



Public Health
Agency of Canada

Agence de la santé
publique du Canada

Public Health Agency of Canada
Access to Information Act
Annual Report
2015-2016

Canada 

2015-2016 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 2015-2016 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 2015-2016.

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 Operations Division

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

In June 2012, under the terms of the Public Health Agency of Canada and HC Shared Services Partnership Agreement, a shared service was established for the administration of the *Access to Information Act* and the *Privacy Act* in the two institutions. 2013-2014 was the first full fiscal year under this new arrangement, and saw the implementation of a single ATIP Coordinator model for PHAC and 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 staff 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 2015-2016, the *Act* was administered by 1.99 full-time equivalent (FTE) employees with the support of consultant services (2.70 FTE) and some part-time and casual employees (0.07 FTE) for a total complement of 4.76 FTEs.

II. Reading Room

Section 71 of the *Act* requires government institutions to provide facilities where members of the public may inspect any manuals used by employees of the institution in administering or carrying out programs or activities of the institution that affect the public. PHAC has a reading room available where members of the public may make arrangements to review materials.

The following Agency location in Ottawa has been designated as a public reading room:

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

Delegation of Authority

On November 25, 2015, a delegation order for the *Access to Information Act* was signed by the Minister of Health. The delegation order extends the delegation of authorities beyond the Coordinator to the Assistant Deputy Minister and Director General levels within HC's Corporate Services Branch, which provides ATIP services to PHAC. The delegation order recognizes the new Privacy Management Division and provides a distinction between the Privacy Management and ATIP Operations functions. Additionally, the delegation order recognizes the title of Deputy Director, a new position within the ATIP Operations Division.

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, 2015 and March 31, 2016 (Appendix B).

II. Number of Access Requests and Case Load

Number of Access Requests

There was a significant reduction in the number of requests received in 2015-2016 (75 as compared with 133 in 2014-2015). There are no known causes for this decrease in volume. Request levels are a function of the level of interest by requesters and national and world events. PHAC will continue to process requests as they are submitted and adapt to fluctuations as necessary.

Source of Requests: Trends

Of the 75 ATI requests received by PHAC in 2015-2016, 14 (19%) were from requesters that declined to identify. This is the first full year that this option has been available to requesters, and the number of requesters choosing this option has increased from last year. This increase may be partially due to an increase of awareness of the availability of

the option as well as requesters who might have previously identified as from another source (e.g. Media or Public) but are now choosing not to. It remains to be seen if this represents a trend or will stabilise in future years.

Of the remaining 61 requests whose sources are known, 22 were from the business sector, representing 29% of requests received this year. Combined with media and the general public, these sources still represent the majority of PHAC's requests, as depicted in the table below.

SOURCE OF REQUESTS

Source	Number of Requests	Proportion of Requests (%)	Proportion of Requests (%) among Identified Requesters	Net Variation (%) in Source from 2014-2015
Business (Private Sector)	22	29%	36%	-12%
Media	17	23%	28%	-69%
Public	16	21%	26%	-50%
Decline to Identify	14	19%	N/A	1400%
Academia	3	4%	5%	-82%
Organization*	3	4%	5%	0%
Total	75	100%	100%	N/A

*Examples – associations, political parties and unions

Informal Requests

Whenever feasible to do so, PHAC processes requests informally as "access informal". There was a slight increase in the use of this processing method, which includes records previously released under the *ATI Act*. In 2015-2016, PHAC processed 16 requests as "access informal" compared to 13 requests in 2014-2015.

Posting of Completed ATI Requests

PHAC met TBS requirement to proactively post on its web site monthly summaries of completed ATI requests, which assists in facilitating Canadians' right of access to institutional records. Additionally, since January 2015, PHAC has been posting this summary data to the TBS central open data portal.

Case Load

During the 2015-2016 fiscal year, PHAC completed the processing of 76 of 112 (68%) active requests, which included 75 new requests and 37 requests carried over from previous years. Of the requests received in 2015-2016, PHAC closed 55 within the fiscal year, representing 73% of files received during the year.

While 2015-2016 saw a significant decrease from the previous year in the number of pages reviewed, there are a number of factors that contributed to this result. The decrease in the number of pages reviewed for closed files mostly arose from an effort to streamline the processing of requests by ensuring only records that fell within the scope of the request were reviewed. This renewed 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.

Additionally, several large files comprising thousands of pages were carried over into the new fiscal year, which also affected the number of pages reviewed.

