



# 2020 to 2021 Annual Report on the Access to Information Act



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## Introduction

The Treasury Board of Canada Secretariat (TBS) is pleased to present to Parliament its annual report on the administration of the *Access to Information Act* for fiscal year 2020–21 (April 1, 2020, to March 31, 2021).

This report is prepared and tabled in accordance with the following:

- ▶ section 94 of the *Access to Information Act*, which requires that the head of every federal institution prepare and submit an annual report to Parliament on the administration of the act in the institution during the fiscal year
- ▶ section 20 of the *Service Fees Act*, which requires that a responsible authority report annually to Parliament on the fees collected by institutions

## Purpose of the *Access to Information Act*

The purpose of the *Access to Information Act* is to enhance the accountability and transparency of federal institutions in order to promote an open and democratic society and to enable public debate on the conduct of those institutions. In furtherance of that purpose:

- ▶ Part 1 extends the present laws of Canada to provide a right of access to information in records under the control of a government institution in accordance with the principles that government information should be available to the public, that necessary exceptions to the right of access should be limited and specific, and that decisions on the disclosure of government information should be reviewed independently of government
- ▶ Part 2 sets out requirements for the proactive publication of information

## Mandate of the Treasury Board of Canada Secretariat

As the administrative arm of the Treasury Board, TBS has a dual mandate: to support the Treasury Board as a committee of ministers and to fulfill the statutory responsibilities of a central government agency. The Treasury Board's mandate is derived from the *Financial Administration Act*.

To fulfill its mandate, TBS organizes its business and resources around four core responsibilities:

- ▶ spending oversight
- ▶ administrative leadership
- ▶ employer
- ▶ regulatory oversight



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TBS provides advice and support to Treasury Board ministers in their role of ensuring value for money. It also provides oversight of the financial management functions in departments and agencies.

TBS makes recommendations and provides advice to the Treasury Board on policies, directives, regulations, and program expenditure proposals with respect to the management of the government's resources. Its responsibilities for the general management of the government affect initiatives, issues and activities that cut across all policy sectors managed by federal departments and organizational entities (as reported in the Main Estimates). TBS is also responsible for the comptrollership function of government.

The offices of the following government officials are part of TBS:

- ▶ the Comptroller General of Canada
- ▶ the Chief Human Resources Officer of Canada
- ▶ the Chief Information Officer of Canada

The Comptroller General provides government-wide leadership, direction, oversight and capacity-building for financial management, internal audit and the management of assets and acquired services.

The Chief Human Resources Officer provides government-wide leadership on people management through policies, programs and strategic engagement, and by centrally managing labour relations, compensation, pensions and benefits, and contributing to the management of executives.

The Chief Information Officer provides government-wide leadership, direction, oversight and capacity-building for information management, information technology, government security (including identity management), access to information, privacy, and internal and external service delivery.

## Delegation order

Pursuant to subsection 95(1) of the *Access to Information Act*, the President of the Treasury Board has delegated the powers, duties and functions for the administration of the *Access to Information Act* to the following TBS officials: the Secretary of the Treasury Board, the Assistant Secretary of Strategic Communications and Ministerial Affairs, the Senior Director of Ministerial Services, the Director of Access to Information and Privacy and managers of Access to Information and Privacy (sections 19 and 23). Certain administrative functions are also delegated to managers, team leaders and officers to accelerate the processing of requests.

The delegation order was signed on December 13, 2019, and a copy can be found in [Appendix C](#).



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## Organizational structure

The Access to Information and Privacy (ATIP) office is part of the Ministerial Services Division of TBS's Strategic Communications and Ministerial Affairs Sector.

The ATIP office is responsible for implementing and managing programs and services relating to TBS's administration of the *Access to Information Act* and the *Privacy Act*, as well as for providing advice to TBS employees as they fulfill their obligations under both acts.

The ATIP office is led by a director, who is supported by 3 managers. Each of these managers oversees a unit that is responsible for a different functional area:

- ▶ Intake and Governance Unit
- ▶ Operations Unit
- ▶ Privacy Policy Unit

The Intake and Governance Unit and the Operations Unit work together closely to process ATIP requests.

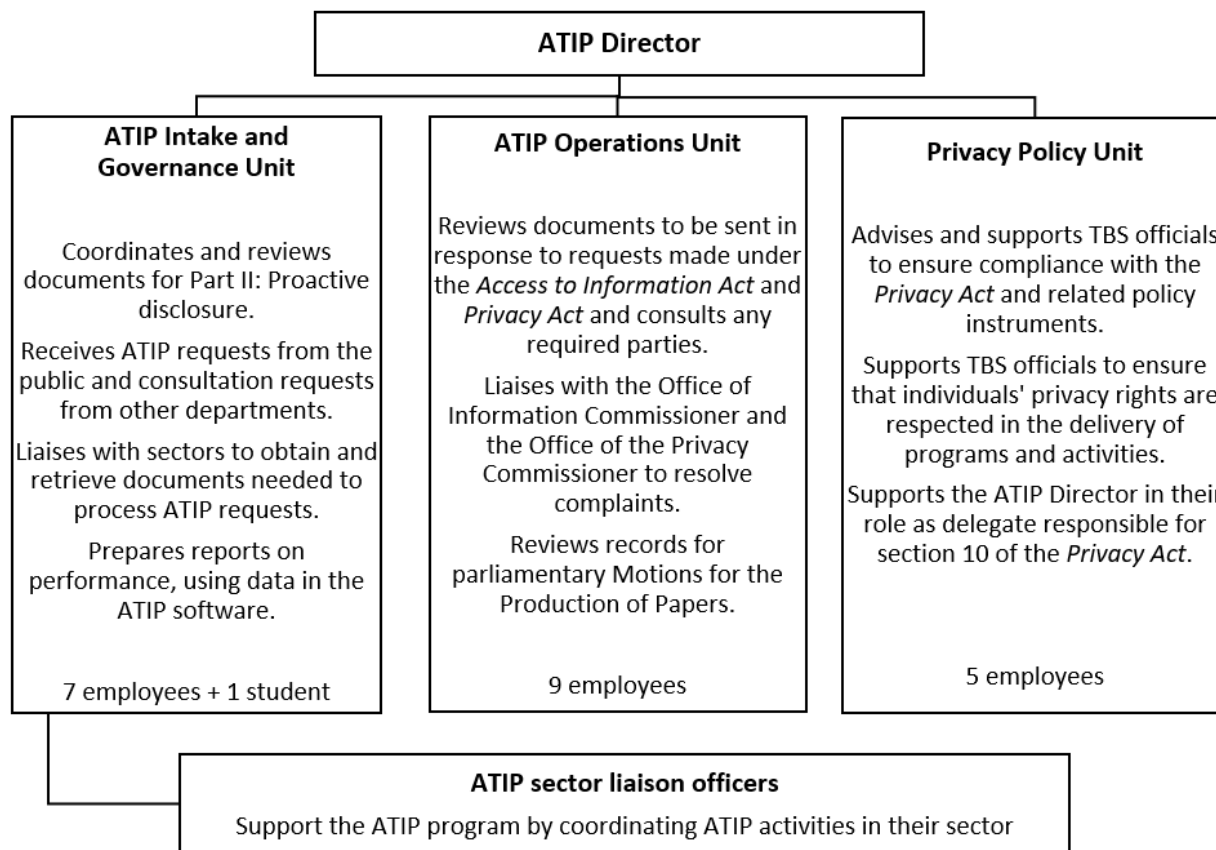
The Privacy Policy Unit supports sector officials on privacy-related matters.

