



Public Health
Agency of Canada

Agence de la santé
publique du Canada

Public Health Agency of Canada
Access to Information Act
Annual Report
2016-2017

Canada 

2016-2017 Annual Report on the *Access to Information Act*
is available on the Public Health Agency of Canada web site.

Également disponible en français sur le site Web de l'Agence de la santé publique du
Canada sous le titre :
Rapport annuel 2016-2017 sur la
Loi sur l'accès à l'information.

To obtain additional copies, please contact:
Access to Information and Privacy Division
Public Health Agency of Canada
1600 Scott Street, Tower B, A.L. 3107A
7th Floor, Suite 700
Ottawa, Ontario K1A 0K9
Tel: 613-954-9165
Fax: 613-941-4541

This publication can be made available in alternative formats upon request.

© Her Majesty the Queen in Right of Canada, 2017

Table of Contents

INTRODUCTION.....	1
I. <i>ACCESS TO INFORMATION ACT</i>	1
II. ABOUT THE PUBLIC HEALTH AGENCY OF CANADA.....	1
ACCESS TO INFORMATION INFRASTRUCTURE.....	2
I. THE ACCESS TO INFORMATION AND PRIVACY DIVISION.....	2
II. READING ROOM	2
DELEGATION OF AUTHORITY	3
REQUESTS UNDER THE <i>ACCESS TO INFORMATION ACT</i> - STATISTICAL FIGURES, INTERPRETATION AND EXPLANATION	3
I. STATISTICAL REPORT	3
II. NUMBER OF ACCESS REQUESTS AND CASE LOAD	3
III. DISPOSITION OF REQUESTS COMPLETED	7
IV. EXEMPTIONS INVOKED	7
V. EXCLUSIONS CITED	8
VI. COMPLETION TIME.....	8
VII. EXTENSIONS	9
VIII. TRANSLATIONS	9
IX. FORMAT OF INFORMATION RELEASED	9
X. FEES	9
XI. COSTS	9
TRAINING AND AWARENESS	10
TRAINING, ORIENTATION AND AWARENESS FOR PHAC EMPLOYEES	10
COMPLAINTS AND COURT APPLICATIONS FOR REVIEWS.....	10
I. COMPLAINTS TO THE INFORMATION COMMISSIONER.....	10
II. TYPES OF COMPLAINTS AND THEIR DISPOSITION COMPLETED IN 2016-2017	11
III. APPLICATIONS/APEALS SUBMITTED TO THE FEDERAL COURT/FEDERAL COURT OF APPEAL	11
IV. RESPONSES TO RECOMMENDATIONS RAISED BY OTHER AGENTS OF PARLIAMENT... ..	11
POLICIES, GUIDELINES, PROCEDURES AND INITIATIVES.....	11
SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS OR AUDITS	12
MONITORING COMPLIANCE	12
APPENDIX A: <i>ACCESS TO INFORMATION ACT</i> AND <i>PRIVACY ACT</i> – DELEGATION ORDER.....	13
APPENDIX B: STATISTICAL REPORT ON THE <i>ACCESS TO INFORMATION ACT</i>.....	15

Introduction

I. Access to Information Act

The *Access to Information Act* (the *Act*) gives the Canadian public a right to access information contained in federal government records, subject to certain specific and limited exceptions.

The *Act* requires the head of every federal government institution to submit an annual report to Parliament on the administration of the *Act* following the close of each fiscal year. This annual report is prepared and is being tabled before each House of Parliament in accordance with section 72 of the *Access to Information Act*. This report provides a summary of how the Public Health Agency of Canada (PHAC) has fulfilled its access to information responsibilities during the fiscal year 2016-2017.

II. About the Public Health Agency of Canada

PHAC's mission is to promote and protect the health of Canadians through leadership, partnership, innovation and action in public health.

The role of PHAC is to:

- Promote health;
- Prevent and control chronic diseases and injuries;
- Prevent and control infectious diseases;
- Prepare for and respond to public health emergencies;
- Serve as a central point for sharing Canada's public health expertise with the rest of the world;
- Apply international research and development to Canada's public health programs; and
- Strengthen intergovernmental collaboration on public health and facilitate national approaches to public health policy and planning.

