of the powers, duties or functions that are conferred upon me by the provisions of the *Access to Information Act* specified in the aforementioned Annex.



Ron Hallman  
President/Président  
Canadian Environmental Assessment  
Agency/Agence canadienne d'évaluation  
environnementale

### ARRÊTÉ DE DÉLÉGATION (*Loi sur l'accès à l'information*)

En tant que responsable de l'Agence canadienne d'évaluation environnementale aux fins de la *Loi sur l'accès à l'information*, je délègue, en vertu de l'article 73 de cette Loi, à des cadres et employés de l'Agence canadienne d'évaluation environnementale qui détiennent les postes présentés à l'annexe ci-jointe, mes attributions conférées par les dispositions de la *Loi sur l'accès à l'information* spécifiées dans cette annexe

23 July '14  
Date (Date)

**Annex to Designation Order (Access to Information Act) Dated – July 2014**  
**Annexe à l'Arrêté de délégation (Loi sur l'accès à l'information) datée juillet 2014**

The Access to Information and Privacy Coordinator and the Senior Executive Officers reporting directly to the President of the Canadian Environmental Assessment Agency are designated to exercise or perform all powers, duties or functions of the President as the head of the Canadian Environmental Assessment Agency under the provisions of the *Access to Information Act* listed below. This designation replaces all previous delegation orders.

Toutes attributions du responsable de l'Agence canadienne d'évaluation environnementale conférées par les dispositions ci-dessous de la *Loi sur l'accès à l'information* sont déléguées aux Agents principaux exécutifs qui se rapportent au président, ainsi qu'au Coordonnateur de l'accès à l'information et de la protection des renseignements personnels de l'Agence canadienne d'évaluation environnementale. Le présent document remplace et annule tout arrêté antérieur.

7(a)	Respond to request for access, give access or give notice	Répondre à une demande de communication; donner accès ou aviser par écrit
8(1)	Transfer to institution which has a greater interest	Transmettre la demande à une autre institution
9	Extend time limit	Proroger le délai
11	Assess fees	Évaluation des frais
12(2)(b)	Language of access	Version de la communication
12(3)	Access in an alternative format	Communication des renseignements sur un support de substitution.
13(1)	Apply exemption - Information obtained in confidence from other governments	Exception - Renseignements obtenus à titre confidentiel d'autres gouvernements
14	Apply exemption - Federal-provincial affairs	Exception - Affaires fédéro-provinciales
15	Apply exemption - International affairs and defense	Exception - Affaires internationales et défense
16	Apply exemption - Law enforcement and investigations	Exception - Enquêtes et respect des lois
16.5	Apply exemption - Public Servants Disclosure Protection Act	Exception - Loi sur la protection des fonctionnaires divulgateurs d'actes répréhensibles
17	Apply exemption - Safety of individuals	Exception - Sécurité des individus
18	Apply exemption - Economic interests of Canada	Exception - Intérêts économiques du Canada
18.1	Apply exemption - Economic interests of certain government institutions	Exception - Intérêts économiques de certaines institutions fédérales
19(1)	Apply exemption - Personal information	Exception - Renseignements personnels
19(2)	Disclose personal information	Communication des renseignements personnels
20	Apply exemption - Third party information	Exception - Renseignements de tiers
21	Apply exemption - Operations of government	Exception - Activités du gouvernement
22	Apply exemption - Testing procedures, tests and audits	Exception - Examens et vérifications
22.1	Apply exemption - Internal audits	Exception - Vérifications internes
23	Apply exemption - Solicitor/client privilege	Exception - Secret professionnel des avocats

**Annex to Designation Order (Access to Information Act) Dated – July 2014**  
**Annexe à l'Arrêté de délégation (Loi sur l'accès à l'information) datée juillet 2014**

24	Apply exemption - Statutory prohibitions against disclosure	Exception - Interdictions fondées sur d'autres lois
26	Apply exemption - Information to be published	Exception - En cas de publication
27(1)	Notify third party of intent to disclose information	Avis aux tiers
27(4)	Extend time limit	Proroger le délai
28(1)(b)	Disclose information after third party representations	Communication de renseignements après présentation des observations de tiers
28(2)	Waive requirement that third party representation be in writing	Autorisation de faire des observations orales
28(4)	Disclose information where no third party review requested	Communication du document
29(1)	Notify all parties of disclosure on recommendation of Information Commissioner	Communication suite à une recommandation du Commissaire à l'information
33	Advise Information Commissioner of third party involvement	Avis au Commissaire à l'information de la participation d'un tiers
35(2)	Make representations to the Information Commissioner in the course of an investigation	Présenter des observations au Commissaire à l'information au cours d'une enquête
37	Give notice to the Information Commissioner of action taken/to be taken to implement recommendations and provide access to complainant	Aviser par écrit le Commissaire à l'information des mesures prises ou envisagées pour la mise en œuvre des recommandations et accorder l'accès aux documents au plaignant.
43(1)	Notice to third party (application to Federal Court for review)	Avis au tiers (révision par la Cour fédérale de Canada)
44(2)	Notice to applicant (application to Federal Court by third party)	Avis à la personne qui a fait la demande (demande de révision par la Cour fédérale faite par un tiers)
52(2)	Special rules for hearings	Règles spéciales pour l'audition des causes
69 (1)	Exclusion - Confidences of the Queen's Privy Council for Canada	Exclusion - Document confidentiels du Conseil privé de la Reine pour le Canada
71(2)	Exempt information severed from manuals	Prélèvement des renseignements visés par une exception des manuels
72(1)	Prepare annual report to Parliament	Établir le rapport d'application de la Loi pour présentation au Parlement
77	Responsibilities conferred to the head of the institution by the regulations made under section 77 which are not included above	Les responsabilités attribuées par règlement au responsable de l'institution en vertu de l'article 77 qui ne sont pas incluses ci-dessus

