



Public Service Commission
of Canada

Commission de la fonction publique
du Canada

Access to Information and Privacy Acts

Annual Reports

April 1, 2004 to March 31, 2005



Canada 

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Introduction

The *Access to Information Act* and the *Privacy Act* were proclaimed into force on July 1, 1983.

The *Access to Information Act* gives Canadian citizens, permanent residents and any person and corporation present in Canada a right of access to information contained in government records, subject to certain specific and limited exceptions. The *Privacy Act* extends to individuals the right of access to information about themselves held by the government, subject to specific and limited exceptions. The latter Act also protects the individuals' privacy by preventing others from having access to their personal information and gives individuals substantial control over its collection, use and disclosure.

Section 72 of the *Access to Information Act* and Section 72 of the *Privacy Act* require that the head of every government institution prepare for submission to Parliament an annual report on the administration of the Acts within the institution during each financial year.

The following annual reports are intended to describe how the Public Service Commission of Canada administered its responsibilities in the fiscal year 2004-2005 in relation to these Acts.

Part I — General Information on the Public Service Commission

Mission, Vision and Values- Striving for Excellence

The Public Service Commission (PSC) is dedicated to building a Public Service that strives for excellence. We protect merit, non-partisanship, representativeness and the use of both official languages.

We safeguard the integrity of staffing in the Public Service and the political impartiality of public servants. We develop policies and guidance for Public Service managers and hold them accountable for their staffing decisions. We conduct audits and investigations to confirm the effectiveness of the staffing system and to make improvements. As an independent agency, we report our results to Parliament.

We recruit talented Canadians to the Public Service, drawn from across the country. We continually renew our recruitment services to meet the needs of a modern and innovative Public Service.

Values to Guide our Actions

In serving Parliament and Canadians, we are guided by and proudly adhere to the following values:

- Integrity in our actions;
- Fairness in our decisions;
- Respect in our relationships; and
- Transparency in our communications.

Our Mandate

The PSC is an independent agency reporting to Parliament, with the authority to make appointments to and within the Public Service. To ensure that Canadians continue to benefit from a Public Service that is representative of Canada's diversity and based on competence, merit and non-partisanship, the PSC assures that these values are safeguarded.

It does this by:

- administering the *Public Service Employment Act* (PSEA);
- overseeing the merit-based staffing system;
- taking responsibility for the appointment of qualified persons to and within the Public Service;
- providing recourse and review of matters under the PSEA; and
- carrying out other duties as provided for in the PSEA and the *Employment Equity Act* (EEA).

Note: *The Public Service Modernization Act* (PSMA) received royal assent on November 7, 2003 and will come into force in stages bringing changes to the PSEA and the Commission's mandate.

Access to Information and Privacy Activities

The Departmental Coordinator of Access to Information and Privacy is accountable for the development, coordination and implementation of effective policies, guidelines, systems and procedures to enable efficient processing of requests under the *Access to Information Act* and the *Privacy Act*. The Coordinator is also responsible for related policies, systems and procedures emanating from the Acts, such as the government's policy on information collection and public opinion research.

The activities of the Access to Information and Privacy office include:

- processing requests under both Acts;
- acting as spokesperson for the Public Service Commission in dealings with the Treasury Board Secretariat, the Information and Privacy Commissioners, and other government departments and agencies regarding the application of both Acts as they relate to the PSC;
- responding to consultation requests submitted by other federal institutions on PSC documents located in their files while processing their requests;
- reviewing and approving information collections in accordance with the Government Policy on Information Collection and Public Opinion Research;
- implementing and promoting the use of the new Treasury Board Privacy Impact Assessment Policy;
- preparing annual reports to Parliament and other statutory reports, as well as other material that may be required by central agencies;
- developing policies, procedures and guidelines for the orderly implementation of both Acts by the PSC;
- promoting awareness of both Acts to ensure the PSC's responsiveness to the obligations imposed on the government; and
- monitoring the PSC's compliance with both Acts, regulations and relevant procedures and policies.