In total, 22 full-time employees at various levels administered the acts in 2020–21, with the support of 3 part-time university students.

The most significant changes in the ATIP office this year were a change in director in September 2021 and the official transfer to the office of certain responsibilities for proactive publication of information.

Figure 1 shows the roles of the individuals and teams involved in processing ATIP requests at TBS. The ATIP office has 3 functional units. Sector liaison officers, although not part of the ATIP office, also play an important role in processing requests because they coordinate ATIP activities in their sector.

Figure 1: roles in processing ATIP requests at TBS



Section 96 of the *Access to Information Act* allows government institutions to provide services related to access to information to another government institution that is presided over by the same minister. In 2020–21, the ATIP office did not provide any such services.

## Performance in 2020–21

Statistical reports prepared by government institutions provide aggregate data on the application of the *Access to Information Act* and *Privacy Act* legislation. This information is made public annually in a [Statistical Report](#)<sup>i</sup> that is included with the annual reports on access to information and privacy tabled in Parliament by each institution. TBS’s statistical report on the *Access to Information Act* for 2020–21 is in [Appendix A](#).

This year, institutions were asked to report on how the COVID-19 pandemic affected their capacity to receive requests and process records. The 2020–21 Supplemental Statistical Report on the *Access to Information Act* and *Privacy Act* is in [Appendix B](#).





The following sections contain highlights on TBS’s performance in 2020–21 in relation to its obligations under the *Access to Information Act* and analyses of the notable statistical data for this year compared with previous years.

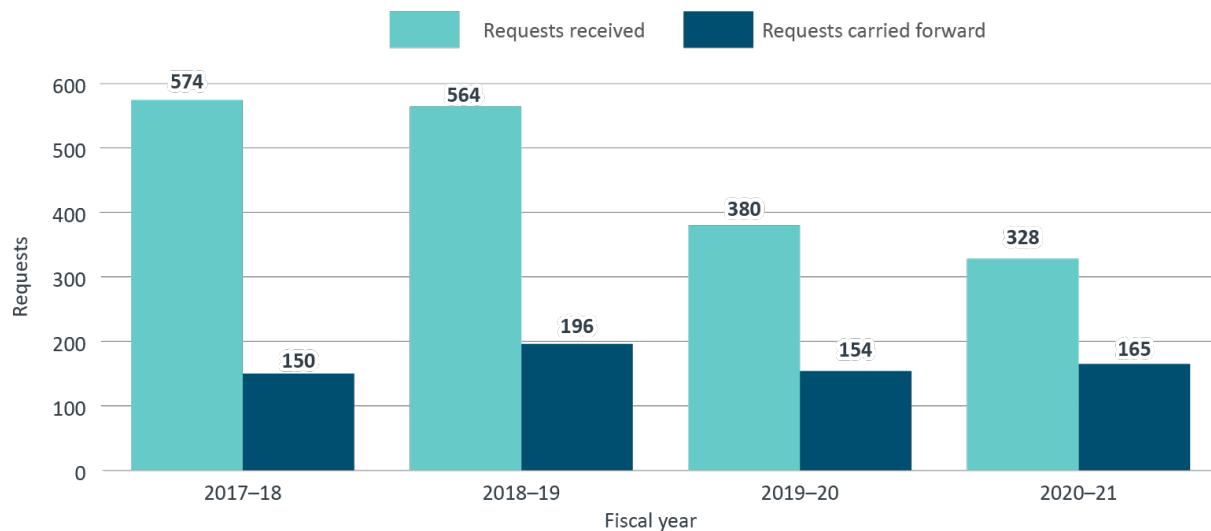
## Requests received and carried forward

In 2020–21, TBS received a total of 328 new requests under the *Access to Information Act*. This represents a 14% decrease from the 2019–20 total of 380.

The number of requests carried forward increased from 154 in 2019–20 to 165 in 2020–21. This increase was a direct result of the COVID-19 pandemic.

Figure 2 shows how many access to information requests TBS received each year and how many were carried forward for 2017–18 to 2020–21.

Figure 2: access to information requests received and requests carried forward, 2017–18 to 2020–21



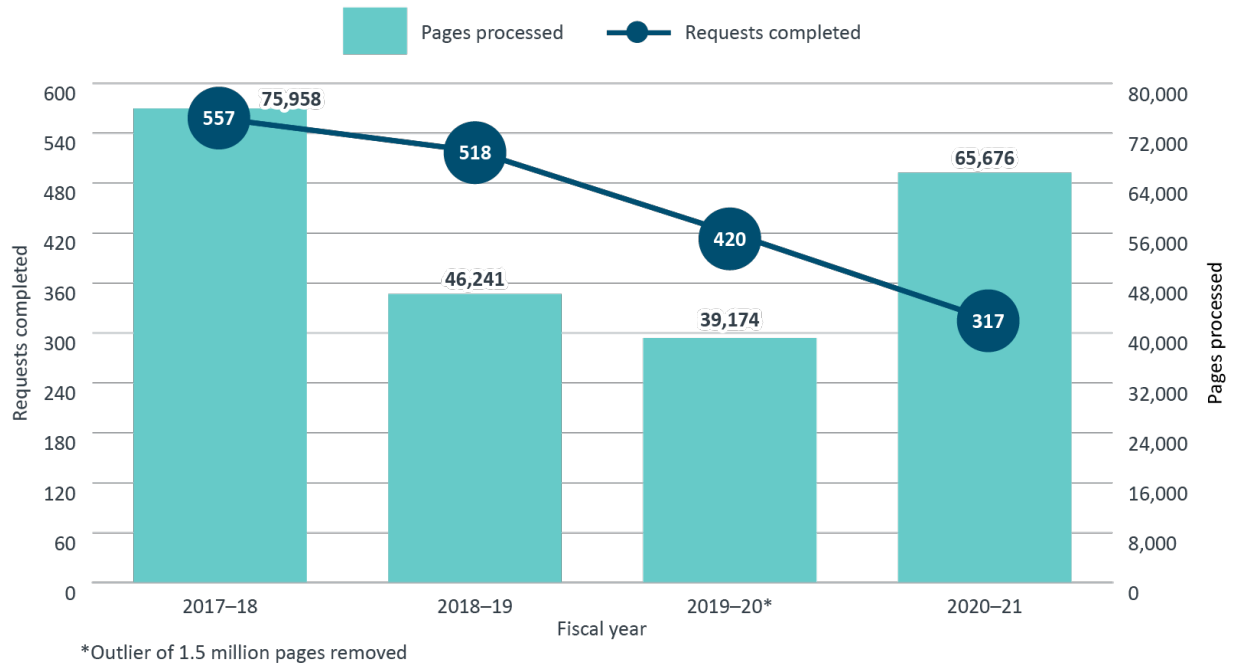
## Requests completed and pages processed

