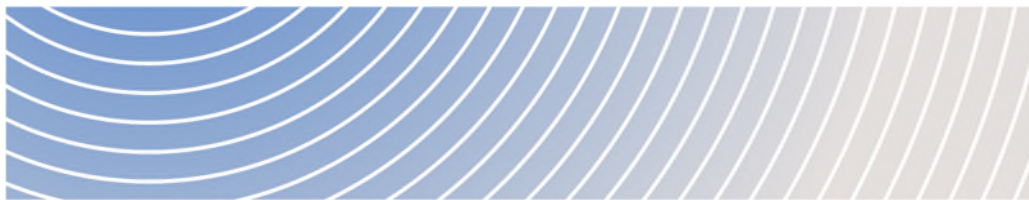




Impact Assessment
Agency of Canada

Agence d'évaluation
d'impact du Canada

Administration of the *Access to Information Act*



ANNUAL REPORT TO PARLIAMENT 2022-2023

October 2023



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List of abbreviations and acronyms

Abbreviation/Acronym	Definition
ATI	Access to Information
ATIP	Access to Information and Privacy
Act, the	<i>Access to Information Act</i>
ECCC	Environment and Climate Change Canada
IAA	<i>Impact Assessment Act</i>
IAAC	Impact Assessment Agency of Canada
OIC	Office of the Information Commissioner of Canada
OPI	Office of Primary Interest
PD/OG	Proactive Disclosure/Open Government
PSPC	Public Services and Procurement Canada
Registry, the	Canadian Impact Assessment Agency Registry
SACC	Standard Acquisition Clauses and Conditions
TBS	Treasury Board Secretariat



Introduction

The *Access to Information Act* (the Act) provides Canadian citizens, as well as people and corporations present in Canada, the right of access to federal government records that are not of a personal nature and/or subject to certain limited and specific exceptions. The Act complements but does not replace other procedures for obtaining government information. It is not intended to limit in any way the access to government information that is normally available to the public upon request.

This report is submitted in accordance with section 94(1) of the Act, which requires every head of a federal government institution to submit a report to Parliament on the administration of the Act within their institution during the reporting period and in accordance with section 20 of the *Service Fees Act*. It presents an overview of the *Access to Information Act* activities carried out within the Impact Assessment Agency of Canada (formerly known as the Canadian Environmental Assessment Agency and further referred to in this report as “the Agency”) during the reporting period of April 1, 2022 to March 31, 2023.

Established in 1994, the Agency came into being to prepare for the implementation of the *Canadian Environmental Assessment Act*, which came into effect in early 1995. The Agency is a federal body accountable to the Minister of Environment and Climate Change Canada. The Agency provides high-quality impact assessments that contribute to informed decision making, in support of sustainable development. The Agency is the responsible authority for most federal impact assessments. The current *Impact Assessment Act* came into force on August 28, 2019 and its accompanying regulations provide the legislative framework for impact assessments

Organizational Structure

The provision of Access to Information and Privacy (ATIP) services in the Agency is under the Chief Information Officer organization and is directly managed by the Program Manager who reports to the President through the Vice President, Corporate Services, to fulfill the Agency's *Access to Information Act* responsibilities. The Impact Assessment Agency of Canada was not party to any service agreement pursuant to section 96 of the Act during the reporting period of April 1, 2022 to March 31, 2023.

During 2022-2023 reporting period, there were 4.9 FTEs working on Access to Information related files.

The ATIP Team has administered the Act by:

- Receiving access requests under the Act, creating request files and tracking the processing of requests using AccessPro Case Management software;
- Assessing required processing time, any fees that were still applicable, and communicating with applicants regarding those assessments;
- Coordinating retrieval of records for response to access requests;
- Sending statutory notices to applicants, third parties, and the Information Commissioner;
- Conducting necessary consultations;
- Advising applicants and third parties of their rights and obligations under the legislation;
- Negotiating with third parties to obtain their consent to disclosure under the Act;
- Processing records for disclosure in response to applicants' requests, using AccessPro Redaction software;
- Providing training and advice to Agency officials on interpretation and application of the Act, as well as its interaction with the *Impact Assessment Act*;
- Negotiating the resolution of formal complaints;
- Compiling statistics;
- Responding to Parliamentary Questions related to the administration of the Act;
- Drafting and updating the Agency's procedural documents relating to the processing of access requests;
- Preparing, submitting and posting the Agency's annual report to Parliament on the administration of the Act; and
- Preparing, submitting and posting the Agency's annual Info Source update.

The proactive publication responsibilities associated with Part 2 of the ATI are assigned to the Manager, Executive Coordination and Briefing Unit (ECBU), in the President's Office. This person is also known as the Proactive Disclosure/Open Government (PD/OG) Analyst. Each team responsible for compiling the raw data will submit their report to the PD/OG analyst who will then ensure that the reports meet standards for accessibility, translation, formatting, and completeness before posting these reports to the Open Government website.



Delegation Order

For the purposes of the Act, the Agency's "head of the institution" as defined in section 3 of the Act is the President of the Agency.

The responsibilities associated with the administration of the Act are delegated to the senior executive officers reporting directly to the President (Vice-presidents and General Counsel), as well as the Access to Information and Privacy Coordinator by the President for the effective administration of the program. The decision-making responsibility for the application of the various provisions of the Act is formally established and outlined in the departmental Delegation of Authority Instrument, which can be found under Appendix A.

Performance 2022-2023

The Statistical Report on Access to Information requests processed by the Agency from April 1, 2022 to March 31, 2023 is included in Appendix B of this report. The following sections provide an overview of key data on the Agency's performance for the year with some explanations, interpretations and analysis of the Statistical Report for 2022-2023.

Percentage of requests responded to within legislated timelines

Of the 58 requests closed during the 2022-2023 period, 55 were closed within the legislated timeline. This represents a percentage of 94.83%.

Table 1 – Requests responded to within legislated timelines

Number of requests closed within legislated timelines	55
Percentage of requests closed within legislated timelines (%)	94.83

Number of completed requests

During the 2022–2023 reporting period, 28 (48.28%) of the completed requests were processed within the initial 30-day period. This included 14 requests completed in the first 15 days, and 14 requests completed between 16 and 30 days. Over 25,500 pages of records were processed as part of these access requests.

