



Treasury Board of Canada
Secrétariat

Secrétariat du Conseil du Trésor
du Canada

Canada

2021 to 2022

Annual Report on the Access to Information Act



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Introduction

The Treasury Board of Canada Secretariat (TBS) is pleased to present to Parliament its annual report on the administration of the *Access to Information Act* for 2021–22 (April 1, 2021, to March 31, 2022).

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

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

Purpose of the *Access to Information Act*

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

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

Mandate of the Treasury Board of Canada Secretariat

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

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

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



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

TBS makes recommendations and provides advice to the Treasury Board on policies, directives, regulations, and program expenditure proposals with respect to the management of the government's resources. TBS is responsible for the general management of government-wide initiatives, issues and activities (as reported in the Main Estimates).

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

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

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

The Chief Human Resources Officer provides government-wide leadership:

- ▶ on people management through policies, programs and strategic engagement
- ▶ by centrally managing labour relations, compensation, pensions and benefits
- ▶ by contributing to the management of executives

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

Delegation order

Pursuant to subsection 95(1) of the *Access to Information Act*, the President of the Treasury Board has delegated the powers, duties and functions for the administration of the *Access to Information Act* to the following TBS officials:

- ▶ the Secretary of the Treasury Board
- ▶ the Assistant Secretary of Strategic Communications and Ministerial Affairs
- ▶ the Senior Director of Ministerial Services
- ▶ the Director of Access to Information and Privacy



-
- ▶ managers of the Access to Information and Privacy (ATIP) office (sections 19, 23, and 27)
 - ▶ team leaders of the ATIP office (sections 19 and 23)

Certain administrative functions are also delegated to managers, team leaders and officers to accelerate the processing of requests.

The delegation order was signed on February 2, 2022, and a copy can be found in Appendix A.

Organizational structure

The ATIP office is part of the Ministerial Services Division of TBS's Strategic Communications and Ministerial Affairs Sector.

The ATIP office is responsible for:

- ▶ implementing and managing programs and services related to TBS's administration of the *Access to Information Act* and the *Privacy Act*
- ▶ providing advice to TBS employees as they fulfill their obligations under both acts

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

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

The ATIP Intake and Governance Unit and the ATIP Operations Unit work together closely to process ATIP requests, and the Privacy Policy Unit supports sector officials on privacy-related matters.

In total, 23 full-time employees at various levels administered the *Access to Information Act* and the *Privacy Act* in 2021–22, with the support of one part-time university student.

There were significant changes in 2021–22 as TBS welcomed a new:

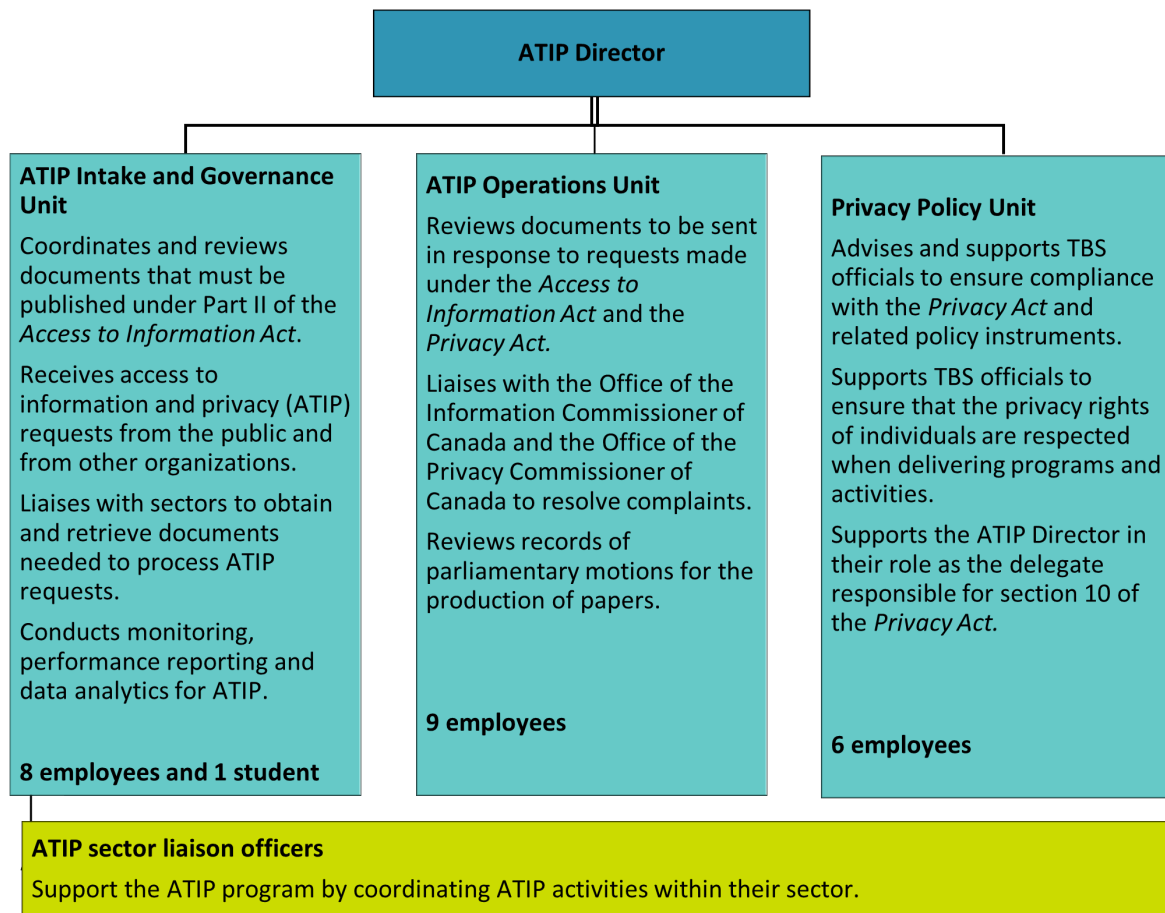
- ▶ President of the Treasury Board
- ▶ Secretary of the Treasury Board
- ▶ Chief Information Officer of Canada
- ▶ Chief Human Resources Officer of Canada



The most significant change impacting the ATIP office this year was a change in directorship in November 2021.

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

Figure 1: roles in processing ATIP requests at TBS



Section 96 of the *Access to Information Act* allows government institutions to provide services related to access to information to another government institution that is presided over by the same minister. In 2021–22, the ATIP office did not provide any such services.



Statistical report

Statistical reports prepared by government institutions provide aggregate data on the application of the *Access to Information Act* and the *Privacy Act*. This information is made public annually in a [statistical report](#) that is included with the annual reports on access to information and privacy tabled in Parliament by each institution. TBS's statistical report on the *Access to Information Act* for 2021–22 is in Appendix B.

This year, institutions were required to report on the following additional criteria:

- ▶ their capacity to receive requests and process records
- ▶ open requests from previous reporting periods
- ▶ open complaints from previous reporting periods
- ▶ new authorities to collect or use social insurance numbers

The 2021–22 Supplemental Statistical Report on the *Access to Information Act* and *Privacy Act* is in Appendix C.

The following sections contain:

- ▶ highlights of TBS's performance in 2021–22 in relation to its obligations under the *Access to Information Act*
- ▶ analyses of the notable statistical data for this year compared with previous years

Interpretation of the Statistical Report for the *Access to Information Act*

Part 1: requests received and carried forward

Access to Information Act requests

In 2021–22, TBS received a total of 435 requests under the *Access to Information Act*, which represents a 33% increase compared to the total of 328 in 2020–21. This increase is partially attributed to the implementation of the *Policy on COVID-19 Vaccination for the Core Public Administration Including the Royal Canadian Mounted Police*, which was a significant initiative that resulted in 91 requests or 21% of all requests received in 2021–22.

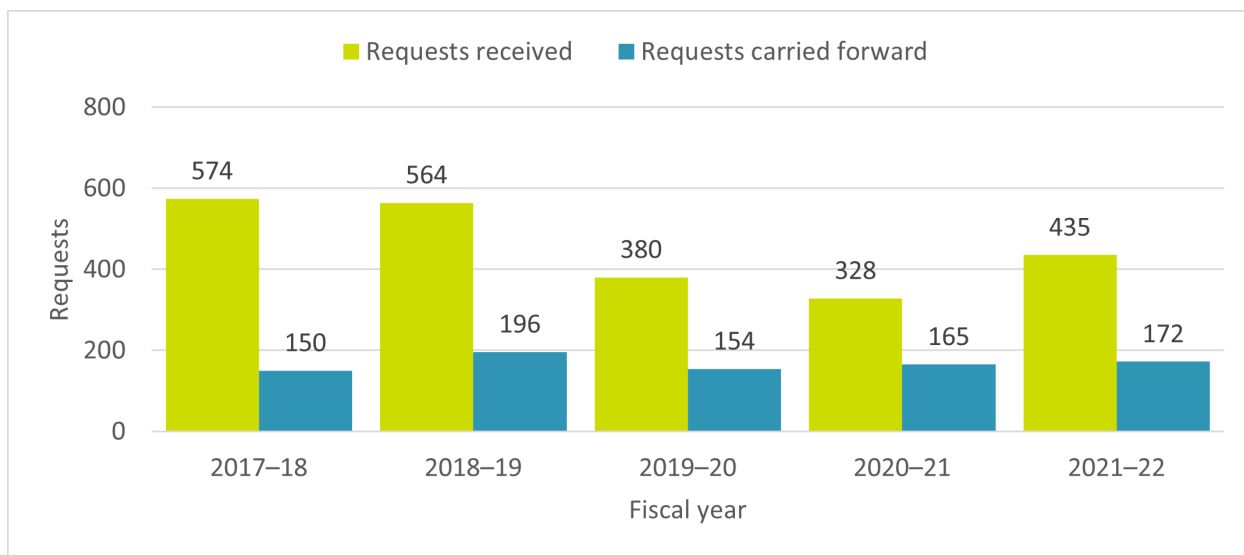
The number of requests carried forward increased from 165 in 2020–21 to 172 in 2021–22. This increase reflects the fact that the number of pages requested and the complexity of the review process have increased significantly. This trend is anticipated to continue in upcoming fiscal



years due to ongoing interest in complex departmental initiatives which involve a high volume of records.

Figure 2 shows the number of requests TBS received each year and the number of requests carried forward for 2017–18 to 2021–22.

Figure 2: access to information requests received and requests carried forward, 2017–18 to 2021–22



Channels of requests

Pursuant to section 6 of the *Access to Information Act*, requests must be submitted by applicants in writing.

Requests can be submitted via the Access to Information and Personal Information Online Request Service (AORS) or by email. Requests can also be sent by mail or submitted in person.

Most requests are submitted electronically to TBS. In 2021–22, 366 requests were submitted via AORS and 65 requests were submitted by email and this represented 99% of the 435 requests received by TBS.

Sources of requests

Of the 435 requests received in 2021–22, 72% were submitted by applicants who self-identified as members of the public (244) and individuals who declined to identify themselves (68). The

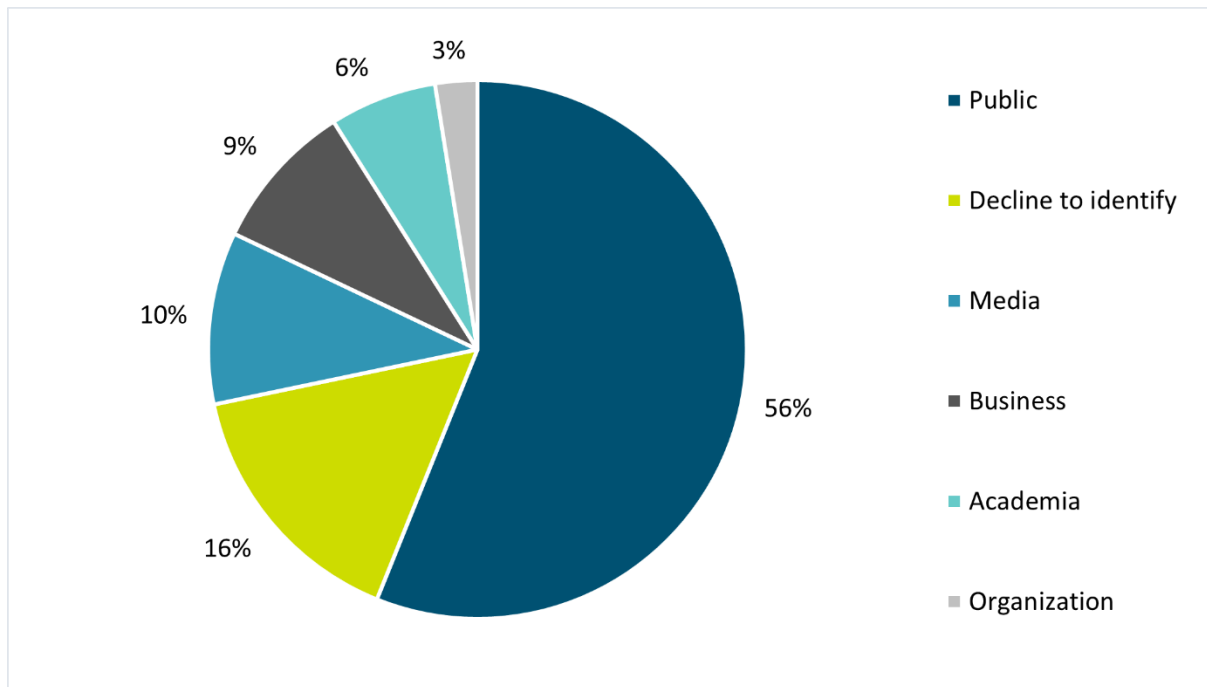


remaining requests were submitted by applicants who self-identified as belonging to the following categories: media (45), businesses (39), academia (28) and organizations (11).