## Appendix B: Statistical Report on the *Access to Information Act*



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

Name of institution: Canadian Environmental Assessment Agency

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	51
Outstanding from previous reporting period	8
<b>Total</b>	<b>59</b>
Closed during reporting period	53
Carried over to next reporting period	6

#### 1.2 Sources of requests

Source	Number of Requests
Media	7
Academia	0
Business (private sector)	22
Organization	13
Public	3
Decline to Identify	6
<b>Total</b>	<b>51</b>

#### 1.3 Informal requests

Completion Time							Total
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
6	0	0	1	0	0	0	7

**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	3	2	2	1	0	0	0	8
Disclosed in part	1	6	3	8	1	0	0	19
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	15	8	0	0	0	0	0	23
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	2	1	0	0	0	0	0	3
Neither confirmed nor denied	0	0	0	0	0	0	0	0
<b>Total</b>	<b>21</b>	<b>17</b>	<b>5</b>	<b>9</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>53</b>

### 2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	1	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	2	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	1	18(d)	0	21(1)(a)	6
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	8
14	1	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	5
14(a)	5	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	1
15(1)	0	16.1(1)(d)	0	19(1)	14	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	2
15(1) - Def.*	0	16.3	0	20(1)(b)	5	24(1)	1
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	2
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	8		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	1		
16(1)(a)(iii)	0	17	0				
16(1)(b)	0						
16(1)(c)	0						
16(1)(d)	0						

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

## 2.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	5	69(1)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(a)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	0
68.1	0	69(1)(c)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(d)	0	69(1)(g) re (e)	1
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

## 2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	6	2	0
Disclosed in part	9	10	0
<b>Total</b>	15	12	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	449	402	8
Disclosed in part	20949	7979	19
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	3
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	7	102	1	300	0	0	0	0	0	0
Disclosed in part	10	274	5	880	1	427	1	937	2	5461
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	3	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	20	376	6	1180	1	427	1	937	2	5461

### 2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	3	0	0	0	3
Disclosed in part	11	0	1	0	12
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor	0	0	0	0	0
<b>Total</b>	14	0	1	0	15

### 2.6 Deemed refusals

#### 2.6.1 Reasons for not meeting statutory deadline

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

#### 2.6.2 Number of days past deadline

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

### 2.7 Requests for translation

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



## Part 3: Extensions

### 3.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	1	0	3	0
Disclosed in part	5	0	6	8
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
<b>Total</b>	6	0	9	8

### 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	5	0	1	0
31 to 60 days	0	0	6	7
61 to 120 days	1	0	2	1
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
<b>Total</b>	6	0	9	8

## Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	36	\$180	14	\$70
Search	0	\$0	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
<b>Total</b>	36	\$180	14	\$70

## 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	53	4454	9	957
Outstanding from the previous reporting period	2	479	0	0
<b>Total</b>	<b>55</b>	<b>4933</b>	<b>9</b>	<b>957</b>
Closed during the reporting period	54	4925	8	906
Pending at the end of the reporting period	1	8	1	51

### 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	25	1	0	0	0	0	0	26
Disclose in part	11	6	3	0	0	0	0	20
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	4	2	0	0	0	0	0	6
Other	1	1	0	0	0	0	0	2
<b>Total</b>	<b>41</b>	<b>10</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>54</b>

### 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	5	1	0	0	0	0	0	6
Disclose in part	1	0	0	0	0	0	0	1
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	1	0	0	0	0	0	0	1
Other	0	0	0	0	0	0	0	0
<b>Total</b>	<b>7</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>

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

### 6.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	1	14	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>	1	14	0	0	0	0	0	0	0	0

### 6.2 Requests with Privy Council Office

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

## Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
2	0	0	2

## 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		\$238,816
Overtime		\$0
Goods and Services		\$96,446
• Professional services contracts	\$85,556	
• Other	\$10,890	
<b>Total</b>		<b>\$335,262</b>

**9.2 Human Resources**

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	2.60
Part-time and casual employees	0.75
Regional staff	0.00
Consultants and agency personnel	0.50
Students	0.00
<b>Total</b>	<b>3.85</b>

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