For more information about PHAC, please visit our web site at: <http://www.phac-aspc.gc.ca/index-eng.php>

Access to Information Infrastructure

I. The Access to Information and Privacy Division

The Access to Information and Privacy (ATIP) Division is housed in the Planning, Integration and Management Services Directorate, Corporate Services Branch at Health Canada (HC).

The ATIP Coordinator is accountable for the development, coordination and implementation of effective policies, guidelines, systems and procedures in order to enable efficient processing of requests under the *Act*. The Coordinator is also responsible for the implementation of relevant government-wide policies, systems and procedures. The Division is responsible for all Access to Information (ATI) legislative requirements pursuant to the *Act* such as:

- Responding to access to information requests within the statutory time frame as well as meeting the duty to assist requesters;
- Providing advice and guidance to departmental employees on the application of the *Act* and Treasury Board of Canada policies;
- Developing corporate-wide access to information protocols and practices to guide the ATI process;
- Promoting awareness and providing training on the *Act*;
- Preparing annual reports to Parliament; and,
- Liaising with the Office of the Information Commissioner (OIC), the Treasury Board of Canada Secretariat (TBS), other federal departments and agencies, provincial ministries of health and other key stakeholders.

In 2016-2017, the *Act* was administered by 4.05 full-time equivalent (FTE) employees with the support of consultant services (0.92 FTE) and some part-time and casual employees (0.03 FTE) for a total complement of 5.00 FTEs.

II. Reading Room

PHAC has a reading room available where members of the public may make arrangements to review materials, as required in section 71 of the *Act*. The public reading room is available at:

Access to Information and Privacy Division
1600 Scott Street, Holland Cross,
Tower B, 7th Floor, Suite 700
Ottawa, Ontario K1A 0K9

Delegation of Authority

The most recent delegation order for the *Access to Information Act* was signed by the Minister of Health on November 25, 2015. In keeping with Treasury Board Secretariat recommendations on best practice, the delegation order extends authorities to multiple positions including the Coordinator, the Corporate Services Branch's Assistant Deputy Minister and Director General of Planning Integration and Management Services Directorate. As appropriate, certain administrative authorities are delegated to various senior levels within the ATIP Division to support the effective and efficient administration of the *Act*. HC, within the shared services partnership agreement, provides ATIP services to PHAC under this delegation of authority.

The Delegation Order is attached as Appendix A.

Requests under the *Access to Information Act* - Statistical Figures, Interpretation and Explanation

I. Statistical Report

This section of the report includes an interpretation and explanation of the data contained in PHAC's statistical report which summarizes ATI-related activity for the period between April 1, 2016 and March 31, 2017 (Appendix B).

II. Number of Access Requests and Case Load

Number of Access Requests

In 2016-2017 PHAC received 133 requests, representing an increase of approximately 77% compared to the 75 requests received in 2015-2016. The number of requests received in 2016-2017 is more in line with historic norms.