While the most frequent source of requests remains members of the public, the number of requests originating from individuals identifying as the media decreased from 82 requests in 2020–21 to 45 requests in 2021–22, a 45% decrease. Similarly, the number of individuals who declined to identify themselves increased from 52 requests in 2020–21 to 68 requests in 2021–22, a 31% increase.

Figure 3 shows the percentage of access to information requests received by source.

Figure 3: percentage of access to information requests by source, 2021–22



Part 2: requests completed

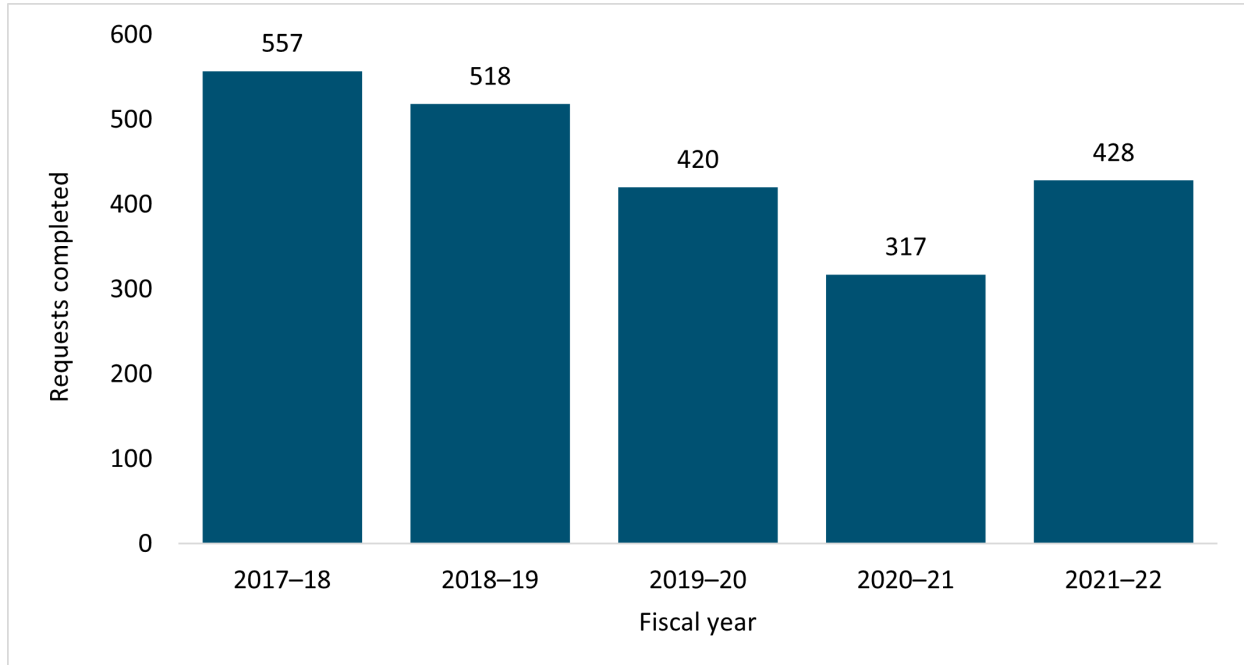
Access to information requests completed

In 2021–22, TBS completed 428 requests, which is an increase of 35% compared to the 317 requests completed in 2020–21.

Figure 4 shows the number of access to information requests TBS completed each year from 2017–18 to 2021–22.



Figure 4: access to Information requests completed, 2017–18 to 2021–22



Disposition of requests completed

The following is a breakdown by disposition of the 428 requests completed in 2021–22:

- 117 requests had no records
- 63 requests were abandoned by the applicant
- 85 requests contained records that were disclosed entirely
- 159 requests contained records that were partially disclosed
- 4 requests contained records that were fully exempted or excluded

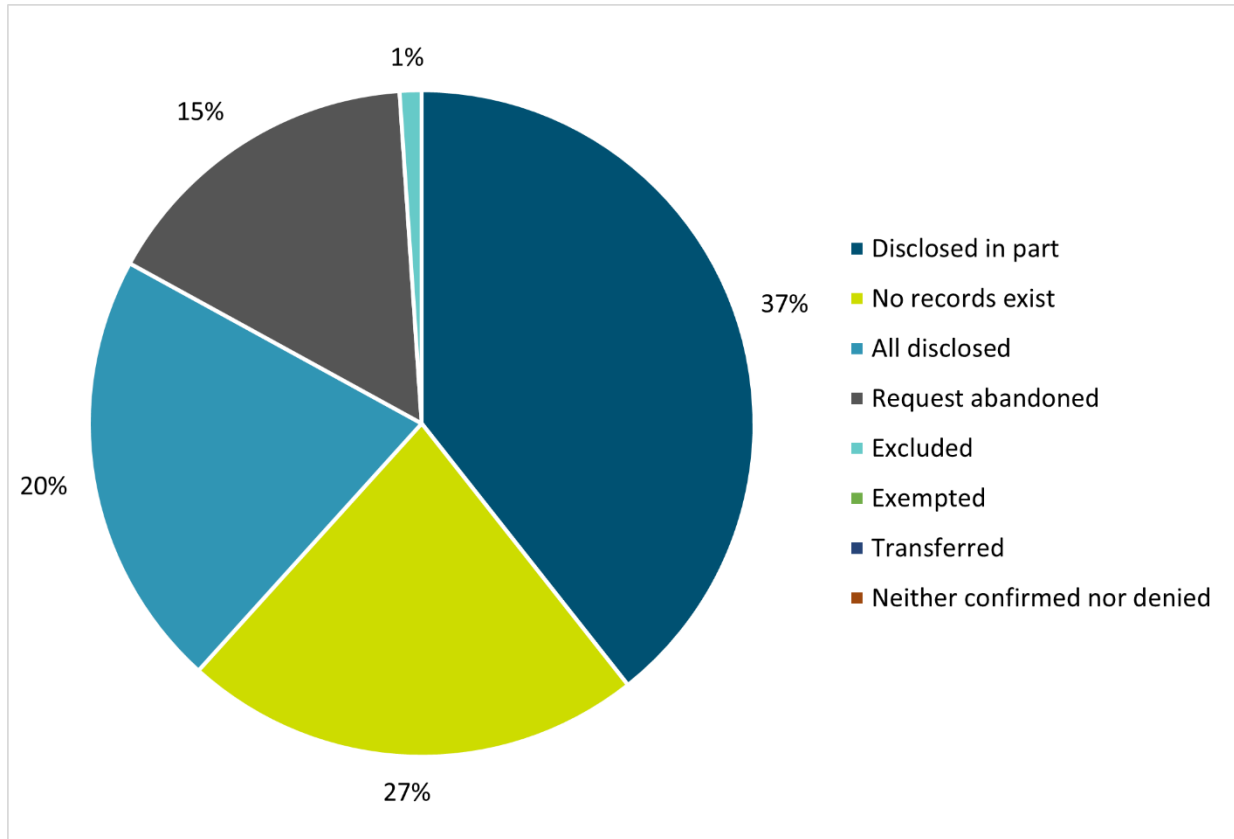
The 85 requests that were disclosed entirely in 2021–22 represent an increase of 31% from the 65 requests disclosed entirely in 2020–21. However, the number of requests that were partially disclosed decreased by 9% from 174 in 2020–21 to 159 in 2021–22.

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



Figure 5 shows the percentage of access to information requests by disposition for 2021–22.

Figure 5: percentage of requests by disposition, 2021–22



Note: No requests were **transferred** or **neither confirmed nor denied** and only one request was **exempted**. As a result, those dispositions are not found in the pie chart.



Table 1: number of requests and percentage of total requests by disposition, 2019–20 to 2021–22

Disposition of request	2019–20		2020–21		2021–22	
	Number of requests	Percentage of total	Number of requests	Percentage of total	Number of requests	Percentage of total
All disclosed	91	22%	65	20%	85	20%
Disclosed in part	211	50%	174	55%	159	37%
All exempted	5	1%	0	0%	1	0%
All excluded	16	4%	2	1%	3	1%
No existing records	67	16%	56	18%	117	27%
Request abandoned	30	7%	20	6%	63	15%
Transferred to other institution	0	0%	0	0%	0	0%
Neither confirmed nor denied	0	0%	0	0%	0	0%
Total	420	100%	317	100%	428	100%

Exemptions

The *Access to Information Act* exempts certain information from being disclosed. In 2021–22, 160 requests contained information that was subject to exemptions 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:

- ▶ information related to the internal decision-making processes of government (181 applications) (section 21 of the act)



-
- ▶ personal information (89 applications) (section 19 of the act)
 - ▶ third-party business information (48 applications) (section 20 of the act)
 - ▶ law enforcement and security information (45 applications) (section 16 of the act)

Exclusions

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.

A request may have multiple exclusions applied resulting in a greater number of exclusions invoked than redacted requests. In 2021–22, a total of 53 requests contained information that was subject to exclusions:

- ▶ confidences of the Queen’s Privy Council (136 applications) (section 69 of the act)
- ▶ published material (one application) (subsection 68(a) of the act)

Pages processed and disclosed

TBS completed 428 requests in 2021–22, which involved processing 72,420 pages and five data sets. This represents an increase of 10% in the number of pages processed compared to 2020–21. In 2021–22, 96 of the 428 completed requests involved processing more than 100 pages, which is an increase of 60% compared to the 60 such requests completed in 2020–21.

Figure 6 shows, for 2017–18 to 2021–22, the number of access to information requests TBS completed and the number of pages processed.



Figure 6: access to information requests completed and pages processed, 2017–18 to 2021–22

