



***2022–2023 Annual Report to Parliament
Access to Information Act***





Annual Report to Parliament – Access to Information Act – 2023

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2022-2023 – Loi sur l'accès à l'information – 2023

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Table of Contents

Introduction.....	4
Mandate of the Canadian Space Agency.....	4
Mission.....	4
Organizational Structure.....	5
Delegations of Authority	5
Evolving Role of the ATIP Office.....	6
Request Processing Procedure	7
Performance in 2022–2023.....	7
Highlights of the 2022–2023 Statistical Report	7
Requests Received and Processed	7
Sources of Requests.....	8
Informal Requests	9
Reasons for Declining to Act on a Request	10
Processing Times	10
Disposition of Requests	11
Exemptions and Exclusions Invoked	12
Format of Information Disclosed	13
Pages Reviewed and Disclosed	13
Consultations	14
Consultations Received from Other Federal Institutions	15
Consultations Regarding Cabinet Confidences.....	16
Access to Information Fees Reported under the <i>Service Fees Act</i>	16
Training and Awareness	16
Electronic Tools	17
Policies, Guidelines, Procedures, and Initiatives.....	18
Summary of key issues and action taken regarding complaints or audits	18
Complaints	18
Compliance Monitoring	18
Conclusion.....	18
Delegation Order	19
Statistical Report on the <i>Access to Information Act</i>	20





Introduction

The *Access to Information Act* (the *Act*) came into effect on July 1, 1983. It provides Canadian citizens, permanent residents and all individuals and corporations present in Canada the right of access to records under the control of a government institution, subject to certain specific and limited exceptions. The *Act* was later amended as a result of Bill C-58 which received Royal Assent on June 21, 2019.

Pursuant to section 94, the head of every federal institution shall prepare an annual report on the administration of the *Act* within each institution and submit to Parliament at the end of each fiscal year. As the Canadian Space Agency (CSA) is subject to the *Service Fees Act*, this report is also filed in accordance with section 20 of that *Act*.

This report provides information on the activities of the CSA related to the administration of the *Act* during the 2022–2023 fiscal year.

Mandate of the Canadian Space Agency

To provide a better understanding of the context in which the *Act* is implemented at the CSA, this section gives an overview of the CSA's objectives and activities.

The CSA reports to the Minister of Innovation, Science and Economic Development. Its mandate, as set out in the *Canadian Space Agency Act*, is to “*promote the peaceful use and development of space, to advance the knowledge of space through science and to ensure that space science and technology provide social and economic benefits for Canadians.*”

Mission

The CSA is committed to leading the development and application of space knowledge for the benefit of Canadians and humanity.

To fulfill its mission, the CSA:

- pursues excellence collectively;
- advocates a client-centred attitude;
- supports employee-oriented practices and open communications;





- commits itself to both empowerment and accountability; and
- pledges to cooperate and work with partners for our mutual benefit.

The CSA has been a source of inspiration for Canadians since its creation in 1989. In addition to consolidating major federal space programs, it coordinates all the components of the Canadian Space Program and manages Canada's major space-related activities.

The new [Space Strategy for Canada](#) launched in 2019 highlighted the importance of space as a strategic national asset and identified harnessing space science and technology as a priority to solve important issues on Earth. This new plan allowed the CSA to undertake a series of initiatives to support the Canadian space industry so it can take full advantage of the growth in the global space sector, while ensuring that Canada keeps pace.

More information on the CSA's activities can be found at: <http://www.asc-csa.gc.ca>.

Organizational Structure

Delegations of Authority

Under the *Act*, the head of the CSA is the Minister of Innovation, Science and Economic Development. In June 2016, some of the powers under the *Act* were delegated by the Minister to the incumbents of the CSA positions of Vice-President, Chief Information Officer and Access to Information and Open Government Coordinator.

During 2020–2021, organizational changes were put in place, which resulted in the delegations of authority residing with the positions of the Chief Information Officer and the Access to Information Coordinator. Following these changes in September 2020, the Information Management and Technologies Directorate, of which the Office of Access to Information and Personal Information (ATIP) is a part, now reports directly to the President of the CSA.

The updated delegations of authority were approved by the Minister in May 2021 (see appendix). The appended grid on delegation of authorities identifies the powers delegated.





The Access to Information and Open Government Coordinator is overseen by the Cybersecurity & Information Management Director and is responsible for implementing the *Act* on a daily basis. The ATIP Office is comprised of the Access to Information and Open Government Coordinator, the Access to Information Senior Officer and a Junior Access to Information Officer.

This office works closely with all sectors of the CSA to ensure the application of and compliance with the *Act*.