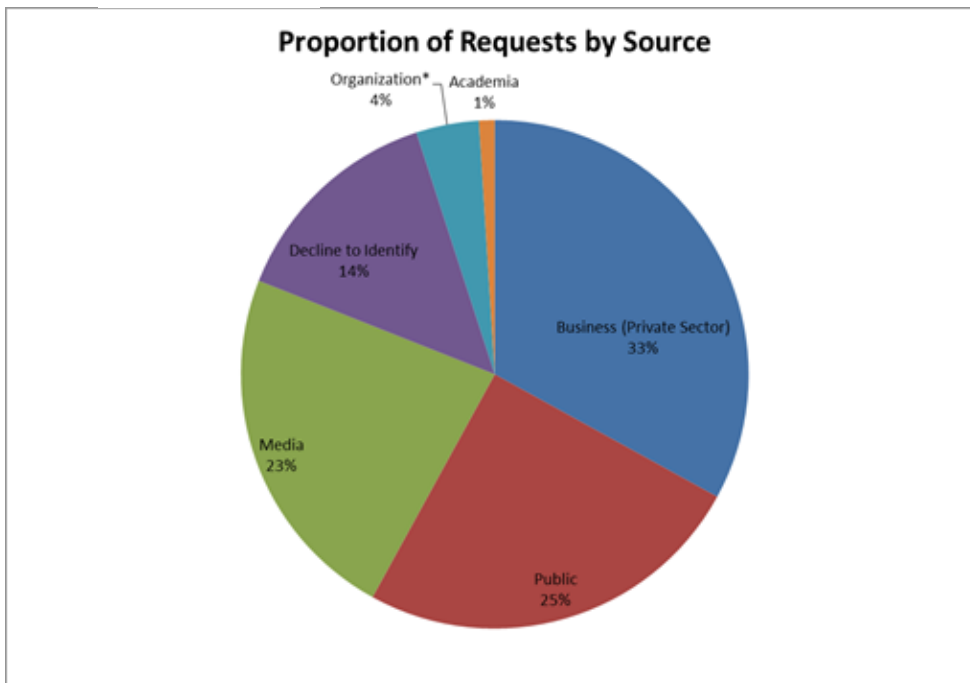
Source of Requests: Trends

As with previous years, the primary source of requests received by PHAC are from businesses. Of the 133 requests received by PHAC in 2016-2017, 33% are in the category. Other significant sources of requests include the Public (25%) and Media (23%). Increases were noted in most categories, reflecting the overall increase in the total number of requests received.

The table below shows the proportion of requests among sources, noting the percentage changes from 2015-2016.

Source	Number of Requests	Proportion of Requests (%)	Percent Increase (Decrease) in number of Requests from 2015-2016
Business (Private Sector)	44	33%	100%
Public	33	25%	106%
Media	31	23%	82%
Decline to Identify	18	14%	29%
Organization*	5	4%	67%
Academia	2	1%	(33%)
Total	133	100%	

*Examples – Associations, Political Parties and Unions



Informal Requests

Requests can be made for records previously released under the *Act*, these are referred to as 'Access Informal'. In 2016-2017, PHAC processed 22 informal requests, compared to 16 requests in 2015-2016. This represents a 38% increase and continues the upward trend from 2014-2015 where there were 13 informal requests. As part of the Government's commitments to Openness and Transparency, the Treasury Board Secretariat released the Interim Directive on the Administration of the *Access to Information Act* in May 2016 prescribing a consistent approach for departments to post summaries of requests completed on a monthly basis. This initiative enables requesters to review requests that have been released and request information already disclosed, helping to offset the number of new requests that would be received by the Agency. This also supports greater efficiency of operations by avoiding the need to re-process the same records and more timely access of the records for requesters. Note that the summaries would not include release packages containing personal or proprietary information

Case Load

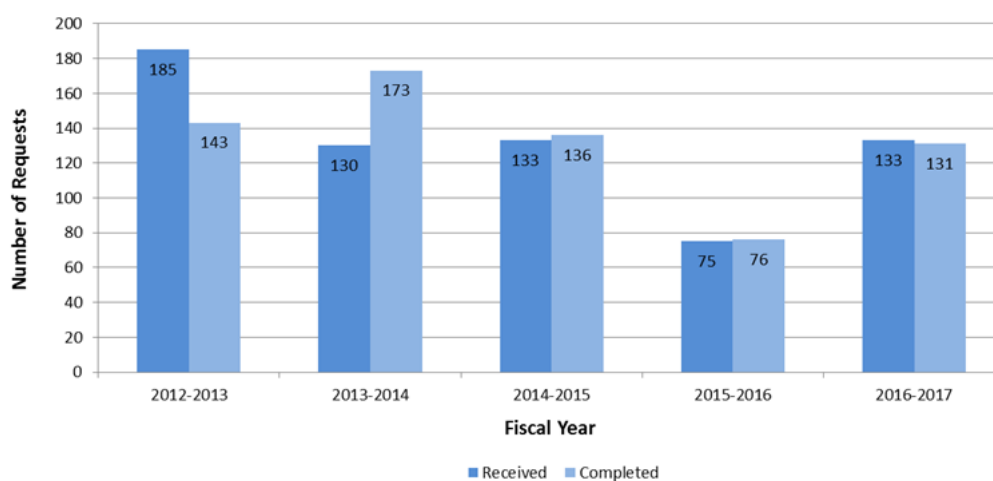
Active requests included 133 new requests and 36 requests carried over from previous years. During the 2016-2017 fiscal year, PHAC completed the processing of 131 of 169 (78%) active requests. Further, the number of files closed this FY closely matched the number of files received, demonstrating an improved ability to keep pace with incoming volume levels.

