

2016-2017 ANNUAL REPORT
ACCESS TO INFORMATION ACT



1. INTRODUCTION

The *Access to Information Act* (the "Act") gives Canadian citizens as well as individuals and corporations present in Canada the right to access records under the control of federal government institutions, subject to limited and specific exceptions. The Act is intended to complement existing procedures for access to government information and not to limit in any way information that is normally available to the public.

Section 72 of the Act requires the head of every federal government institution to submit a report to Parliament on the administration of the Act at their institution each fiscal year.

This report was prepared pursuant to section 72 of the Act and describes how the National Film Board of Canada (the "NFB") administered the Act in fiscal year 2016–2017.

The NFB's mandate is to produce and distribute distinctive, culturally diverse, challenging and relevant audiovisual works that provide Canada and the world with a unique Canadian perspective.

2. LAW APPLICATION

In accordance with section 73 of the Act, the Minister of Canadian Heritage appoints the following individuals to administer the *Access to Information Act*.

- The Government Film Commissioner or any person holding that position in an acting or temporary capacity;
- The Secretary to the Board of Trustees or any person holding that position in an acting or temporary capacity;
- The Access to Information Coordinator or any person holding that position in an acting or temporary capacity.

The NFB has no official entity tasked with processing access to information requests. The requests are forwarded to the Access to Information Coordinator, who is part of the Business Affairs and Legal Services department.

The Access to Information Coordinator is also responsible for coordination pursuant to the *Privacy Act*.

3. DESIGNATION ORDER

A copy of the Designation Order is attached as Appendix A.

4. INTERPRETATION OF STATISTICAL REPORT

A copy of the 2016–2017 Statistical Report is attached as Appendix B.

Requests submitted pursuant to the *Access to Information Act*

The NFB received 19 access to information requests between April 1, 2016, and March 31, 2017, compared with 15 requests received in 2015–2016.

In comparison with the last fiscal year, the total number of requests received has increased.

Types of requests

Below are the different requests received, broken down by the sector from which they originated.

- 6 requests (31.58%) from university institutions;
- 2 requests from organizations (10.53%);
- 5 requests from members of the public (26.31%); and
- 6 requesters declined to identify (31.58%).

As in previous years, the NFB observed that the applicants sending their requests preferred to receive copies of governmental documentation rather than just being permitted to examine the documentation.

Fully processed requests

The NFB fully processed 20 requests during the 2016–2017 reporting period, including two that were transferred from the previous year. One of the requests received in 2016–2017 was not completed during the reporting period.

The NFB processed these requests as follows:

- 2 fully disclosed communications (10%);
- 13 partial communications (65%);
- 1 all-exempted request (5%);
- 2 requests for which no records existed (10%);
- 1 transferred request (5%);
- 1 abandoned request (5%).

Turnaround time and postponements

The NFB processed the 20 requests completed during the 2016–2017 reporting period within the following timeframes:

- 6 requests (30%) processed within not more than 15 days;
- 10 request (50%) processed within not more than 30 days; and
- 4 requests (20%) processed within 31 to 60 days.

Exemptions and exclusions

The NFB invoked exemptions under the Act 26 times in total, as follows:

- 1 time under paragraph 18 (b);
- 3 times under paragraph 18 (d);
- 12 times under paragraph 19 (1);
- 8 times under paragraph 20 (1)c); and
- 2 times under section 23.

One exclusion under paragraph 68(1) was invoked during the 2016–2017 reporting period.

5. EDUCATION AND TRAINING

NFB employees completed the online course "Access to Information and Privacy Fundamentals (1015)," delivered via the Canada School of Public Service website.

6. NEW POLICIES AND PROCEDURES

In this reporting period, no new organizational policies or procedures relating to the administration of the Act were implemented at the NFB.

7. COMPLAINTS AND INVESTIGATIONS

The NFB received no complaints and was not subject to access to information investigations during this reporting period.

8. MONITORING OF THE TIME TO PROCESS REQUESTS

No monitoring of the amount of time taken to process access to information requests was conducted during the reporting period.

Report submitted on June 1st, 2017.