Lastly, the *Act* allows government institutions to provide services related to access to information to another government institution presided over by the same minister or under the responsibility of the same minister, or to receive such services themselves from any other such institution. However, no agreement for such services, as stipulated in section 96 of the *Act*, was entered into with any other government institution.

Evolving Role of the ATIP Office

In 2016–2017, the ATIP Office was mandated not only to process requests under the *Act* and to report on its administration, but also to implement open government initiatives.

Open government is becoming a global priority in improving transparency and making information more readily available to the public. The Government of Canada is no exception in that regard and has implemented a series of commitments in which departments and agencies are taking part. Briefly, the goal is to release as much data and information as possible in a manner that is accessible, interoperable, and publicly usable. This vision of transparency is closely linked to the vision for the application of the *Act*.

Further to a decision to link, access to information and open government and open science activities, the ATIP Office has become a one-stop shop for CSA employees wishing to share information and members of the public wishing to obtain information.

This innovative and effective pairing, which resulted from a centralization of activities, has made it possible for the CSA to optimize its acquisition and application of knowledge.





Request Processing Procedure

When it receives a request under the *Act*, the ATIP Office consults the appropriate Office of Primary Interest and, when necessary and appropriate depending on the case, Justice Canada, the information-related communities of practice, the Treasury Board Secretariat (TBS) or other institutions.

The ATIP Office uses an electronic ATIP request processing system to record the administrative actions taken, to review the records in question and to apply any exemptions and exclusions.

Once the documents have been analyzed and the consultations held, the ATIP Office recommends the application of the exemptions to the Chief Information Officer of the CSA, who is responsible for approving the communication of documents disseminated under the *Act*. The records in response are then sent to the requesters. Lastly, a monthly summary of the completed Access to Information requests are posted on open.canada.ca.

Performance in 2022–2023

During the reporting period, the CSA processed 79 Access to Information requests, 178 informal requests and 35 consultation requests. Of the 79 Access to Information requests, 96.2% were answered within the time limit prescribed by the *Act*.

For more details about the processing of requests, please consult the highlights of the statistical report below. The detailed statistical report for April 1, 2022 to March 31, 2023 can be found in the appendix.

Highlights of the 2022–2023 Statistical Report

Requests Received and Processed

Compared with the previous year, the CSA received an increase of Access to Information requests this fiscal year. The number of requests received increased from 57 in 2021-2022 to 78 in 2022-2023.

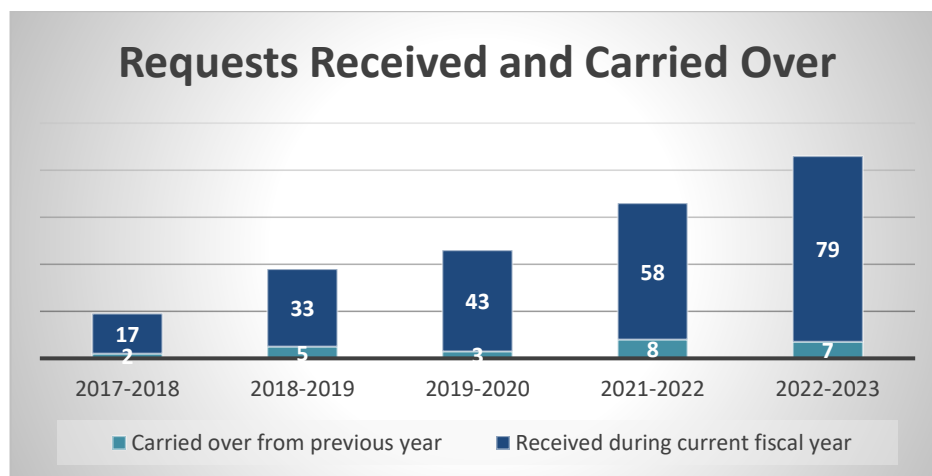




In addition to the 78 requests received in 2022–2023, 8 requests were carried over from the previous year. In total, the CSA processed 79 requests in 2022–2023 and 7 requests were carried over to the next fiscal year.

During the last 5 fiscal years, the CSA has experienced an increase in the number of requests while the number of requests carried forward remains stable.