Fiscal year 2016-2017 continued with the approach adopted in 2015-2016 to streamline the processing of requests by ensuring only records that fell within the scope of the request were reviewed. This attention to precision in reviewing the records, along with increased education and awareness of employees at PHAC, enabled PHAC to be more strategic in the retrieval and review of records in response to requests.

KEY STATISTICS BY FISCAL YEAR

Fiscal Year	Number of Requests Received	Number of Requests Carried Over	Total Caseload	Number of Requests Closed	# of Pages Reviewed for Closed Files
2012-2013	185	38	223	143	320,000
2013-2014	130	83	213	173	141,995
2014-2015	133	40	173	136	118,825
2015-2016	75	37	112	76	7,350
2016-2017	133	36	169	131	9,627

Access to Information Requests Received/Completed



Consultations Completed for Other Institutions

In 2016-2017, PHAC completed a total of 108 consultations representing 3,745 pages. This includes 101 from other federal institutions, and 7 consultations from other jurisdictions. Overall, PHAC completed 37% more consultations than the previous year.

NUMBER OF CONSULTATIONS AND PAGES REVIEWED FROM OTHER FEDERAL INSTITUTIONS

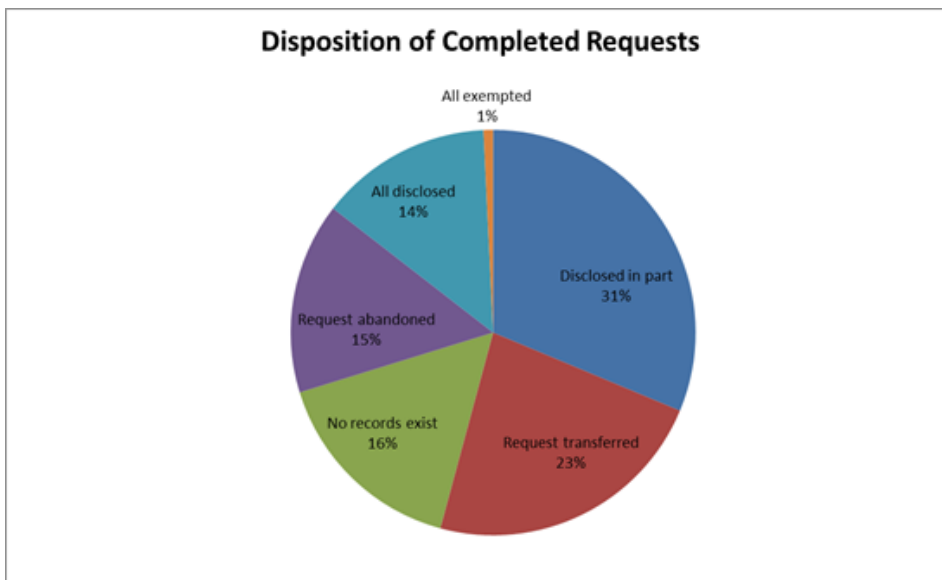
Federal Institutions	Number of Consultations Completed	Pages Reviewed
Health Canada	46	1,032
Treasury Board of Canada Secretariat	8	1,253
Canadian Food Inspection Agency	7	183
Privy Council Office	4	196
Employment and Social Development Canada	4	89
Public Service Commission	3	157
Heritage Canada	3	126
Other	26	502
Total	101	3,538

III. Disposition of Requests Completed

Completed requests were classified as follows:

DISPOSITION OF REQUESTS COMPLETED BY PERCENTAGE

Disposition of Requests	Requests Completed by Percentage
Disclosed in part	31%
Request transferred	23%
No Records Exist	16%
Request Abandoned	15%
All Disclosed	14%
All exempted	1%
All excluded	0%



IV. Exemptions Invoked

Sections 13 through 24 of the *Act* set out the exemptions intended to protect information pertaining to a particular public or private interest, and section 26 of the *Act* is a temporary exception relating to information to be published.

