



Canadian  
Heritage

Patrimoine  
canadien

Canada



# ***Access to Information Act***

## **Annual Report**

### **2014-2015**



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# ***Access to Information Act***

## **ANNUAL REPORT**

**(April 1, 2014 to March 31, 2015)**

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# ***Access to Information Act***

## **ANNUAL REPORT**

**(April 1, 2014 to March 31, 2015)**

### **1. Introduction**

Canadian Heritage is pleased to present to Parliament its annual report on the administration of the *Access to Information Act* for fiscal year April 1, 2014 to March 31, 2015. Section 72 of the *Act* requires that the head of every federal government institution submit an annual report to Parliament on the administration of the *Act* during the fiscal year.

#### **1.1 *The Access to Information Act***

The purpose of the *Access to Information Act* is to provide a right of access to information in records under the control of a government institution. It maintains that government 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.

Canadian Heritage is fully committed to both the spirit and the intent of the *Access to Information Act* to ensure openness and transparency within the Department. The information contained in this report provides an overview of the activities of the Department in implementing the *Act*.

#### **1.2 Mandate of Canadian Heritage**

The Department of Canadian Heritage and Canada's major national cultural institutions play a vital role in the cultural, civic and economic life of Canadians. We work together to support culture, the arts, heritage, official languages, citizenship and participation, in addition to Aboriginal, youth, and sport initiatives.

The Department of Canadian Heritage is responsible for programs and policies that help all Canadians participate in their shared cultural and civic life. The Department's legislative mandate is set out in the *Department of Canadian Heritage Act* and other statutes for which the Minister of Canadian Heritage and Official Languages is responsible and presents a wide-ranging list of responsibilities for the Minister under the heading of "Canadian identity and values, cultural development, and heritage."

The Department oversees numerous statutes, namely the *Broadcasting Act*, the *Copyright Act* and the *Investment Canada Act* (the latter two acts shared with Industry Canada), the *Official Languages Act* (Part VII), the *Museums Act*, the *Canada Travelling Exhibitions Indemnification Act*, the *Cultural Property Export and Import Act*, the *Status of the Artist Act*, and the *Physical Activity and Sport Act* (shared with Health Canada).

The Department of Canadian Heritage is specifically responsible for formulating and implementing cultural policies related to copyright, foreign investment and broadcasting, as well as policies related to arts, culture, heritage, official languages, sport, state ceremonial and protocol, and Canadian symbols. The Department's programs, delivered through Headquarters, and multiple points of service including five regional offices across the country, fund community and third-party organizations to promote the benefits of culture, identity, and sport for Canadians.

In 2014-2015, the Minister of Canadian Heritage and Official Languages, assisted by the Minister of State for Sport, was accountable to Parliament for the Department and the nineteen organizations that made up the Canadian Heritage Portfolio.

## **2. Structure of the Access to Information and Privacy Secretariat**

The Access to Information and Privacy (ATIP) Secretariat is responsible for administering the *Access to Information Act* within Canadian Heritage. Its mandate is to act on behalf of the Minister of Canadian Heritage in ensuring compliance with legislation, regulations and government policy and to create departmental directives, including standards, in all matters relating to the Act. The powers, duties and functions of the administration of the *Access to Information Act* have been fully delegated by the Minister to the Director of the Access to Information and Privacy Secretariat. A copy of the Canadian Heritage's delegation order is appended to this report as Appendix A.

During the reporting period, the Secretariat consisted of the following positions: Director, Deputy Director, six analysts, one project manager and two administrative support staff. In the departmental organizational structure, the ATIP Secretariat reports to the Corporate Secretariat for Canadian Heritage.

The activities of the ATIP Secretariat include:

- receiving and processing requests in accordance with the *Act*;
- promoting awareness of the *Act* within the Department;
- preparing the annual report to Parliament, the annual statistical report and maintaining the Department's *Info Source* chapter;
- monitoring departmental compliance with the *Act*; and
- providing professional advice and guidance to senior management and all departmental staff on the *Act*.