**Table 2 – Completion time for access requests**

Number of days	Requests completed
1 to 15 days	14
16 to 30 days	14
31 to 60 days	2
61 to 120 days	21
121 to 180 days	6
181 to 365 days	0
More than 365 days	1
Total	58

Of the 58 requests completed, 3.45% (2) were disclosed in full, and 67.24% (39) were disclosed in part. Table 3 outlines the remaining resulting dispositions of all completed requests.

Table 3 – Disposition of requests

Outcomes of completed requests	Number	Percentage
All disclosed	2	3.45%
Disclosed in part	39	67.24%
Nothing disclosed (All exempted)	0	0%
Nothing disclosed (All excluded)	0	0%
No records exist	10	17.24%
Request transferred	4	6.90%
Request abandoned	3	5.17%
Neither confirmed nor denied	0	0%



Number of active requests

A total of 57 requests were received during the 2022-2023 reporting period and 10 requests were carried over from 2021-2022. Of the 67 active requests, a total of nine requests (13.43%), as identified in Table 4, were carried over to the 2023-2024 reporting year. All active were received during the 2022-2023 reporting period and were within legislated timelines as of March 31, 2023.

Table 4 – Number of active requests

Fiscal year Open Requests Were Received	Open Requests that are Within Legislated Timelines as of March 31, 2023	Open Requests that are Beyond Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	9	0	9
Received in 2021-2022 or earlier	0	0	0
Total	9	0	9

Number of active complaints

During the 2022–2023 reporting period, there were 11 open complaints with the Office of the Information Commissioner of Canada against the Agency. Of these complaints, ten were opened in the 2022-2023 reporting period, and one was opened in the previous 2021-2023 period. No other open complaints were carried forward.

Table 5 – Active complaints by year

Fiscal Year Active Complaints Were Received by Institution	Number of Active Complaints
Received in 2022-2023	10
Received in 2021-2022	1
Received in 2020-2021 or earlier	0
Total	11



Extensions

Section 9 of the Act allows institutions to extend the legislated timeframe for processing a request if a search for responsive records cannot be completed within 30 days of receipt of the request, or if the institution must consult with other institutions or third parties.

In 2022-2023, the Agency invoked one or more extensions (beyond the initial 30 days) in 29 of the requests completed during the reporting period. Table 6 identifies the length of time sought for each extension.

Table 6 – Length of extension

	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation Section 69	9(1)(b) Consultation Other	9(1)(c) Third-Party Notice
30 days or less	8	0	0	0
31 to 60 days	6	0	15	16
61 to 120 days	0	1	1	4
121 to 180 days	0	0	0	1
181 to 365 days	2	0	0	0
365 days or more	0	0	0	0
Total	16	1	16	21

Of the 29 requests requiring one or more extensions, 16 extensions were required given that meeting the original time limit would have unreasonably interfered with the operations of the Agency. Seventeen extensions were required for necessary consultations with other government institutions and 21 were required for third party notices. The reason for the extension and disposition of requests is shown in Table 7.

**Table 7 – 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 Section 69	9(1)(b) Consultation Other	9(1)(c) Third-Party Notice
All disclosed	0	0	0	0
Disclosed in part	15	1	15	20
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	1	0	1	1
Total	16	1	16	21

Consultations completed for other institutions

The details of the Access Consultation requests processed during the 2022-2023 reporting period are presented in Section 7 of the Statistical Report in Appendix B.

The Agency received 50 Access Consultation requests from other federal institutions and six from other organizations, for a total of 56 consultation requests received during the 2022-2023 reporting period. Additionally, one request was carried forward from the 2021-2022 reporting period.

Forty-five of the Access Consultation requests received from other federal institutions and other organizations were completed within 30 days. Five consultation requests were carried forward into the 2023-2024 reporting period. Over 4500 pages of records were processed as part of these Access Consultations.

When viewed collectively, Table 8 and Table 9 show that the Agency recommended full disclosure in 10 of the consultation requests, two to be transferred for consultation with another institution, and partial disclosure for the remaining 11 requests.

**Table 8 – Completion time for consultations received from other Government of Canada institutions**

Recommendation	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	Total
Disclose entirely	25	6	2	0	0	0	33
Disclose in part	2	4	3	2	0	0	11
Exempt entirely	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0
Consult other institution	2	0	0	0	0	0	2
Other	0	0	0	0	0	0	0
Total	29	10	5	2	0	0	46

Table 9 – Completion time for consultations received from other organizations

Recommendation	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	Total
Disclose entirely	4	1	0	0	0	0	5
Disclose in part	0	1	0	0	0	0	1
Exempt entirely	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
Total	4	2	0	0	0	0	6



Impact of COVID-19

During the reporting period, our operations remained unaffected by the Covid-19 pandemic. Despite the challenges faced globally, our organization successfully maintained its regular business operations, ensuring minimal disruption to our employees, clients, and stakeholders.

The Agency's 2022-2023 Statistical Report on the Access to Information Act for 2022-2023

Source and channels of access requests received

Requests received by the public (61.4%) and businesses (21%) represent the largest source of incoming requests. Figure 10 shows a percentage breakdown of the sources of the access requests received during the 2022-2023 reporting period.

Table 10 – Percentage breakdown of source of requests

Source of Requests	Number	Percentage
Media	2	3.5%
Academia	3	5.3%
Business	12	21.0%
Organization	3	5.3%
Public	35	61.4%
Declined to Identify	2	3.5%
Total	57	100%

Of the 57 requests received, 18 were received through online channels, and 39 were received by email. This represents an overall receipt of 31.58% and 68.42% respectively, as identified in Table 11.

**Table 11 – Percentage breakdown of channel of requests**

Channel	Number	Percentage
Online	18	31.58%
E-mail	39	68.42%
Mail	0	0%
In person	0	0%
Phone	0	0%
Fax	0	0%
Total	57	100%

Informal requests

A total of two informal requests were received during the 2022-2023 reporting period. Both requests were received by email.

One request, containing 104 pages, was re-released within 1 to 15 days. The remaining request, containing 1,472 pages, was re-released within 61 to 120 days. Section 2 in appendix B of this report provides a breakdown of each.

Multi-year trends

The following demonstrates the trends that have emerged over the last three reporting periods in comparison with the current reporting period.