TBS completed 317 requests in 2020–21, which represents 65,675 pages processed. With the removal of an outlier of 15 million pages reported last year, more pages were processed this year than in both of the last two fiscal years, even though requests completed decreased by 25% from last year to this year. This year, 60 of the 317 completed requests involved the processing of more than 100 pages.



Figure 3 shows, for 2017–18 to 2020–21, the number of access to information requests TBS completed each year and the number of pages it processed for those requests. The number of requests completed has been decreasing since 2017–18, but the number of pages processed for them increased from 2019–20 to 2020–21.

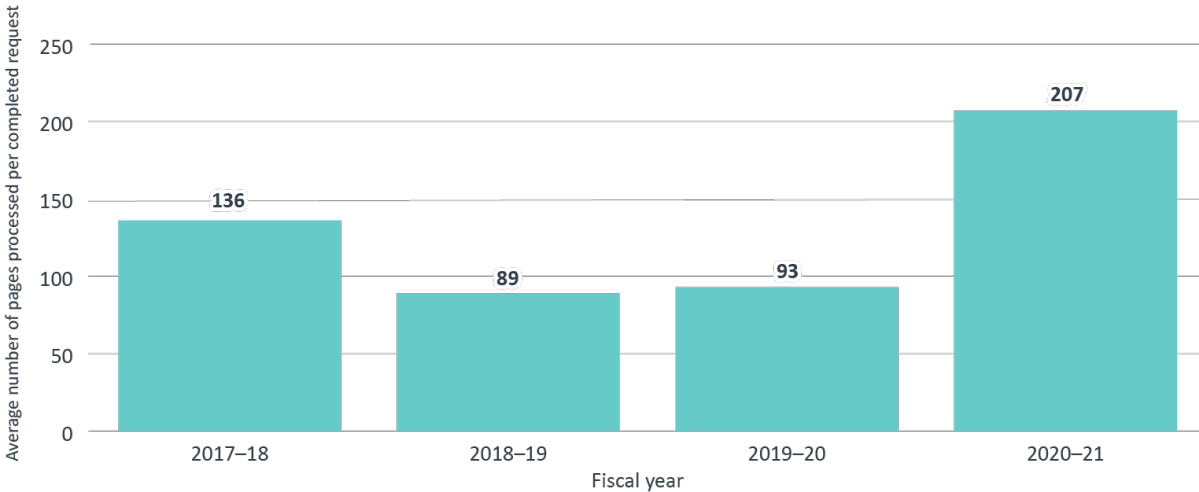
Figure 3: requests completed and pages processed, 2017–18 to 2020–21



As shown in Figure 4, the average number of pages processed for each completed request increased drastically from 2019–20 to 2020–21.



Figure 4: average number of pages processed for each completed request, 2017–18 to 2020–21



## Disposition of requests and exemptions and exclusions applied to records

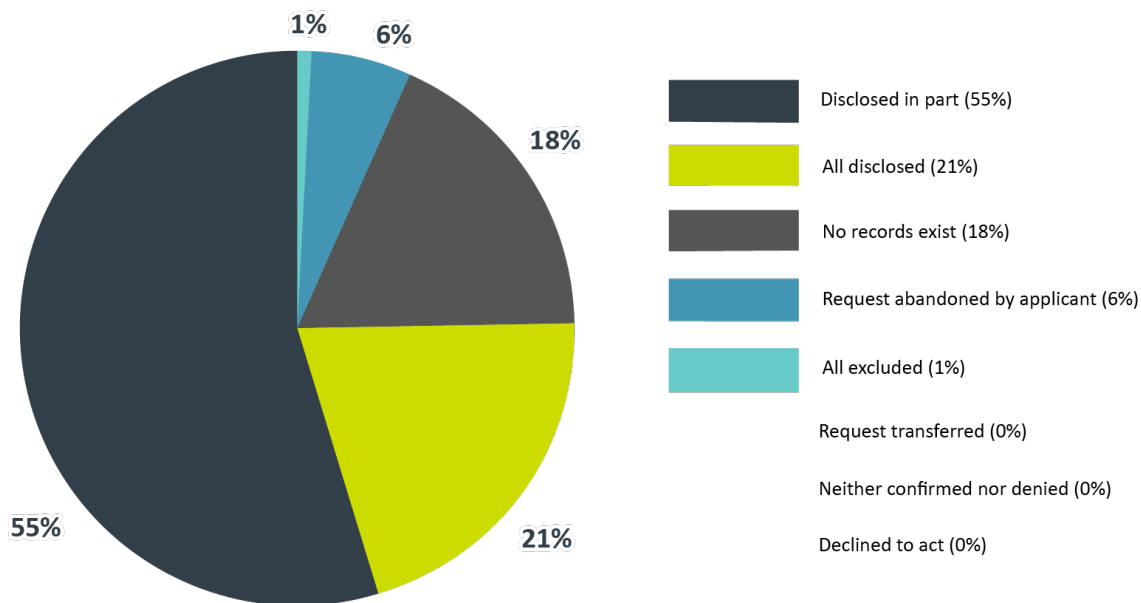
In 2020–21, there were 20 requests that were abandoned by the applicant and 56 requests for which TBS had no records.

For the requests where records were provided, for 65 of them, the records were fully disclosed to the requester without redactions; for 174 of them, the records were partially disclosed; and for 2 of them, the records were fully excluded.

Figure 5 shows the breakdown of requests by disposition for 2020–21.



Figure 5: breakdown of requests by disposition, 2020–21



Of the requests that fell within TBS’s mandate, for a significant proportion of them, the records were only partially disclosed because of the nature of TBS’s business, which involves many Cabinet confidences and sensitive advice and recommendations to the President of the Treasury Board and to the Minister of Digital Government.