Part II — Report on the *Access to Information Act*

Highlights

During the reporting period of April 1, 2004 to March 31, 2005, the Public Service Commission (PSC) received a total of 67 new requests under the *Access to Information Act*. Seven requests were carried over from the previous year. The number of requests has slightly increased since last year from 62 to 67.

Again this year, the requests received covered the entire range of the PSC's responsibilities as the Parliamentary agency responsible for the safeguarding of the integrity of the appointment process. More specifically:

- 28 requests (42%) related to contracts, call-ups for temporary help, lists of new term and casual employees, and telecommunications.
- 16 requests (24%) pertained to various tests, evaluations and assessments done by the PSC. Most of the requests were asking for statistical data concerning Language Testing and Language Training issues. It should be noted that in April 2004, the Language Training Programs were transferred from the PSC to the Canada School of Public Service.
- 14 requests (21%) touched on staffing operations including staffing for executive level positions and priority administrative files. Other requests dealt with statistics related to the administration of staffing delegation, establishment of tests and standards for selection, and Employment Equity initiatives.
- 5 requests (7%) pertained to recourse issues all of which sought information related to investigations, appeal decisions and transcriptions of cassettes used during the appeal hearing.
- 4 requests (6%) dealt with miscellaneous issues, one of which was for the external audit conducted by the Audit Branch on the Office of the Privacy Commissioner.

As was the case last year, the preferred method of access reported by the PSC, as well as by departments and agencies throughout the federal government, is to receive copies of government records as opposed to simply viewing them.

Of the 70 cases completed during the reporting period, 58 requests (83%) were completed within 30 days, seven (10%) within 31 to 60 days and five (7%) were completed between 61 to 120 days. Although the PSC saw its number of requests increase, the PSC responded to 100% of the requests within the legislative time frame.

One complaint was received from the Office of the Information Commissioner during this reporting period. The applicant was not convinced that all of the information contained in his

personal files at the PSC was provided to him. This request is still being investigated; however further records were found in response to the applicant's request and were since provided to the applicant. One complaint, carried from 2003-2004, was on exemptions used, under the *Access to Information Act*, invoked by the PSC. Since consultations were not initially conducted with the other concerned government institution, the consultation was undertaken during the complaint process, and further records were released to the applicant. The complaint was resolved over the course of the 2004-2005 reporting period.

It should also be noted that the PSC received 31 consultations from other government departments and agencies (over 100% increase from last year). After reviewing the files, the PSC determined that information pertaining to the PSC could be released in full in 21 of the 31 consultation requests. Institutions consulted the PSC on matters relating to the *Public Service Modernisation Act* (PSMA), priority administration files, second language evaluation and briefing books.

The PSC also undertook numerous consultations with other government departments. The large majority of these consultations were taken with the Public Service Human Resources Management Agency of Canada and the Canada School of Public Service.

The Access to Information and Privacy office has continued to maintain its role of providing advice and training on the provisions of the *Access to Information Act* to PSC managers regarding the impact of various program initiatives. This year, 7 ATIP awareness sessions were provided to PSC staff. The awareness sessions were provided to the Audit Branch and the Management Committee of the Executive Resourcing Directorate. There was a total of 133 employees briefed, representing more than 10% of the PSC population. As for advice provided to managers of the PSC, the ATIP office was consulted over 50 times this year on topics ranging from political activities, the PSEA, the new PSMA and its regulations, investigations under sub-section 7.1 of the PSEA and recourse files.

Statistics - Access to Information

Requests processed		Extensions		
Carried over from 2003-04	7	Under 30 days	6	
Received during 2004-05	67	Over 30 days	6	
Completed during 2004-05	70	Method of access		
Carried forward to 2005-06	4	Copies given	57	
Completion time		Examination	1	
Under 30 days	58	Complaints processed		
31 - 60 days	7	Received during 2004-05	1	
61 - 120 days	5	Completed during 2004-05	1	
over 121 days	0	Carried forward to 2005-06	1	
Disposition of completed requests		Disposition of complaints by category		
All disclosed	32		Delays	Non-disclosure
Disclosed in part	27	Resolved	0	1
Nothing disclosed (excluded)	0	Withdrawn	0	0
Nothing disclosed (exempted)	0	Founded	0	0
Transferred	5	Unfounded	0	0
Unable to process	3	Fees		
Withdrawn by applicant	3	Application	\$295	
Treated informally	0	Other processing fees	\$606.60	
Source of requests received		Fees waived	\$576.60	
Media	9	Costs		
Academia	0	Full-time equivalent	0.5	
Business	11	Salary	\$33,500	
Organization	1	Administration	\$0	
Public	46	Total	\$33,500	

