

**ACCESS TO INFORMATION ACT**  
**ANNUAL REPORT**



**PUBLIC SERVICE STAFF**  
**RELATIONS BOARD**

**1999-2000**

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May 31, 2000

The Honourable Stéphane Dion, P.C., M.P.  
President of the Queen's Privy Council  
for Canada and Minister of  
Intergovernmental Affairs  
House of Commons  
OTTAWA

Dear Mr. Minister:

It is my pleasure to transmit to you, pursuant to section 72 of the Access to Information Act, the Seventeenth Annual Report of the Public Service Staff Relations Board covering the period from April 1, 1999 to March 31, 2000 for submission to Parliament.

Yvon Tarte  
Chairperson

**PUBLIC SERVICE STAFF RELATIONS BOARD  
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APRIL 1, 1999 TO MARCH 31, 2000**

***INTRODUCTION***

The Public Service Staff Relations Board (the Board) is a quasi-judicial statutory tribunal responsible for the administration of the systems of collective bargaining and grievance adjudication established under the Public Service Staff Relations Act (the Act) and the Parliamentary Employment and Staff Relations Act. In addition, the Board is responsible for the administration of certain provisions of Part II of the Canada Labour Code concerning the occupational safety and health of employees in the Public Service. The combined functions of the Chairperson and the Board in specific areas under the Act are analogous to those performed by Ministers of Labour in private sector jurisdictions. Pursuant to the Act, the Board consists of a Chairperson, Vice-Chairperson, not less than three Deputy Chairpersons and such other full-time members and part-time members as the Governor in Council considers necessary.

Proceedings before the Board include applications for certification, revocation of certification, complaints of unfair labour practices, the designation of positions whose duties are of a managerial or confidential nature, the designation of positions whose duties are required to be performed in the interest of the safety or security of the public, and complaints and references of safety officers' decisions under the safety and health provisions of Part II of the Canada Labour Code. By far the heaviest volume of cases consists of grievances referred to adjudication concerning the interpretation or application of provisions of collective agreements or major disciplinary action and termination of employment. The Board also provides mediation and conciliation services when requested to do so by parties unable to resolve their disputes. Many such cases are settled without resort to formal proceedings before the Board.

***STATISTICAL REPORTS / EXPLANATION***

The Board received eight requests during the period under review and two were carried forward from 1998-1999. Two were consultations from other federal institutions and eight requests were from individuals. All of them were completed within the 30-day limit and the method of access for all disclosed information was copies of the documents.

In the case of the two consultations, authority was given to proceed with full disclosure of the documents in question. In the case of the six completed requests sent directly to the Board there was full disclosure of the existing information.

## ***SUPPORTING DOCUMENTATION***

### ***Organization of Activities***

The Chairperson has appointed a Co-ordinator for activity under the Access to Information Act (the ATIA). Any request received is referred by the Co-ordinator to the pertinent Branch for review and report before a decision is rendered on the request by the Co-ordinator. Where necessary, consultation takes place with the Chairperson. The Co-ordinator dedicates approximately 4% of a person-year to the administration of the Access to Information Act and to updating the Government of Canada Publication, Info Source, and preparing reports.

### ***Implementation***

A reading area is located in the Board's Records Office. A copy of the Government of Canada Publication Info Source is available for reference as are Access to Information Request Forms, a copy of the Board's Subject Classification Manual and other relevant publications.

In compliance with the Treasury Board Policy on records management, the Board's Records Management Section is continuously reviewing and updating its information holdings to ensure quick retrieval of information which could be requested under the Access to Information Act. In addition, all information included in the Board's main filing system is linked to its respective Program Record Number.

### ***Formal/Informal Interface***

During the reporting period, four requests were submitted formally. All completed requests were treated formally.

### ***Institutional Policies***

While the Board's policy is to charge fees for the processing of requests which exceed \$5.00, the nature and merit of each request is reviewed before a final decision concerning the request for or waiving of payment is made.

### ***Delegation Instrument***

The Chairperson has appointed the Head of Information Management and Production Services for the Board as Co-ordinator for the Access to Information Act.

### ***Education and Training***

Information on the ATIA has been incorporated into the Board's orientation package for new employees.

### ***Complaints, Investigations and Audits***

As of March 31, 2000 the Board had no outstanding complaints against it under the *Access to Information Act*.

During 1999, there was an internal audit which concluded that requests to Access to Information and Privacy were effectively managed in accordance with the requirements of the Act.

### ***Appeals to the Federal Court***

There have been no Appeals to the Federal Court during the period under review with respect to Access to Information requests.

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