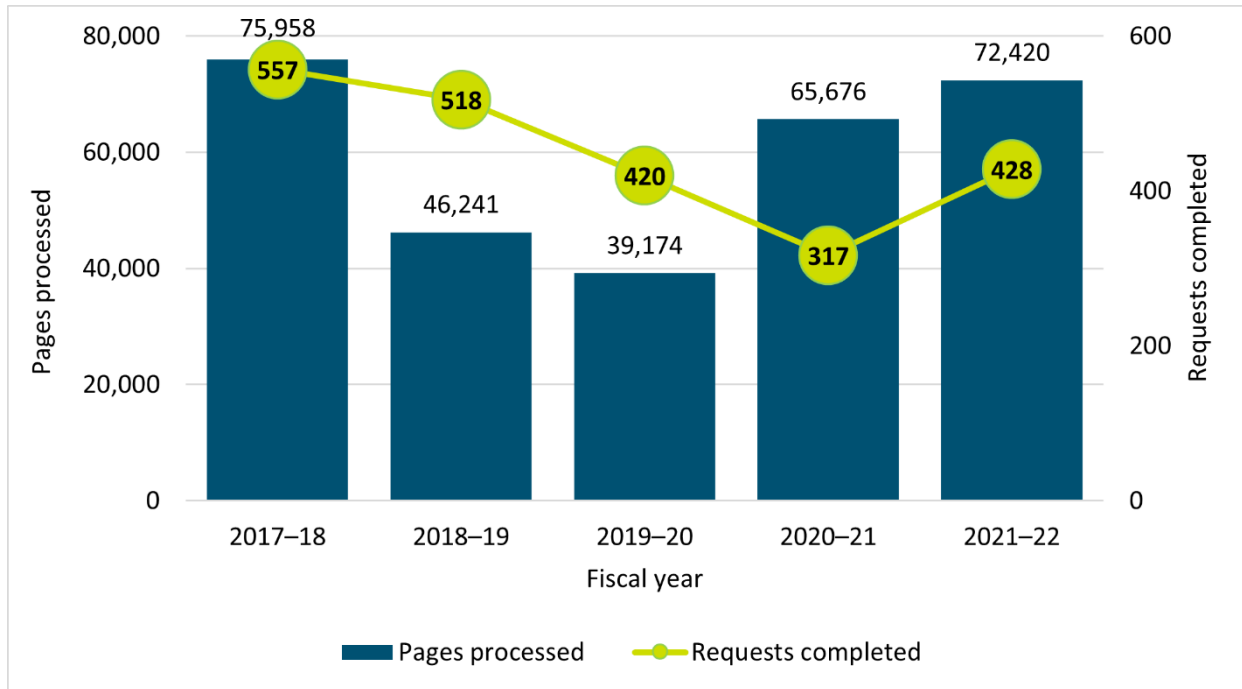
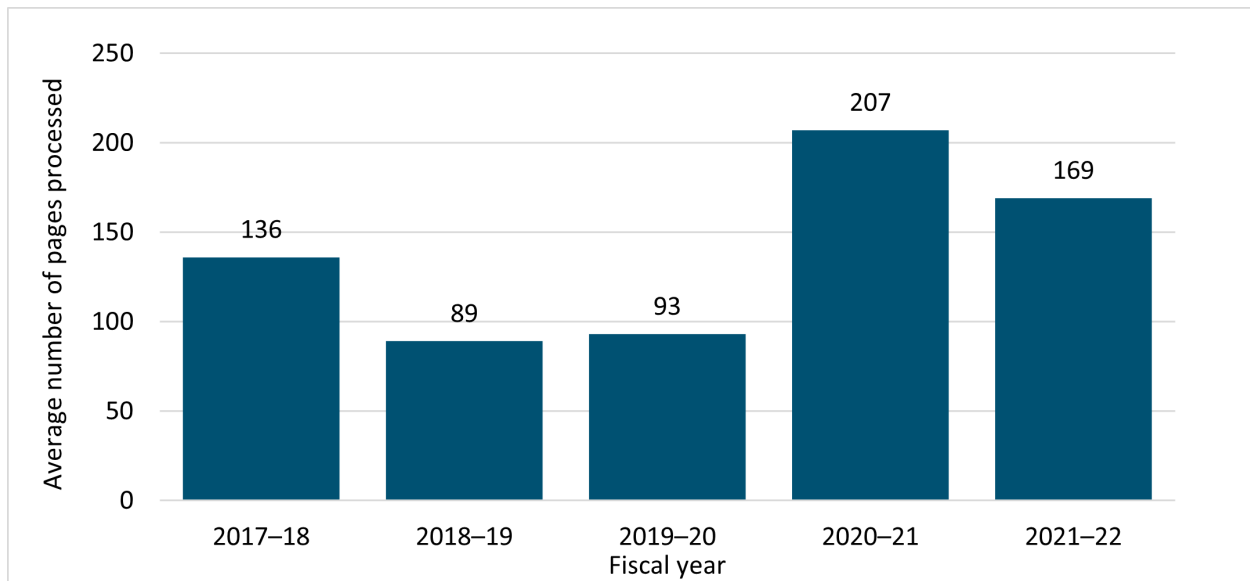


Figure 7 shows the average number of pages processed for each completed request. While the number of pages processed per request decreased 18% from 2020–21 to 2021–22, it remains 22% higher than the five-year average of 139 pages processed per request.



Figure 7: average number of pages processed per completed request, 2017–18 to 2021–22



Complexity

As a central agency involved in implementing government-wide policies, TBS records frequently require consultation with other federal institutions before disclosure because these records contain information originating from or of interest to those institutions. Of the 244 requests that were fully or partially disclosed, 70 (or 29%) required formal consultation with other institutions. In addition to the formal consultation process, an additional 81 requests involved information about other federal institutions that required 1,736 informal notifications before disclosure. This informal notification process allows TBS to consult more quickly with relevant federal institutions.

On October 6, 2021, TBS implemented the *Policy on COVID-19 Vaccination for the Core Public Administration Including the Royal Canadian Mounted Police*. The implementation of this policy resulted in 91 requests or 21% of all requests received in 2021–22. Of these 91 requests, 14 were identified as highly complex because they required consultation with one or more federal institutions, and the records required a complex analysis involving multiple exemptions.

Format of information released

The ATIP office has continued to provide clients with access to government records in electronic formats. In 2021–22, TBS released information exclusively in electronic formats for all 244 requests for which records were disclosed. This is consistent with 2020–21 when information was also released exclusively in electronic formats.



Requests for translation

Consistent with previous fiscal years, TBS did not receive, nor did it process any requests in 2021–22 that required translation of responsive records.

Part 3: on-time compliance rate, completion times and extensions

On-time compliance rate

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

In 2021–22, TBS’s ATIP office achieved a 90.2% on-time compliance rate. Several factors contributed to this rate, such as:

- ▶ the refinement of digital ATIP procedures
- ▶ the issuing of weekly statistical reports on performance
- ▶ strong case file management
- ▶ regular information sessions with TBS officials

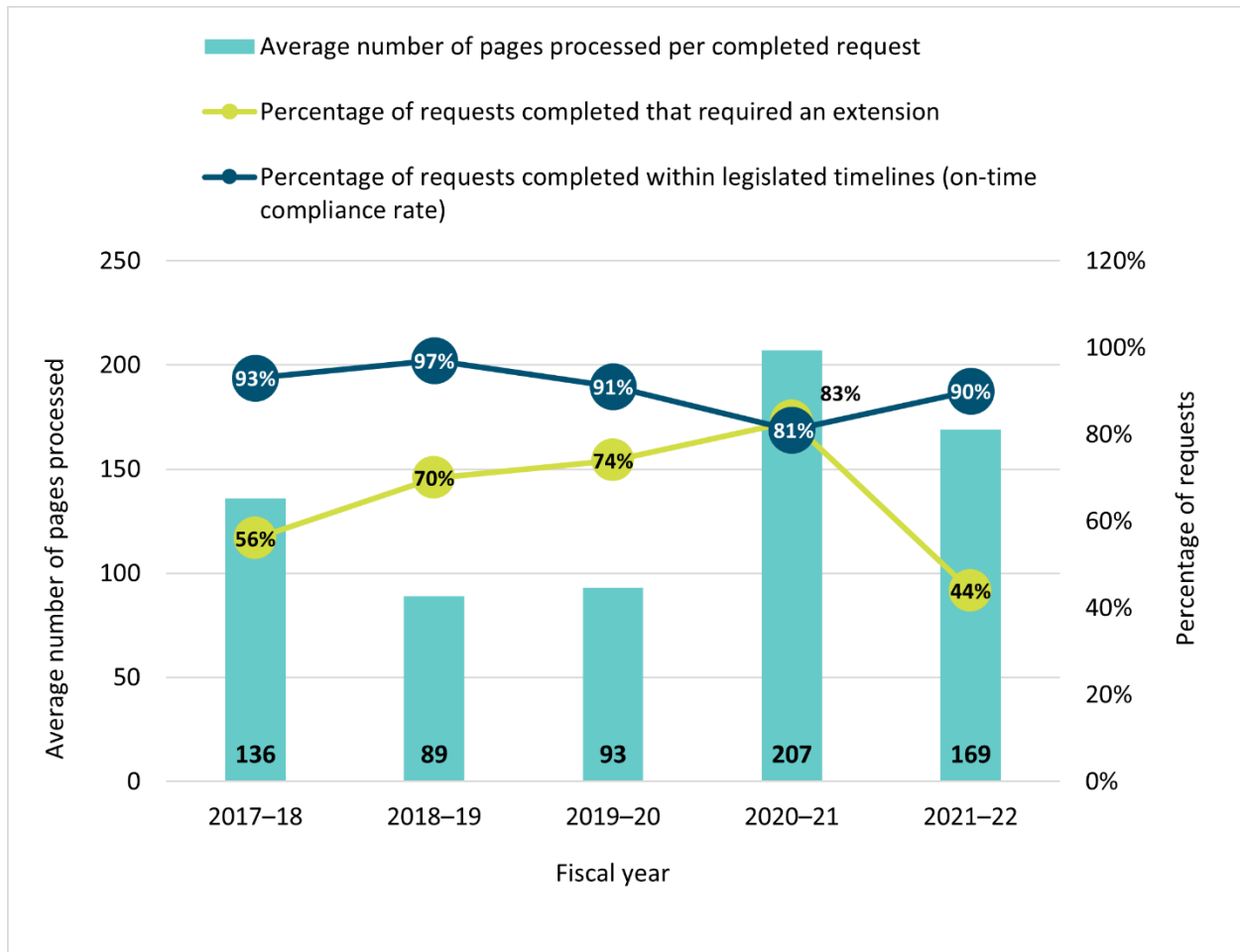
Sustained focus on closing older requests and requests under complaint with the Office of the Information Commissioner of Canada (OIC) had an impact on the overall compliance rate in 2021–22. This focus will continue. It is anticipated that compliance may decrease in subsequent fiscal years as TBS strives to reduce the number of requests that are carried forward, and works to resolve complaints filed with the OIC.

In addition to processing older requests, both the elevated average number of pages for requests and the high frequency of complex records are factors that had an impact on the overall compliance rate.

Figure 8 shows the impact of the increasing average number of pages processed for completed requests on the on-time compliance rate and on the percentage of completed requests that require an extension.



Figure 8: average number of pages processed per completed request, percentage of completed requests that required an extension, and on-time compliance rate, 2017–18 to 2021–22



Deemed refusals

In 2021–22, TBS closed 42 requests that exceeded the legislated deadline and were in deemed refusal. This represents a 31% decrease compared to the 61 requests that were in deemed refusal and that were closed in 2020–21.

With the exception of 2020–21 when the COVID-19 pandemic was responsible for a significant proportion of requests in deemed refusal, workload and interference with operations continue to be the primary reasons why requests are not completed within legislated deadlines at TBS. In 2021–22, 28 requests – or 67% of all late requests – were closed because of workload and interference with operations.



Time it takes to complete requests

Of the 428 requests closed this year, 54% were closed within 30 days, which is a significant increase from last year's rate of 36%. This change is partially attributed to the fact that TBS received an increased number of requests for which records did not exist. Additionally, there were 85 requests that did not require consultation with other federal institutions. The ATIP office was therefore able to address these requests within 15 or 30 days of receipt.

As a result of procedural efficiencies in 2020–21, the number of requests that took more than 120 days decreased by 20% from 92 in 2020–21 to 74 in 2021–22.

Figure 9 shows the time it took to complete access to information requests in 2021–22.

Figure 9: requests completed by time it takes to complete request, 2021–22

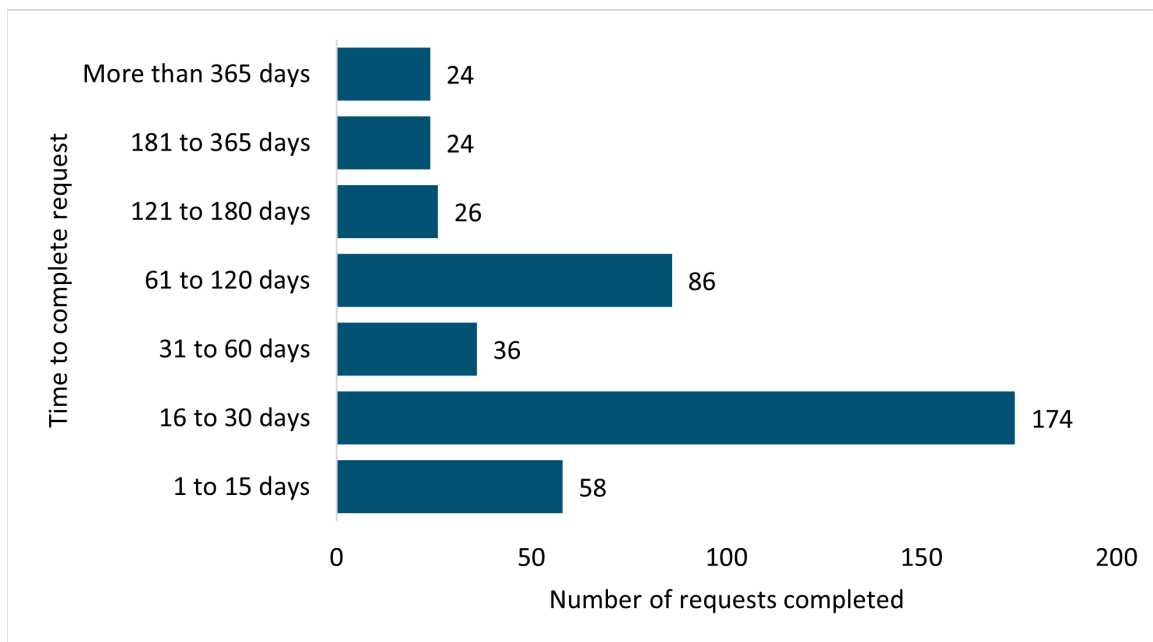


Table 2: requests completed by time it takes to complete request, 2019–20 to 2021–22

Time to complete request	2019–20		2020–21		2021–22	
	Number of requests	Percentage of total	Number of requests	Percentage of total	Number of requests	Percentage of total
1 to 15 days	33	8%	28	9%	58	14%
16 to 30 days	101	24%	85	27%	174	41%
31 to 60 days	51	12%	40	13%	36	8%
61 to 120 days	131	31%	72	23%	86	20%
121 to 180 days	71	17%	42	13%	26	6%
181 to 365 days	21	5%	29	9%	24	6%
More than 365 days	12	3%	21	7%	24	6%

Note: Percentages may not add up to 100% due to rounding.