CASE LOAD VERSUS PAGES REVIEWED 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
2011-2012	163	30	193	155	224,900
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

Consultations Completed for Other Institutions

In 2015-2016, PHAC completed a total of 79 consultations representing 3,704 pages. This includes 76 from other federal institutions, and 3 consultations from other jurisdictions. Overall, PHAC treated 30% 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	42	2,380
Canadian Food Inspection Agency	5	195
National Defense	5	28
Global Affairs Canada	4	51
Fisheries and Oceans Canada	1	50
Privy Council Office	2	29
Public Services and Procurement Canada	3	616
Other	14	337
Total	76	3,686

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	30%
All Disclosed	22%
Request Abandoned	20%
No Records Exist	14%
Request transferred	7%
All excluded	4%
All exempted	3%

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 52 (69%) of the exemptions applied in 2015-2016.

PRINCIPAL EXEMPTIONS APPLIED

Exemptions	Number of Times Applied
Section 19 – Personal Information	20
Section 21 – Operations of Government	17
Section 13 – Obtained in Confidence	8
Section 20 – Third party information	7
Section 15 – Injurious to international affairs	5
Section 23 – Solicitor-client privilege	5
Section 16 – Law enforcement and investigation	4
Section 14 – Federal provincial affairs	3
Section 22 – Prejudices results of tests or audits	3
Section 26 – Will be published within 90 days	3

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 2015-2016, PHAC applied three exclusions pursuant to section 68 of the *Act*, and nine exclusions for section 69 of the *Act*.

VI. Disposition and Completion Time

PHAC tracks the disposition of closed requests and the length of time taken to process them. Of the total caseload of 112 requests in 2015-2016, PHAC completed 76 cases and carried over 36 uncompleted requests to fiscal year 2016-2017.

PHAC was able to respond within 30 days or less to half of all requests completed this fiscal 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 the deadlines for many of these requests were legally extended under the *Act*.

PERCENTAGE OF FILES PER COMPLETION TIME CATEGORY

Completion Time	Fiscal Year 2014-2015	Fiscal Year 2015-2016
30 days or less	60%	50%
31–60 days	10%	20%
61–120 days	9%	8%
More than 120 days	21%	22%

VII. Extensions

Legal extensions were most frequently invoked to provide time to complete consultations and to process voluminous records. In 2015-2016, PHAC invoked 50 extensions under section 9(1) of the *Act*.

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	5	10%	3	6%	0	0%
More than 30 days	15	30%	20	40%	7	14%

VIII. Translations

No translation was required to respond to requests in 2015-2016.

IX. Format of Information Released

Of requests that were fully or partially disclosed, 20 were sent out in paper format. This number represents 50% of the releases for those categories. The other 20 full or partial disclosures (50%) were released electronically.

The planned implementation of a new case management system was postponed to April 1 2016. This required ongoing paper-based processing, delaying the realization of processing efficiencies. Going forward, the new case management system will allow for more efficient processing, as well as more delivery options to the public.

X. Fees

The *Act* authorizes fees for certain aspects of processing formal requests and the fee structure is prescribed in the ATI Regulations. Accordingly, PHAC cannot charge fees for reviewing records, overhead or shipping, nor can it charge for the first five hours needed to search for a record or prepare any part of it for disclosure.

Additionally, PHAC can no longer charge fees in the search for, or preparation of, any electronic documents. As of March 31, 2015, pursuant to the case *Information Commissioner of Canada v. Attorney General of Canada*, 2015 FC 405, the Federal Court agreed with the Commissioner's position that 'non-computerized records' are records which are not stored in electronic format. In practice, this means that if any record is stored electronically, such as in email, word processing applications (Microsoft Word) or in databases, no fees can be charged for their processing except for the \$5 application fee established by the *Act*.

Based on requests completed in 2015-2016, PHAC collected \$340 in application fees and did not seek any preparation or search fees. In total, the Receiver General for Canada collected \$340 in fees. PHAC waived \$182 in fees for 19 requests. Fees may be waived for a variety of factors, but are most commonly waived for costs of paper or digitised copy where the fees chargeable would be less than \$25.

XI. Costs

PHAC spent a total of \$454,853 on ATI functions in 2015-2016. Of this total, salaries accounted for \$322,648 and administration for \$132,205, most of which was used to retain temporary help to address the volume and complexity of requests. Staffing for the fiscal year amounted to 4.76 person years dedicated to ATI activities, consisting of 1.99 full-time employees, 0.07 part-time/casual, and 2.70 consultants/agency personnel. In this fiscal year (2015-2016) all elements of administrative costs were incorporated in the above noted figure, and include overtime expenses (\$5,329) and professional services contracts (\$110,769) among other overhead costs associated with supporting operations and application of the *Act*.