The *Access to Information Act* exempts certain information from being disclosed. In 2020–21, 421 records were subject to exemptions under the act and were therefore not disclosed. The majority of them (371) were exempted because the records requested contained the following:

- ▶ information related to the internal decision-making processes of government (162) (section 21 of the act)
- ▶ third-party business information (94) (section 20 of the act)
- ▶ personal information (83) (section 19 of the act)
- ▶ law enforcement and security information (32) (section 16 of the act)



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In 2020–21, a total of 115 records requested were subject to exclusions:

- ▶ 114 contained confidences of the Privy Council (section 69 of the act)
- ▶ 1 could be found in the public domain (subsection 68(a) of the act)

Every year, the ATIP office receives enquiries from the general public about how to obtain information under the *Access to Information Act* or the *Privacy Act*, and about where to send their requests. TBS redirects many of these enquiries to other federal government institutions, and occasionally, to provincial Freedom of Information and Privacy offices. They are not counted as requests for the purposes of this report.

## On-time compliance rate, completion times and extensions

### On-time compliance rate

The on-time compliance rate is the percentage of requests responded to within their legislative timelines, including requests for which the institution invoked legislative extensions.

In 2020–21, TBS’s ATIP office achieved an 80.8% on-time compliance rate despite the significant challenges associated with the COVID-19 pandemic. Several factors contributed to this rate, including the quick resumption of the office’s operations after adapting to the shift to teleworking, the issuing of weekly statistical reports on performance, strong case file management, and regular information sessions with TBS officials.

Focus was placed on closing some older requests that were carried over from previous years, which had an impact on the overall compliance rate. Efforts will continue next fiscal year to close older carried-over files.

The increase in the average number of pages in each request in 2020–21 suggests that requests were more complex, which also had an impact on the overall compliance rate.

### Extensions

The legislation sets timelines for responding to access to information requests and allows for extensions in the following cases: when complying with the timeline would result in interference with operations, when a consultation with other institutions is required, or when a third-party consultation is required.



In 2020–21, TBS sought extensions in 262 instances (83%) mainly to consult with other government institutions, legal services, or third parties, but in some cases because complying with the original time limit would have unreasonably interfered with operations. Each file could qualify for multiple extensions.

Figure 6 shows the impact of the increasing average number of pages processed for completed requests on the on-time compliance rate and on the percentage of completed requests that require an extension.

Figure 6: average number of pages processed per completed request, percentage of completed requests that required an extension, and the on-time compliance rate, 2017–18 to 2020–21

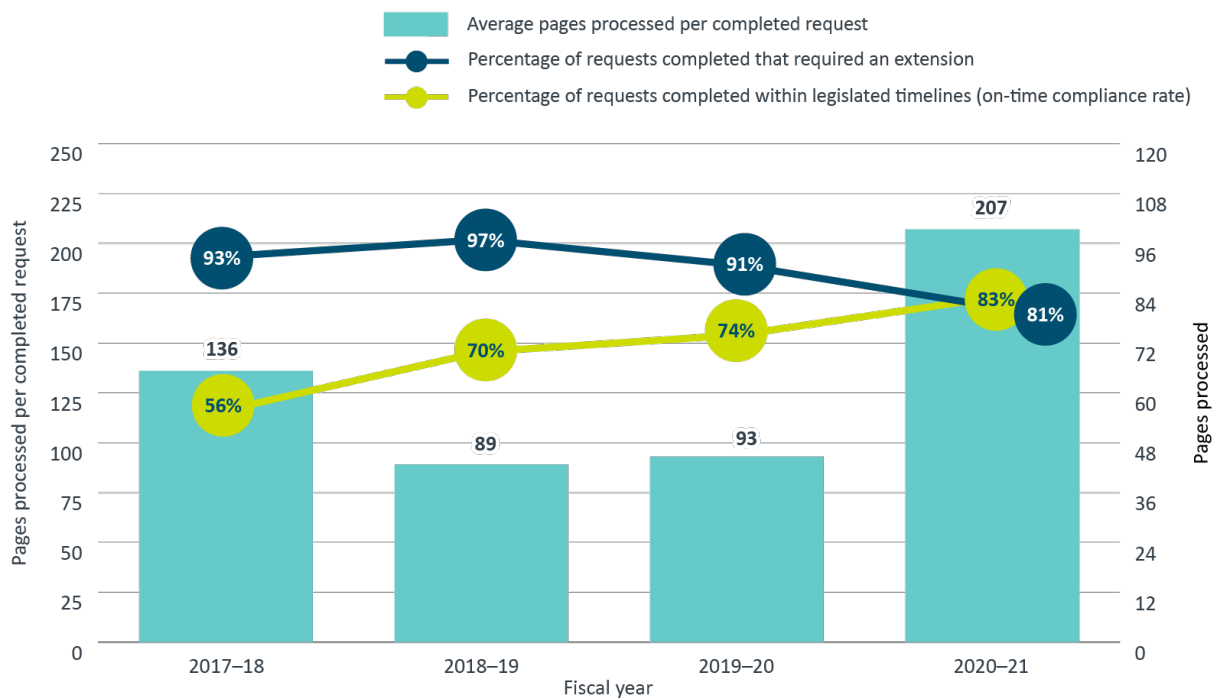
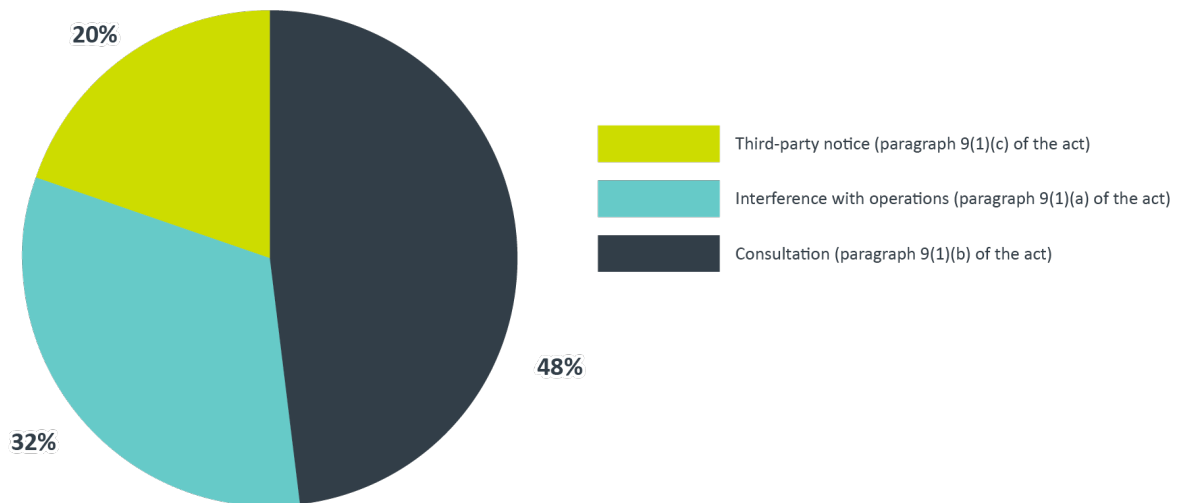


Figure 7 shows the distribution of the different types of extensions.