Reasons for extensions

The legislation sets timelines for responding to access to information requests and allows for extensions in any of the following cases:

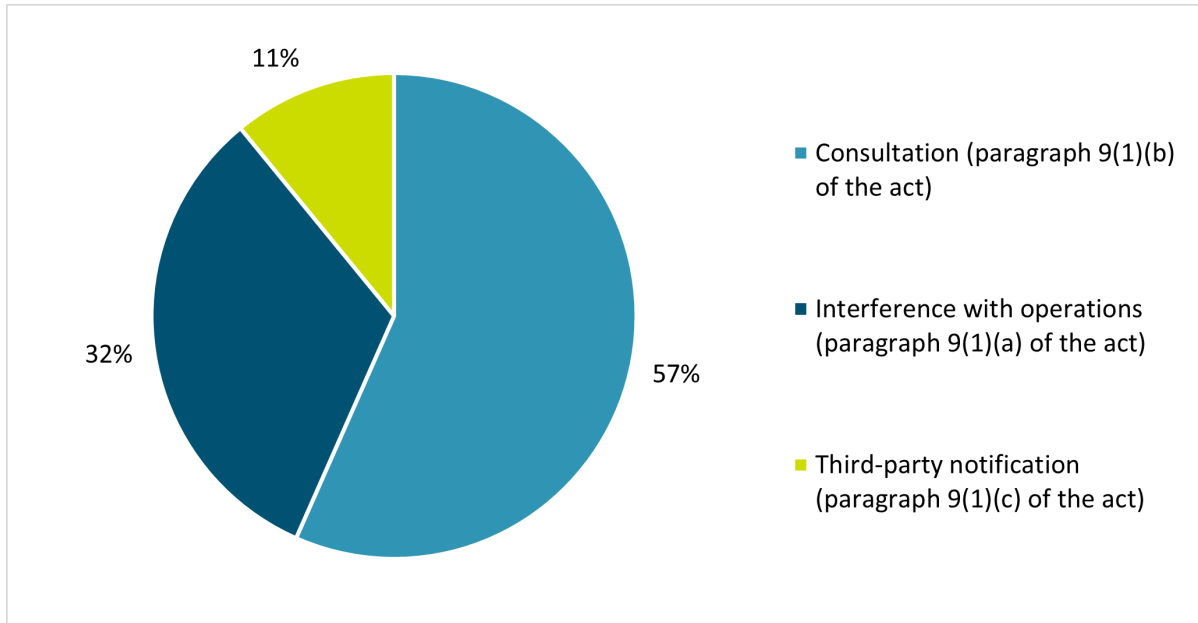
- ▶ when complying with the timeline would result in interference with operations
- ▶ when a consultation with other institutions is required
 - or
- ▶ when a third-party consultation is required

In 2021–22, TBS invoked extensions for 186 completed requests or 44% of all requests completed. Extensions were primarily invoked for the purposes of consulting with other government institutions, legal services or third parties. In some cases, extensions were invoked because there was a large volume of records and complying with the original time limit would have unreasonably interfered with operations.



Figure 10 shows the extensions invoked for access to information requests completed in 2021-22.

Figure 10: types of extensions invoked as a percentage of all extensions invoked, 2021–22



Note: Each request can qualify for multiple extension types, which may result in a greater number of extensions invoked than the number of requests that were extended.

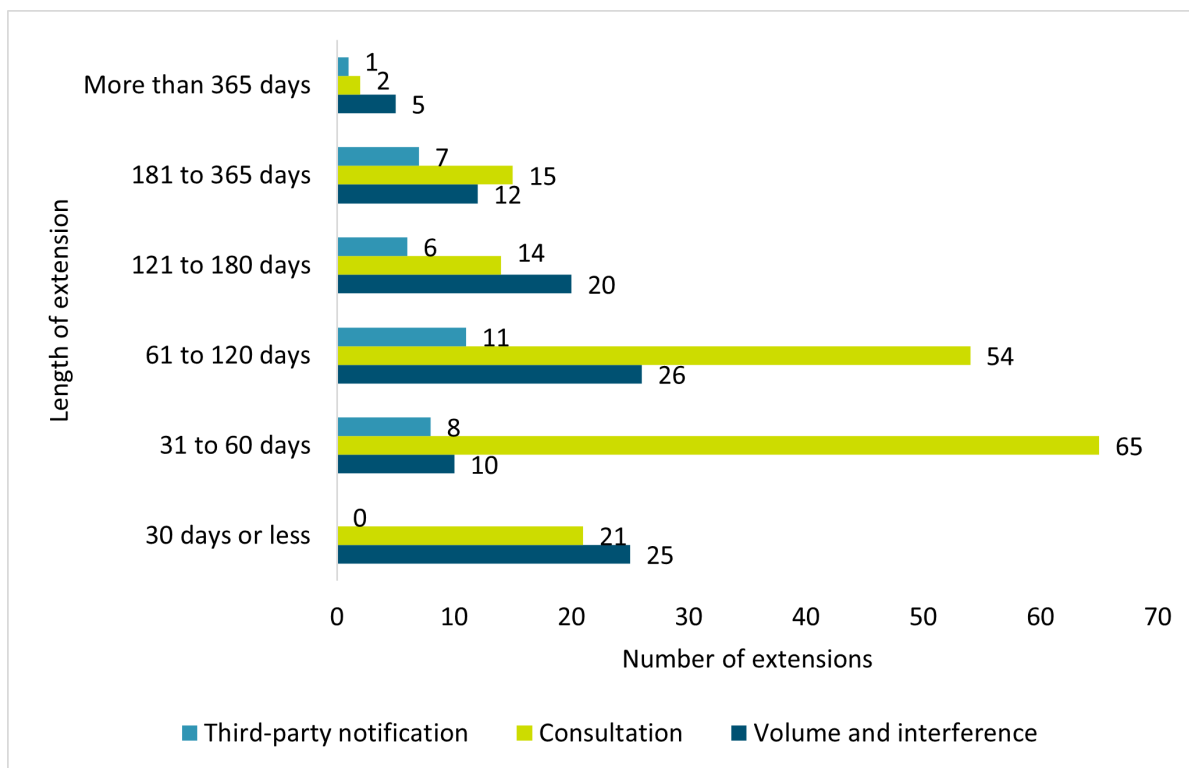
Length of extensions

In 2021–22, TBS closed 186 requests for which extensions had been invoked.

Figure 11 illustrates the different types of extensions invoked for access to information requests completed in 2021–22.



Figure 11: length of extensions invoked for completed requests, by type, 2021–22



Note: Each request can qualify for multiple extension types, which may result in a greater number of extensions invoked than the number of requests that were extended.

Part 4: informal requests

In order to submit a formal request under the *Access to Information Act*, applicants must pay a \$5 fee. The institution receiving the request is required by law to provide a response within 30 calendar days of receipt, and applicants have a right to file a complaint with the OIC.

As part of providing Canadians with relevant information on an informal and timely basis, and in the spirit of transparency and open government, TBS processes informal requests for information. Informal requests at TBS are predominantly re-releases of completed formal requests. Unlike formal requests, informal requests:

- ▶ are **not** covered under the *Access to Information Act*
- ▶ do **not** require an application fee
- ▶ do **not** have legislative deadlines
- ▶ do **not** provide applicants with a right to file a complaint with the OIC



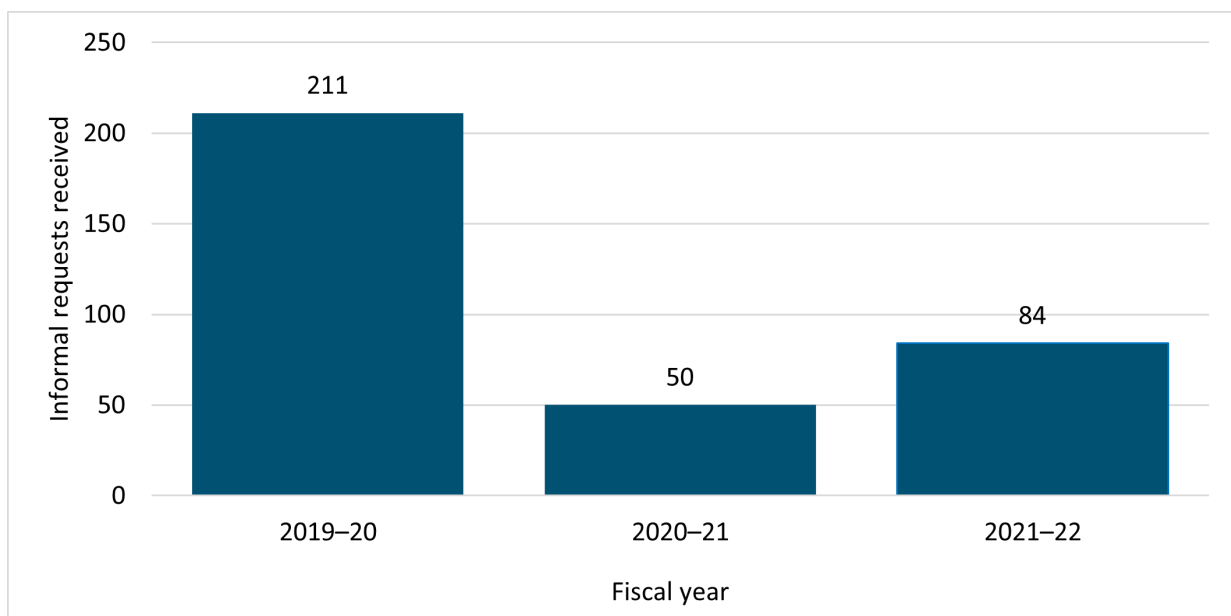
Informal requests received

In 2021–22, TBS received a total of 84 informal requests.

This number represents an increase of 68% in informal requests received compared to the 50 informal requests received in 2020–21; however, the number of informal requests received in 2020–21 and 2021–22 is less than half the number that were received in 2019–20.

Figure 12 shows the number of informal requests received from 2019–20 to 2021–22.