There were 58 files closed in the 2022-2023 reporting period as noted below in Table 12 compared to 54 in 2021-2022 and 51 in 2020-2021.

Table 12 – Access to information requests

	2019-2020	2020-2021	2021-2022	2022-2023
Number of ATI requests closed	44	51	54	58

As identified previously, the majority of requests were received from businesses and the public. When compared to the previous reporting year, the number of requests received from businesses has decreased by 7.69% and increased by 66.67% for those from the public.

**Table 13 – Source of requests**

	2019-2020		2020-2021		2021-2022		2022-2023	
Media	6	14.5%	3	5.6%	1	1%	2	3.5%
Academia	4	10%	2	3.7%	1	1%	3	5.3%
Business	7	17%	25	47%	13	25%	12	21%
Organization	4	10%	11	21%	13	25%	3	5.3%
Public	14	34%	10	19%	21	39%	35	61.4%
Decline to Identify	6	14.5%	2	3.7%	5	9%	2	3.5%
Total number of requests received	41	100%	53	100%	54	100%	57	100%

Table 14 illustrates the steady trend for the release of records in electronic format rather than paper. All requestors in the past four reporting years have specified they would like their release packages electronically, with the last request for release in paper format submitted in 2018-2019.

Table 14 – Electronic format vs paper format

	2019-2020	2020-2021	2021-2022	2022-2023
Release format: paper	0	0	0	0
Release format: electronic	21	31	40	41
Percentage electronic	100%	100%	100%	100%

With regard to Access Consultations, it is noted in this reporting period that there was an increase of consultations from federal institutions by 66.66% and other organizations by 100%. This is detailed below in Table 15.

Table 15 – Consultations received from other Government of Canada institutions and other organizations

	2019-2020	2020-2021	2021-2022	2022-2023
No. of federal institution consults	46	19	30	50
No. of other organization consults	3	0	3	6
% of consults from other organizations	7%	0%	10%	12%



Exemptions and exclusions

The *Access to Information Act* exempts certain information from being disclosed. In 2022–23, 39 requests contained information that was subject to exemptions and/or exclusions under the act and this information was not disclosed. A request may have multiple exemptions applied resulting in a greater number of exemptions invoked than redacted requests.

Most requests were subject to exemptions because the records requested contained the following information, as reflected in Appendix B of this report:

- law enforcement and security information (25 applications) (section 16 of the act)
- personal information (37 applications) (section 19 of the act)
- third-party business information (37 applications) (section 20 of the act)
- information related to the internal decision making processes of government (44 applications) (section 21 of the act)

The Act excludes or does not apply to Cabinet confidences. Many TBS documents are classified as Cabinet confidences because TBS provides administrative support to the Treasury Board Cabinet committee and provides a central agency challenge function for cabinet submissions of other government institutions. Records that are publicly available (for example, government publications and records in libraries or museums) are also excluded.

In 2022–23, all applications of exclusions were for information that included published information (section 68 of the act).

Translation

No requests for translation were made in the 2022-2023 reporting year.

The Agency's Supplemental ATIP Statistical Report for 2022-2023

Capacity to receive requests

The Agency had an uninterrupted service delivery and was able to receive requests by mail, email and through digital request service for the full 52 weeks of the reporting period.

Capacity to process paper and electronic requests

The Agency had an uninterrupted service delivery and was able to process paper and electronic records in all classification levels (i.e., classified, protected B, secret and top secret) for the full 52 weeks of the reporting period.



Subject matter of access requests received

The requests received during this reporting period dealt with a range of topics including:

- Environmental assessment projects and panel reviews;
- Meetings and correspondence involving senior management and industry representatives;
- Departmental and ministerial briefings;
- Agency records on various industry projects;
- Staffing processes; and
- Procurement matters.

Training and Awareness

Agency employees are provided with training and guidance to assist them in fulfilling their duties under the Act. The ATIP Team provides advice and support on an as-needed basis.

Employees have been informed of the ATIP-related training offered by the Canada School of Public Service. Training and reference materials are made available to employees on the Agency's Intranet site.

Training and awareness of proactive publication responsibilities and requirements

All training sessions around proactive disclosure and publication are usually done as one-off sessions with the concerned employees. Each session covers the requirements and frequency of that team's responsibilities. For instance, should an employee from the Finance team request additional training or clarification of requirements, the PD/OG analyst will schedule a meeting, usually of approximately 30 minutes, in which they will cover the requirements for only those reports that touch on the financial requirements. The following table gives the total number of scheduled training sessions since these have been tracked. This does not include any impromptu in-person or videoconferencing meetings. It also does not include when proactive disclosure training is given as part of another training type, for instance training on transition binders for the Minister or binders produced for the President's appearance before a Parliamentary Committee.

**Table 16 – Total number of scheduled training sessions**

Month of sessions	Total number of scheduled sessions held	Total number of attendees (not including PD/OG analyst)
December 2022	1	1
September 2022	3	4
August 2022	2	6

Policies, Guidelines and Procedures

There were no new policies, guidelines or procedures implemented during this reporting period.

Proactive Publication under Part 2 of the ATIA

The proactive publication responsibilities associated with Part 2 of the ATIA are assigned to the Manager, Executive Coordination and Briefing Unit (ECBU), in the President's Office. This person is also known as the Proactive Disclosure/Open Government (PD/OG) Analyst. Each team responsible for compiling the raw data will submit their report to the PD/OG analyst who will then obtain approvals that the reports meet standards for accessibility, translation, formatting, and completeness before posting these reports to the Open Government website.



