



Public Health  
Agency of Canada

Agence de la santé  
publique du Canada

**Public Health Agency of Canada**  
***Access to Information Act***  
**Annual Report**  
**2017–2018**

Canada 



2017–2018 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 2017–2018 sur la  
*Loi sur l'accès à l'information.*

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## 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 2017–2018.

### **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:

<https://www.canada.ca/en/public-health.html>

## 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 2017-2018, the *Act* was administered by 4.05 full-time equivalent (FTE) employees with the support of consultant services 0.92 FTE and 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, 2017 and March 31, 2018 (Appendix B).

### II. Number of Access Requests and Case Load

#### Number of Access Requests

In 2017–2018 PHAC received 146 requests, representing an increase of approximately 10% compared to the 133 requests received in 2016–2017. The number of requests received in 2017–2018 is in line with historic norms.

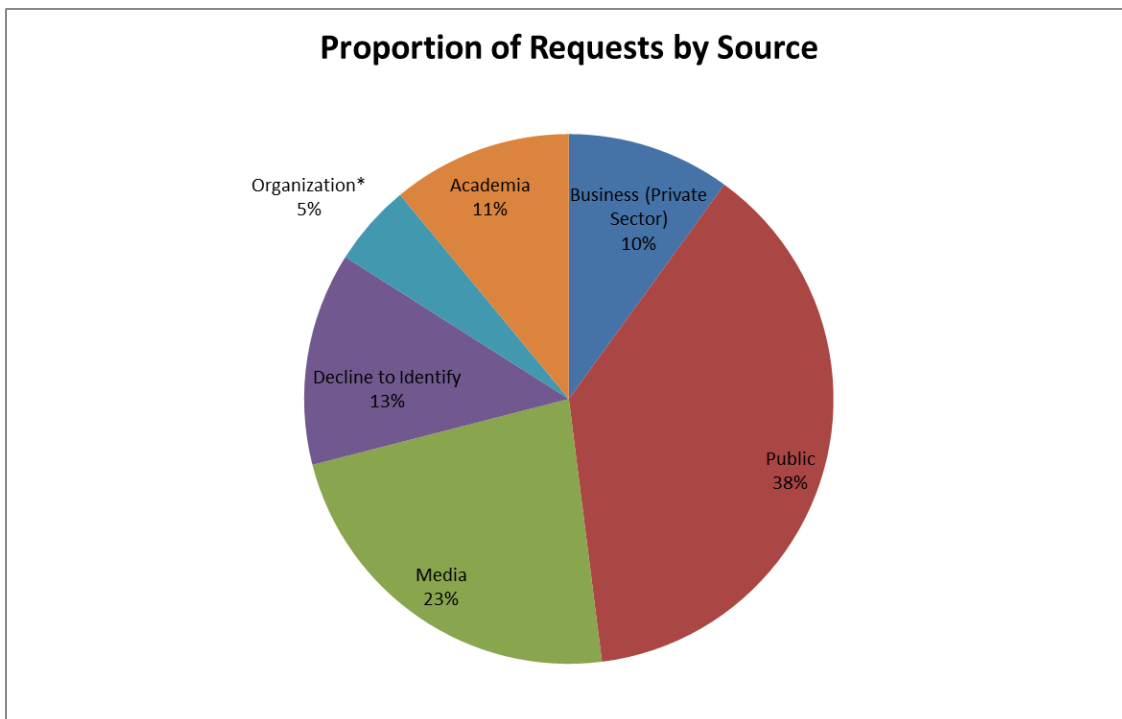
#### Source of Requests: Trends

The largest number of requests received by PHAC comes from the Public. Of the 146 requests received in 2017–2018, 38% fall to this category. Other significant sources of requests include Media (23%) and requesters who Decline to Identify themselves (13%). Increases were observed in the Public (up 13%) and Academia (up 10%) categories, while Business (Private Sector) had a significant decline (down 23%).

The table below shows the proportion of requests among sources, noting the percentage changes from 2016-2017.