Figure 12: informal requests received, 2019–20 to 2021–22



Informal requests completed

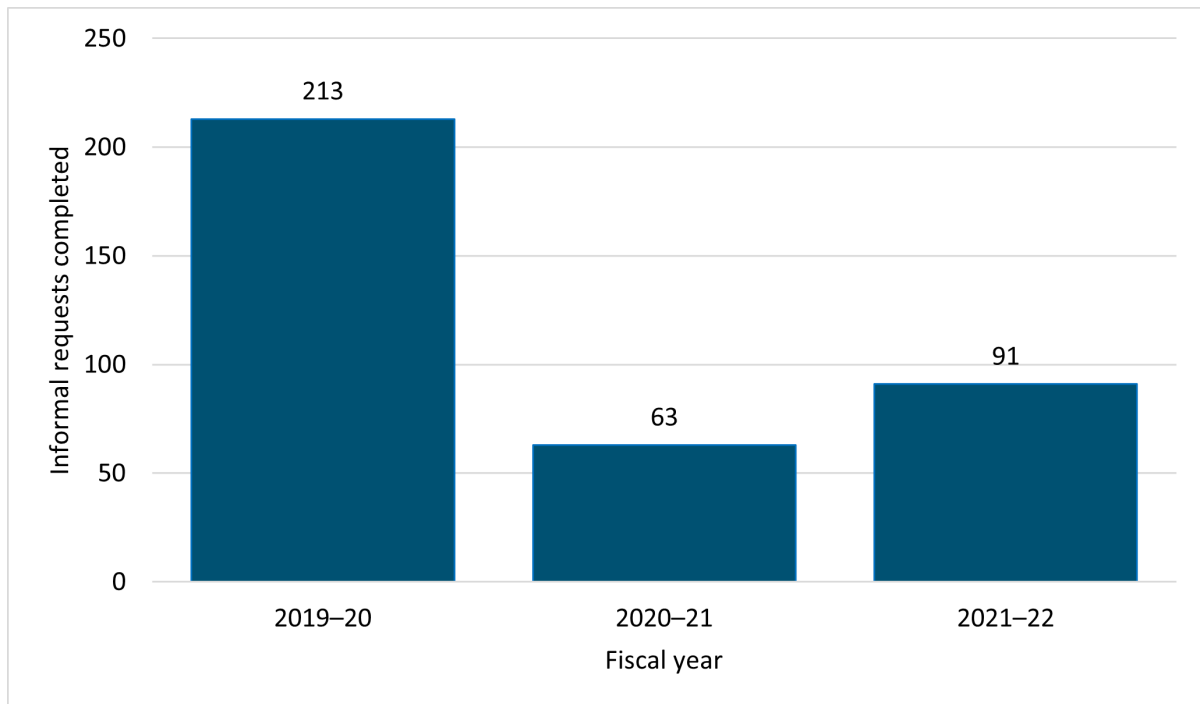
While informal requests are not subject to the same legislated time frames as formal requests made under the act, TBS strives to complete informal requests as quickly as possible. In 2021–22, TBS was able to complete 71% of informal requests within 30 days and 91% of such requests within 60 days.

In 2021–22 TBS completed 91 informal requests. This number represents an increase of 44% in informal requests completed compared to the 63 informal requests completed in 2020–21.

Figure 13 shows the number of informal requests completed from 2019–20 to 2021–22.



Figure 13: informal requests completed, 2019–20 to 2021–22



Informal pages released

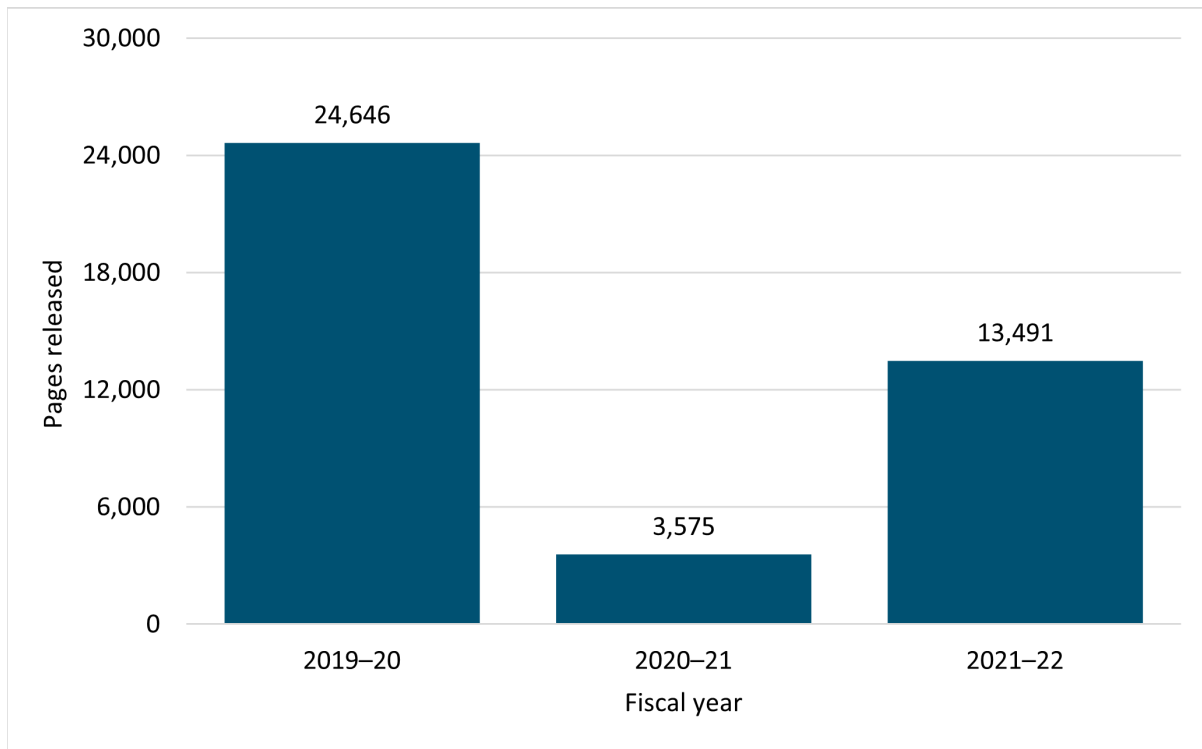
TBS released 13,491 pages pursuant to informal requests in 2021–22.

This number represents an increase of 277% compared to the 3,575 pages reviewed in 2020–21. Although there was a modest increase in the number of informal requests received, the effort to respond to informal requests was significantly greater in 2021–22 compared to 2020–21.

Figure 14 shows the number of pages released for informal requests completed from 2019–20 to 2021–22.



Figure 14: pages released for completed informal requests, 2019–20 to 2021–22



Part 5: consultations from other government institutions and organizations

Consultation requests from other Government of Canada institutions and other organizations

Consultation requests received and carried forward

TBS received 167 consultation requests from other government institutions in 2021–22 in addition to 33 consultation requests received from the previous fiscal year. This represents a 13% increase in the number of consultation requests received compared to the 148 received in 2020–21.

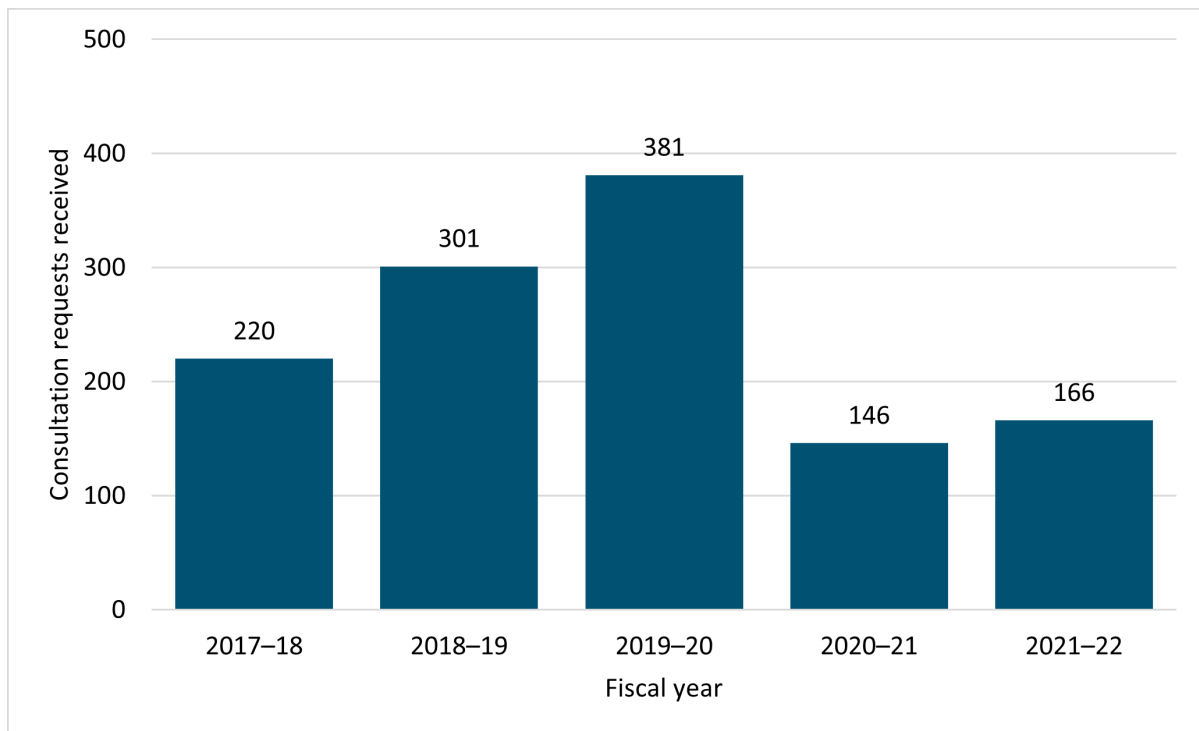
While the number of consultation requests received from other federal departments increased in 2021–22 relative to the previous fiscal year, TBS continues to receive significantly fewer consultation requests compared to the years before the start of the COVID-19 pandemic.



TBS had an additional 14 consultation requests that total 3,413 pages, which remained active at the end of 2021–22 and which will be carried forward to 2022–23.

Figure 15 shows, for 2017–18 to 2021–22, the number of consultation requests TBS received each year. The number of consultation requests has not returned to the levels observed before the start of the COVID-19 pandemic.

Figure 15: consultation requests received, 2017–18 to 2021–22



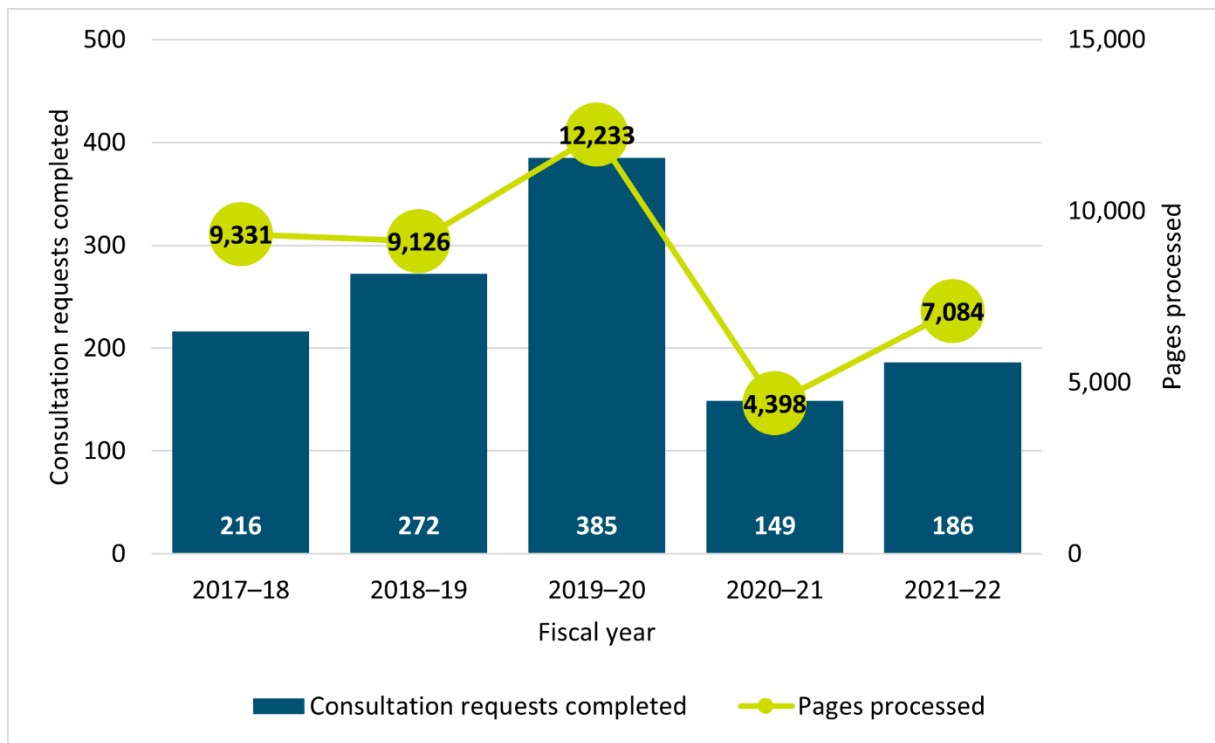
Consultation requests completed and pages processed

TBS completed 186 consultation requests in 2021–22 and processed 7,084 pages for these requests. This number of pages represents a 62% increase compared to the 4,398 pages processed in 2020–21.

Figure 16 shows, for 2017–18 to 2021–22, the number of consultation requests TBS completed each year and the number of pages processed. Since TBS has received fewer consultation requests, the number of pages processed for consultation requests has not returned to the levels observed before the start of the COVID-19 pandemic.