Table 17 – Proactive Disclosure requirements overview chart of deliverables¹

Report Requirement	Responsible Division for Content	Frequency	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Posted by
Travel	Financial Management	Monthly	X	X	X	X	X	X	X	X	X	X	X	X	PD/OG analyst
Hospitality	Financial Management	Monthly	X	X	X	X	X	X	X	X	X	X	X	X	PD/OG analyst
Grants and Contributions	Financial Management	30 days after quarter	X	N/A	N/A	X	N/A	N/A	X	N/A	N/A	X	N/A	N/A	PD/OG analyst
Contracts	Financial Management	30 days after quarter except Q4 at 60 days	N/A	X	N/A	X	N/A	N/A	X	N/A	N/A	X	N/A	N/A	PD/OG analyst
Briefing Notes - Titles	ECBU	Monthly	X	X	X	X	X	X	X	X	X	X	X	X	PD/OG analyst
Reclassification of Positions	HR Classification	30 days after quarter	X	N/A	N/A	X	N/A	N/A	X	N/A	N/A	X	N/A	N/A	HR Classification

¹ Legend

Icon	Definition
X	Information needs to be published
N/A	No information to be published
♦	Information is published only when an external trigger is activated



Report Requirement	Responsible Division for Content	Frequency	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Posted by
ATI Summaries	ATIP	Monthly	X	X	X	X	X	X	X	X	X	X	X	X	ATIP team
Tabled Reports	ECBU	30 days after tabling - no fixed date	♦	♦	♦	♦	♦	♦	♦	♦	♦	♦	♦	♦	PD/OG analyst
Briefing Packages (transition books)	ECBU	120 days after appointment to position (already translated before appointment) - no fixed date	♦	♦	♦	♦	♦	♦	♦	♦	♦	♦	♦	♦	PD/OG analyst
Briefing Packages (Committee appearance books)	ECBU	120 days after appearance at Parliamentary Committee (to be translated for posting) - no fixed date	♦	♦	♦	♦	♦	♦	♦	♦	♦	♦	♦	♦	PD/OG analyst
Tabled Report: Ministerial Advisory Committee (MINAC) Annual Report	External Committee	30 days after tabling - no fixed date	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	MINAC Committee with help from Communications
Question Period (QP) Notes	ECBU	30 days after the last sitting day in June and Dec.; or July 31 and Jan 31 if HoC not sitting in Jun. or Dec.	N/A	N/A	N/A	NA	N/A	N/A	N/A	N/A	N/A	NA	N/A	N/A	<ul style="list-style-type: none"> • Privy Council Office if QP was requested by the Prime Minister • ECCC's Parliamentary Affairs team if QP was requested by the Minister

PD/OG = Proactive disclosure/Open Government



The Impact Assessment Agency of Canada is a government entity for the purposes of Part 2 of the ATIA. As such the requirements to which the Agency is held include the following.

Table 18 – Requirements to which the Agency is held

Legislative Requirement	Section	Publication Timeline
Travel Expenses	82	Within 30 days after the end of the month of reimbursement
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement
Reports tabled in Parliament	84	Within 30 days after tabling
Contracts over \$10,000	86	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter
Grants & Contributions over \$25,000	87	Within 30 days after the quarter
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment
Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office	88(b)	Within 30 days after the end of the month received
Reclassification of positions	85	Within 30 days after the quarter
Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Within 120 days after appointment
Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office	74(b)	Within 30 days after the end of the month received
Package of question period notes prepared by a government institution for the minister and in use on the last sitting day of the House of Commons in June and December	74(c)	Within 30 days after last sitting day of the House of Common in June and December
Packages of briefing materials prepared by a government institution for a minister's appearance before a committee of Parliament	74(d)	Within 120 days after appearance



The following reports are the sole responsibility of ECCC as the Agency is not involved in these for the Minister of the Environment and Climate Change.

Table 19 – Requirements that are the sole responsibility of ECCC

Legislative Requirement	Section	Publication Timeline
Minister’s Travel Expenses	75	Within 30 days after the end of the month of reimbursement
Minister’s Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement
Minister’s Contracts over \$10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter
Ministers’ Offices Expenses *Note: This consolidated report is currently published by TBS on behalf of all institutions.	78	Within 120 days after the fiscal year

The Agency’s reports are published in three different locations which are all linked on the Open Government website.

- Open Government website:
 - <https://open.canada.ca/en>
- The Agency’s Transparency and Reporting page:
 - <https://www.canada.ca/en/impact-assessment-agency/corporate/transparency.html>
- Environment and Climate Change Canada’s Transparency page:
 - <https://www.canada.ca/en/environment-climate-change/corporate/transparency.html>

Table 20 – Reports published within timelines

Requirement	Number of reports published for 2022-2023	Number of reports published within timelines	Percentage of late reports
Travel Expenses	12	3	75 %
Hospitality Expenses	12	2	83 %
Reports tabled in Parliament	4	2	50 %



Requirement	Number of reports published for 2022-2023	Number of reports published within timelines	Percentage of late reports
<ul style="list-style-type: none"> Administration of the <i>Access to Information Act</i> – Annual Report to Parliament 2021-2022 Administration of the <i>Privacy Act</i> – Annual Report to Parliament 2021-2022 Fees Report: Fiscal year 2021-2022 2021–2022 Reports by Federal Authorities with Obligations under section 71 of CEEA 2012 			
Contracts over \$10,000	4	0	100 %
Grants & Contributions over \$25,000	4	0	100 %
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	0	0	n/a
Packages of briefing materials prepared by a government institution for new or incoming ministers	0	0	n/a
Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office			
Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office	12	2	83 %
(NOTE: These are compiled in one report)			
Briefing materials prepared for the President’s appearance before a committee of Parliament			
<ul style="list-style-type: none"> Appearance before the House of Commons Standing Committee on Environment and Sustainable Development and the Senate Committee on Energy, the Environment, and Natural Resources (March 2022): Supplementary binder used by the President 	2	0	100 %
<ul style="list-style-type: none"> Appearance before the Standing Committee on Environment and Sustainable Development (May 2022): Supplementary Binder used by the President 			



Requirement	Number of reports published for 2022-2023	Number of reports published within timelines	Percentage of late reports
<p>Packages of briefing materials prepared by a government institution for a minister's appearance before a committee of Parliament (NOTE: These are published on ECCC's Transparency page with input from IAAC)</p> <ul style="list-style-type: none"> Appearance before the Standing Committee on Environment and Sustainable Development – March 24, 2022 Appearance before the Standing Committee on Environment and Sustainable Development – May 3, 2022 	2	2	0 %
Reclassification of positions	4	1	75 %
ATI Summaries	12	1	91 %

Various issues caused delays in posting the reports, these included the following. To note, both restructuring exercises resulted in unanticipated data validation issues, thus any delays caused were beyond anyone's control.

- a reorganization of some teams in the Corporate Services Sector in January of 2022,
- a reorganization of the Agency's overall structure in late November 2022, and
- staff turnover in some teams involved in the processing chain.