Source	Number of Requests	Proportion of Requests (%)	Percent Increase (Decrease) in the proportion of Requests from 2016–2017
Public	56	38%	13%
Media	33	23%	-
Decline to Identify	19	13%	-1%
Academia	16	11%	10%
Business (Private Sector)	15	10%	-23%
Organization*	7	5%	1%
Total	146	100%	

\*Examples – Associations, Political Parties and Unions





### Informal Requests

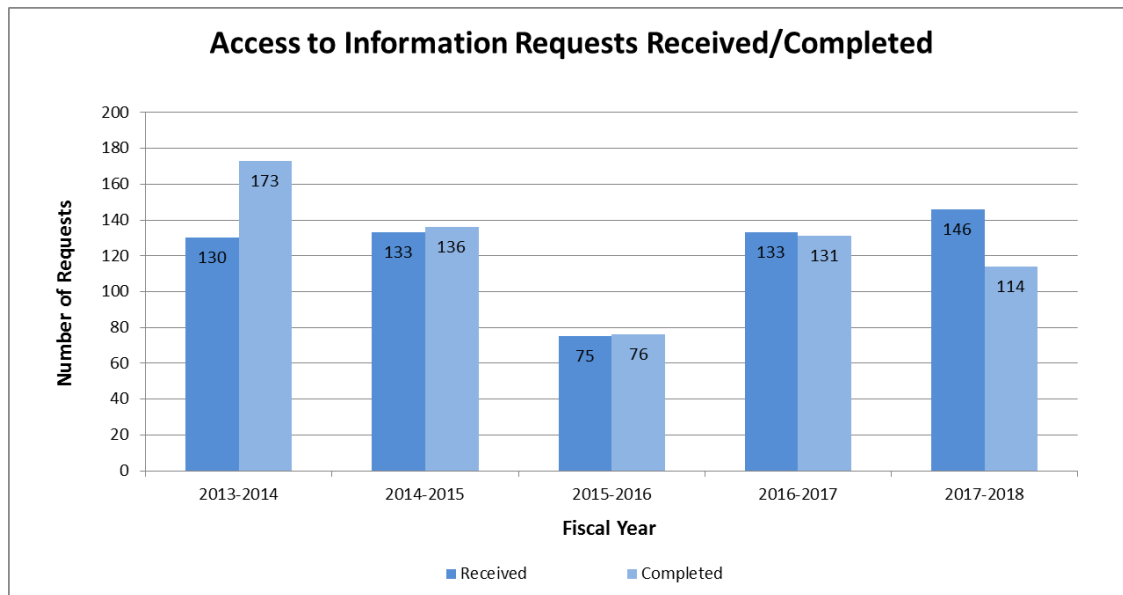
Requests can be made for records previously released under the Act. These requests are handled as “Access Informal” requests. In 2017–2018, PHAC processed five informal requests compared to 22 requests in 2016–2017. This represents a decrease of 77%. PHAC continues to support the Government of Canada’s commitment to Openness and Transparency by posting summaries of completed requests on a monthly basis.

### Case Load

During the 2017–2018 fiscal year, PHAC processed 114 of the 184 active requests (62%). Active requests included 146 new requests and 38 requests carried over from the previous year.

### 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
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
2017–2018	146	38	184	114	25,844



### Consultations Completed for Other Institutions

In 2017–2018, PHAC completed a total of 87 consultations representing 3,075 pages. This includes 79 consultations from other federal institutions and eight consultations from other jurisdictions. PHAC completed 19% fewer consultations than the 108 in 2016–2017.

#### NUMBER OF CONSULTATIONS AND PAGES REVIEWED FROM OTHER FEDERAL INSTITUTIONS

Federal Institutions	Number of Consultations Completed	Pages Reviewed
Health Canada	48	1,553
Public Safety Canada	9	611
Service Canada	5	144
Canadian Food Inspection Agency	4	291
Department of Justice Canada	3	92
Statistics Canada	2	41
Privy Council Office	2	28
Internal services	2	20
Public Services and Procurement Canada	2	16
Treasury Board of Canada Secretariat	2	8
Other	8	271
<b>Total</b>	<b>87</b>	<b>3,075</b>

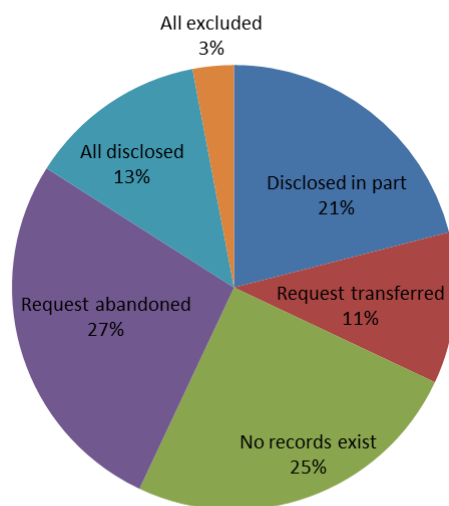
### III. Disposition of Requests Completed

Completed requests were classified as follows:

#### DISPOSITION OF REQUESTS COMPLETED BY PERCENTAGE

Disposition of Requests	Requests Completed by Percentage
Request Abandoned	27%
No Records Exist	25%
Disclosed in part	21%
All Disclosed	13%
Request transferred	11%
All excluded	3%
All exempted	0%

### Disposition of Completed Requests



#### 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 75 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 54 (72%) of the exemptions applied in 2017–2018.