Figure 16: consultation requests completed and pages processed, 2017–18 to 2021–22



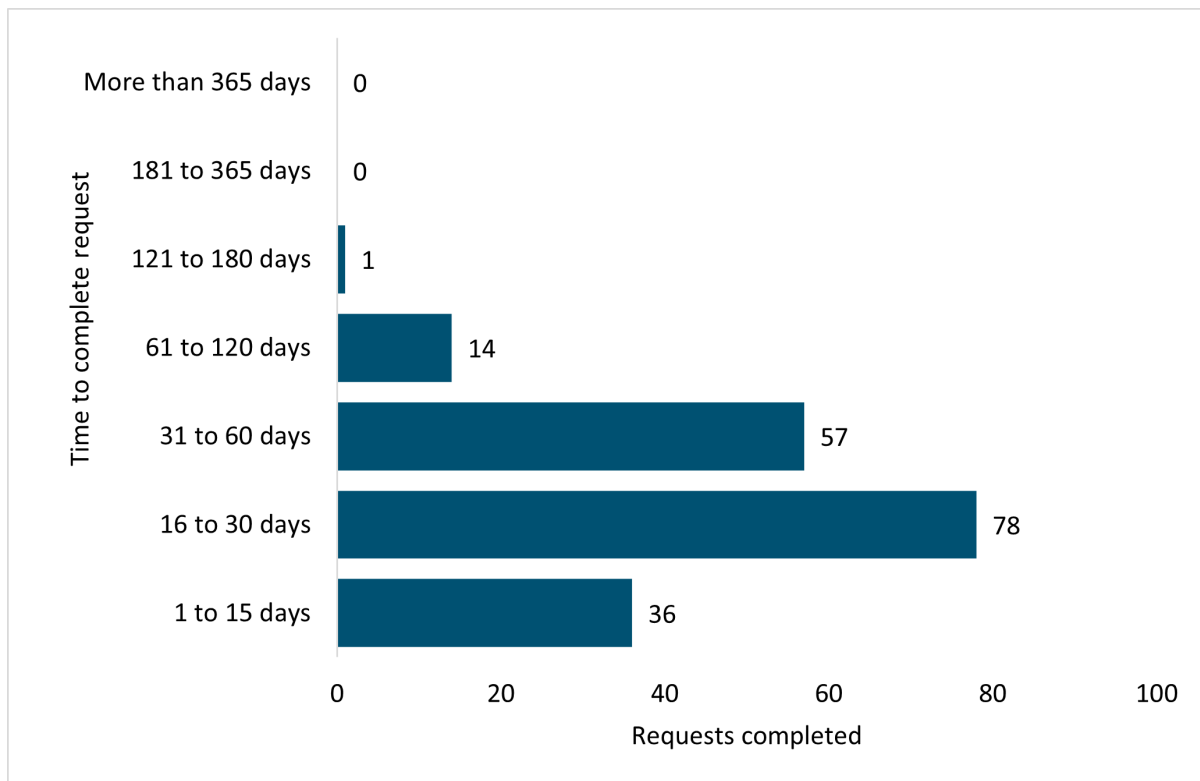
Completion time for consultations received from other Government of Canada institutions and other organizations

Of the 186 consultation requests completed this year, 61% were completed within 30 days and 92% were completed within 60 days.

Figure 17 shows the number of consultation requests completed by the time it took to complete the request.



Figure 17: consultation requests completed by time to complete request, 2021–22



Part 6: consultations on Cabinet confidences

Consultations with legal services

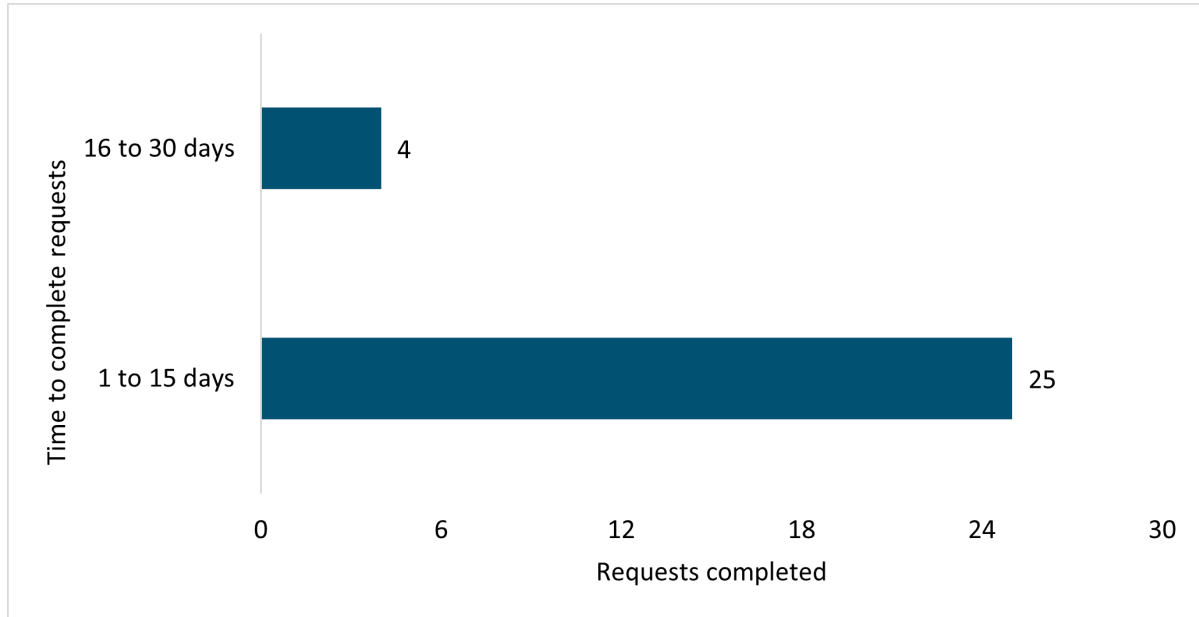
As the administrative arm of the Treasury Board, TBS provides support to Treasury Board ministers. As such, the requests TBS receives often contain information that is subject to Cabinet confidence and that requires consultation with TBS’s legal services unit in accordance with the *Policy on Access to Information*.

In 2021–22, TBS consulted with its legal services unit on 29 requests to evaluate information that could be subject to Cabinet confidence. This number of consultations is a 22% decrease compared to the 37 Cabinet confidence consultations conducted in 2020–21. This reduction is likely attributable to increased outreach activities with applicants by the ATIP office on the nature and impacts of Cabinet confidence in order to speed up the processing of requests.

Figure 18 shows the number of consultations on Cabinet confidences completed by completion time.



Figure 18: consultations on Cabinet confidences completed, by time to complete the requests, 2021–22



Consultations with the Privy Council Office

No requests processed by TBS in 2021–22 required consultation on Cabinet confidence with the Privy Council Office.

Part 7: complaints and investigations

Complaints received

Applicants can file a complaint with the Office of the Information Commissioner of Canada (OIC) if they are not satisfied with the processing of their requests.

In 2021–22, TBS was notified of 30 complaints received by the OIC, an increase of 43% compared to the 21 complaints received in 2020–21.

Table 3 shows the types of complaints received by the OIC about TBS in 2021–22.



Table 3: complaints received by type, 2021–22

Complaint type	Number of complaints
Time limits	14
Delay: deemed refusal	6
Refusal: exemptions	3
Refusal: exclusions	3
Refusal: missing records	3
Miscellaneous	1
Total	30

Complaint representations

There are various stages of the complaints process. Initially, the OIC contacts institutions to collect and review the processing file. During the course of an investigation, the OIC must provide implicated institutions with an opportunity to provide representations during the course of an investigation.

In 2021–22 TBS was requested by the OIC to provide representations for 14 requests, which is comparable to the 17 representations provided to the OIC in 2020–21. TBS has been working in close collaboration with the OIC for an additional 28 complaints but TBS was not requested to provide representations on those complaints in 2021–22.

Complaints closed

The OIC issued findings for a total of 24 complaint investigations during the reporting period. Of the 24 complaint investigation findings issued in 2021–22, the OIC issued recommendations to TBS in two of its findings before concluding that the complaints were resolved.

On June 21, 2019, Bill C-58: *An Act to amend the Access to Information Act and the Privacy Act* received royal assent and provided the OIC with the power to make binding orders in relation to access to information requests, including ordering the release of government records for



complaints filed after royal assent. While TBS did not receive any orders in 2021–22, it has since received orders that will be reflected in next year’s annual report. The potential for orders issued by the OIC introduces new challenges for the ATIP office.

Table 4 shows the complaint findings issued by the OIC in 2021–22.

Table 4: complaint findings issued by the OIC, 2021–22

Type of complaint	Complaint disposition			
	Not well founded	Well founded	Resolved	Discontinued
Miscellaneous	1	0	0	0
Exclusion	0	1	0	1
Exemption	0	1	1	0
Time extension	0	2	8	0
Delay	0	8	1	0

Part 8: court actions

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

Part 9: fees

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

With respect to the \$5 application fee to make a request under the *Access to Information Act*, the total revenue collected was \$1,485. In accordance with the changes to the *Access to Information Act* that came into force on June 21, 2019, TBS may only charge an application fee of \$5, as set out in paragraph 7(1)(a) of the *Access to Information Regulations*. Pursuant to the *Directive on Access to Information Requests*, issued on July 13, 2022, institutions can waive this application fee as appropriate. In 2021–22 TBS waived \$680 in application fees.



Part 10: resources related to the *Access to Information Act*

Costs

In 2021–22, TBS’s total cost for administering the *Access to Information Act* was \$1,366,881. The ATIP office incurred \$1,329,096 in salary costs and \$37,785 in other administrative costs (software licences, office equipment and supplies, training).

These costs do not include resources expended by TBS’s program areas to meet the requirements of the act, nor do they take into account the costs associated with consultations with other government institutions. Notably, the costs associated with the administration of the act pertain only to costs incurred for the administration of Part 1, and not the costs associated with proactive disclosure.

Human resources

In 2021–22, there were 17.45 full-time equivalents in the ATIP office performing work associated with the application of the act.

Impact of COVID-19-related measures

In response to the public health measures implemented to minimize the effects of the COVID-19 pandemic, TBS primarily operated remotely in 2021–22. The ATIP office had unrestricted access to the TBS virtual private network (VPN) and ATIP office employees were able to work onsite for operational reasons. The ATIP office was at full operational capacity throughout the year apart from four weeks in winter 2022 when there were demonstrations in the National Capital Region. During this four-week period, the ATIP office’s capacity to receive paper documents or process Secret documents was reduced.

The ATIP office continued to modernize and enhance its procedures to:

- ▶ reflect the realities of a new digital environment
- ▶ ensure that requests were processed efficiently and within legislative deadlines to the extent possible

The procedural adaptations and digital transformation that occurred in 2020–21 as a result of the COVID-19 pandemic and the associated public health measures enabled the ATIP office to:

- ▶ mitigate the impacts of the COVID-19 pandemic on TBS’s operations in 2021–22
- ▶ meet or exceed productivity metrics



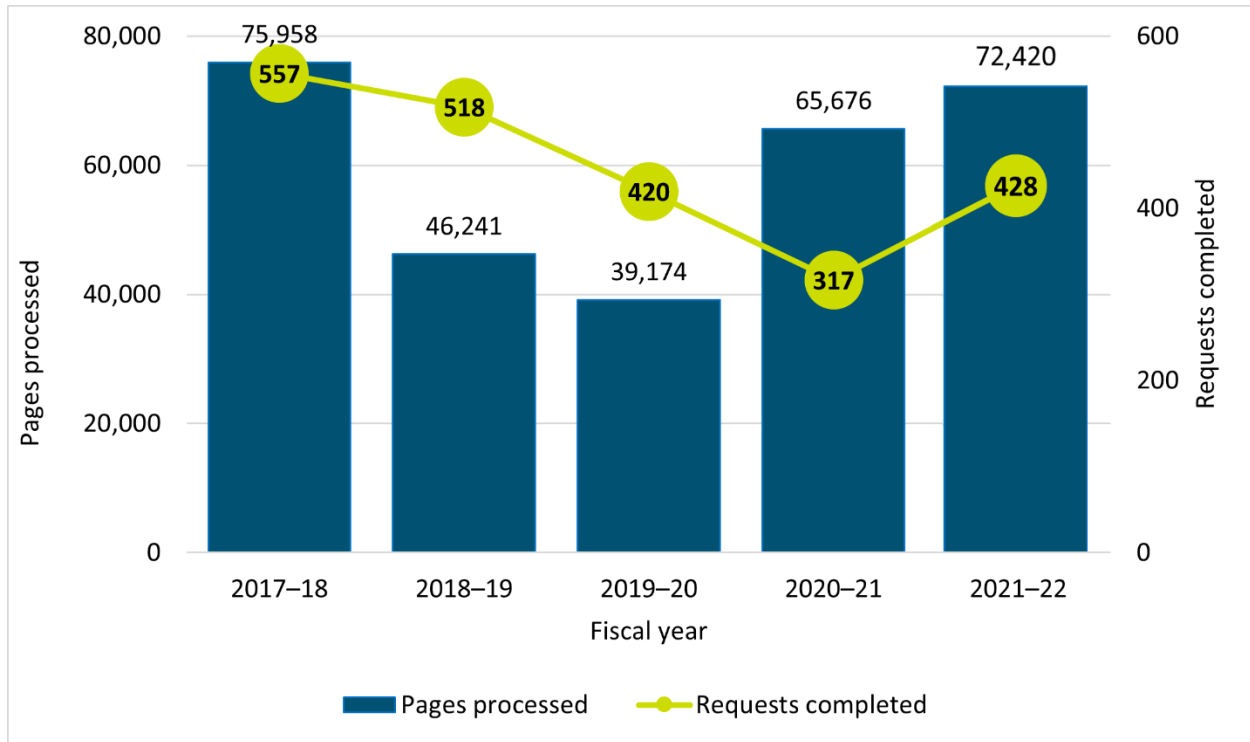
Although the ATIP office has put in place many efficiencies, it is also seeking to recruit additional staff to support its operations and develop technical solutions that will enhance its productivity.