With 2022-2023 being the first year that departments and agencies were asked to report against publishing deadlines, this highlighted internal processing challenges that led to small delays in posting these reports. As a result, compliance rates with legislated deadlines are low. To ensure that future reporting falls within acceptable timeframes, the teams involved in the process have agreed to the following:

- ATI Summaries and Reclassification subject matter expert teams will concentrate only on producing the reports while the PD/OG analyst will assist with meeting the posting requirements thus adding another monitoring level to meet standards.
- A review of the approvals process with the teams involved to ensure that it is as efficient as possible.



Initiatives and Projects to Improve Access to Information

In the Fall of 2022, the Agency transitioned to the Treasury Board Secretariat's new ATIP online management system to manage the intake of requests.

Further, the ATIP Team revised the templates used for correspondence with Offices of Primary Interest (OPI) on an as-needed basis and has continued to streamline the approval process for requests and consultations. The records retrieval procedure and the tasking process were also revised. Liaison roles and responsibilities under the Act have been further clarified, and guidance was provided on the obligation to provide recommendations and strong rationale to the ATIP team.

Summary of Key Issues and Actions Taken on Complaints

Applicants have the right to register a complaint with the Information Commissioner of Canada (OIC) regarding any matter relating to the processing of a request.

Fifteen complaints were received in the 2022-2023 reporting period and four requests were carried over from the previous reporting period. The OIC closed 8 complaints and determined two to be well founded. Both complaints deemed well founded were resolved without recommendations. As of the end of this reporting period there were a total of 11 active complaints.

No appeals have been filed with the Federal Court of Appeal on closed complaints.

Table 21 provides a breakdown of the reasons for the complaints, Table 22 summarizes the findings from the OIC, and Table 23 shows the number of complaints received, closed, and carried over for the current year as well as for three of the previous reporting periods.

**Table 21 – Reason for complaint**

	Number
Denied Access	1
Unreasonable time extension	1
Processing delays	2
Improperly applied exemptions	4
Collection	0
Use and disclosure / Retention and disposal	0

Table 22 – Office of the Information Commissioner findings

	Number
Well founded	2
Not well founded	4
Complaints resolved during investigation	0
Discontinued	2

**Table 23 – Complaint data over multi year trend**

	2019-2020	2020-2021	2021-2022	2022-2023
Number of complaints carried over from previous reporting period	3	2	2	4
Number of complaints received	0	0	6	15
Number of complaints closed	1	0	4	8
Number of complaints active at end of reporting period	2	2	4	11

Reporting on Access to Information fees for the purposes of the *Service Fees Act*

Fees

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

With respect to fees collected under the *Access to Information Act*, the information below is reported in accordance with the requirements of section 20 of the *Service Fees Act*.

The \$5.00 application fee is the only fee charged for an ATI request. In the 2022-2023 reporting period, total fees of \$275 were collected for the processing of 55 requests. Two application fees were waived.

Cost

The total costs involved in administering the *Access to Information Act* during the 2022-2023 reporting period were \$383,000. This amount represents the total spent on salaries.

Monitoring Compliance

Access to Information requests

The Agency continues to ensure compliance with the Act through effective reporting and monitoring mechanisms. Weekly ATIP reports containing detailed statuses of individual requests are prepared for the Vice-President, Corporate Services, and for the Agency's senior leadership.



A weekly Access to Information (ATI) report is provided to the Minister's Office, which includes new ATI requests and anticipated releases. These reports include request description, and statuses of any individual requests.

Special reports are also submitted to provide justifications for time extensions and to outline plans for timely completion of complex or high profile requests. Extensions over 90 days require the approval of the Agency's President. Extensions under 90 days require the approval of the Vice-President, Corporate Services, and disclosure to the Agency senior leadership.

Inter-institutional consultations

To ensure the Agency limits inter-institutional consultations to only when required for the proper exercise of discretion or for an intention to disclose, ATIP Analysts are instructed to review records page by page when marking records requiring consultation. This ensures not only that the appropriate institutions are being consulted, but also to limit the number of pages an institution will receive. Where possible, records requiring more than one consultation are separated by page so that institutions only have to review their information. For example, a table containing multiple institutional comments spanning 60 pages will be separated by institution, rather than sending the full 60 pages to all.

Frequently requested information

As is described in the next section of this report, the Agency facilitates public access to information and records related to environmental assessments, through the [Canadian Impact Assessment Agency Registry](#) (the Registry). Offices of Primary Interest work with the Registry Team to determine if additional information that is frequently requested, does not contain sensitive information, and meets the Agency's operational policy can be posted on the Registry.

Procurement

The Agency ensures measures to support the right of public access to information are reflected in contracts, information sharing agreements and information sharing arrangements in accordance with section [4.2.8](#) of the Directive Access to Information Requests.

The templates used by the Agency for preparing solicitations with resulting contract clauses are from Public Services and Procurement Canada (PSPC) and the requirement for disclosure of information is captured in those templates. For example, the Agency's most commonly used template for under \$121K contracts includes PSPC's general conditions located in clause [2010B 34 Access to Information](#). For contracts over \$121K, clause [2035 44 Access to Information](#), containing the same information as 2010B 34 is used and a clause pertaining to the disclosure of incumbent information is used.

Further, the Agency follows the [Directive on the Management of Procurement](#), which requires quarterly public disclosure of a contract when its value is over \$10,000, a positive or negative amendment when its value is over \$10,000, and a positive amendment when it modifies the initial value of a contract to an amended contract value that is over \$10,000.



Proactively published information

The Agency monitors the accuracy and completeness of proactively published information in the approval process. Each team responsible for compiling the raw data will submit their report to the Proactive Disclosure/Open Government (PD/OG) Analyst, located in the President's office. The PD/OG ensures that the reports meet standards for accessibility, translation, formatting, and completeness before posting these reports to the Open Government website.

Impact Assessment Agency Registry

As required under the *Impact Assessment Act*, the Agency facilitates public access to information and records related to environmental assessments, through the Impact Assessment Agency Registry (the Registry). Formal processes are in place to provide the public with access to environmental assessment records without recourse under the *Access to Information Act*.

Subsequent to the reporting period, the Agency has undertaken a renewal of the Registry further to section 105 of the *Impact Assessment Act*. Under the new legislative authorities and proposed policy direction, online comments are automatically published when an individual agrees to the terms and conditions for submitting comments to the Registry.