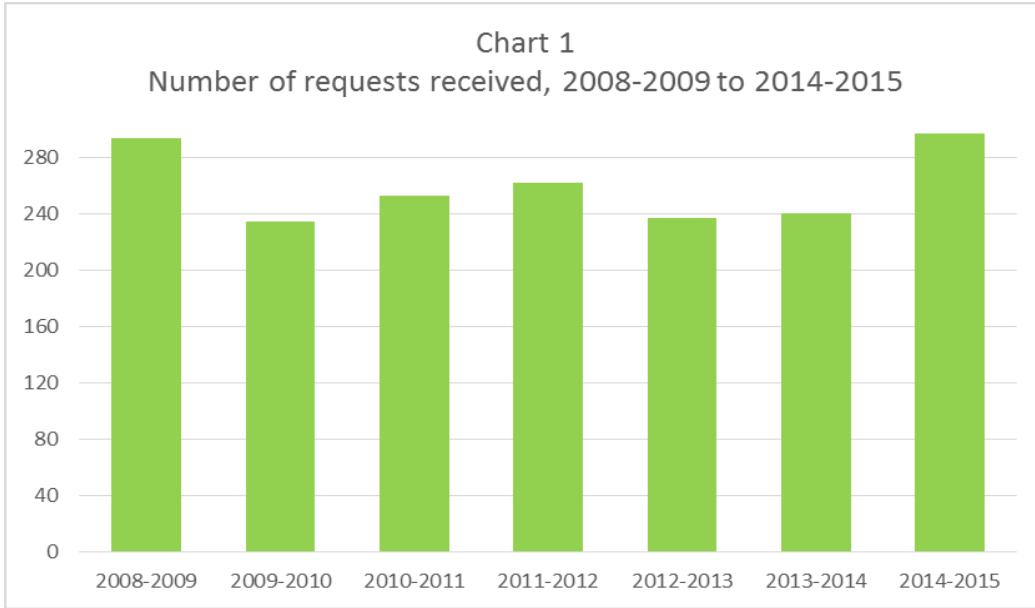
The ATIP Secretariat is continuously looking for new ways to streamline the processing of requests. During this reporting period, amendments were made to the records retrieval process. The new comprehensive records retrieval documents and simplified recommendations forms created and began being sent electronically to offices of primary interest.

### **3. Administration of Requests**

The statistical report on the administration of the *Access to Information Act* is appended to this report as Appendix B.

#### **3.1 Access Requests**

The ATIP Secretariat received a total of 298 requests during the reporting period of April 1, 2014 to March 31, 2015. This is the highest number of requests received for a fiscal year since 2006-2007, when 350 requests were received. This is an increase of 19% from the previous fiscal year. With the 41 requests carried over from the previous reporting period there was a total of 339 active requests in 2014-2015. In October 2014, the Department joined other government institutions in providing a service for submitting Access to Information and Privacy (ATIP) requests through an online portal. Canadian Heritage received 101 online requests of the 298 requests received during this reporting period.



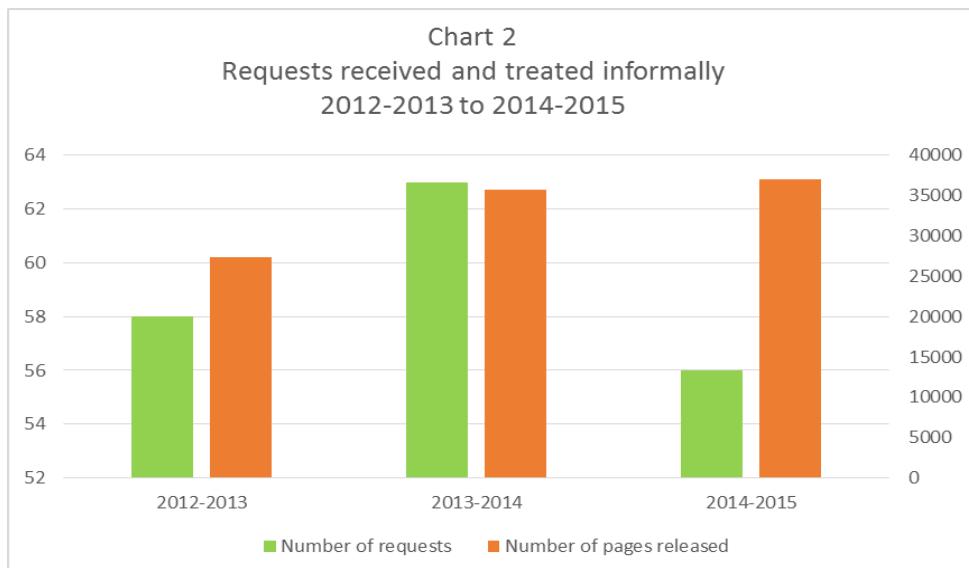
## Topics

The requests for information received by Canadian Heritage cover a wide range of topics, however, as in previous years, certain subjects tend to predominate. For this reporting period, the most frequently requested information related to the planning of Canada's 150<sup>th</sup> anniversary. Other information sought pertained to issues surrounding the Canadian Broadcasting Corporation, the Canadian Radio-television and Telecommunications Commission, the Pan Am/Parapan Am Games and commemorative projects.

Requests were also made for information on grants and contributions to cultural or sports organizations and briefing notes to the Minister or Deputy Minister. A number of routine requests were also received including requests for call ups for temporary help services and contracts.