Training and Awareness

Training for PHAC Employees

Training sessions regarding the *Act* and related processes are delivered to PHAC employees on a regular basis. Seven "ATI 101" training sessions, with a total of 156 attendees, took place during 2015-2016. The basic objectives of the course are to impart an understanding of the *Act*, roles and responsibilities, the handling of formal and informal requests, and how to process an ATI request. In addition, two specialised training & outreach events on the topic of ATI reached another 62 attendees among PHAC personnel. Significant efforts have been put into updating training materials and tools. In addition, a new process to identify and strategically assess training needs and to provide customized training to the target groups has been implemented.

Orientation and Awareness

The ATIP Operations Division worked in collaboration with various program areas to promote awareness and develop customized training to address Agency needs. This approach resulted in increased engagement and awareness. The Division continued to increase awareness among PHAC employees of their responsibilities under the *Act* by advertising sessions open to all employees.

Complaints and Court Applications for Reviews

I. Complaints to the Information Commissioner

During 2015-2016, three complaints under the *Act* were filed with the Office of the Information Commissioner of Canada (OIC) related to requests completed by PHAC.

COMPLAINTS FILED WITH THE OIC

Reason	Number of Complaints
Time Extension	1
Deemed Refusal (delay)	2

PHAC 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 2015-2016

Types of Complaints and their Disposition Completed in 2014-2015		
Subject of Complaint	Number of Closed Complaints	Final Disposition by OIC
Deemed Refusal (delay)	1	<ul style="list-style-type: none">• 1 Well Founded
Refusal – General	2	<ul style="list-style-type: none">• 2 Not Well Founded
Total	3	<ul style="list-style-type: none">• 1 Well Founded• 2 Not Well Founded

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 2015-2016.

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: 2015-04-01 to 2016-03-31

PAR 1 – Requests under the Access to Information Act

1.1 Number of requests

Requests	Number of requests
Received during reporting period	75
Outstanding from previous reporting period	37
Total	112
Closed during reporting period	76
Carried over to next reporting period	36

1.2 Sources of requests

Source	Number of requests
Media	17
Academia	3
Business (private sector)	22
Organization	3
Public	16
Decline to identify	14
Total	75

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	0	3	5	0	0	0	16

PART 2 – Requests closed during the reporting period

2.1 Disposition and completion time

Disposition of requests	Completion time							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
All disclosed	3	6	8	0	0	0	0	17
Disclosed in part	0	4	1	4	8	6	0	23
All exempted	0	2	0	0	0	0	0	2
All excluded	0	0	0	2	1	0	0	3
No records exist	5	4	2	0	0	0	0	11
Request transferred	4	1	0	0	0	0	0	5
Request abandoned	2	7	4	0	1	1	0	15
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	14	24	15	6	10	7	0	76

2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	6	16(1)(b)	0	16.4(1)(b)	0	20(1)(c)	3
13(1)(b)	0	16(1)(c)	0	16.5	0	20(1)(d)	0
13(1)(c)	2	16(1)(d)	0	17	0	20.1	0
13(1)(d)	0	16(2)	3	18(a)	0	20.2	0
13(1)(e)	0	16(2)(a)	0	18(b)	0	20.4	0
14	3	16(2)(b)	0	18(c)	0	21(1)(a)	6
14(a)	0	16(2)(c)	1	18(d)	0	21(1)(b)	6
14(b)	0	16(3)	0	18.1(1)(a)	0	21(1)(c)	3
15(1)	4	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(d)	2
15(1) - I.A.*	1	16.1(1)(b)	0	18.1(1)(c)	0	22	1
15(1) - Def.*	0	16.1(1)(c)	0	18.1(1)(d)	0	22.1(1)	2
15(1) - S.A.*	0	16.1(1)(d)	0	19(1)	20	23	5
16(1)(a)(i)	0	16.2(1)	0	20(1)(a)	2	24(1)	0
16(1)(a)(ii)	0	16.3	0	20(1)(b)	2	26	3
16(1)(a)(iii)	0	16.4(1)(a)	0	20(1)(b.1)	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)	3	69(1)(a)	0	69(1)(g) re (b)	0
68(b)	0	69(1)(b)	0	69(1)(g) re (c)	0
68(c)	0	69(1)(c)	0	69(1)(g) re (d)	0
68.1	0	69(1)(d)	0	69(1)(g) re (e)	0
68.2(a)	0	69(1)(e)	0	69(1)(g) re (f)	0
68.2(b)	0	69(1)(f)	0	69.1(1)	0
69(1)	9	69(1)(g) re (a)	0		