Figure 7: extensions by type, 2020–21



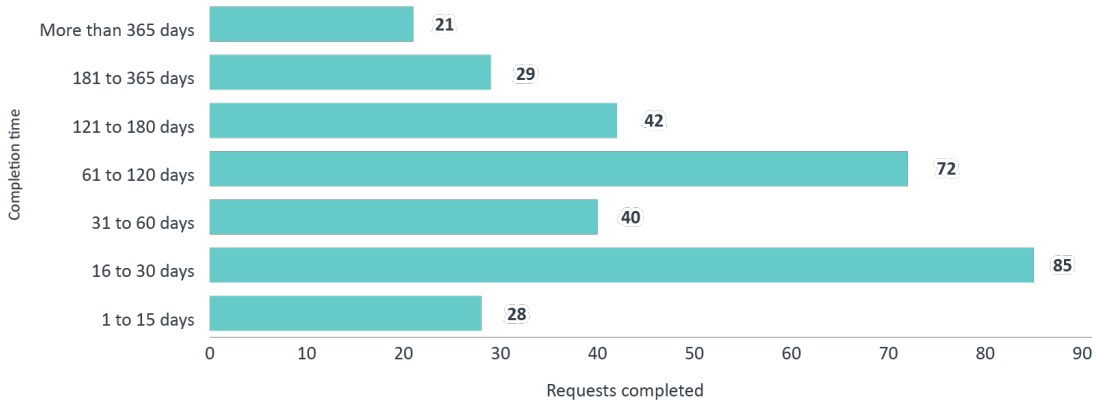
## Completion times

Of the 317 requests closed this year, 35% were closed within 30 days: a slight increase from last year's rate of 31%. TBS received several requests that did not require consultation with other federal institutions and was therefore able to address these requests either within 15 days of receipt or within 30 days of receipt.

The increase in the number of pages in many requests this year resulted in the need to take legislative extensions. Many requests were therefore closed after the initial 30 days. Requests that took over one year to close increased from 2.8% last fiscal year to 6.6% this fiscal year. This increase is a direct result of the focus on closing requests that were carried over from previous years.

Figure 8 shows the number of requests completed within each completion time.

Figure 8: number of requests completed, by completion time, 2020–21

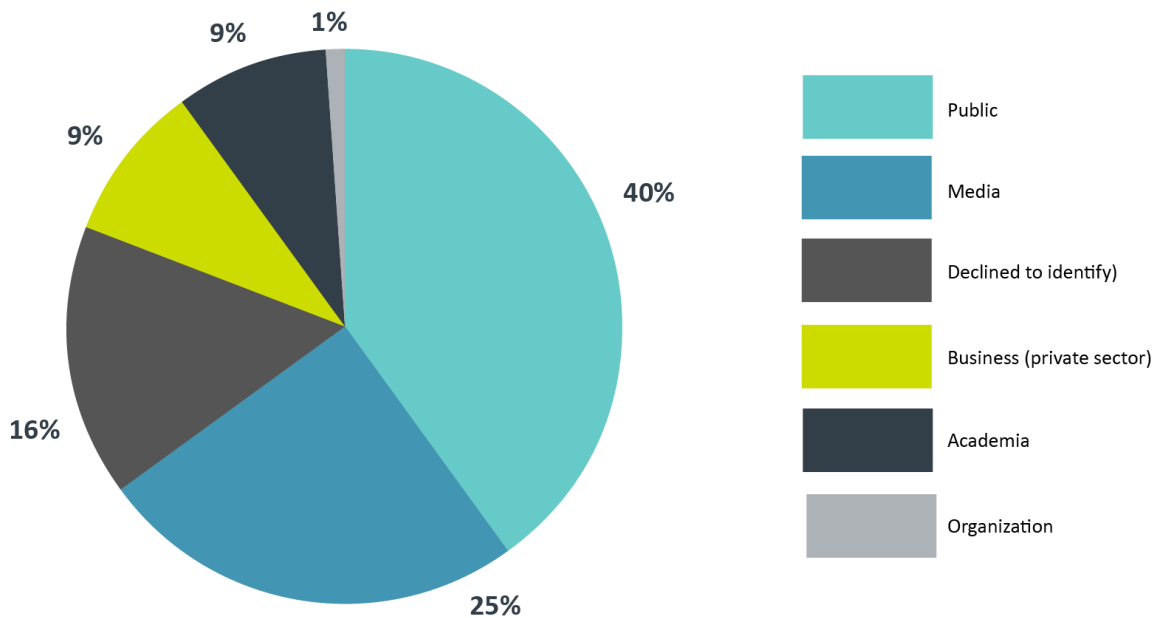


## Sources of requests

Of the 328 requests received in 2020–21, most came from the public (130) and the media (82). The two most frequent sources are the same as last year, but this year, the public submitted more requests than the media. The remaining requests were submitted by businesses (30), academia (29), organizations (5) and individuals who declined to identify themselves (52).

Figure 9 shows the distribution of requests received from each source type.

Figure 9: breakdown of requests by source, 2020–21





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## Format of information released

The ATIP office has continued to strive to increase the number of responses it provides in electronic format. In 2020–21, it released information in electronic format for 239 cases. It provided no paper responses this year, mainly because of the changes made to procedures in order to maintain operations during the COVID-19 pandemic and to adapt to the new digital environment.

## Informal requests

As part of fulfilling its objective of providing Canadians with relevant information on an informal and timely basis, and in the spirit of transparency and open government, TBS processes informal requests for information. These requests are not subject to the *Access to Information Act*. In 2020–21, the ATIP office responded to 63 informal requests totalling 5,051 pages.

## Consultations

TBS receives consultation requests from other federal institutions relating to *Access to Information* requests involving TBS records or issues. In 2020–21, TBS received 148 consultation requests, down from 381 the previous year. This year's requests represent a total of 4,849 pages of information, down from 12,042 pages last year.

The 61% decrease in the number of consultation requests in 2020–21 is likely a result of the COVID-19 pandemic. The volume of these requests is expected to return to pre-pandemic levels next year.

## Impact of COVID-19 pandemic on ATIP office operations

In response to the measures implemented to minimize the effects of the COVID-19 pandemic (for example, having all employees work from home), TBS activated its business continuity plan (BCP) on March 16, 2020. Under the BCP, employees providing critical services were given priority for using the limited network capacity. Employees providing non-critical services, were given only limited access to TBS's virtual private network (VPN).

From March 20, 2020, to June 1, 2020, legislated ATIP services were provided primarily by the handful of employees who were identified as providing critical services and who therefore had VPN access. The remaining employees were granted VPN access on a rotational basis, under the BCP. By June 1, 2020, all TBS ATIP employees had full access to the VPN, and normal ATIP activities resumed. Since then, some staff have also been going to the office regularly to perform certain tasks needed to ensure program continuity (for example, to pick up regular mail and to process paper documents).