## Informal Requests

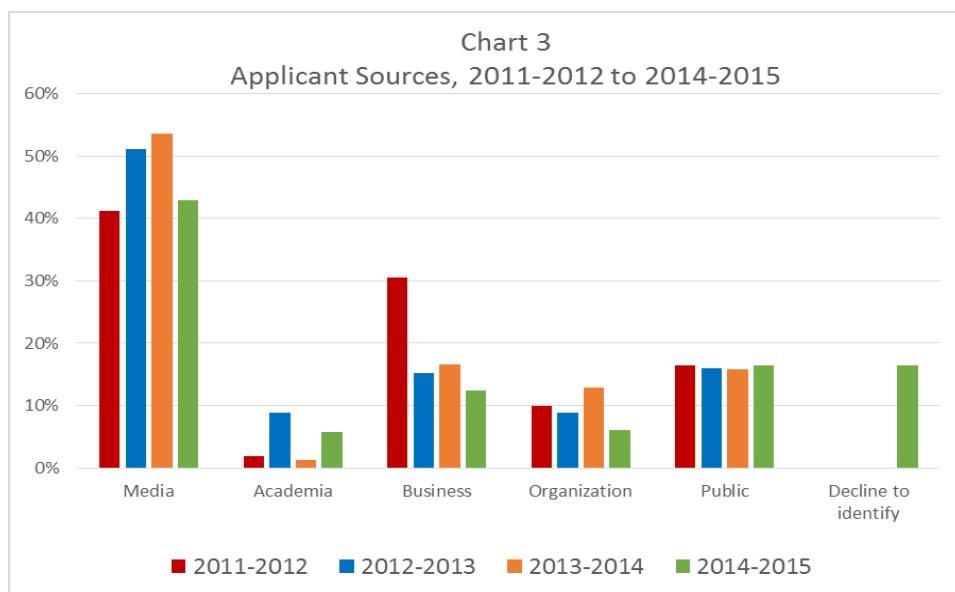
Since 2011, government institutions have been posting lists of completed access to information requests on the web. In 2014-2015, a centralized website on <http://open.canada.ca> was established to aid requesters to search completed requests of all government institutions. The goal was to enable the public to make informal requests for information records that were previously released. As a result of the public posting Canadian Heritage received 56 informal requests for information relating to 167 previously released requests. This represented 37,002 pages of records.



### 3.2 Applicant Sources

Of the requests that were received this reporting period, 43% were made by the media while 16% were made by the public. The Treasury Board Secretariat amended the request forms this reporting period providing an opportunity for applicants to decline to identify their source. A significant 16% chose to do so. The remaining requests were from businesses, academia, and other organizations.

As indicated in Chart 3, the media has consistently been the largest source of requests for Canadian Heritage. For the last four fiscal years the general public has steadily represented 16% of requesters.



### 3.3 Extensions

Requests can be extended beyond the 30-day statutory time frame in three circumstances, when the request is for a large number of records or necessitates a search through a large number of records, when consultations are necessary, or to give notice to a third party. This reporting period, extensions were taken in 121 cases. In 18 cases, the department required a 30-day or less time extension. In 103 cases, an extension of over 30 days was required, including 18 requests for searching, 64 for consultation with other government institutions and 21 for consultation with third parties. Of the requests closed this reporting period, 38% required extensions. This was a 7% reduction from last reporting period.

Chart 4 shows the trend in time extensions applied by the Department during the course of the last four years. The number of requests requiring extensions for 61 plus days have decreased during this period. As in the previous four years, Canadian Heritage has not taken any extensions for 365 or more days.