The majority of the 143 exemptions invoked by PHAC focussed on four sections of the *Act* – section 13 (information obtained in confidence), section 19 (personal information), section 20 (third party information), and section 21 (operations of government). Together, these accounted for 104 (73%) of the exemptions applied in 2016-2017.

PRINCIPAL EXEMPTIONS APPLIED

Exemptions	Number of Times Applied
Section 19 – Personal Information	37
Section 21 – Operations of Government	26
Section 20 – Third party information	21
Section 13 – Obtained in Confidence	20
Section 16 – Law enforcement and investigation	14
Section 15 – Injurious to international affairs	12
Section 23 – Solicitor-client privilege	8
Section 14 – Federal provincial affairs	2
Section 17 – Safety of Individuals	2
Section 18 – Trade secrets	1

V. Exclusions Cited

The *Access to Information Act* does not apply to published material, material available to the public for purchase or for public reference (section 68); nor does it apply to confidences of the Queen's Privy Council (section 69). Requests containing proposed exclusions under section 69 require consultation with the Department of Justice, and potentially the Privy Council Office.

During 2016-2017, PHAC applied one exclusion pursuant to section 68 of the *Act*, and four exclusions for section 69 of the *Act*.

VI. Completion Time

The number of completed requests within 30 days was 88 (67%) representing a 17% increase from the previous year. The remaining requests, categorized into time segments of 31 to 60 days, 61 to 120 days, and 121 days or more, are depicted in the table below. It is important to note that many of the files processed were large in size and required consultations, necessitating extensions to complete all required actions. The table below represents completion time, but does not factor in extensions appropriately taken under the *Act*.

PERCENTAGE OF FILES PER COMPLETION TIME CATEGORY

Completion Time	Fiscal Year 2015-2016	Fiscal Year 2016-2017
30 days or less	50%	67%
31–60 days	20%	10%
61–120 days	8%	10%
More than 120 days	22%	13%

VII. Extensions

Legal extensions were most frequently invoked to provide time to complete third party consultations and notifications, and to process voluminous records. Of the 131 files closed in 2016-2017, PHAC invoked 55 extensions under section 9(1) of the *Act*, an increase from the 50 invoked in 2015-2016.

EXTENSIONS INVOKED

Length of extensions	9(1)(a) Interference with operations		9(1)(b) Consultation		9(1)(c) Third party notice	
	# of times invoked	Percentage	# of times invoked	Percentage	# of times invoked	Percentage
30 days or less	2	4%	13	24%	0	0%
More than 30 days	10	18%	23	41%	7	13%

VIII. Translations

No translation was required to respond to requests in 2016-2017.

IX. Format of Information Released

Of requests that were fully or partially disclosed, 23 were released in paper format, while the remaining 36 were released as electronic copies.

X. Fees

The *Act* authorizes fees for certain aspects of processing formal requests and the fee structure is prescribed in the ATI Regulations. However, TBS in May 2016 issued the Interim Directive on the Administration of the *Access to Information Act* which imposed a requirement to waive all fees chargeable other than the \$5 application fee, regardless of the size and scope of the request or burden on the Department to process.

Based on requests completed in 2016-2017, PHAC collected \$480 in application fees submitted to the Receiver General for Canada. In addition, PHAC waived \$380 in fees.

XI. Costs

PHAC spent a total of \$479,275 on ATI functions in 2016-2017. Of this total, salaries accounted for \$289,312 and administration for \$182,525, most of which was used to retain temporary help to address the volume and complexity of requests.

Training and Awareness

Training, Orientation and Awareness for PHAC Employees

Training sessions regarding the *Act* and related processes are offered to PHAC employees on a regular basis. In fiscal year 2016-2017, the ATIP Division delivered 4 “ATI 101” training sessions to 13 participants. The objectives of the sessions are to impart an understanding of the *Act*, roles and responsibilities, the handling of formal and informal requests, basic grounds to withhold information and how to process an ATI request. Significant efforts have been put into updating training materials and tools.