Historical comparisons							
	1998-99	1999-2000	2000-01	2001-02	2002-03	2003-04	2004-05
Requests received	38	22	17	40	48	62	67
Requests completed	33	29	17	38	50	57	70
Exemptions invoked:							
18 (b)	0	0	0	0	0	1	0
19 (1)	5	7	2	5	8	27	27
20 (1)(a)	1	0	0	0	0	0	0
20 (1)(b)	0	0	0	0	0	2	3
20 (1)©	0	0	0	0	0	1	3
21 (1)(a)	1	2	0	0	0	2	4
21 (1)(b)	0	0	0	0	0	2	4
21 (1)©	1	0	0	0	0	0	2
21 (1)(d)	0	0	0	0	0	1	0
22	1	1	1	0	0	2	1
23	1	4	0	0	1	3	3

Part III — Report on the *Privacy Act*

Highlights

During the reporting period of April 1, 2004 to March 31, 2005, the Public Service Commission (PSC) received a total of 43 requests under the *Privacy Act*. Two requests were carried over from 2003-2004. The total number of requests received represents an increase of 60% compared to the previous year (from 27 to 43), and a slight increase from previous years (2003-2004 was particularly low). It should however be noted that the number of pages processed has increased considerably from 1,400 pages to over 12,000. We expect such a trend to be maintained in view of the PSC's new mandate pertaining to audit and investigation.

This year the requests covered the following range of activities:

- 15 (35%) pertained to staffing related activities. The majority of these requests dealt with individuals seeking their personal information contained in competition files, priority administration files, or test results obtained during the assessment part of a competition. Five requests were either abandoned or records were not found because the requesters thought that the PSC was responsible for staffing all positions in the Public Service.
- 12 requests (28%) were from individuals seeking information contained in investigation and appeal files held by the Recourse Branch.
- 7 requests (16%) pertained to individuals seeking feedback regarding their own Second Language Examination.
- 3 requests (7%) were for personal information contained in external audit files.

Of the 43 cases completed during the reporting period, 30 (70%) requests were completed within 30 days, 11 (25%) within 31 to 60 days and two (5%) within 61 to 120 days. Of the 43 requests, 41 were completed within their legislative time period (93% compliance rate) while two files were completed on day 61 as opposed to day 60.

There was a total of four complaints received by the Privacy Commissioner during this reporting period. (A decrease of almost 50% from previous years). There were two related to exemptions/refusal of access. The other two were complaints pertaining to collection/retention/use and disclosure of records.

There were eight Privacy complaints closed during this reporting period. Of the eight, three were due to delay in responding. The Office of the Privacy Commissioner (OPC) concluded that the three complaints were well-founded, since the PSC had forgotten to cross-reference the individual's ATI request to their Privacy requests. One complaint regarding the collection, retention, use and disclosure of personal information was transferred to the Canada School of

Public Service. Another complaint on refusal of access was deemed unsubstantiated by the OPC since the applicant had not made a request. The final three complaints were on non disclosure and exemptions in which the OPC concluded that the complaints were not-well founded since the exemptions invoked were appropriate.

Consultations were conducted with several government departments, mostly with regards to priority administration files, recourse, investigations and competitive processes. The PSC received four consultations from other institutions and recommended full disclosure for two of the four, and two partial disclosures as the information contained personal information belonging to another individual.

As discussed in the Access to Information section of this report, the Access to Information and Privacy office has continued to maintain its role of providing advice and training on the provisions of the *Privacy Act* to PSC managers regarding the impact of various program initiatives.