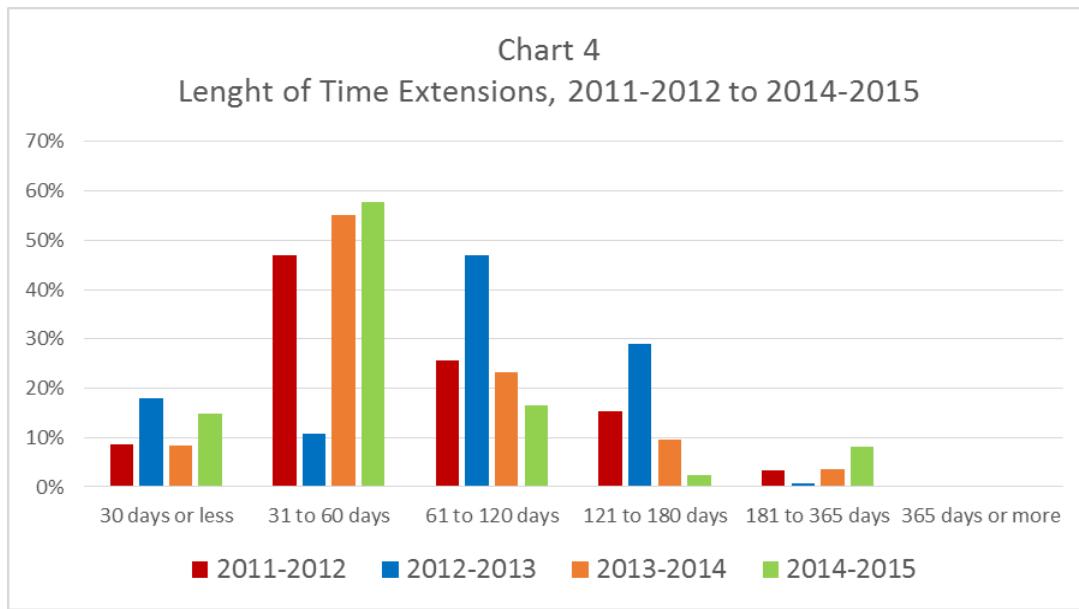
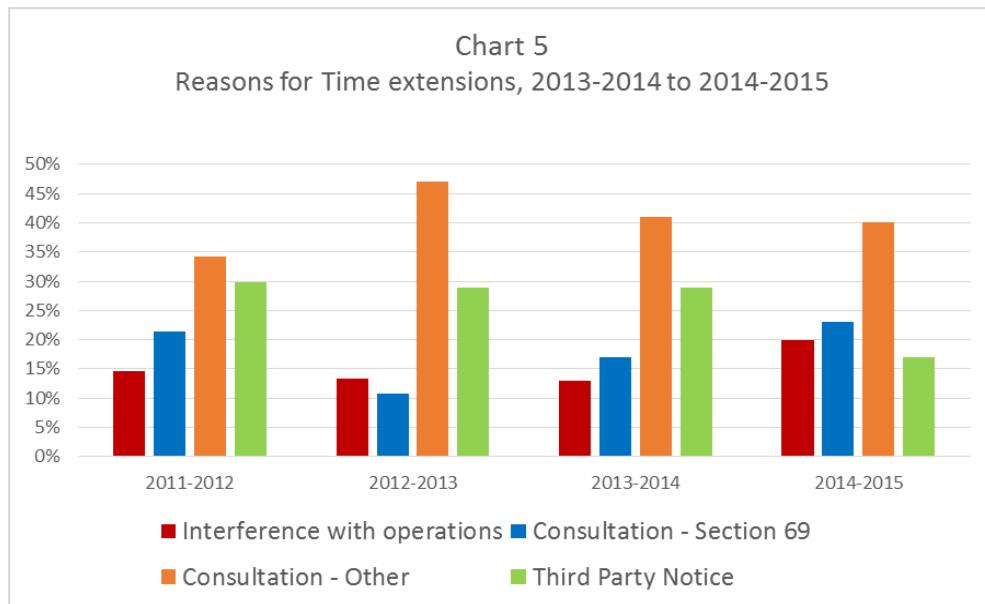


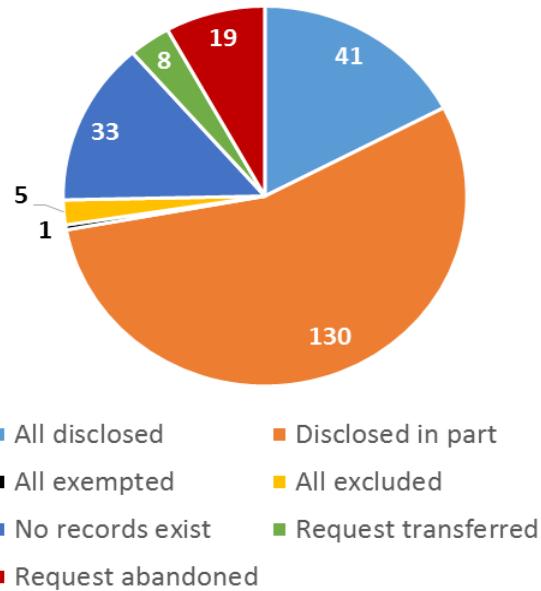
Chart 5 illustrates the circumstances for which extensions were taken during the course of the last four years. As in previous years, consultations with other government institutions (other than those referring to section 69 of the Act) were the most common. In 2014-2015, there was a significant decrease in third party notices from 29% to 17%.



### 3.4 Completed Requests

Two hundred and thirty-seven requests were completed by the end of March 2015. More than half (55%) of requests completed resulted in partial disclosure. Forty-one requests were totally disclosed. Requests processed where no records existed was consistent with the last reporting period at 14%. Information was entirely excluded in five requests and exempted entirely in one request. Twenty-seven requests were either transferred to other federal institutions or were abandoned by the applicants.