In addition, the ATIP Team refers requesters to the program responsible for granting access to Registry records in accordance with the *Impact Assessment Act*.



Annexes

Annex A: Designation Order

DESIGNATION ORDER (*Access to Information Act*)

As head of the Canadian Environmental Assessment Agency for purposes of the *Access to Information Act*, I hereby designate, under section 73 of that Act, the officers and employees of the Canadian Environmental Assessment Agency, who hold the positions set out in the attached Annex, to exercise or perform all of the powers, duties or functions that are conferred upon me by the provisions of the *Access to Information Act* specified in the aforementioned Annex.

Ron Hallman
President/Président
Canadian Environmental Assessment
Agency/Agence canadienne d'évaluation
environnementale

ARRÊTÉ DE DÉLÉGATION (*Loi sur l'accès à l'information*)

En tant que responsable de l'Agence canadienne d'évaluation environnementale aux fins de la *Loi sur l'accès à l'information*, je délègue, en vertu de l'article 73 de cette Loi, à des cadres et employés de l'Agence canadienne d'évaluation environnementale qui détiennent les postes présentés à l'annexe ci-jointe, mes attributions conférées par les dispositions de la *Loi sur l'accès à l'information* spécifiées dans cette annexe

23 July '14
Date (Date)

Annex to Designation Order (Access to Information Act) Dated – July 2014
Annexe à l'Arrêté de délégation (Loi sur l'accès à l'information) datée juillet 2014

The Access to Information and Privacy Coordinator and the Senior Executive Officers reporting directly to the President of the Canadian Environmental Assessment Agency are designated to exercise or perform all powers, duties or functions of the President as the head of the Canadian Environmental Assessment Agency under the provisions of the *Access to Information Act* listed below. This designation replaces all previous delegation orders.

Toutes attributions du responsable de l'Agence canadienne d'évaluation environnementale conférées par les dispositions ci-dessous de la *Loi sur l'accès à l'information* sont déléguées aux Agents principaux exécutifs qui se rapportent au président, ainsi qu'au Coordonnateur de l'accès à l'information et de la protection des renseignements personnels de l'Agence canadienne d'évaluation environnementale. Le présent document remplace et annule tout arrêté antérieur.

7(a)	Respond to request for access, give access or give notice	Répondre à une demande de communication; donner accès ou aviser par écrit
8(1)	Transfer to institution which has a greater interest	Transmettre la demande à une autre institution
9	Extend time limit	Proroger le délai
11	Assess fees	Évaluation des frais
12(2)(b)	Language of access	Version de la communication
12(3)	Access in an alternative format	Communication des renseignements sur un support de substitution.
13(1)	Apply exemption - Information obtained in confidence from other governments	Exception - Renseignements obtenus à titre confidentiel d'autres gouvernements
14	Apply exemption - Federal-provincial affairs	Exception - Affaires fédéro-provinciales
15	Apply exemption - International affairs and defense	Exception - Affaires internationales et défense
16	Apply exemption - Law enforcement and investigations	Exception - Enquêtes et respect des lois
16.5	Apply exemption - Public Servants Disclosure Protection Act	Exception - Loi sur la protection des fonctionnaires divulgateurs d'actes répréhensibles
17	Apply exemption - Safety of individuals	Exception - Sécurité des individus
18	Apply exemption - Economic interests of Canada	Exception - Intérêts économiques du Canada
18.1	Apply exemption - Economic interests of certain government institutions	Exception - Intérêts économiques de certaines institutions fédérales
19(1)	Apply exemption - Personal information	Exception - Renseignements personnels
19(2)	Disclose personal information	Communication des renseignements personnels
20	Apply exemption - Third party information	Exception - Renseignements de tiers
21	Apply exemption - Operations of government	Exception - Activités du gouvernement
22	Apply exemption - Testing procedures, tests and audits	Exception - Examens et vérifications
22.1	Apply exemption - Internal audits	Exception - Vérifications internes
23	Apply exemption - Solicitor/client privilege	Exception - Secret professionnel des avocats

Annex to Designation Order (Access to Information Act) Dated – July 2014
Annexe à l'Arrêté de déléation (Loi sur l'accès à l'information) datée juillet 2014

24	Apply exemption - Statutory prohibitions against disclosure	Exception - Interdictions fondées sur d'autres lois
26	Apply exemption - Information to be published	Exception - En cas de publication
27(1)	Notify third party of intent to disclose information	Avis aux tiers
27(4)	Extend time limit	Proroger le délai
28(1)(b)	Disclose information after third party representations	Communication de renseignements après présentation des observations de tiers
28(2)	Waive requirement that third party representation be in writing	Autorisation de faire des observations orales
28(4)	Disclose information where no third party review requested	Communication du document
29(1)	Notify all parties of disclosure on recommendation of Information Commissioner	Communication suite à une recommandation du Commissaire à l'information
33	Advise Information Commissioner of third party involvement	Avis au Commissaire à l'information de la participation d'un tiers
35(2)	Make representations to the Information Commissioner in the course of an investigation	Présenter des observations au Commissaire à l'information au cours d'une enquête
37	Give notice to the Information Commissioner of action taken/to be taken to implement recommendations and provide access to complainant	Aviser par écrit le Commissaire à l'information des mesures prises ou envisagées pour la mise en œuvre des recommandations et accorder l'accès aux documents au plaignant.
43(1)	Notice to third party (application to Federal Court for review)	Avis au tiers (révision par la Cour fédérale de Canada)
44(2)	Notice to applicant (application to Federal Court by third party)	Avis à la personne qui a fait la demande (demande de révision par la Cour fédérale faite par un tiers)
52(2)	Special rules for hearings	Règles spéciales pour l'audition des causes
69 (1)	Exclusion - Confidences of the Queen's Privy Council for Canada	Exclusion - Document confidentiels du Conseil privé de la Reine pour le Canada
71(2)	Exempt information severed from manuals	Prélèvement des renseignements visés par une exception des manuels
72(1)	Prepare annual report to Parliament	Établir le rapport d'application de la Loi pour présentation au Parlement
77	Responsibilities conferred to the head of the institution by the regulations made under section 77 which are not included above	Les responsabilités attribuées par règlement au responsable de l'institution en vertu de l'article 77 qui ne sont pas incluses ci-dessus