The following table illustrates the trend in requests:



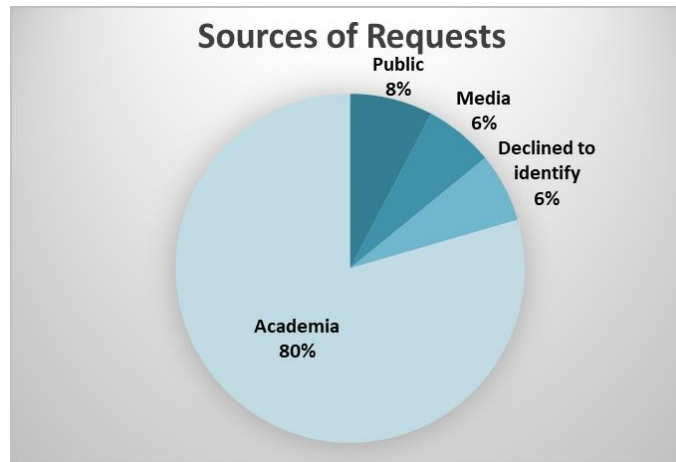
Sources of Requests

Requests are categorized into six categories according to their source (the media, the public, the academic sector, the private sector, organizations, and declined to identify).

Requests in the media category accounted for 6% of all requests received which represents a decrease compared to 33% in 2021–2022. As for requests from the public, these slightly decreased from 19% last fiscal year to 8% this year. Additionally, the number of requests increased from the academic sector which was 80% compared with 34% the year before. The category of “decline to identify” was used in 6% of requests, whereas last year was 12%. During the 2022-2023 period there were no applicants which used the category of “organization” or “private sector”.



The following table presents sources of the requests:



Informal Requests

Informal requests are requests that are not filed or processed by a federal institution under the *Act*, such as requests for records disclosed in response to previous access requests. A list of these previously processed access requests is published every month on the Open Government Portal, making it easier for requesters to find the requests of interest to them and request them from the CSA. No fees can be charged, and this type of request is not subject to a response time. In addition, the *Act* does not give the requester the right to file a complaint with the Information Commissioner.

The CSA noted an increase in this type of access request since 2013–2014. However, a more pronounced increase in 2016–2017 coincided with the release of the summaries of completed requests on open.canada.ca. This one-stop portal seems to have contributed to the increase in requests, since requesters can submit them electronically, thus making it easier to access documents that are already published.

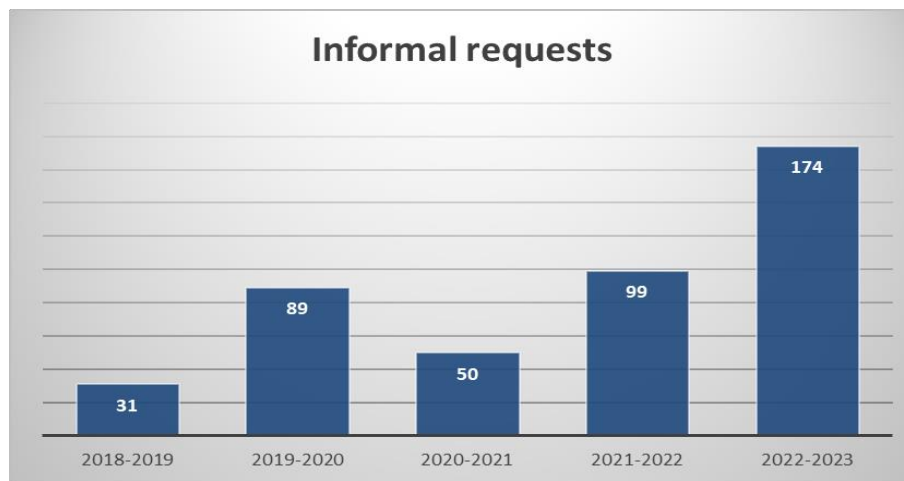
The majority (99%) of requests processed informally were submitted through the Treasury Board Secretariat Open Government Portal following the proactive disclosure of completed access requests. In 2022–2023, a total of 66 requests were submitted through this portal. Only 1 request was received by email which was later divided into 108 individual informal requests.



The number of informal requests processed in 2022–2023 almost doubled compared to the previous year. In fact, 174 requests were received this year compared to 99 last year.

In regard to timelines for responses, 30% of requests were answered within 15 days or less, 12% were answered within 16–30 days and 58% were answered within 61–120 days.

The following chart illustrates the increasing number of informal requests:



Reasons for Declining to Act on a Request

As per section 6.1 of the *Act* the head of a government institution may request the Information Commissioner investigate a request deemed vexatious, made in bad faith, or an abuse of the right of access. The Information Commissioner of Canada's prior approval is required to refuse a request for access to records.

The CSA did not submit any application to decline to act on a request with the Information Commissioner of Canada in 2022–2023.