#### PRINCIPAL EXEMPTIONS APPLIED

Exemptions	Number of Times Applied
Section 21 – Operations of Government	18
Section 19 – Personal Information	16
Section 20 – Third party information	10
Section 13 – Obtained in Confidence	10
Section 16 – Law enforcement and investigation	8
Section 15 – Injurious to international affairs	7
Section 23 – Solicitor-client privilege	2
Section 14 – Federal provincial affairs	2
Section 17 – Safety of Individuals	1
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 2017–2018, PHAC applied two exclusion pursuant to section 68 of the *Act*, and five exclusions for section 69 of the *Act*.

## VI. Completion Time

The percentage of requests completed within 30 days was 70%, slightly higher than the 67% in 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 requests 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 2016–2017	Fiscal Year 2017–2018
30 days or less	67%	70%
31–60 days	10%	6%
61–120 days	10%	9%
More than 120 days	13%	15%

## VII. Extensions

The extensions provided under the *Act* were most frequently invoked to provide time for consultations and to process voluminous records. Of the 114 files closed in 2017–2018, PHAC invoked 31 extensions under Section 9(1) of the *Act*, a decrease from the 55 invoked in 2016–2017.

### 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	7%	4	13%	0	0%
More than 30 days	6	19%	13	42%	7	19%

## VIII. Translations

No translation was required to respond to requests in 2017–2018.

## IX. Format of Information Released

Of requests that were fully or partially disclosed, 18 were released in paper format, while the remaining 21 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.

Based on requests completed in 2017–2018, PHAC collected \$515 in application fees submitted to the Receiver General for Canada. In addition, PHAC waived \$313 in fees.

## XI. Costs

PHAC spent a total of \$391,735 on ATI functions in 2017–2018. Of this total, salaries accounted for \$294,534 and administration costs were \$97,201. The majority of administration costs were used to retain temporary help to address the complex 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 2017–2018, the ATIP Division delivered four “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 2017–2018, PHAC was notified of five 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	3
Exemptions – Exclusions	1
Other	1
Incomplete – no records response	0
<b>Total</b>	<b>5</b>

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 2017–2018

Types of Complaints and their Disposition Completed in 2017–2018		
Subject of Complaint	Number of Closed Complaints	Final Disposition by OIC
Deemed Refusal (delay)	3	• 3 Well Founded
Deemed Refusal (general)	5	• 5 Well Founded
<b>Total</b>	<b>8</b>	• <b>8 Well Founded</b>

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

During this reporting period, no notices of applications were filed with the Federal Court or the Federal Court of Appeal.

### 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**

In 2017–2018, PHAC continued its efforts to formalize the internal operating procedures and carry out the ATI Action Plan. Several internal ATIP Division procedures were created or modified to continue to reinforce accountability, clarity and consistency.

Other successes arising from the action plan included stabilizing the case management and imaging software through the correction of various bugs and the improved availability of performance reports. To support personnel development and consistency, training and commitment sessions took place both in the ATIP Division and with stakeholders throughout PHAC. Working group meetings continued with participants from all PHAC branches. The objective of those meetings was to identify and leverage best practices and improve collaboration and information sharing.

Benefits stemming from the first year of implementation of the Action Plan included a transition to further improvement in report generation, improvements in the two-step process for sending records to the ATIP Division and the implementation of ATIP policies and procedures resulting in improved operational consistency and efficiency. To support these initiatives, training and engagement were strengthened within both the Agency and the ATIP Division. In addition, ATIP meets the OIC group much more frequently to further improve the Action Plan to satisfy requirements of the Act.

Additional funding has been provided to the ATIP Division to support the hiring of several employees. Recruitment efforts proceeded well despite a shortage of specialized resources across the Government of Canada.