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The TBS ATIP office had to update its procedures to reflect the realities of a new digital environment while at the same time continuing its operations despite the challenges of the pandemic. It modernized its processes to ensure that requests were processed efficiently and within legislative deadlines to the extent possible.

The TBS ATIP office engaged with both internal and external stakeholders to ensure continued program delivery. It informed sector officials of new procedures and best practices for processing ATIP records remotely. It also provided privacy advice and guidance to program officials to support the development of critical initiatives directly related to the COVID-19 pandemic. In addition, it provided privacy advice and guidance to internal services partners at TBS to help speed up the deployment of various technologies and tools in support of remote work during the pandemic.

The office informed requesters of potential processing delays and offered them different options in an effort to provide records within legislative timelines and in compliance with the COVID-19 ATIP Implementation notice issued by TBS's Information and Privacy Policy Division.

## Training and awareness

In 2020–21, the ATIP office continued to expand its outreach activities and provided several training sessions to TBS employees. In all, 41 separate sessions on access and privacy legislation as they relate to ATIP requests were provided to 266 employees. Some of these sessions were tailored to the needs of specific teams and sectors. The office also provided guidance on privacy protection and developed a privacy training video.

In addition, to mark Data Privacy Day, the ATIP office promoted the importance of sound privacy management practices and the shared responsibility for safeguarding personal information in day-to-day activities. The ATIP office published a TBS In-Brief message, in collaboration with colleagues in the Office of the Chief Information Officer. This message also announced the office's bilingual privacy training presentation.

## Policies, guidelines, procedures and initiatives

### Digital processes

With most TBS employees working from home because of the COVID-19 pandemic, the Intake and Governance unit developed alternate procedures and guidelines to make it easier for employees to retrieve documents digitally in response to ATIP requests. Each sector liaison officer held a one-on-one virtual meeting with each sector representative to ensure that ATIP program delivery would continue while employees were working off-site. Digital efficiencies continue to be explored.



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The transition to remote work posed several logistical challenges associated with ATIP-related correspondence, including responses to requesters. When working on-site, ATIP-related correspondence could be sent by paper, or by CD in cases where the file size exceeded outgoing email restrictions. In the last quarter of 2020–21, the ATIP office implemented Canada Post Epost Connect, a secure mechanism for delivering large ATIP documents classified up to Protected B.

## Part 2 of the *Access to Information Act*: proactive publication of information

The ATIP office proactively publishes information for the President of the Treasury Board, the Minister of Digital Government, and the deputy heads at TBS (the Secretary, the Comptroller General of Canada, the Chief Human Resources Officer of Canada, the Chief Information Officer of Canada, and the Deputy Minister for Public Service Accessibility).

The ATIP office leads the publication of certain requirements for proactive publication of information under Part 2 of the *Access to Information Act*, except for information about contracts and reclassification. This includes creating procedural guides on proactive publication, providing training to TBS staff, coordinating with the web team, translation, editing, and reviewing all documents before publication.

The following information is published by the ATIP office as part of proactive publication.

**Briefing note titles:** Lists of briefing note titles are published monthly. In 2020–21, 313 titles were published, but some titles were partially redacted because they contained advice, personal information or information related to testing.

**Parliamentary committee appearance binders:** In 2020–21, the ATIP office finalized 13 binders for the House of Commons Committee on Government Operations and Estimates, the Senate Standing Committee on National Finance, and a special sitting of the House of Commons COVID-19. The publication of appearance binders requires detailed review, consultation and coordination within TBS. Of the 13 binders, 3 were fully disclosed. The remaining 10 had to be redacted to protect information related to internal decision-making of government, third-party business information, law enforcement and security, or because they contained Cabinet confidences.

**Question Period notes:** In 2020–21, 21 question period notes totalling 102 pages were fully disclosed.

**Travel and hospitality:** In 2020–21, there were 66 disclosures relating to travel and hospitality.



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## Motions for the production of papers

The ATIP office supports TBS in responding to motions for the production of papers by coordinating consultations within TBS and with other government institutions and by conducting a detailed review of documents. This fiscal year, over 1,500 pages were processed to support TBS in responding to three motions for the production of papers:

- ▶ a motion from the House of Commons Standing Committee on Finance regarding the WE charity and ME to WE
- ▶ a motion from the House of Commons Standing Committee on Health regarding the government response to the COVID-19 pandemic
- ▶ a motion from the House of Commons Standing Committee on Human Resources, Skills and Social Development and the Status of Persons with Disability regarding the Canada Emergency Response Benefit

## Information about programs and information holdings

TBS publishes an inventory of its information holdings, as well as relevant details about personal information under its control.

The primary purpose of this inventory is to assist individuals in exercising their rights under the *Access to Information Act* and the *Privacy Act*. It also supports the federal government's commitment to facilitate access to information on its activities, since it is available to the public on the Internet, free of charge.

A description of TBS's functions, programs, activities and related information holdings can be found in [Treasury Board Secretariat - Sources of Federal Government and Employee Information \(Info Source\)](#)<sup>ii</sup>.

In addition to completing the annual update of its inventory of information holdings, TBS is realigning all content in the publication to bring it into line with the 2019–20 Departmental Results Framework. The TBS ATIP office has held information sessions with individual sectors and workshops for groups of sectors to provide guidance to sectors as they review their program information holdings.

## Privacy

The ATIP office's Privacy Policy Unit continued to support TBS program staff on various initiatives involving the potential collection, use and disclosure of personal information. In 2020–21, the unit responded to over 370 internal requests from TBS program officials for privacy-related advice and guidance. The unit observed an increase in the complexity and sensitivity of requests for privacy advice, particularly with respect to activities relating to digital



tools, employment equity, diversity and inclusion, and people management. This year, the ATIP office continued to support TBS program officials in ensuring compliance with privacy legislation and policy requirements by developing new tools for TBS’s internal Privacy Management Framework.

## Complaints and audits

### Complaints received

Requesters can file a complaint with the Office of the Information Commissioner of Canada if they are not satisfied with the processing of their requests. In 2020–21, TBS was notified of 21 complaints received by the Office of the Information Commissioner.

Table 1: complaints received, by type, 2020–21

Type of complaint	Number of complaints
Time limits	2
Delay: deemed refusal	8
Refusal: exemptions	3
Refusal: exclusion	2
Refusal: missing records	4
Miscellaneous	2
<b>Total</b>	<b>21</b>

### Complaints closed

The Office of the Information Commissioner issued findings on a total of 7 complaint investigations during the reporting period.