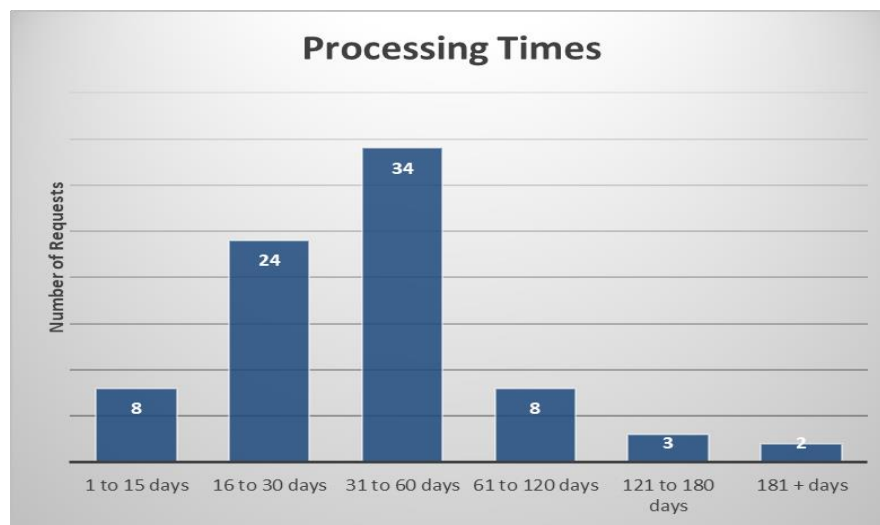
Processing Times

The *Act* stipulates responses to access and privacy requests must be provided within 30 calendar days. Additionally, the *Act* provides for the extension of processing times for some requests if, for instance, consultations must be held with third parties or if processing the requests would interfere with the operations of the government institution (for example, a large volume of requests).



Overall, 32 requests representing 41%, received a reply within the original 30 days after a request was received. The other requests required extensions as 46 requests required consultations and 1 request contained a large number of records. Factoring in extensions and responses given within the first 30 days, the CSA ATIP Office completed 76 requests within the legislative time limit which calculates to 96.2%. This result is up from the 82.8% achieved in the previous fiscal year.

The following table illustrates processing times for the 2022-2023 fiscal year:



Disposition of Requests

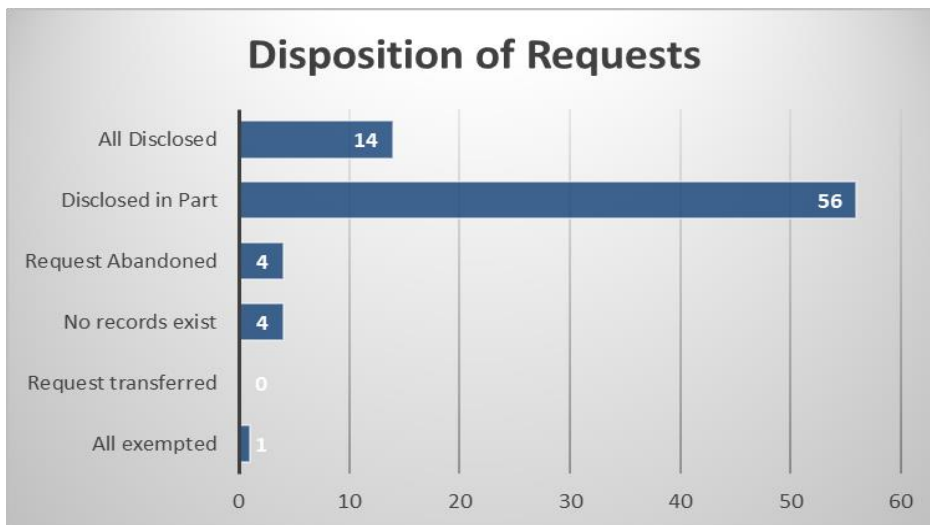
Of the 79 requests processed this year:

- 14 requests (18%) resulted in full disclosure;
- 56 requests (71%) resulted in partial disclosure;
- 1 request (1%) was fully exempted.

In addition, there were 4 requests where no records were located and 4 requests which were abandoned. There were no requests transferred to other departments.



The following table shows all the provisions that were involved:



Exemptions and Exclusions Invoked

Within the 79 requests processed this fiscal year a total of 56 requests required an exemption pursuant to the *Act*.

The most commonly used exemption applied was section 19(1) (personal information) which was applied in 50 instances. The next most commonly applied exemption was section 21(1)(advice) which was applied in 21 instances. The third most applied exemption was section 20(1)(third party) which was applied in 18 instances. Note that more than one exemption and exclusion may apply to a given request.