Annex B: Statistical Report on the *Access to Information Act*

Name of institution: Impact Assessment Agency of Canada

Reporting period: 2022-04-01 to 2023-03-31

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

1.1a Number of requests received

	Number of Requests
Received during reporting period	57
Outstanding from previous reporting periods	9
Outstanding from more than one reporting period	1
Total	67

1.1b Number of requests carried into next reporting period

	Number of Requests
Closed during reporting period	58
Carried over to next reporting period within legislated timeline	9
Carried over to next reporting period beyond legislated timeline	0



1.2 Sources of requests

Source	Number of Requests
Media	2
Academia	3
Business (private sector)	12
Organization	3
Public	35
Decline to Identify	2
Total	57

1.3 Channels of requests

Source	Number of Requests
Online	18
E-mail	39
Mail	0
In person	0
Phone	0
Fax	0
Total	57



Section 2: Informal requests

2.1a Number of informal requests received

	Number of Requests
Received during reporting period	2
Outstanding from previous reporting periods	0
Outstanding from more than one reporting period	0
Total	2

2.1b Number of informal requests carried into next reporting period

	Number of Requests
Closed during reporting period	0
Carried over to next reporting period	0

2.2 Channels of informal requests

Source	Number of Requests
Online	0
E-mail	2
Mail	0
In person	0
Phone	0
Fax	0
Total	2



2.3 Completion time of informal requests

Timeframe	Number of Requests
1 to 15 Days	1
16 to 30 Days	0
31 to 60 Days	0
61 to 120 Days	1
121 to 180 Days	0
181 to 365 Days	0
More Than 365 Days	0
Total	2

2.4 Pages released informally

	Number of Requests	Number of Pages
Less Than 100 Pages Released	0	0
100-500 Pages Released	0	0
501-1000 Pages Released	0	0
1001-5000 Pages Released	0	0
More Than 5000 Pages Released	0	0



2.5 Pages re-released informally

	Number of Requests	Number of Pages
Less Than 100 Pages Re-released	0	0
100-500 Pages Re-released	1	104
501-1000 Pages Re-released	0	0
1001-5000 Pages Re-released	1	1472
More Than 5000 Pages Re-released	0	0

Section 3: Applications to the Information Commissioner on declining to act on requests

3.1a Number of applications received by the Information Commissioner

	Number of Requests
Outstanding from previous reporting period	0
Sent during reporting period	0
Total	0

3.1b Information Commissioner decision

	Number of Requests
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	0
Withdrawn during reporting period	0
Withdrawn during reporting period	0



Section 4: Requests closed during the reporting period

4.1 Disposition and completion time

	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
All disclosed	0	2	0	0	0	0	0	2
Disclosed in part	1	9	2	20	6	0	1	39
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	7	3	0	0	0	0	0	10
Request transferred	4	0	0	0	0	0	0	4
Request abandoned	2	0	0	1	0	0	0	3
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	14	14	2	21	6	0	1	58



4.2 Number of exemptions per section of the Act

Section of the Act	Number of Requests Exempted
13(1)(a)	1
13(1)(b)	0
13(1)(c)	2
13(1)(d)	0
13(1)(e)	3
14	1
14(a)	6
14(b)	0
15(1)	0
15(1) - I.A.*	0
15(1) - Def.*	0
15(1) - S.A.*	0
16(1)(a)(i)	1
16(1)(a)(ii)	0
16(1)(a)(iii)	0
16(1)(b)	0
16(1)(c)	0
16(1)(d)	0
16(2)	0
16(2)(a)	0
16(2)(b)	0



Section of the Act	Number of Requests Exempted
16(2)(c)	25
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
16.4(1)(b)	0
16.5	0
16.6	0
17	0
18(a)	0
18(b)	2
18(c)	0
18(d)	0
18.1(1)(a)	0
18.1(1)(b)	0
18.1(1)(c)	0
18.1(1)(d)	0
19(1)	37



Section of the Act	Number of Requests Exempted
20(1)(a)	2
20(1)(b)	23
20(1)(b.1)	23
20(1)(c)	10
20(1)(d)	2
20.1	0
20.2	0
20.4	0
21(1)(a)	16
21(1)(b)	16
21(1)(c)	9
21(1)(d)	3
22	4
22.1(1)	4
23	8
23.1	0
24(1)	1
26	1



4.3 Number of exclusions per section of the Act

Section of the Act	Number of Requests Excluded
68(a)	8
68(b)	0
68(c)	0
68.1	8
68.2(a)	8
68.2(b)	8
69(1)	0
69(1)(a)	0
69(1)(b)	0
69(1)(c)	0
69(1)(d)	0
69(1)(e)	0
69(1)(f)	0
69(1)(g) re (a)	0
69(1)(g) re (b)	0
69(1)(g) re (c)	0
69(1)(g) re (d)	0
69(1)(g) re (e)	0
69(1)(g) re (f)	0
69.1(1)	0



4.4 Format of information released

Format	Number of Requests
Paper	0
Electronic: E-record	40
Electronic: Data set	0
Electronic: Video	0
Electronic: Audio	0
Other	1

4.5 Complexity

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

	Number
Number of Pages Processed	28661
Number of Pages Disclosed	14352
Number of Requests	44

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

All disclosed	Number of Requests	Number of Pages
Less Than 100 Pages	2	31
100-500 Pages	0	0
501-1000 Pages	0	0
1001-5000 Pages	0	0



More Than 5000 Pages	0	0
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Disclosed in part	Number of Requests	Number of Pages
Less Than 100 Pages	11	574
100-500 Pages	15	3866
501-1000 Pages	7	5912
1001-5000 Pages	5	7078
More Than 5000 Pages	1	5250

All exempted	Number of Requests	Number of Pages
Less Than 100 Pages	0	0
100-500 Pages	0	0
501-1000 Pages	0	0
1001-5000 Pages	0	0
More Than 5000 Pages	0	0

All excluded	Number of Requests	Number of Pages
Less Than 100 Pages	0	0
100-500 Pages	0	0
501-1000 Pages	0	0
1001-5000 Pages	0	0
More Than 5000 Pages	0	0



Request abandoned	Number of Requests	Number of Pages
Less Than 100 Pages	2	0
100-500 Pages	0	0
501-1000 Pages	0	0
1001-5000 Pages	0	0
More Than 5000 Pages	1	5950