Chart 6  
Disposition of requests, 2014-2015

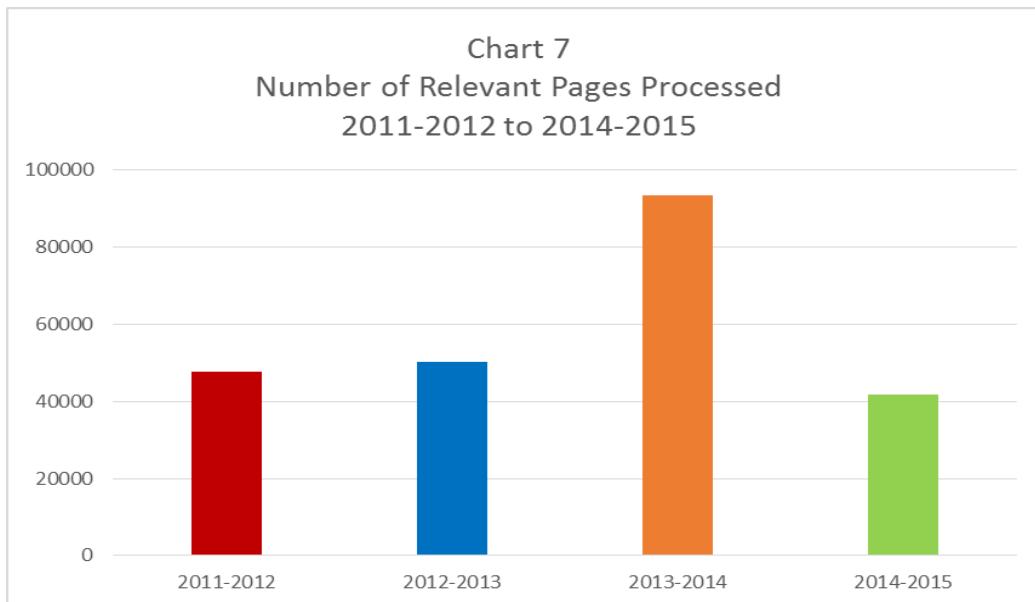


The 237 completed requests were processed in the following timeframes:

- 51% of requests completed within 30 days
- 17% of requests completed within 31 to 60 days
- 21% of requests completed within 61 to 120 days
- 11% of requests completed within 121 or more days

Of the 237 requests completed during this reporting period, over 97% were completed within the statutory time frame.

Chart 7 indicates the number of pages that were processed by the Department for the last four fiscal years. The peak in 2013-2014 was due to efforts of the ATIP Secretariat to complete a number of outstanding requests. In 2014-2015, the Department has returned to its regular output.



To ensure accurate and timely responses to applicants, the ATIP Secretariat monitored the processing of requests on a daily basis using the ATIP case management system (Access Pro Case Management/Redaction) as well as with bi-weekly meetings between the advisors and management of the Secretariat. In addition, reports that provide details on the status of requests are shared with program liaisons and departmental senior managers as well as with the Deputy Minister's office on a weekly basis.

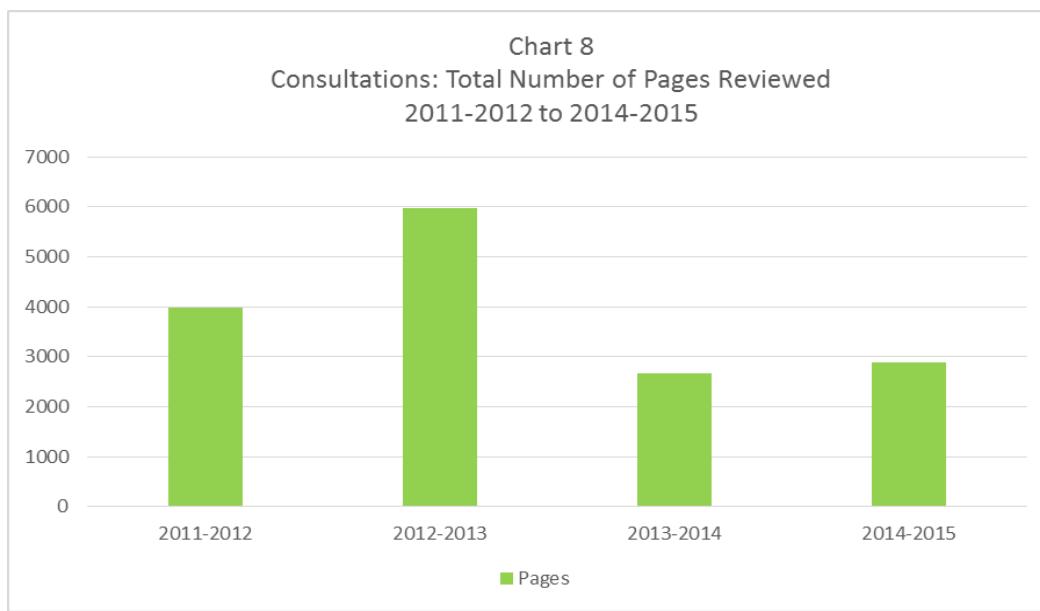
### **3.5 Exemptions / Exclusions**

The *Access to Information Act* does not apply to certain materials. The legislation allows for these materials to be excluded from the processing of a request. This reporting period, exclusions were applied in 56 requests. Subsection 69(1) (confidences of the Queen's Privy Council for Canada) was applied in 51 requests and paragraph 68(a) (published material) was applied in 10 requests. Additionally, section 68.1 (Canadian Broadcasting Corporation information relating to journalistic, creative, or programming activities) was applied in four requests.