The following table shows the frequency of exemptions and exclusions invoked in 2022–2023:

Exemption and exclusion sections	Frequency
13(1) Information obtained in confidence	10
15(1) International affairs and defence	16
16(1) Law enforcement and investigations	5
16(2) Security	2
18 Canada’s economic interests	1





19(1) Personal information	50
20(1) Third-party information	18
21(1) Positions or negotiations	21
23 Solicitor/client privilege	6
69(1) Confidences of the Privy Council	3

Format of Information Disclosed

In 2022–2023, a total of 70 requests resulted in the disclosure of records. All those requests were disclosed electronically. As in previous years, none of the records were consulted in the CSA’s reading room.

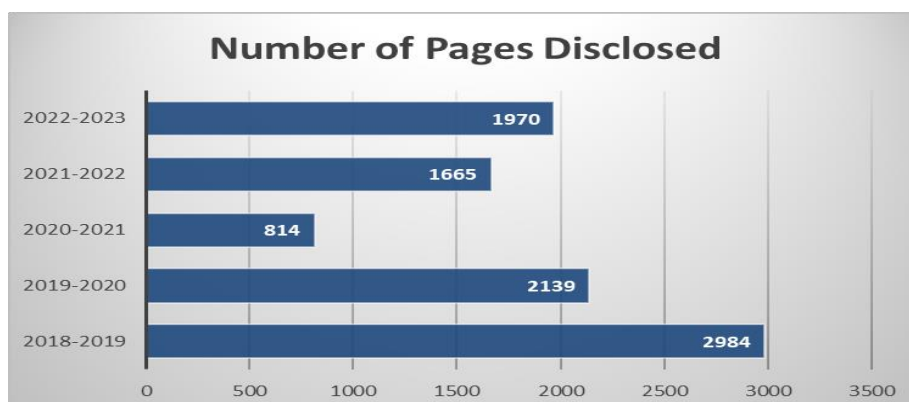
Pages Reviewed and Disclosed

The number of pages disclosed can vary considerably from year to year, depending on the subject of the requests and the amount of relevant documents held by the CSA.

This year, the number of pages disclosed increased slightly compared to last year. A total of 1970 pages were disclosed in 2022–2023 in comparison to 1665 in 2021–2022. This small increase is also reflected in the average pages disclosed per request which was 35 pages per request compared to an average of 25 pages in 2021–2022.

This year, the majority of requests were less than 100 pages in length (88%) which is the same as last year. There were also 3 requests which contained more than 501 pages.

The following table illustrates the trend in number of pages disclosed:





Consultations

The CSA collects some third-party information due to its relationship with different partners in various projects.

The CSA consults third parties and sometimes other federal institutions with the aim of providing as much information as possible, in accordance with the spirit and letter of the *Act*. Therefore, it is not unusual for the requests processed to consequently require an extension to the legislative time limit. The complexity level is also evidenced by the fact that some requests require consultations with more than one stakeholder.

In 2022–2023, 45 processed requests were considered complex and required consultations or legal advice. This number is higher than last year where only 30 requests required consultations.

Extensions

The *Act* allows federal institutions to extend the initial 30-day period in certain specific cases. The deadline may be extended due to a request for a large number of records or necessitates a search through a large number of records. Additionally, large number of records must unreasonably interfere with the operation of the government institution. Secondly, if consultations are necessary to comply with the request or thirdly, if a third party consultation must be undertaken pursuant to subsection 27(1).

This year 46 requests (58%) were extended past the original 30 day time limit compared to 31 requests in 2021–2022. Of these requests, 1 request contained a large number of records, 2 required consultation due to the application of section 69 [Cabinet confidence] and 43 requests required consultation with other government departments and/or third-party consultations.

As specified in the *Act*, a notice of extension was sent in each instance to the Information Commissioner of Canada and requester.

Note, the same request may require consultations with correspond to more than one category.





Consultations Received from Other Federal Institutions

In 2022–2023, the CSA received 35 consultation requests from other departments compared to the previous year as we only received 38 consultations in 2021–2022.

In addition to the consultation requests received in 2022–2023, one request was carried forward from the previous year. In total, the CSA completed 34 requests in 2022–2023 and will carry over one consultation to the following fiscal year.