Table 2: complaints closed by the Office of Information Commissioner in 2020–21

Disposition of complaint	Number of findings	Type of complaint
Not well-founded	1	No records: 1
Discontinued	3	Exemptions or exclusions: 1 No records: 2
Well-founded	3	Delay: 2 No records: 1
<b>Total</b>	<b>7</b>	<b>7</b>



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Most of these complaints were related to the refusal of records (invoking exemption, exclusion of information, allegations of missing records), delays, and extensions taken.

Of the 21 complaint investigations in 2020–21, 7 were closed in the same year: 3 were discontinued, 3 were well-founded, and 1 was not well-founded. The remaining 14 complaints were still under investigation at the end of the year.

## Court cases

There have been no court cases against TBS in relation to the *Access to Information Act* or the *Privacy Act* since 2004.

## Monitoring compliance

The ATIP Office produces a variety of regular and ad hoc reports to monitor TBS's compliance with the *Access to Information Act* and *Privacy Act*. In 2020–21, a new monthly ATIP dashboard was introduced. It provides a snapshot of statistics, including sector performance trends.

The dashboard is in addition to the regular compliance data that is shared with program areas and senior management weekly.

## Fees and costs

### Fees

The *Service Fees Act* requires a responsible authority to report annually to Parliament on the fees collected by the institution. With respect to the \$5 application fee collected to make a request under the *Access to Information Act*, the total revenue collected was \$1,115. In accordance with the *Interim Directive on the Administration of the Access to Information Act*, issued on May 5, 2016, and the changes to the *Access to Information Act* that came into force on June 21, 2019, TBS waived all fees prescribed by the act and regulations, other than the \$5 application fee set out in paragraph 7(1)(a) of the *Access to Information Regulations*. It also waived \$515 in application fees set out in paragraph 7(1)(a) of the regulations.

### Costs

In 2020–21, TBS's total cost for administering the *Access to Information Act* was \$1,458,712. The ATIP office incurred \$1,425,830 in salary costs and \$31,343 in other administrative costs (software licences, office equipment and supplies, training).

These costs do not include resources expended by TBS's program areas to meet the requirements of the act.



## Appendix A: Statistical Report on the *Access to Information Act*

**Name of institution:** Treasury Board of Canada Secretariat

**Reporting period:** 2020-04-01 to 2021-03-31

### Section 1: Requests under the *Access to Information Act*

#### 1.1 Number of requests

	Number of requests
Received during reporting period	328
Outstanding from previous reporting period	154
<b>Total</b>	482
Closed during reporting period	317
Carried over to next reporting period	165

#### 1.2 Sources of requests

Source	Number of requests
Media	82
Academia	29
Business (private sector)	30
Organization	5
Public	130
Decline to Identify	52
<b>Total</b>	328

#### 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	
21	11	7	11	6	7	0	63

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



## Section 2: Decline to act on vexatious, made in bad faith or abuse of right requests

	Number of Requests
Outstanding from previous reporting period	0
Sent during reporting period	0
<b>Total</b>	0
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	0
Carried over to next reporting period	0

## Section 3: Requests closed during the reporting period

### 3.1 Disposition and completion time

Disposition of requests	Completion time							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
All disclosed	0	16	15	25	6	2	1	65
Disclosed in part	4	22	21	47	33	27	20	174
All exempted	0	0	0	0	0	0	0	0
All excluded	0	1	0	0	1	0	0	2
No records exist	10	43	3	0	0	0	0	56
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	14	3	1	0	2	0	0	20
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Decline to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
<b>Total</b>	28	85	40	72	42	29	21	317





### 3.2 Exemptions

Section	Number of requests
13(1)(a)	0
13(1)(b)	0
13(1)(c)	1
13(1)(d)	0
13(1)(e)	0
14	3
14(a)	2
14(b)	0
15(1)	8
15(1) - International Affairs	0
15(1) - Defence of Canada	4
15(1) - Subversive Activities	0
16(1)(a)(i)	0
16(1)(a)(ii)	0
16(1)(a)(iii)	0
16(1)(b)	0
16(1)(c)	0
16(1)(d)	0
16(2)	4
16(2)(a)	0
16(2)(b)	0
16(2)(c)	28
16(3)	0
16.1(1)(a)	0
16.1(1)(b)	0
16.1(1)(c)	0
16.1(1)(d)	0
16.2(1)	0
16.3	0
16.4(1)(a)	0



Section	Number of requests
16.4(1)(b)	0
16.5	0
17	0
18(a)	1
18(b)	3
18(c)	1
18(d)	1
18.1(1)(a)	0
18.1(1)(b)	1
18.1(1)(c)	2
18.1(1)(d)	0
19(1)	83
20(1)(a)	0
20(1)(b)	42
20(1)(b.1)	0
20(1)(c)	45
20(1)(d)	7
20.1	0
20.2	0
20.4	0
21(1)(a)	67
21(1)(b)	77
21(1)(c)	7
21(1)(d)	11
22	2
22.1(1)	2
23	19
23.1	0
24(1)	0
26	0



### 3.3 Exclusions

Section	Number of requests
68(a)	1
68(b)	0
68(c)	0
68.1	0
68.2(a)	0
68.2(b)	0
69(1)	0
69(1)(a)	13
69(1)(b)	0
69(1)(c)	3
69(1)(d)	1
69(1)(e)	5
69(1)(f)	1
69(1)(g) re (a)	44
69(1)(g) re (b)	0
69(1)(g) re (c)	28
69(1)(g) re (d)	4
69(1)(g) re (e)	12
69(1)(g) re (f)	3
69.1(1)	0

### 3.4 Format of information released

Disposition	Paper	Electronic	Other formats
<b>Total</b>	0	239	0

### 3.5 Complexity

#### 3.5.1 Relevant pages processed and disclosed

Number of pages processed	Number of pages disclosed	Number of requests
65675	27801	261



### 3.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less than 100 pages processed		101 to 500 pages processed		501 to 1,000 pages processed		1,001 to 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	57	1120	4	530	2	1268	2	2015	0	0
Disclosed in part	122	2708	29	5780	6	3550	17	10830	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	2	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
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>201</b>	<b>3828</b>	<b>33</b>	<b>6310</b>	<b>8</b>	<b>4818</b>	<b>19</b>	<b>12845</b>	<b>0</b>	<b>0</b>

### 3.5.3 Other complexities

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	34	0	0	21	55
Disclosed in part	131	1	0	34	166
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
Declined to act with the approval of the Information Commissioner	0	0	0	0	0
<b>Total</b>	<b>166</b>	<b>1</b>	<b>0</b>	<b>55</b>	<b>222</b>



### 3.6 Closed requests

#### 3.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	256
Percentage of requests closed within legislated timelines (%)	80.8

### 3.7 Deemed refusals

#### 3.7.1 Reasons for not meeting statutory deadline

Number of requests closed past the statutory deadline	Principal reason			
	Workload	External consultation	Internal consultation	Other
61	20	6	2	33