In this regard, the ATIP office has demonstrated that the ATIP business line is conducive to remote work and can meet or exceed pre-pandemic productivity metrics. In 2021–22, the ATIP office completed 428 requests while working remotely, eight more than the number completed in 2019–20. Furthermore, the ATIP office processed 72,420 pages for requests completed in 2021–22 and 65,676 pages for requests completed in 2020–21. This represents an increase of 70% and 54% respectively compared to the average of 42,707 pages processed in the two years immediately preceding the COVID-19 pandemic. The ATIP office had comparable resourcing from 2018–19 to 2021–22.

Figure 19 shows, for 2017–18 to 2021–22, the number of requests TBS completed each year and the number of pages it processed for those requests.



Figure 19: access to information requests completed and pages processed, 2017–18 to 2021–22



Impact of TBS’S COVID-19 initiatives

In support of the Government of Canada’s response to the COVID-19 pandemic, TBS implemented or supported a number of significant initiatives that had a high impact on Canadians in 2021–22. These initiatives include but are not limited to:

- ▶ the *Policy on COVID-19 Vaccination for the Core Public Administration including the Royal Canadian Mounted Police*
- ▶ the COVID Alert application
- ▶ other leave with pay (code 699)
- ▶ guidance on telework

From an operational perspective, these initiatives were of significant interest to Canadians, and resulted in 91 requests or 21% of all requests received in 2021–22. More importantly, these requests resulted in more than 110,000 pages of responsive documents, which is 52% greater than the total number of 72,420 pages reviewed in 2021–22.



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

The ATIP office proactively publishes information for:

- ▶ the President of the Treasury Board
- ▶ the Minister of Digital Government (this position no longer exists within TBS with the appointment of the Cabinet following the 2021 election)
- ▶ the deputy heads at TBS:
 - ▶ the Secretary
 - ▶ the Comptroller General of Canada
 - ▶ the Chief Human Resources Officer of Canada
 - ▶ the Chief Information Officer of Canada

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

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

Transition binders: In 2021–22, there were three transition binders consisting of a total of 1,143 pages that were published for the incoming:

- ▶ President of the Treasury Board
- ▶ Chief Human Resources Officer of Canada
- ▶ Chief Information Officer of Canada

Of the three binders, one was fully disclosed while the remaining two had to be redacted to protect:

- ▶ information related to ongoing investigations
- ▶ the competitive position of Canada
- ▶ personal information
- ▶ internal government decision-making
- ▶ privileged solicitor-client information
- ▶ Cabinet confidences



Additionally, a new Secretary of the Treasury Board was appointed in January 2022, and the corresponding transition binder consisted of 291 pages. This material was published in 2022–23 and will be reflected in more detail in that annual report.

Memoranda titles: In 2021–22, 256 memoranda titles were published, but some titles required redactions to protect:

- ▶ information related to the economic interests of Canada
- ▶ internal government decision-making
- ▶ personal information
 - ▶ or
- ▶ privileged solicitor-client information

Parliamentary committee appearance binders: In 2021–22, TBS published 10 parliamentary committee appearance binders which required the processing of 1,989 pages. The publication of appearance binders requires detailed review, consultation and coordination within TBS. Of the 10 binders, four were fully disclosed. The remaining six had to be redacted to protect:

- ▶ internal government decision-making
- ▶ privileged solicitor-client information
 - ▶ or
- ▶ Cabinet confidence

Question Period notes: In 2021–22, 20 question period notes consisting of 108 pages were published for the President of the Treasury Board and the Minister of Digital government.

Travel and hospitality: In 2021–22, there were seven publications relating to travel and hospitality.

In addition to legislative requirements under Part II of the act, the ATIP office also supports proactive publication activities within TBS. In 2021–22, the ATIP office received 18 requests to review materials before publication that consisted of documents and data sets equivalent to 5,878 pages of records.

Finally, in accordance with the *Directive on Access to Information Requests*, the ATIP office publishes summaries of completed access to information requests monthly. A total of 356 summaries were published in 2021–22.



Education, training, and awareness

In 2021–22, the ATIP office continued to provide regular advice and guidance to sector officials while also expanding the outreach activities and formal training sessions provided to TBS employees. In addition to the regular support provided by the ATIP office to sectors processing ATIP requests, the ATIP office was formally consulted on 142 initiatives in 2021–22. Furthermore, 17 separate sessions on access and privacy legislation as they relate to ATIP requests were provided to 446 employees. Some of the sessions were tailored to the needs of specific teams and sectors.

As part of its training program, the ATIP office launched its ATIP sector liaison officer engagement strategy in 2021–22. The strategy aims to promote awareness and provide tools to sector officials to increase the efficiency of the ATIP process. Under this strategy, the ATIP office developed several tutorial videos to help sector officials prepare responses to the ATIP office. The ATIP office also held quarterly information sessions with ATIP coordinators throughout TBS and information management officials in order to promote awareness of ATIP activities. These sessions ensured the broad distribution of ATIP-related tools and were delivered to 122 participants.

For International Right to Know Day and Data Privacy Day, the ATIP office conducted sessions to promote management practices and principles related to access to information and privacy.

Table 5 outlines specific training initiatives conducted by the ATIP office in 2021–22.

Table 5: training initiatives conducted, 2021–22

Training initiative	TBS sector that received training	Description	Unit of the ATIP office responsible for training	Number of participants
Introduction to the ATIP sector return form	All sectors	Training session to outline how to complete the ATIP sector return form	Intake and Governance	37
ATIP sector liaison officer training session	International Affairs,	Introductory ATIP session	Intake and Governance	4



Training initiative	TBS sector that received training	Description	Unit of the ATIP office responsible for training	Number of participants
	Security and Justice			
ATIP sector liaison officer quarterly session no. 1	All sectors	Quarterly ATIP session	Intake and Governance	50
Right to Know Day	All sectors	Promotion of the <i>Access to Information Act</i> for Right to Know Day	Intake and Governance	10
ATIP sector liaison officer quarterly session no. 2	All sectors	Quarterly ATIP session	Intake and Governance	54
ATIP training session	Social and Cultural	Introductory ATIP session	Intake and Governance	23
ATIP training session	Employee Relations and Total Compensation	Introductory ATIP session	Intake and Governance	104
ATIP training session	People Management, Systems, and Processes	Introductory ATIP session	Intake and Governance	10
ATIP training session	People Management, Systems, and Processes	Introductory ATIP session	Intake and Governance	10



Training initiative	TBS sector that received training	Description	Unit of the ATIP office responsible for training	Number of participants
ATIP training session	Office of the Chief Human Resources Officer, Deputy Minister's Office	Introductory ATIP session	Intake and Governance	8
ATIP training session	People Management, Systems, and Processes	Introductory ATIP session	Intake and Governance	8
ATIP training session	Office of the Chief Information Officer	Introductory ATIP session	Intake and Governance	25
ATIP training session	Employee Relations and Total Compensation	Introductory ATIP session	Intake and Governance	33
ATIP sector liaison officer quarterly session no. 3	All sectors	Quarterly ATIP session and information management	Intake and Governance	31



Training initiative	TBS sector that received training	Description	Unit of the ATIP office responsible for training	Number of participants
Privacy training session	All sectors	Privacy training for sector ambassadors for the Government of Canada Workplace Charitable Campaign	Privacy Policy	31
Privacy training session	People Management, Systems, and Processes	Training on sound practices in the management of personal information	Intake and Governance	8
Data Privacy Day	All sectors	Promotion of Data Privacy Day	Privacy Policy	n/a

Monitoring

The ATIP office produces a variety of regular and ad hoc reports to monitor TBS’s compliance with the *Access to Information Act* and the *Privacy Act*. In 2021–22, the ATIP office increased its emphasis on data analytics with the intent of identifying emerging trends and promoting procedural efficiencies. The ATIP office developed individualized sector performance reports aimed at creating awareness within sectors of their performance with respect to their ATIP obligations. The ATIP office also worked closely with sectors that experience high volumes of ATIP requests in an effort to coordinate and expedite responses from those sectors. This new engagement with sectors is intended to support the sharing of existing compliance data, which were shared weekly with program areas and senior management in previous years.

Technology and innovation

The onset of the COVID-19 pandemic has significantly altered the way in which ATIP offices interact with their clients who seek to contact departments digitally rather than by conventional



delivery methods, such as physical mail. In 2020–21 and 2021–22, TBS did not receive any requests to issue records by mail, which indicates the extent of Canadians’ digital preferences.

The COVID-19 pandemic accelerated TBS’s transition to a digital environment, which required procedural modifications along with the integration of secure electronic delivery mechanisms, such as epost Connect and the expanded AORS platform. In 2021–22, responses to applicants were delivered via their preferred method. Of the 244 requests completed that had responsive records, 67 requests (27%) were delivered via epost Connect while the remaining 177 requests (73%) were delivered via email. The ATIP office will continue to prioritize technological innovations aimed at improving ATIP service delivery.

Access to Information initiatives with the Office of the Chief Information Officer

As the President of the Treasury Board is the Minister responsible for the *Access to Information Act*, the Office of the Chief Information Officer (OCIO) at TBS leads the development of digital tools used by ATIP offices across the Government of Canada. As such, the ATIP office often provides advice and support in the development of these tools.

Access to Information and Personal Information Online Request Service (AORS)

The AORS has been one of the primary ways that Canadians can digitally submit requests. In summer 2022, the AORS was expanded to enable the secure digital delivery of response packages to clients. The ATIP office supported this initiative in 2021–22 by:

- ▶ providing developmental testing and advice to officials within OCIO to ensure that the platform contained all of the required functionalities
- ▶ preparing to onboard to the expanded AORS in a pilot for testing purposes
- ▶ working with officials from OCIO to complete a privacy impact analysis report to account for new privacy considerations as a result of the expanded functionality

Government of Canada procurement of new ATIP software

In collaboration with Public Services and Procurement Canada, OCIO has been leading the procurement process for new ATIP software over the past several years. The process concluded with the awarding of contracts in summer 2022. In support of this process over the last three fiscal years, the ATIP office has regularly provided access to resources with the expertise required to:



-
- ▶ evaluate vendor submissions
 - ▶ articulate the business requirements of ATIP offices across the Government of Canada

Access to information review

The ATIP office is an active member in a number of interdepartmental working groups focused on improving the *Access to Information Act* and the *Privacy Act*. OCIO has been undertaking an access to information review that focuses on:

- ▶ the legislative framework
- ▶ opportunities to improve proactive publication
- ▶ assessments of processes and systems to increase efficiencies and reduce delays

In support of this initiative, the ATIP office provided detailed information on behalf of TBS to OCIO in 2021–22 and will continue to support the review.

Departmental complaint with the Office of the Information Commissioner of Canada

As the designated Minister for the *Access to Information Act*, the President of the Treasury Board has prescribed duties in providing guidance and support to departmental ATIP offices. OCIO is responsible for providing the ATIP community with guidance and support on behalf of the President of the Treasury Board.

In summer 2020, following the onset of the COVID-19 pandemic, the Office of the Information Commissioner of Canada (OIC) notified TBS that it had received a complaint that TBS had failed to provide adequate support to government institutions throughout the pandemic, contrary to the principles of openness and transparency. The allegation was that this consequently resulted in the right of access of Canadians being impeded across the Government of Canada.