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	9	8	0
Disclosed in part	11	12	0
Total	20	20	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	723	723	17
Disclosed in part	4247	3482	23
All exempted	459	0	2
All excluded	166	0	3
Request abandoned	1755	0	15
Neither confirmed nor denied	0	0	0
Total	7,350	4,205	60

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	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
All disclosed	15	318	2	405	0	0	0	0	0	0
Disclosed in part	10	209	11	2071	2	1202	0	0	0	0
All exempted	0	0	2	0	0	0	0	0	0	0
All excluded	3	0	0	0	0	0	0	0	0	0
Request abandoned	13	0	1	0	0	0	1	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	41	527	16	2476	2	1202	1	0	0	0

2.5.3 Other complexities

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	0	0	0	5	5
Disclosed in part	14	0	0	18	32
All exempted	0	0	0	0	0
All excluded	2	0	0	0	2
Request abandoned	2	0	0	0	2
Neither confirmed nor denied	0	0	0	0	0
Total	18	0	0	23	41

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
3	1	1	0	1

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	0	0	0
121 to 180 days	0	0	0
181 to 365 days	1	0	1
More than 365 days	0	0	0
Total	1	2	3

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	2	0	0	0
Disclosed in part	12	3	11	5
All exempted	0	0	0	0
All excluded	1	3	0	0
No records exist	1	0	0	0
Request abandoned	4	0	6	2
Total	20	6	17	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	5	1	2	0
31 to 60 days	9	3	4	0
61 to 120 days	6	0	8	5
121 to 180 days	0	2	3	2
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	20	6	17	7

PART 4 – Fees

4.1 Fees

Fee type	Fee collected		Fee waived or refunded	
	Number of requests	Amount	Number of requests	Amount
Application	68	\$340	8	\$40
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	11	\$142
Total	68	\$340	19	\$182

PART 5 – Consultations received from other institutions and organizations

5.1 Consultations received from other Government of Canada institutions and other organizations

Consultations	Other Government of Canada institutions	Number of pages to review	Other organizations	Number of pages to review
Received during reporting period	74	3255	4	21
Outstanding from the previous reporting period	8	816	0	0
Total	82	4071	4	21
Closed during the reporting period	76	3686	3	18
Pending at the end of the reporting period	6	385	1	3

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	23	10	3	1	0	0	52
Disclose in part	1	6	7	6	0	0	0	20
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	1	0	1	0	0	0	0	2
Consult other institution	1	0	0	0	0	0	0	1
Other	0	1	0	0	0	0	0	1
Total	18	30	18	9	1	0	0	76

5.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
Disclose entirely	0	2	0	0	0	0	0	2
Disclose in part	0	1	0	0	0	0	0	1
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	3	0	0	0	0	0	3

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 days	2	2	0	0	0	0	0	0	0	0
16 to 30 days	3	3	0	0	0	0	0	0	0	0
31 to 60 days	2	89	0	0	0	0	0	0	0	0
61 to 120 days	2	0	0	0	0	0	0	0	0	0
121 to 180 days	0	0	0	0	0	0	0	0	0	0
181 to 365 days	0	0	0	0	0	0	0	0	0	0
More than 365 days	0	0	0	0	0	0	0	0	0	0
Total	9	94	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		501-1,000 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 days	0	0	0	0	0	0	0	0	0	0
16 to 30 days	0	0	0	0	0	0	0	0	0	0
31 to 60 days	0	0	0	0	0	0	0	0	0	0
61 to 120 days	0	0	0	0	0	0	0	0	0	0
121 to 180 days	0	0	0	0	0	0	0	0	0	0
181 to 365 days	0	0	0	0	0	0	0	0	0	0
More than 365 days	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

7.1 Complaints and investigations

Section 32	Section 35	Section 37	Total
3	0	3	6

PART 8 – Court action

8.1 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		\$322,648
Overtime		\$5,329
Goods and services		\$126,876
• Professional services contracts	\$110,769	
• Other	\$16,107	
Total		\$454,853

9.2 Human Resources

Resources	Person years dedicated to Access to Information activities
Full-time employees	1.99
Part-time and casual employees	0.07
Regional staff	0.00
Consultants and agency personnel	2.70
Students	0.00
Total	4.76