The *Access to Information Act* sets out specific exceptions to the right of access known as exemptions. Each exemption is intended to protect information relating to a particular public or private interest and form the only basis for refusing access to government information under the *Access to Information Act*. Of the 237 requests completed, exemptions to withhold information were invoked in 114 requests. The exemptions most commonly applied by the Department were: subsection 19(1) (records containing personal information), applied in 88 requests; section 21 (information relating to the internal decision-making processes of government) invoked in 61 requests; and section 20 (records containing third-party business information) which was invoked in 39 requests. This fiscal year section 18 (economic interests of Canada) ranked number four, being applied in 37 requests.

### 3.6 Consultations

To assist other institutions in processing their access requests, the ATIP Secretariat reviews and provides recommendations on the disclosure of records that concern Canadian Heritage. During the reporting period, the ATIP Secretariat received a total of 96 consultation requests from other federal institutions and other levels of governments. This represents a 7% decrease from the previous fiscal year, but the number of pages received for consultation has increased by 8% as shown in Chart 8.



In 2014-2015, Canadian Heritage received consultation requests from 34 federal institutions. The top consulting institutions were the Privy Council Office, the Canadian Security Intelligence Services, the Treasury Board Secretariat and Telefilm Canada.

### **3.7 Fees and Costs**

Under the legislation, fees may be charged during the processing of requests. In 2014-2015 the total fees collected were \$1,535. Of this amount, \$1,115 was for application fees, and \$420 was for search. The policy at Canadian Heritage is to waive reproduction and search fees that are under \$25. It is also our policy to waive the fees for overdue requests.

As was the case in the three previous fiscal years, no reproduction fees were collected as applicants requested records on compact disks rather than receive photocopies. Reproduction fees can be charged for photocopies but no fees are charged for compact disks as they are not stipulated in the legislation.

The ATIP Secretariat incurred \$705,095 in salary costs and \$77,074 in administrative costs to administer the *Access to Information Act*.

## **4. Complaints, Investigations and Audits**

In the fiscal year, five complaints regarding the processing of access to information requests were filed with the Office of the Information Commissioner of Canada against Canadian Heritage. The reasons for the five complaints were: two for the application of exclusions—section 69, one for the application of exemptions, and two for the non-existence of records.

The Office of the Information Commissioner completed their investigation into two complaints on Canadian Heritage. Their findings concluded that one complaint was well founded and resolved without recommendations. The second complaint was discontinued. At the end of the fiscal year, 22 complaints were ongoing.

Canadian Heritage was not involved in Federal Court cases or audits during this reporting period.

## **5. Education and Training Activities**

To increase the knowledge and understanding of the *Access to Information Act* across the department, training and awareness sessions were delivered to departmental employees. These sessions provided basic information on the purpose and provisions of the *Access to Information Act*, as well as the roles and responsibilities of departmental employees and the ATIP Secretariat. Information was tailored to meet the specific needs of the branches concerned.

This reporting period, the ATIP Secretariat delivered 9 awareness sessions on the *Access to Information Act* to 113 departmental employees in the National Capital Region and regional offices.

The internal website for the ATIP Secretariat is a tool that is accessible to all departmental employees which describes the ATIP Secretariat's roles and responsibilities and provides information on the *Access to Information Act* and related departmental policies and procedures.

## **6. Policies, Guidelines and Procedures**

The Government of Canada's Open Government Policy led to improvements and changes of procedures in the treatment of access to information requests within Canadian Heritage. In the fall of 2014, Canadian Heritage started to receive online requests through the Government of Canada Access to Information and Privacy (ATIP) Online Request Service portal. Also during the 2014-2015 reporting period, federal institutions were required to migrate their posting of summaries of their completed access to information requests to the Government of Canada website, <http://open.canada.ca>. As a result of these changes, Canadian Heritage updated its procedures for opening and closing requests and renewed the ATIP content on the departmental website.

## Appendix A – Delegation order

Minister of Canadian Heritage  
and Official Languages



Ministre du Patrimoine canadien  
et des Langues officielles

Ottawa, Canada K1A 0M5

### DELEGATION ORDER

#### Access to Information Act and Privacy Act

Pursuant to Section 73 of the *Access to Information Act* and the *Privacy Act*, I, as head of the Department of Canadian Heritage, hereby designate the persons holding the positions set out in the schedule hereto, or persons occupying on an acting basis those positions, to exercise my powers and functions under these Acts specified opposite each position.

This Delegation Order supersedes all previous  
*Access to Information Act and Privacy Act Delegation Orders.*

The Honourable Shelly Glover  
Minister of Canadian Heritage and Official Languages

JAN 30 2014

\_\_\_\_\_  
Date

Canada



**Powers and functions delegated pursuant to Section 73 of  
the *Access to Information Act* and the *Access to Information Regulations***