To enhance the effectiveness of the training sessions, a new process to identify and strategically assess training needs and to provide customized training to the target groups has been implemented. In addition, the ATIP Division worked in collaboration with various program areas to promote awareness.

Complaints and Court Applications for Reviews

I. Complaints to the Information Commissioner

During 2016-2017, PHAC was notified of 6 complaints under the *Act* that were filed with the Office of the Information Commissioner of Canada (OIC).

COMPLAINTS FILED WITH THE OIC

Reason	Number of Complaints
Time Extension	2
Other	1
Exemptions – Exclusions	2
Incomplete – no records response	1

The Agency reviews the outcomes of all OIC investigations, and where appropriate, incorporates lessons learned into business processes.

II. Types of Complaints and their Disposition Completed in 2016-2017

Types of Complaints and their Disposition Completed in 2016-2017		
Subject of Complaint	Number of Closed Complaints	Final Disposition by OIC
Deemed Refusal (delay)	1	<ul style="list-style-type: none">• 1 Well Founded
Other	1	<ul style="list-style-type: none">• 1 Discontinued
Total	2	<ul style="list-style-type: none">• 1 Well Founded• 1 Discontinued

III. Applications/Appeals Submitted to the Federal Court/Federal Court of Appeal

During this reporting period, no notices of applications were filed by third parties with the Federal Court or the Federal Court of Appeal pursuant to subsection 44(1) of the *Act*.

IV. Responses to Recommendations raised by other Agents of Parliament

There were no recommendations raised by other Agents of Parliament during fiscal year 2016-2017.

Policies, Guidelines, Procedures and Initiatives

During 2016-2017, ATIP Division continued its efforts to formalize and document its internal operating procedures. Several procedures internal to the ATIP Division were created or modified to help support efforts of ensuring accountability, clarity and consistency.

In 2016-17, ATIP Division implemented an ATI Action Plan to bring sustainable improvements in satisfying requirements under the *Access to Information Act*. The Action Plan implements a variety of initiatives along three themes of accountability, demand management, and ATIP operations.

Successes stemming from the first year of the Action Plan implementation included the transition to a modernized case management and imaging software solution, enhanced performance reporting, piloting of a two-step tasking process to improve the clarity and scope of requests earlier in the process, and implementing ATIP operations policies and procedures to improve operational consistency and efficiency. To support these initiatives, training and engagement were strengthened, both within the Agency and ATIP Division. Working groups were created or re-introduced with participants from branches within PHAC with a focus on identifying and leveraging best practices, and improving collaboration and information sharing.

Most significantly, the Action Plan secured additional ongoing funding for the ATIP Division to support hiring of several new employees. Recruitment efforts have proceeded well despite a shortage of specialized resources across the Government of Canada. This supports PHAC's efforts to meet legislative requirements under the *Act* and respond to a large and growing volume of requests. In January 2017, the ATIP Professional Developmental Program was implemented to accelerate the development of specialized resources and aims to further increase operational capacity within the ATIP Division.

Summary of Key Issues and Actions Taken on Complaints or Audits

The Public Health Agency of Canada was one of six original departments to participate in the OIC's pilot project on the investigation of complaints concerning delays (deemed refusals) and extensions. This pilot project streamlined administrative processes involved in the investigation of these complaints with the goal of quicker resolution for both the complainant and the institution. As results were positive, this process was rolled out across Government.

Monitoring Compliance

ATIP Division has undertaken the production of weekly, monthly and quarterly reporting to Senior Management in order to monitor performance within PHAC.

Appendix A: Access to Information Act and Privacy Act – Delegation Order

Delegation of Authority

L'ordonnance de délégation des pouvoirs

Access to Information Act and Privacy Act

Loi sur l'accès à l'information et Loi sur la protection des renseignements personnels

I, the Minister of Health, pursuant to section 73 of the *Access to Information Act* and section 73 of the *Privacy Act*, hereby designate the persons holding the positions set out in the Delegation of Authority Schedule attached 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 Public Health Agency of Canada, under the provisions of the *Act* and related regulations set out in the schedule opposite each position. This designation supersedes all previous delegation orders.