In winter 2022, the OIC concluded its investigation into this matter and determined that the complaint was not well-founded. The investigation conducted by the OIC demonstrated that TBS was actively engaged with institutions in reminding them of their obligations under the legislation and clarifying relevant policy requirements.

Information about programs and information holdings

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



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

A description of TBS's functions, programs, activities and related information holdings can be found on [*Sources of Federal Government and Employee Information: Treasury Board Secretariat*](#).



Appendix A: Delegation Order – *Access to Information Act*

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

Original signed by

The Honourable Mona Fortier
President of the Treasury Board
Date: 2022-02-02

Schedule A: sections of the *Access to Information Act* to be delegated

Position	Powers, duties or functions
Secretary	Full authority
Assistant Secretary, Strategic Communications and Ministerial Affairs	Full authority
Senior Director, Ministerial Services	Full authority except: Paragraph: 35(2)(b) Subsection: 37(1)
Director, Access to Information and Privacy	Full authority except: Paragraph: 35(2)(b) Subsection: 37(1)
Manager, Access to Information and Privacy	Sections: 7, 9, 19, 23, 27
Team Leader, Access to Information and Privacy	Sections: 7, 9, 19, 23
Access to Information and Privacy Officers	Paragraph: 7(a)



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

Name of institution: Treasury Board of Canada Secretariat

Reporting period: 2021-04-01 to 2022-03-31

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

1.1 Number of requests

	Number of requests
Received during reporting period	435
Outstanding from previous reporting periods	165
Outstanding from previous reporting period	101
Outstanding from more than one reporting period	64
Total	600
Closed during reporting period	428
Carried over to next reporting period	172
Carried over within legislated timeline	107
Carried over beyond legislated timeline	65



1.2 Sources of requests

Source	Number of requests
Media	45
Academia	28
Business (private sector)	39
Organization	11
Public	244
Decline to Identify	68
Total	435

1.3 Channels of requests

Channel	Number of requests
Online	366
Email	65
Mail	4
In person	0
Phone	0



Fax	0
Total	435

Section 2: informal requests

2.1 Number of informal requests

	Number of requests
Received during reporting period	84
Outstanding from previous reporting periods	8
Outstanding from previous reporting periods	7
Outstanding from more than one reporting period	1
Total	92
Closed during reporting period	91
Carried over to next reporting period	1



2.2 Channels of informal requests

Channel	Number of requests
Online	40
Email	44
Mail	0
In person	0
Phone	0
Fax	0
Total	84

2.3 Completion time of informal requests

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
27	38	18	0	0	0	8	91



2.4 Pages released informally

Less than 100 pages released		101 to 500 pages released		501 to 1,000 pages released		1,001 to 5,000 pages released		More than 5,000 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
0	0	0	0	0	0	0	0	0	0

2.5 Pages re-released informally

Less than 100 pages re-released		101 to 500 pages re-released		501 to 1,000 pages re-released		1,001 to 5,000 pages re-released		More than 5,000 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
68	1,315	18	4,711	4	3,285	1	4,180	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	0	47	20	12	4	0	2	85
Disclosed in part	1	19	13	60	20	24	22	159



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 exempted	0	1	0	0	0	0	0	1
All excluded	0	0	1	2	1	0	0	3
No records exist	1	103	1	12	0	0	0	117
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	56	4	1	0	2	0	0	63
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	58	174	36	86	26	24	24	428



4.2 Exemptions

Section	Number of requests
13(1)(a)	0
13(1)(b)	1
13(1)(c)	2
13(1)(d)	0
13(1)(e)	0
14	0
14(a)	1
14(b)	0
15(1)	0
15(1) - International Affairs	1
15(1) - Defence of Canada	19
15(1) - Subversive Activities	0
16(1)(a)(i)	0
16(1)(a)(ii)	0
16(1)(a)(iii)	0



Section	Number of requests
16(1)(b)	1
16(1)(c)	5
16(1)(d)	0
16(2)	2
16(2)(a)	0
16(2)(b)	0
16(2)(c)	43
16(3)	0
16.1(1)(a)	0
16.1(1)(b)	0
16.1(1)(c)	0
16.1(1)(d)	0
16.2(1)	0
16.3	0
16.4(1)(a)	0



Section	Number of requests
16.4(1)(b)	0
16.5	0
17	0
18(a)	3
18(b)	15
18(c)	1
18(d)	1
18.1(1)(a)	1
18.1(1)(b)	0
18.1(1)(c)	0
18.1(1)(d)	0
19(1)	89
20(1)(a)	0
20(1)(b)	21
20(1)(b.1)	0



Section	Number of requests
20(1)(c)	22
20(1)(d)	5
20.1	0
20.2	0
20.4	0
21(1)(a)	67
21(1)(b)	69
21(1)(c)	25
21(1)(d)	20
22	0
22.1(1)	0
23	31
23.1	0
24(1)	0
26	2



4.3 Exclusions

Section	Number of requests
68(a)	0
68(b)	0
68(c)	0
68.1	0
68.2(a)	0
68.2(b)	0
69(1)	3
69(1)(a)	11
69(1)(b)	0
69(1)(c)	2
69(1)(d)	3
69(1)(e)	15
69(1)(f)	2
69(1)(g) re (a)	31
69(1)(g) re (b)	1



Section	Number of requests
69(1)(g) re (c)	29
69(1)(g) re (d)	10
69(1)(g) re (e)	21
69(1)(g) re (f)	8
69.1(1)	0

4.4 Format of information released

Paper	Electronic record	Electronic data set	Video	Audio	Other
0	239	5	0	0	0

4.5 Complexity

4.5.1 Relevant pages processed and disclosed for paper and electronic record formats

Number of pages processed	Number of pages disclosed	Number of requests
72,420	44,892	311



4.5.2 Relevant pages processed per request disposition for paper and electronic record formats by size of request

Disposition	Less than 100 pages processed		101 to 500 pages processed		501 to 1,000 pages processed		1,001 to 5,000 pages processed		More than 5,000 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
All disclosed	62	1,093	17	3,723	3	1,629	3	6,957	0	0
Disclosed in part	88	2,815	45	11,086	14	9,354	10	23,645	2	11,530
All exempted	1	2	0	0	0	0	0	0	0	0
All excluded	2	18	1	343	0	0	0	0	0	0
Request abandoned	62	52	1	173	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	215	3,980	64	15,325	17	10,983	13	30,602	2	11,530



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 to 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 to 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	7	0	5	12
Disclosed in part	63	2	9	74
All exempted	0	0	0	0
All excluded	0	1	0	1
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	70	3	14	87



4.6 Closed requests

4.6.1 Requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	386
Percentage of requests closed within legislated timelines (%)	90%

4.7 Deemed refusals

4.7.1 Reasons for not meeting legislated timelines

Number of requests closed past the legislated deadline	Principal reason			
	Interference with operations or workload	External consultation	Internal consultation	Other
42	28	5	4	5

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

Number of days past legislated deadline	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	4	2	6
16 to 30 days	0	1	1
31 to 60 days	0	3	3



Number of days past legislated deadline	Number of requests past legislated timeline where no extension was taken	Number of requests past legislated timeline where an extension was taken	Total
61 to 120 days	0	3	3
121 to 180 days	2	1	3
181 to 365 days	1	6	7
More than 365 days	3	16	19
Total	10	32	42

4.6 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 or workload	9(1)(b) consultation		9(1)(c) third-party notice
		Section 69	Other	
All disclosed	17	1	21	1
Disclosed in part	66	39	92	32
All exempted	0	0	0	0
All excluded	1	3	0	0
Request abandoned	2	0	2	0
No records exist	12	0	13	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	98	43	128	33



5.2 Length of extensions

Length of extensions	9(1)(a) interference with operations or workload	9(1)(b) consultation		9(1)(c) third-party notice
		Section 69	Other	
30 days or less	25	2	19	0
31 to 60 days	10	17	48	8
61 to 120 days	26	14	40	11
121 to 180 days	20	5	9	6
181 to 365 days	12	4	11	7
365 days or more	5	1	1	1
Total	98	43	128	33



Section 6: fees

Fee type	Fee collected		Fee waived		Fee refunded	
	Number of requests	Amount	Number of requests	Amount	Number of requests	Amount
Application	297	\$1,485.00	136	\$680.00	2	\$10.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	297	\$1,485.00	136	\$680.00	2	\$10.00

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 reporting period	166	8,595	1	124
Outstanding from the previous reporting period	33	1,778	0	0
Total	199	10,373	1	124
Closed during the reporting period	186	7,084	0	0



Consultations	Other Government of Canada institutions	Number of pages to review	Other organizations	Number of pages to review
Carried over within negotiated timelines	13	3,289	1	124
Carried over beyond negotiated timelines	0	0	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	28	53	31	7	0	0	0	119
Disclose in part	2	23	23	7	1	0	0	56
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	2	1	1	0	0	0	0	4
Consult other institution	1	1	2	0	0	0	0	4
Other	3	0	0	0	0	0	0	3
Total	36	78	57	14	1	0	0	186



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							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	Total
Disclose entirely	0	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 to 500 pages processed		501 to 1,000 pages processed		1,001 to 5,000 pages processed		More than 5,000 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
1 to 15	18	437	1	276	0	0	0	0	0	0
16 to 30	2	23	0	0	0	0	0	0	0	0
31 to 60	5	104	2	1	0	0	0	0	0	0
61 to 120	0	0	1	78	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	25	564	4	355	0	0	0	0	0	0



8.2 Requests with Privy Council Office

Number of days	Fewer than 100 pages processed		100 to 500 pages processed		501 to 1,000 pages processed		1,001 to 5,000 pages processed		More than 5,000 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
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
30	0	14

9.2 Investigations and reports of findings

Subsection 37(1) initial reports			Subsection 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
5	2	0	24	2	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	\$1,329,082
Overtime	\$14
Goods and services	\$37,785
Professional services contracts	\$0
Other	\$37,785
Total	\$1,366,881



11.2 Human resources

Resources	Person years dedicated to access to information activities
Full-time employees	16.283
Part-time and casual employees	0.667
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.500
Total	17.450



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

Name of institution: Treasury Board of Canada Secretariat

Reporting period: 2021-04-01 to 2022-03-31

Section 1: capacity to receive requests under the *Access to Information Act* and the *Privacy Act*

1.1 Enter the number of weeks your institution was able to receive ATIP requests through different channels

	Number of weeks
Able to receive requests by mail	48
Able to receive requests by email	52
Able to receive requests through the digital request service	52

Section 2: capacity to process records under the *Access to Information Act* and the *Privacy Act*

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

	No capacity	Partial capacity	Full capacity	Total
Unclassified paper records	4	0	48	52
Protected B paper records	4	0	48	52
Secret and top secret paper records	4	0	48	52



2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No capacity	Partial capacity	Full capacity	Total
Unclassified electronic records	0	0	52	52
Protected B electronic records	0	0	52	52
Secret and top secret electronic records	4	0	48	52

Section 3: open requests and complaints under the *Access to Information Act*

3.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal year open request was received	Open request within legislated timeline as of March 31, 2022	Open request beyond legislated timeline as of March 31, 2022	Total
Received in 2021–22	94	13	107
Received in 2020–21	4	17	21
Received in 2019–20	0	21	21
Received in 2018–19	1	7	8
Received in 2017–18	4	6	10
Received in 2016–17	4	1	5
Received in 2015–16 or earlier	0	0	0
Total	107	65	172



3.2 Enter the number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal year open complaints were received by institution	Number of open complaints
Received in 2021–22	16
Received in 2020–21	2
Received in 2019–20	7
Received in 2018–19	3
Received in 2017–18	0
Received in 2016–17	0
Received in 2015–16 or earlier	0
Total	28



Section 4: open requests and complaints under the *Privacy Act*

4.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal year open request was received	Open request within legislated timeline as of March 31, 2022	Open request beyond legislated timeline as of March 31, 2022	Total
Received in 2021–22	9	0	9
Received in 2020–21	0	1	1
Received in 2019–20	0	2	2
Received in 2018–19	0	0	0
Received in 2017–18	0	0	0
Received in 2016–17	0	0	0
Received in 2015–16 or earlier	0	0	0
Total	9	3	12



4.2 Enter the number of open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal year open complaints were received by institution	Number of open complaints
Received in 2021–22	2
Received in 2020–21	0
Received in 2019–20	1
Received in 2018–19	1
Received in 2017–18	0
Received in 2016–17	0
Received in 2015–16 or earlier	0
Total	4

Section 5: social insurance number

Did your institution receive authority for a new collection or new consistent use of the social insurance number in 2021–22?	No
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