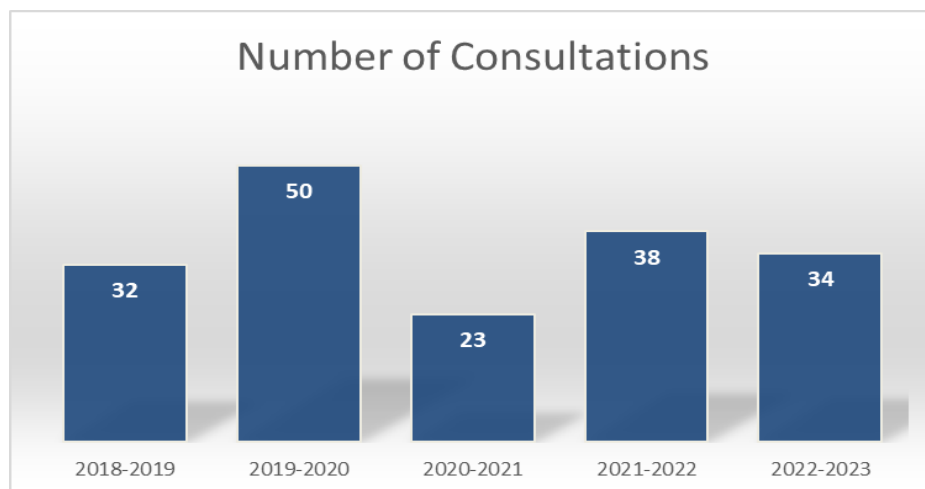
Overall the number of pages processed as part of these consultations has decreased from 3,176 pages in 2021–2022 to 2,250 pages in 2022–2023. This constitutes a reduction of approximately 1,000 pages less than what was processed last year. This reduction had an impact on the average pages processed; in fact, in 2021–2022 the average was 83 pages per request, while for the year 2022–2023 the average was 64 pages per request.

Among the completed requests in 2022–2023 the ATIP Office responded to all consultations (100%) in 30 days or less.

More specifically, consultation responses were as follows:

- 21 requests (62%) received a reply within 1 to 15 days;
- 13 consultations (38%) received a reply within 16 to 30 days.

The following table illustrates in the number of consultation requests received over the previous 5 years:





Consultations Regarding Cabinet Confidences

In 2022-2023, 2 requests required a consultation with Justice Canada Departmental Legal Services for the application of exclusions pursuant to section 69 of the *Act*.

Access to Information Fees Reported under the *Service Fees Act*

The *Service Fees Act* requires a responsible authority to report to Parliament annually concerning the fees the institution has collected.

As for fees received under the *Access to Information Act*, the following information is reported in accordance with section 20 of the *Service Fees Act*.

- **Enabling authority:** *Access to Information Act*.
- **Fee payable:** The five-dollar (\$5.00) application fee is the only fee charged for an *Access to Information Act* request.
- **Total revenue:** A total of \$90 was received for the 2022–2023 fiscal year.
- **Fees waived:** In accordance with the *Interim Directive on the Administration of the Access to Information Act*, issued on May 5, 2016, the CSA waived all fees prescribed by the *Act* and the Regulations, other than the five-dollar (\$5.00) application fee set out in paragraph 7(1)(a) of the Regulations. During the 2022-2023 reporting period, the application fee was waived for 59 requests an amount of \$295. The CSA ATIP Office, along with the requester's consent, agreed it was efficient to divide requests into categories for ease of record retrieval and so the requester may receive responses on a continual basis.
- **Program operating costs:** Total operating costs were \$204,518 for the 2022–2023 fiscal year.

Training and Awareness

In addition to managing requests, the ATIP Office provides all CSA employees with guidance and advice on complying with the *Act*. This guidance is presented to all CSA employees but also to targeted professional groups such as: Human Resources, Information Technology, Contracting/Procurement, etc. This ensures knowledge of common access to information and privacy principles but also tailored to the mandate of different CSA sectors.





In addition, employees were invited to take the Access to Information and Privacy Fundamentals course (I015) given by the Canada School of Public Service, through its corporate calendar of mandatory and optional training. A total of 5 learners took the training this year.

This year the CSA benefited from the services of a consultant to deliver privacy awareness training throughout the organization. Although the primary purpose was privacy awareness there was some overlap with Access to Information principles as well. The purpose of these training sessions was to raise awareness concerning the role of employees and their responsibilities as they relate to the handling of personal information and the processing of privacy and access requests. In total, more than 300 employees participated in 10 awareness training sessions.

In addition to the courses offered above, employees were also invited to take the Access to Information and Privacy Fundamentals course (I015) given by the Canada School of Public Service. This training is available through its corporate calendar of mandatory and optional training. In 2022-2023, a total of 5 learners participated in this training course.

Information sessions are also available on the processing of access and privacy requests at the CSA. This training session covers an overview of procedures and responsibilities during the processing of a request. In 2022-2023, one session was delivered to approximately 19 participants.

Electronic Tools

The CSA continues to use the TBS's Online ATIP Request Service to receive these requests. During 2022-2023, the ATIP Office participated in training and testing for the new TBS ATIP Online Access Management Portal. The implementation of this tool took place in July 2022.

The ATIP Office currently uses an access to information request management tool which was implemented in 2019-2020. After obtaining this tool, the ATIP Office was able to benefit from its functions which facilitated the production of reports and follow-up of access to information requests. Through TBS procurement, the ATIP Office is preparing for a new system to be implemented in 2023-2024.