L'article 73 de la *Loi sur l'accès à l'information* et de l'article 73 de la *Loi sur la protection des renseignements personnels*, je délègue par la présente aux titulaires des postes énoncés à l'annexe de délégation de pouvoirs ci-après, ou aux personnes occupant lesdits postes à titre intérimaire, les attributions dont je suis investie, à titre de ministre de l'Agence de la santé publique du Canada, aux termes des dispositions des lois et des règlements connexes mentionnés en regard de chaque poste. Le présent document remplace toute ordonnance de délégation de pouvoirs antérieure.


Minister of Health
Ministre de La Santé

Nov 25, 2015
Date

Delegation of Authority Schedule / Annexe de délégation de pouvoirs

Position /Poste	<i>Access to Information Act and Regulations / Loi sur l'accès à l'information et règlements</i>	<i>Privacy Act and Regulations / Loi sur la protection des renseignements personnels et règlements</i>
Assistant Deputy Minister, Corporate Services Branch / Sous-ministre adjoint, Direction générale des services de gestion	Full authority / Autorité absolue	Full authority / Autorité absolue
Director General, Planning, Integration and Management Services, Corporate Services Branch / Directeur (trice) général(e), Direction de la planification, de l'intégration et des services de gestion, Direction générale des services de gestion	Full authority / Autorité absolue	Full authority / Autorité absolue
Director (Coordinator), Access to Information and Privacy / Directeur (trice) (Coordinateur (trice)), Accès à l'information et protection des renseignements personnels	Full authority / Autorité absolue	Full authority except / Autorité absolue sauf: Sections / Articles: 8(2)(j), 8(2)(m), 8(5), 9(1), 9(4), 10
Deputy Director, Access to Information and Privacy / Directeur (trice), Accès à l'information et de la protection des renseignements personnels	Full authority / Autorité absolue	Full authority except / Autorité absolue sauf: Sections / Articles: 8(2)(j), 8(2)(m), 8(5), 9(1), 9(4), 10
Director, Privacy Management Division / Directeur (trice) Division de la gestion de la protection des renseignements personnels	nil	Full authority except / Autorité absolue sauf : Sections / Articles : 14 – 28 inclusively, inclusivement
Chief, Access to Information and Privacy / Chef, Accès à l'information et de la protection des renseignements personnels	: Full authority except / Autorité absolue sauf : Sections / Articles : 35(2), 52(2)(b), 52(3), 72 Regulations / Règlements : Sections / Articles : Full authority / Autorité absolue	Full authority except / Autorité absolue sauf : Sections / Articles : 8(2)(j), 8(2)(m), 8(4), 8(5), 9(1), 9(4), 10, 33(2) 51(2)(b), 51(3), 72(1) Regulations / Règlements : Sections / Articles : Full authority except / Autorité absolue sauf : 7
Team Leader, Access to Information and Privacy / Chef d'équipe Accès à l'information et de la protection des renseignements personnels	Sections / Articles : 4(2.1), 7, 8(1), 9(1), 9(2), 10(1), 10(2), 11(2), 11(3), 11(4), 11(5), 11(6), 12(2)(b), 12(3)(b), 19, 25, 27(1), 27(4), 33, 43(1), 44(2) Regulations / Règlements : Sections / Articles : Full authority / Autorité absolue	Sections / Articles : 14, 15, 16, 17(2)(b), 17(3)(b), 26, 31 Regulations / Règlements : Sections / Articles : 9, 11(2), 13(1), 14
Senior Analyst, Access to Information and Privacy / Analyste principal, Accès à l'information et de la protection des renseignements personnels	Sections / Articles : 4(2.1), 7, 9(2), 27(1), 27(4), 33 Regulations / Règlements : Sections / Articles : 5	Regulations / Règlements : Sections / Articles : 9, 11(2)
Analyst, Access to Information and Privacy / Analyste, Accès à l'information et de la protection des renseignements personnels	Sections / Articles : 4(2.1), 7, 9(2) Regulations / Règlements : Sections / Articles : 5	Regulations / Règlements : Sections / Articles : 9, 11(2)