## **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**

The 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

<b>Position /Poste</b>	<b><i>Access to Information Act and Regulations / Loi sur l'accès à l'information et règlements</i></b>	<b><i>Privacy Act and Regulations / Loi sur la protection des renseignements personnels et règlements</i></b>
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	146
Outstanding from previous reporting period	38
<b>Total</b>	<b>184</b>
Closed during reporting period	114
Carried over to next reporting period	70

#### 1.2 Sources of requests

Source	Number of Requests
Media	33
Academia	16
Business (private sector)	15
Organization	7
Public	56
Decline to Identify	19
<b>Total</b>	<b>146</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	
1	0	1	1	0	2	0	5

## 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	7	3	2	1	1	0	15
Disclosed in part	1	7	1	6	1	7	1	24
All exempted	0	0	0	0	0	0	0	0
All excluded	0	2	0	0	1	0	0	3
No records exist	9	16	2	0	1	0	0	28
Request transferred	13	0	0	0	0	0	0	13
Request abandoned	18	6	1	2	0	1	3	31
Neither confirmed nor denied	0	0	0	0	0	0	0	0
<b>Total</b>	<b>42</b>	<b>38</b>	<b>7</b>	<b>10</b>	<b>4</b>	<b>9</b>	<b>4</b>	<b>114</b>

### 2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	4	16(2)	0	18(a)	1	20.1	0
13(1)(b)	2	16(2)(a)	1	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)	7	18(d)	0	21(1)(a)	9
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	6
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	3
14(a)	2	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)	4	16.1(1)(d)	0	19(1)	16	22.1(1)	0
15(1) - I.A.*	1	16.2(1)	0	20(1)(a)	0	23	2
15(1) - Def.*	0	16.3	0	20(1)(b)	5	24(1)	0
15(1) - S.A.*	2	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)	5		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	17	1				
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)	2	69(1)	1	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)	3
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	8	7	0
Disclosed in part	10	14	0
<b>Total</b>	<b>18</b>	<b>21</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	398	398	15
Disclosed in part	2,499	2,428	24
All exempted	0	0	0
All excluded	88	0	3
Request abandoned	22,859	0	31
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		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 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	14	285	1	113	0	0	0	0	0	0
Disclosed in part	20	657	3	809	0	0	1	962	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	3	0	0	0	0	0	0	0	0	0
Request abandoned	27	0	0	0	0	0	1	0	3	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>64</b>	<b>942</b>	<b>4</b>	<b>922</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>962</b>	<b>3</b>	<b>0</b>

## 2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	2	0	0	6	8
Disclosed in part	8	0	0	8	16
All exempted	0	0	0	0	0
All excluded	1	0	0	0	1
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
<b>Total</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>14</b>	<b>25</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
26	11	3	0	12

### 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	4	1	5
16 to 30 days	1	1	2
31 to 60 days	1	3	4
61 to 120 days	4	2	6
121 to 180 days	1	2	3
181 to 365 days	2	1	3
More than 365 days	0	3	3
<b>Total</b>	<b>13</b>	<b>13</b>	<b>26</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	1	0	1	0
Disclosed in part	3	0	11	4
All exempted	0	0	0	0
All excluded	0	1	0	0
No records exist	0	0	0	0
Request abandoned	4	0	4	2
<b>Total</b>	<b>8</b>	<b>1</b>	<b>16</b>	<b>6</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	2	0	4	0
31 to 60 days	2	1	3	5
61 to 120 days	1	0	8	0
121 to 180 days	2	0	1	1
181 to 365 days	1	0	0	0
365 days or more	0	0	0	0
<b>Total</b>	<b>8</b>	<b>1</b>	<b>16</b>	<b>6</b>

## Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	103	\$515	43	\$215
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	39	\$98
<b>Total</b>	<b>103</b>	<b>\$515</b>	<b>82</b>	<b>\$313</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	91	3,642	5	73
Outstanding from the previous reporting period	9	390	0	0
<b>Total</b>	<b>100</b>	<b>4,032</b>	<b>5</b>	<b>73</b>
Closed during the reporting period	87	3,075	5	73
Pending at the end of the reporting period	13	957	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	15	35	16	4	0	0	0	70
Disclose in part	2	6	1	3	1	1	0	14
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	1	0	0	0	0	0	1
Other	2	0	0	0	0	0	0	2
<b>Total</b>	<b>19</b>	<b>42</b>	<b>17</b>	<b>7</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>87</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	4	0	0	0	0	0	0	4
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	1	0	0	0	0	1
<b>Total</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</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		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 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	9	0	0	0	0	0	0	0	0
31 to 60	2	7	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>	<b>3</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</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		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 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>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</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	1	8	14

## 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		\$289,306
Overtime		\$5,228
Goods and Services		\$97,201
• Professional services contracts	\$80 301	
• Other	\$16 900	
<b>Total</b>		<b>\$391,735</b>

## 9.2 Human Resources

<b>Resources</b>	<b>Person Years Dedicated to Access to Information Activities</b>
Full-time employees	3.71
Part-time and casual employees	0.07
Regional staff	0.00
Consultants and agency personnel	0.43
Students	0.00
<b>Total</b>	<b>4.21</b>