Policies, Guidelines, Procedures, and Initiatives

The CSA's policies, guidelines and procedures for the administration of the Access to Information *Act*, including section 67.1, are posted on its internal webpage. In 2022–2023, no changes were made to these documents.

The CSA ATIP Office also participated in TBS inter-departmental working groups to remain up to date on changes to policies, guidelines and directives. The ATIP Office continues to develop internal guidance documents, internal procedures and tools to ensure consistency with best practices in the community.

Summary of key issues and action taken regarding complaints or audits

Complaints

In 2022-2023, the CSA completed 2 complaints and received 2 new complaints pursuant to section 32 of the *Act*. In this instance, the complaint alleges that the CSA failed to conduct a reasonable search of records and improperly applied exemptions. At the end of the fiscal year these were the only active complaints.

Compliance Monitoring

Deadlines for processing Access to Information and Privacy requests are tracked through the electronic ATIP request processing system. For CSA reporting purposes, weekly reports are sent to senior management; Innovation, Science and Economic Development Canada; and other groups with an interest in the subject of the request.

Conclusion

The CSA Access to Information and Privacy Office continues to implement its mandate to respond to all requests for access to personal information in accordance with the *Access to Information and Privacy Act*.





Delegation Order

Approved in May 2021

Canadian Space Agency

Agence spatiale canadienne

Access to Information Act and Privacy Act Delegation Order

Arrêté sur la délégation en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels

The Minister of Industry, pursuant to subsections 95(1) of the *Access to Information Act* and 73(1) of the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers and functions of the Minister as the head of a government institution, under the section of the Acts set out in the schedule opposite each position. This Delegation Order supersedes all previous Delegation Orders

En vertu des paragraphes 95(1) de la *Loi sur l'accès à l'information* et 73(1) de la *Loi sur la protection des renseignements personnels*, le ministre de l'Industrie délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont il est, en qualité de responsable d'une institution fédérale, investi par les articles des lois mentionnées en regard de chaque poste. Le présent arrêté de délégation remplace et annule tout décret antérieur.

Schedule / Annexe

<u>Position / Poste</u>	<u>Access to information Act and Regulations / Loi sur l'accès à l'information et règlements</u>	<u>Privacy Act and Regulations / Loi sur la protection des renseignements personnels et règlements</u>
Chief Information Officer / Dirigeant principal de l'information	Full authority / Autorité absolue	Full authority / Autorité absolue
Coordinator Access to Information and Open Data / Coordonnateur, Accès à l'information et données ouvertes	Full authority / Autorité absolue	Full authority / Autorité absolue

Dated, at the City of Ottawa

Daté, en la ville d'Ottawa

This ___ day of _____, 2021

Ce ___ jour de _____ 2021

Minister of Industry

Ministre de l'Industrie





Statistical Report on the Access to Information Act

Government
of CanadaGouvernement
du Canada

Statistical Report on the Access to Information Act

Name of institution: Canadian Space AgencyReporting period: 2022-04-01 to 2023-03-31

Section 1: Requests Under the Access to Information Act

1.1 Number of requests

		Number of Requests
Received during reporting period		78
Outstanding from previous reporting periods		8
• Outstanding from previous reporting period	7	
• Outstanding from more than one reporting period	1	
Total		86
Closed during reporting period		79
Carried over to next reporting period		7
• Carried over within legislated timeline	7	
• Carried over beyond legislated timeline	0	

1.2 Sources of requests

Source	Number of Requests
Media	5
Academia	62
Business (private sector)	0
Organization	0
Public	6
Decline to Identify	5
Total	78

1.3 Channels of requests

Source	Number of Requests
Online	78
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	78

Section 2: Informal Requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		174
Outstanding from previous reporting periods		4
• Outstanding from previous reporting period	4	
• Outstanding from more than one reporting period	0	
Total		178
Closed during reporting period		178
Carried over to next reporting period		0



**2.2 Channels of informal requests**

Source	Number of Requests
Online	66
E-mail	108
Mail	0
In person	0
Phone	0
Fax	0
Total	174

2.3 Completion time of 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	
54	20	104	0	0	0	0	178

2.4 Pages released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1000 Pages Released		1001-5000 Pages Released		More Than 5000 Pages Released	
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released
102	1483	12	2342	1	814	0	0	0	0

2.5 Pages re-released informally

Less Than 100 Pages Re-released		100-500 Pages Re-released		501-1000 Pages Re-released		1001-5000 Pages Re-released		More Than 5000 Pages Re-released	
Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released
47	1204	15	2365	1	814	0	0	0	0