Appendix B: Statistical Report on the Access to Information Act

TBS/SCT 350-63

Name of institution: Public Health Agency 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	133
Outstanding from previous reporting period	36
Total	169
Closed during reporting period	131
Carried over to next reporting period	38

1.2 Sources of requests

Source	Number of Requests
Media	31
Academia	2
Business (private sector)	44
Organization	5
Public	33
Decline to Identify	18
Total	133

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	
8	5	1	1	0	7	0	22

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	1	9	6	1	1	0	0	18
Disclosed in part	0	8	7	12	2	5	7	41
All exempted	0	1	0	0	0	0	0	1
All excluded	0	0	0	0	0	0	0	0
No records exist	7	14	0	0	0	0	0	21
Request transferred	27	3	0	0	0	0	0	30
Request abandoned	12	6	0	0	0	0	2	20
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	47	41	13	13	3	5	9	131

2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	10	16(2)	7	18(a)	1	20.1	0
13(1)(b)	6	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	4	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	6	18(d)	0	21(1)(a)	13
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	10
14	2	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	2
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	1
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	10	16.1(1)(d)	0	19(1)	37	22.1(1)	0
15(1) - I.A.*	2	16.2(1)	1	20(1)(a)	2	23	8
15(1) - Def.*	0	16.3	0	20(1)(b)	6	24(1)	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	4	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)	1		
16(1)(a)(iii)	0	17	2				
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)	1	69(1)	2	69(1)(g) re (a)	1
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)	1
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	6	12	0
Disclosed in part	17	24	0
Total	23	36	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	1971	1971	18
Disclosed in part	7603	6762	41
All exempted	53	0	1
All excluded	0	0	0
Request abandoned	0	0	20
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	15	696	2	246	0	0	1	1029	0	0
Disclosed in part	27	825	10	2459	1	662	3	2816	0	0
All exempted	1	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	20	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	63	1521	12	2705	1	662	4	3845	0	0

2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	5	0	0	12	17
Disclosed in part	22	0	3	31	56
All exempted	0	0	0	1	1
All excluded	0	0	0	0	0
Request abandoned	0	0	0	18	18
Neither confirmed nor denied	0	0	0	0	0
Total	27	0	3	62	92

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
15	8	2	0	5

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	1	1
61 to 120 days	1	0	1
121 to 180 days	0	2	2
181 to 365 days	0	5	5
More than 365 days	0	5	5
Total	1	14	15

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	0	0	7	0
Disclosed in part	10	4	23	7
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	2	0	2	0
Total	12	4	32	7

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	1	12	0
31 to 60 days	5	2	8	1
61 to 120 days	4	1	10	2
121 to 180 days	1	0	2	4
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	12	4	32	7

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	96	\$480	35	\$175
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	59	\$205
Total	96	\$480	94	\$380

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	105	3523	6	204
Outstanding from the previous reporting period	5	224	1	3
Total	110	3747	7	207
Closed during the reporting period	101	3538	7	207
Pending at the end of the reporting period	9	209	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	16	15	4	0	0	0	0	35
Disclose in part	0	3	3	2	1	0	0	9
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	1	0	0	0	1
Consult other institution	0	2	0	1	0	0	0	3
Other	18	24	6	4	1	0	0	53
Total	34	44	13	8	2	0	0	101

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	2	2	0	0	0	0	0	4
Disclose in part	0	0	2	0	0	0	0	2
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	1	0	0	0	0	0	1
Total	2	3	2	0	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	1	4	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	2	9	0	0	0	0	0	0	0	0
61 to 120	1	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	4	13	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
6	0	0	6

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		\$289,312
Overtime		\$7,438
Goods and Services		\$182,525
• Professional services contracts	\$159,357	
• Other	\$23,168	
Total		\$479,275

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	4.05
Part-time and casual employees	0.03
Regional staff	0.00
Consultants and agency personnel	0.92
Students	0.00
Total	5.00