Neither confirmed nor denied	Number of Requests	Number of Pages
Less Than 100 Pages	0	0
100-500 Pages	0	0
501-1000 Pages	0	0
1001-5000 Pages	0	0
More Than 5000 Pages	0	0

Declined to act with the approval of the Information Commissioner	Number of Requests	Number of Pages
Less Than 100 Pages	0	0
100-500 Pages	0	0
501-1000 Pages	0	0
1001-5000 Pages	0	0
More Than 5000 Pages	0	0



4.5.3 Relevant minutes processed and disclosed for audio formats

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

4.5.4 Relevant minutes processed per request disposition for audio formats for all sizes of requests

Disposition	Number of Requests	Minutes processed
All disclosed	0	0
Disclosed in part	0	0
All exempted	0	0
All excluded	0	0
Request abandoned	0	0
Neither confirmed nor denied	0	0
Declined to act with the approval of the Information Commissioner	0	0
Total	0	0

4.5.5 Relevant minutes processed and disclosed for video formats

	Number
Number of Minutes Processed	0
Number of Minutes Disclosed	0



Number of Requests 0

4.5.6 Relevant minutes processed per request disposition for video formats for all sizes of requests

Disposition	Number of Requests	Minutes processed
All disclosed	0	0
Disclosed in part	0	0
All exempted	0	0
All excluded	0	0
Request abandoned	0	0
Neither confirmed nor denied	0	0
Declined to act with the approval of the Information Commissioner	0	0
Total	0	0



4.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0
Disclosed in part	24	0	0	24
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	1	0	0	1
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	25	0	0	25

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

	Number
Number of requests closed within legislated timelines	55
Percentage of requests closed within legislated timelines (%)	94.83



4.7 Deemed refusals

4.7.1 Reasons for not meeting legislated timelines

Principal Reason	Number of requests closed past the legislated timelines
Interference with operations/ Workload	1
External Consultation	0
Internal Consultation	0
Other	2
Total	3

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	1	1
16 to 30 days	0	0	0
31 to 60 days	1	0	1
61 to 120 days	0	1	1
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	1	2	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 Section 69	9(1)(b) Consultation Other	9(1)(c) Third-Party Notice
All disclosed	0	0	0	1
Disclosed in part	15	1	15	20
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	1	0	1	1
Total	16	1	16	21



5.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation Section 69	9(1)(b) Consultation Other	9(1)(c) Third-Party Notice
30 days or less	8	0	0	0
31 to 60 days	6	0	15	16
61 to 120 days	0	1	1	4
121 to 180 days	0	0	0	1
181 to 365 days	2	0	0	0
365 days or more	0	0	0	0
Total	16	1	16	21

Section 6: Fees

6.1c Fees collected

Fee Type	Number of Requests	Amount
Application	55	\$275.00
Other fees	0	\$0.00
Total	55	\$275.00



6.1c Fees waived

Fee Type	Number of Requests	Amount
Application	2	\$10.00
Other fees	0	\$0.00
Total	2	\$10.00

6.1c Fees refunded

Fee Type	Number of Requests	Amount
Application	0	\$0.00
Other fees	0	\$0.00
Total	0	\$0.00

Section 7: Consultations received from other Institutions and Organizations

7.1a Consultations received from other Government of Canada institutions

	Number of Requests	Number of Pages to Review
Received during reporting period	50	4211
Outstanding from previous reporting periods	1	263
Total	51	4474



7.1b Number of consultation requests from other Government of Canada institutions carried into next reporting period

	Number of Requests	Number of Pages to Review
Closed during reporting period	46	3646
Carried over to next reporting period within legislated timeline	5	828
Carried over to next reporting period beyond legislated timeline	0	0

7.1c Consultations received from other organizations

	Number of Requests	Number of Pages to Review
Received during reporting period	6	133
Outstanding from previous reporting periods	0	0
Total	6	133

7.1d Number of consultation requests from other organizations carried into next reporting period

	Number of Requests	Number of Pages to Review
Closed during reporting period	6	133
Carried over to next reporting period within legislated timeline	0	0
Carried over to next reporting period beyond legislated timeline	0	0



7.2 Recommendations and completion time for consultations received from other Government of Canada institutions

	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	Total
Disclose entirely	25	6	2	0	0	0	33
Disclose in part	2	4	3	2	0	0	11
Exempt entirely	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0
Consult other institution	2	0	0	0	0	0	2
Other	0	0	0	0	0	0	0
Total	29	10	5	2	0	0	46

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

	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	Total
Disclose entirely	4	1	0	0	0	0	5
Disclose in part	0	1	0	0	0	0	1
Exempt entirely	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
Total	4	2	0	0	0	0	6



Section 8: Completion time of consultations on Cabinet confidences

8.1 Requests with Legal Services for all sizes

Number of Days	Number of Requests	Pages Disclosed
1 to 15	0	0
16 to 30	0	0
31 to 60	0	0
61 to 120	0	0
121 to 180	0	0
181 to 365	0	0
More than 365	0	0
Total	0	0



8.2 Requests with Privy Council Office

Number of Days	Number of Requests	Pages Disclosed	Size
1 to 15	2	25	Fewer Than 100 Pages Processed
16 to 30	0	0	n/a
31 to 60	0	0	n/a
61 to 120	0	0	n/a
121 to 180	0	0	n/a
181 to 365	0	0	n/a
More than 365	0	0	n/a
Total	0	0	n/a

Section 9: Investigations and reports of finding

9.1 Investigations

Section	Quantity
Section 32 Notice of intention to investigate	19
Subsection 30(5) Ceased to investigate	0
Section 35 Formal Representations	20



9.2 Investigations and Reports of finding

	Section 37(1) Initial Reports	Section 37(2) Final Reports
Received	5	0
Containing recommendations issued by the Information Commissioner	0	0
Containing orders issued by the Information Commissioner	0	0

Section 10: Court action

10.1 Court actions on complaints

	Section 41
Complainant (1)	0
Institution (2)	0
Third Party (3)	0
Privacy Commissioner (4)	0
Total	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	\$383,000
Overtime	\$0
Goods and Services	\$0
• Professional services contracts	\$0
• Other	\$0
Total	\$383,000

11.2 Human resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	4.906
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	4.906