<b>Delegation</b>		<b>Position</b>			
		<b>DM</b>	<b>CS</b>	<b>ATIP/D</b>	<b>ATIP/DD</b>
<b>Section</b>	<b>Description</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b><i>Access to Information Act</i></b>					
4(2.1)	Responsibility of government institutions	x	x	x	
7(a)	Notice where access requested	x	x	x	
7(b)	Giving access to record	x	x	x	
8(1)	Transfer of request to another government institution	x	x	x	x
9	Extension of time limits	x	x	x	x
11(2), (3), (4), (5), (6)	Additional fees	x	x	x	x
12(2)(b)	Language of access	x	x	x	
12(3)(b)	Access in an alternative format	x	x	x	
13	Exemption - Information obtained in confidence	x	x	x	
14	Exemption - Federal-provincial affairs	x	x	x	
15	Exemption - International affairs and defence	x	x	x	
16	Exemption - Law enforcement and investigation	x	x	x	
16.5	Exemption - <i>Public Servants Disclosure Protection Act</i>	x	x	x	
17	Exemption - Safety of individuals	x	x	x	

<b>Delegation</b>		<b>Position</b>			
		<b>DM</b>	<b>CS</b>	<b>ATIP/D</b>	<b>ATIP/DD</b>
<b>Section</b>	<b>Description</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b><i>Access to Information Act</i></b>					
18	Exemption - Economic interests of Canada	x	x	x	
18.1	Exemption - Economic interests of the Canada Post Corporation, Export Development Canada, the Public Sector Pension Investment Board and VIA Rail Canada Inc.	x	x	x	
19	Exemption - Personal information	x	x	x	
20	Exemption - Third party information	x	x	x	
21	Exemption - Operations of Government	x	x	x	
22	Exemption - Testing procedures, tests and audits	x	x	x	
22.1	Exemption - Audit working papers and draft audit reports	x	x	x	
23	Exemption - Solicitor-client privilege	x	x	x	
24	Exemption - Statutory prohibitions	x	x	x	
25	Severability	x	x	x	
26	Exemption - Information to be published	x	x	x	
27(1), (4)	Third-party notification	x	x	x	x
28(1)(b), (2), (4)	Third-party notification	x	x	x	x
29(1)	Where the Information Commissioner recommends disclosure	x	x	x	
33	Advising Information Commissioner of third-party involvement	x	x	x	
35(2)(b)	Right to make representations	x	x	x	

<b>Delegation</b>		<b>Position</b>			
		<b>DM</b>	<b>CS</b>	<b>ATIP/D</b>	<b>ATIP/DD</b>
<b>Section</b>	<b>Description</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b><i>Access to Information Act</i></b>					
37(4)	Access to be given to complainant	x	x	x	
43(1)	Notice to third-party (application to Federal Court for review)	x	x	x	
44(2)	Notice to applicant (application to Federal Court by third-party)	x	x	x	
52(2)(b), (3)	Special rules for hearings	x	x	x	
71(1)	Facilities for inspection of manuals	x	x	x	
72	Annual report to Parliament	x	x	x	

<b>Delegation</b>		<b>Position</b>			
		<b>DM</b>	<b>CS</b>	<b>ATIP/D</b>	<b>ATIP/DD</b>
<b>Section</b>	<b>Description</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b><i>Access to Information Regulations</i></b>					
6(1)	Transfer of request	x	x	x	x
7(2)	Search and preparation fees	x	x	x	x
7(3)	Production and programming fees	x	x	x	x
8	Providing access to record(s)	x	x	x	
8.1	Limitations in respect of format	x	x	x	

**Legend:**

DM	Deputy Minister
CS	Corporate Secretary
ATIP/D	Director, Access to Information and Privacy Secretariat
ATIP/DD	Deputy Director, Access to Information and Privacy Secretariat

## Appendix B – Statistical Report on the Access to Information Act



Government  
of Canada      Gouvernement  
du Canada

### Statistical Report on the Access to Information Act

Name of institution: Canadian Heritage

Reporting period: 2014-04-01 to 2015-03-31

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

##### 1.1 Number of requests

Number of Requests	
Received during reporting period	298
Outstanding from previous reporting period	41
<b>Total</b>	<b>339</b>
Closed during reporting period	237
Carried over to next reporting period	102

##### 1.2 Sources of requests

Source	Number of Requests
Media	128
Academia	17
Business (private sector)	37
Organization	18
Public	49
Decline to Identify	49
<b>Total</b>	<b>298</b>

##### 1.3 Informal requests

Completion Time							
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
139	21	0	0	0	0	0	160

**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	4	25	8	4	0	0	0	41
Disclosed in part	6	31	27	41	9	2	14	130
All exempted	0	0	0	1	0	0	0	1
All excluded	2	2	0	1	0	0	0	5
No records exist	17	13	2	1	0	0	0	33
Request transferred	8	0	0	0	0	0	0	8
Request abandoned	12	2	4	1	0	0	0	19
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	49	73	41	49	9	2	14	237