NATIONAL FILM BOARD OF CANADA

By: 

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Director General, CFO, COO, CTO

APPENDIX A

DESIGNATION ORDER

ACCESS TO INFORMATION ACT

OFFICE NATIONAL DU FILM DU CANADA
NATIONAL FILM BOARD OF CANADA

ARRÊTÉ DE DÉLÉGATION

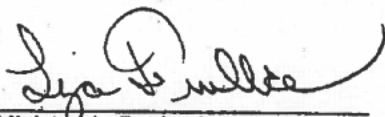
LOI SUR L'ACCÈS À
L'INFORMATION

La ministre du Patrimoine canadien, en vertu de l'article 73 de la *Loi sur l'accès à l'information*, L.R.C. 1985, ch. A-1 (la «Loi»), autorise par les présentes les personnes qui, au sein de l'Office national du film du Canada, sont titulaires des postes énumérés ci-dessous, à exercer toutes les attributions de la ministre du Patrimoine canadien en sa qualité de responsable de l'Office national du film du Canada, en exécution de la Loi.

POSTE

1. Commissaire du gouvernement à la cinématographie ou toute personne remplissant ce poste par intérim ou à titre temporaire.
2. Secrétaire du conseil d'administration ou toute personne remplissant ce poste par intérim ou à titre temporaire.
3. Coordonnateur-trice de l'accès à l'information ou toute personne remplissant ce poste par intérim ou à titre temporaire.

La présente délégation prend effet immédiatement.



Ministre du Patrimoine canadien

28 NOV. 2005

Date

DESIGNATION ORDER

ACCESS TO INFORMATION ACT

The Minister of Canadian Heritage, pursuant to section 73 of the *Access to Information Act*, R.S.C. 1985, c. A-1 (the "Act"), hereby designates the persons holding the positions within the National Film Board of Canada set forth below, to exercise or perform all the powers, duties and functions of the Minister of Canadian Heritage as head of the National Film Board of Canada under the Act.

POSITION

1. Government Film Commissioner or any person holding this position in an acting or temporary capacity.
2. Secretary to the Board of Trustees or any person holding this position in an acting or temporary capacity.
3. Access to Information Coordinator or any person holding this position in an acting or temporary capacity.

The above designation shall be effective immediately.

Minister of Canadian Heritage

Date

APPENDIX B

2015-2016 STATISTICAL REPORT



Statistical Report on the Access to Information Act

Name of institution: National Film Board of Canada

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

Part 1: Requests Under the Access to Information Act

1.1 Number of requests

	Number of Requests
Received during reporting period	19
Outstanding from previous reporting period	2
Total	21
Closed during reporting period	20
Carried over to next reporting period	1

1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	6
Business (private sector)	0
Organization	2
Public	5
Decline to Identify	6
Total	19

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	1	1	1	1	0	0	10

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

Part 2: Requests Closed During the Reporting Period

2.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	1	1	0	0	0	0	2
Disclosed in part	1	9	3	0	0	0	0	13
All exempted	1	0	0	0	0	0	0	1
All excluded	0	0	0	0	0	0	0	0
No records exist	2	0	0	0	0	0	0	2
Request transferred	1	0	0	0	0	0	0	1
Request abandoned	1	0	0	0	0	0	0	1
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	6	10	4	0	0	0	0	20

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)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	1	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	0	18(d)	3	21(1)(a)	0
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	0
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	12	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)	0	24(1)	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	8		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	17	0				
16(1)(b)	0						
16(1)(c)	0						
16(1)(d)	0						

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

2.3 Exclusions

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

2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	1	1	0
Disclosed in part	0	13	0
Total	1	14	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	6	6	2
Disclosed in part	8874	8874	13
All exempted	27	0	1
All excluded	0	0	0
Request abandoned	0	0	1
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	1	6	0	0	0	0	0	0	0	0
Disclosed in part	2	14	5	1351	2	1290	4	6219	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	3	20	5	1351	2	1290	4	6219	0	0

2.5.3 Other complexities

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

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

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

2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline Where An Extension Was Taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	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
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	1	0	0	0
Disclosed in part	1	0	0	2
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
Total	2	0	0	2

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	2	0	0	1
31 to 60 days	0	0	0	1
61 to 120 days	0	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	2	0	0	2

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	16	\$80	0	\$0
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	16	\$80	0	\$0

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	8	174	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	8	174	0	0
Closed during the reporting period	8	174	0	0
Pending at the end of the reporting period	0	0	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	5	2	0	0	0	0	0	7
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	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	6	2	0	0	0	0	0	8

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		101-500 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

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
0	0	0	0

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		\$ [REDACTED]
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$ [REDACTED]

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0,60
Part-time and casual employees	0,00
Regional staff	0,00
Consultants and agency personnel	0,00
Students	0,00
Total	0,60

Note: Enter values to two decimal places.