Section 3: Applications to the Information Commissioner on Declining to Act on Requests

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



Section 4: Requests Closed During the Reporting Period

4.1 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	3	0	0	0	14
Disclosed in part	3	14	29	5	3	1	1	56
All exempted	0	0	1	0	0	0	0	1
All excluded	0	0	0	0	0	0	0	0
No records exist	0	3	1	0	0	0	0	4
Request transferred		0	0	0	0	0	0	0
Request abandoned	4	0	0	0	0	0	0	4
Neither confirmed nor denied	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
Total	8	24	34	8	3	1	1	79

4.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	10	16(2)	1	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	1	20.2	0
13(1)(c)	0	16(2)(b)		18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	1	18(d)	0	21(1)(a)	7
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	10
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	4
14(a)	0	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)	0	16.1(1)(d)	0	19(1)	50	22.1(1)	0
15(1) - I.A.*	16	16.2(1)	0	20(1)(a)	0	23	6
15(1) - Def.*	0	16.3	0	20(1)(b)	11	23.1	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	7	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	1		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	2	17	0				
16(1)(c)	3						
16(1)(d)	0						

* I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities

4.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	1	69(1)	0	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)	1
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



4.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	70	0	0	0	0

4.5 Complexity

4.5.1 Relevant pages processed and disclosed for paper and e-record formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
4780	1970	75

4.5.2 Relevant pages processed per request disposition for paper and e-record formats by size of requests

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	14	122	0	0	0	0	0	0	0	0
Disclosed in part	48	479	5	1356	2	1225	1	1253	0	0
All exempted	0	0	1	345	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	4	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
Total	66	601	6	1701	2	1225	1	1253	0	0

4.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

**4.5.4 Relevant minutes processed per request disposition for audio formats by size of requests**

Disposition	Less Than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
Total	0	0	0	0	0	0

4.5.5 Relevant minutes processed and disclosed for video formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

4.5.6 Relevant minutes processed per request disposition for video formats by size of requests

Disposition	Less Than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
Total	0	0	0	0	0	0



4.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Other	Total
All disclosed	5	0	0	5
Disclosed in part	32	8	0	40
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	37	8	0	45

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	76
Percentage of requests closed within legislated timelines (%)	96.20253165

4.7 Deemed refusals

4.7.1 Reasons for not meeting legislated timelines

Number of requests closed past the legislated timelines	Principal Reason			
	Interference with operations/ Workload	External Consultation	Internal Consultation	Other
3	0	3	0	0

4.7.2 Requests closed beyond legislated timelines (including any extension taken)

Number of days past legislated timelines	Number of requests past legislated timeline where no extension was taken	Number of requests past legislated timeline where an extension was taken	Total
1 to 15 days	0	0	0
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	1	1
181 to 365 days	0	0	0
More than 365 days	0	1	1
Total	0	3	3



4.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

Section 5: Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	5	0
Disclosed in part	1	2	38	0
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
No records exist	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	1	2	43	0

5.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	0	1	2	
31 to 60 days	0	0	34	
61 to 120 days	1	0	7	0
121 to 180 days	0	1	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	1	2	43	0

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	18	\$90.00	59	\$295.00	1	\$5.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	18	\$90.00	59	\$295.00	1	\$5.00





Section 7: Consultations Received From Other Institutions and Organizations

7.1 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 the reporting period	34	1561	0	0
Outstanding from the previous reporting period	1	689	0	0
Total	35	2250	0	0
Closed during the reporting period	34	1561	0	0
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	1	689	0	0

7.2 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	18	7	0	0	0	0	0	25
Disclose in part	3	6	0	0	0	0	0	9
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	21	13	0	0	0	0	0	34

7.3 Recommendations and completion time for consultations received from other organizations outside the Government of Canada

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	0	0	0	0	0	0	0
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	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0



Section 8: Completion Time of Consultations on Cabinet Confidences

8.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	1	3	1	105	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	1	3	1	105	0	0	0	0	0	0

8.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Section 9: Investigations and Reports of finding

9.1 Investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal Representations
2	1	0

9.2 Investigations and Reports of finding

Section 37(1) Initial Reports			Section 37(2) Final Reports		
Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
0	0	0	1	0	0



**Section 10: Court Action****10.1 Court actions on complaints**

Section 41				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

10.2 Court actions on third party notifications under paragraph 28(1)(b)

Section 44 - under paragraph 28(1)(b)
0

Section 11: Resources Related to the Access to Information Act**11.1 Allocated Costs**

Expenditures		Amount
Salaries		\$204,518
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$204,518

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	2.600
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.250
Total	2.850

Note: Enter values to three decimal places.