### 2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	1	16(2)	0	18(a)	16	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	17	20.2	0
13(1)(c)	6	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	2	16(2)(c)	11	18(d)	4	21(1)(a)	55
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	57
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	8
14(a)	7	16.1(1)(b)	1	18.1(1)(c)	0	21(1)(d)	7
14(b)	3	16.1(1)(c)	0	18.1(1)(d)	0	22	1
15(1)	0	16.1(1)(d)	0	19(1)	88	22.1(1)	0
15(1) - I.A.*	22	16.2(1)	0	20(1)(a)	0	23	25
15(1) - Def.*	2	16.3	0	20(1)(b)	39	24(1)	1
15(1) - S.A.*	1	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)	9		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	5		
16(1)(a)(iii)	0	17	0				
16(1)(b)	0						
16(1)(c)	1						
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)	10	69(1)	0	69(1)(g) re (a)	39
68(b)	0	69(1)(a)	14	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	21
68.1	4	69(1)(c)	2	69(1)(g) re (d)	19
68.2(a)	0	69(1)(d)	5	69(1)(g) re (e)	23
68.2(b)	0	69(1)(e)	9	69(1)(g) re (f)	11
		69(1)(f)	1	69.1(1)	0

## 2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	34	7	0
Disclosed in part	75	55	0
<b>Total</b>	<b>109</b>	<b>62</b>	<b>0</b>

## 2.5 Complexity

### 2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed		Number of Pages Disclosed		Number of Requests	
All disclosed	1852		1827		41	
Disclosed in part	39620		29089		130	
All exempted	111		0		1	
All excluded	291		0		5	
Request abandoned	0		0		19	
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	38	884	3	943	0	0	0	0	0	0
Disclosed in part	77	2358	27	5218	13	6400	13	15113	0	0
All exempted	0	0	1	0	0	0	0	0	0	0
All excluded	3	0	2	0	0	0	0	0	0	0
Request abandoned	19	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>	<b>137</b>	<b>3242</b>	<b>33</b>	<b>6161</b>	<b>13</b>	<b>6400</b>	<b>13</b>	<b>15113</b>	<b>0</b>	<b>0</b>

### 2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	13	1	0	1	15
Disclosed in part	83	5	10	29	127
All exempted	1	0	0	0	1
All excluded	3	0	0	0	3
Request abandoned	0	3	0	0	3
Neither confirmed nor	0	0	0	0	0
<b>Total</b>	<b>100</b>	<b>9</b>	<b>10</b>	<b>30</b>	<b>149</b>

### 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
6	2	2	0	2

#### 2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline Where An Extension Was Taken	Total
1 to 15 days	0	1	1
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	1	0	1
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	4	4
<b>Total</b>	<b>1</b>	<b>5</b>	<b>6</b>

### 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>	<b>0</b>	<b>0</b>	<b>0</b>

## 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	0	1	4	3
Disclosed in part	23	26	40	18
All exempted	0	0	1	0
All excluded	0	1	0	0
No records exist	1	0	3	0
Request abandoned	0	0	0	0
<b>Total</b>	<b>24</b>	<b>28</b>	<b>48</b>	<b>21</b>

### 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	6	4	8	0
31 to 60 days	6	10	33	21
61 to 120 days	11	4	5	0
121 to 180 days	1	0	2	0
181 to 365 days	0	10	0	0
365 days or more	0	0	0	0
<b>Total</b>	<b>24</b>	<b>28</b>	<b>48</b>	<b>21</b>

## Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	223	\$1,115	11	\$55
Search	4	\$420	2	\$155
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	112	\$713
<b>Total</b>	<b>227</b>	<b>\$1,535</b>	<b>125</b>	<b>\$923</b>

## 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	92	2873	2	16
Outstanding from the previous reporting period	2	31	0	0
<b>Total</b>	<b>94</b>	<b>2904</b>	<b>2</b>	<b>16</b>
Closed during the reporting period	85	2689	2	16
Pending at the end of the reporting period	9	215	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							
	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
Disclose entirely	54	4	2	0	0	0	0	60
Disclose in part	10	9	0	0	0	0	0	19
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	2	0	0	0	0	0	0	2
Consult other institution	0	0	0	0	0	0	0	0
Other	3	1	0	0	0	0	0	4
<b>Total</b>	<b>69</b>	<b>14</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>85</b>

### 5.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of Days Required to Complete Consultation Requests							
	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
Disclose entirely	1	0	0	0	0	0	0	1
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
<b>Total</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</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	38	475	1	0	1	0	0	0	0	0
16 to 30	1	17	0	0	0	0	0	0	0	0
31 to 60	1	11	0	0	0	0	0	0	0	0
61 to 120	1	12	0	0	1	50	0	0	0	0
121 to 180	1	25	2	86	1	0	0	0	0	0
181 to 365	1	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>	<b>43</b>	<b>540</b>	<b>3</b>	<b>86</b>	<b>3</b>	<b>50</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 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	2	75	1	213	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>75</b>	<b>1</b>	<b>213</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
5	0	2	7

## 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		\$704,431
Overtime		\$664
Goods and Services		\$77,074
• Professional services contracts	\$14,299	
• Other	\$62,775	
<b>Total</b>		<b>\$782,169</b>

### **9.2 Human Resources**

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	8.78
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.29
Students	0.00
<b>Total</b>	<b>9.07</b>

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