#### 3.7.2 Requests closed beyond legislated timelines (including any extension taken)

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	6	9	15
16 to 30 days	0	0	0
31 to 60 days	1	7	8
61 to 120 days	4	8	12
121 to 180 days	1	3	4
181 to 365 days	1	5	6
More than 365 days	1	15	16
<b>Total</b>	14	47	61

### 3.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	0	0	0



## Section 4: Extensions

### 4.1 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	19	0	28	7
Disclosed in part	63	9	86	44
All exempted	0	0	0	0
All excluded	1	0	1	0
No records exist	0	0	0	0
Request abandoned	2	0	2	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
<b>Total</b>	85	9	117	51

### 4.2 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	60	0	17	3
31 to 60 days	15	0	31	21
61 to 120 days	8	9	60	15
121 to 180 days	0	0	7	7
181 to 365 days	2	0	2	5
365 days or more	0	0	0	0
<b>Total</b>	85	9	117	51

## Section 5: Fees

Fee type	Fee collected		Fee waived or refunded	
	Number of requests	Amount	Number of requests	Amount
Application	223	\$1,115	103	\$515
Other fees	0	\$0	0	\$0
<b>Total</b>	223	\$1,115	103	\$515



## Section 6: Consultations received from other institutions and organizations

### 6.1 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	146	4816	2	33
Outstanding from the previous reporting period	34	1143	0	0
<b>Total</b>	180	5959	2	33
Closed during the reporting period	147	4365	2	33
Pending at the end of the reporting period	33	1594	0	0

### 6.2 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	21	42	21	7	0	2	0	93
Disclose in part	2	19	12	8	1	1	0	43
Exempt entirely	0	0	1	0	0	0	0	1
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	2	1	2	0	2	0	0	7
Other	2	0	0	0	0	1	0	3
<b>Total</b>	27	62	36	15	3	4	0	147

### 6.3 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	0	1	0	0	0	0	0	1
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
<b>Total</b>	0	2	0	0	0	0	0	2

## Section 7: Completion time of consultations on Cabinet confidences

### 7.1 Requests with Legal Services

Number of days	Fewer than 100 pages processed		101 to 500 pages processed		501 to 1,000 pages processed		1,001 to 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	6	154	0	0	0	0	0	0	0	0
16 to 30	6	69	0	0	0	0	0	0	0	0
31 to 60	13	137	3	505	0	0	0	0	0	0
61 to 120	4	104	1	100	0	0	0	0	0	0
121 to 180	0	0	0	129	0	0	0	0	0	0
181 to 365	1	14	1	0	0	0	0	0	0	0
More than 365	1	2	0	0	0	0	1	142	0	0
<b>Total</b>	31	480	5	734	0	0	1	142	0	0





## 7.2 Requests with Privy Council Office

Number of days	Fewer than 100 pages processed		101 to 500 pages processed		501 to 1,000 pages processed		1,001 to 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>	0	0	0	0	0	0	0	0	0	0

## Section 8: Complaints and investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal representations	Section 37 Reports of finding received	Section 37 Reports of finding containing recommendations issued by the Information Commissioner	Section 37 Reports of finding containing orders issued by the Information Commissioner
9	0	17	3	0	0

## Section 9: Court action

### 9.1 Court actions on complaints received before June 21, 2019 and on-going

Section 41 (before June 21, 2019)	Section 42	Section 44
0	0	0

### 9.2 Court actions on complaints received after June 21, 2019

Section 41 (after June 21, 2019)				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0



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## Section 10: Resources related to the *Access to Information Act*

### 10.1 Costs

Expenditures	Amount
Salaries	\$1,425,830
Overtime	\$1,539
Goods and Services	<b>\$31,343</b>
Professional services contracts	\$0
Other	\$31,343
<b>Total</b>	<b>\$1,458,712</b>

### 10.2 Human Resources

Resources	Person years dedicated to <i>Access to Information Activities</i>
Full-time employees	16.69
Part-time and casual employees	0.240
Regional staff	0.000
Consultants and agency personnel	0.000
Students	1.880
<b>Total</b>	<b>18.81</b>



## Appendix B: Supplemental Statistical Report on the *Access to Information Act* and *Privacy Act*

In addition to completing the forms for the statistical reports on the *Access to Information Act* and the *Privacy Act* for 2020 to 2021, institutions were asked to complete this supplemental report regarding capacity to receive requests and capacity to process records.

**Name of institution:** Treasury Board of Canada Secretariat

**Reporting period:** 2020-04-01 to 2021-03-31

### Section 1: Capacity to Receive Requests

	Number of Weeks
Able to receive requests by mail	52
Able to receive requests by email	52
Able to receive requests through the digital request service	52

### Section 2: Capacity to Process Records

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	0	0	52	52
Protected B Paper Records	0	0	52	52
Secret and Top Secret Paper Records	0	0	52	52

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Electronic Records	0	0	52	52
Protected B Electronic Records	0	0	52	52
Secret and Top Secret Electronic Records	0	0	52	52

## Appendix C: Delegation Order

I, undersigned, President of the Treasury Board, pursuant to section 95 of the *Access to Information Act*, hereby designate the ATIP advisors, the Access to Information and Privacy Team Leader, the Access to Information and Privacy Manager, the Access to Information and Privacy Director, the Senior Director of Ministerial Services, the Assistant Secretary, Strategic Communications and Ministerial Affairs, and the Secretary, or persons occupying those positions on an acting basis, to exercise signing authorities or perform any of the President's powers, duties or functions as head of institution that are specified in the attached Schedule A. This designation replaces all previous delegation orders.

Original signed by

The Honourable Jean-Yves Duclos  
President of the Treasury Board  
Date: 2019-12-13

### Schedule A - Sections of the *Access to Information Act* to be delegated

Position	Powers, Duties or Functions
Secretary	Full authority
Assistant Secretary, Strategic Communications and Ministerial Affairs	Full authority
Senior Director, Ministerial Services	Full authority except: Paragraph: 35(2)(b) Subsection: 37(1)
Director, Access to Information and Privacy	Full authority except: Paragraph: 35(2)(b) Subsection: 37(1)
Manager, Access to Information and Privacy	Sections: 7, 9, 19, 23
Team Leader, Access to Information and Privacy	Paragraph: 7(a) Section: 9
Access to Information and Privacy Officers	Paragraph: 7(a)



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## Endnotes

- i. Statistical Report, <https://www.canada.ca/en/treasury-board-secretariat/services/access-information-privacy/statistics-atip.html>
- ii. Treasury Board Secretariat - Sources of Federal Government and Employee Information (Info Source), <https://www.canada.ca/en/treasury-board-secretariat/corporate/transparency/treasury-board-secretariat-sources-federal-government-employee-information-info-source.html>