Privacy Impact Assessment (PIA) and Preliminary Privacy Impact Assessment (PPIA)**PIA on Analytical Tools: Job-Based Analytical Information System (JAIS), Cube Data Analysis Tools, Electronic Programme of Special Surveys (EPSS) within the Appointments Information and Analysis Directorate (started in 2003-2004)**

Executive Summary

The Information Management Division (IMD) of the Policy Branch within the PSC is responsible for, among others things, producing statistical reports needed by the PSC to fulfil its mandate. These reports are published in the PSC Annual Report, and are distributed and used by the PSC for analysis purposes. In order to modernize its operations IMD is in the process of expanding the utilization of its information systems and implementing new analytical tools:

- The Job-Based Analytical Information System (JAIS) is a longitudinal system used as an oversight tool in analysing trends government-wide. It is a database of more than two million records spanning a 15-year period (1990 until today). Internal and external stakeholders within the federal public service have requested access to JAIS-derived information.
- The Cubes consist of data analysis tools being implemented by PSC that enable individuals to extract specific statistical information relating to hiring and staffing activities.
- The Programme of Special Surveys (PSS) is a survey tool developed to help ensure that the staffing system is operating effectively. The PSS provides quantitative and qualitative information that will allow the PSC and delegated departments and agencies to improve staffing. The PSS is being transitioned from a paper-based format to an online format, now called the Electronic Programme of Special Surveys (EPSS).

In order to facilitate the successful design, development and implementation of the analytical tools, the PSC had determined that a Privacy Impact Assessment (PIA) was required. This PIA was sent to the OPC in June 2004, the PSC is waiting for a response from OPC prior to posting the summary on the internet.

PPIA on the Information Technology Shared Services Initiative (IT SSI) was a proposed joint initiative amongst: the Public Service Commission (PSC), the Canada School of Public Service (CSPS), the Office of the Commissioner of Official Languages (OCOL), and Public Works and Government Services Canada (PWGSC). This initiative will not go forward as described. (started in 2004-2005)

Executive Summary

The IT SSI was contemplating the creation of a dedicated IT unit within PWGSC for the provision of IT services to the client departments. The dedicated unit was to be formed using a large percentage of the existing IT personnel in PSC, CSPS and OCOL.

At the time, a preliminary privacy impact assessment was deemed appropriate. All participating departments identified personal information flows and assessed the new concept of operations against their established baselines for privacy protection. As of April 2005, this PPIA is in draft format, and will not go forward as described.

PIA on Priority Information Management System for the Priority Administration Section of the Delegation Directorate, Policy Branch (started in 2004-2005)

Executive Summary

The Policy Branch supports the Public Service Commission's mandate to independently safeguard the integrity of staffing and promote the political impartiality of the public service.

The Public Service Employment Act and Regulations provide certain persons with an entitlement, for limited periods, to be appointed ahead of all others to any position in the Public Service for which they are qualified. An entitlement is a personal right guaranteed by the Public Service Employment Act and Regulations, and is an exception to the normal application of the merit principle, and applies to all positions regardless of department, location, tenure, occupation and most selection processes. Entitlements are normally the result of actions in which the department is directly involved. For example, authorizing certain leaves of absence, backfilling the position of an employee on leave, and/or declaring employees surplus or laid-off.

The entitlement of priority persons is to be appointed, without competition, in absolute priority (before all other persons), to positions for which they are qualified, unless their appointment would result in another person becoming entitled to a priority (i.e. declared surplus). Priority persons must simply be qualified for a position, not necessarily the best qualified among other interested persons, in order to be entitled to be appointed. Priority appointments are not subject to appeal.

Priority entitlements apply to most appointments that are made pursuant to the Public Service Employment Act. The entitlement is national and interdepartmental in scope. Priority entitlements do not apply to deployments, secondments/assignments, acting appointments, casual appointments, and most appointments made according to individual merit. Departments are obligated to make priority appointments before conducting recruitment or internal staffing actions.

The Public Service Commission is in the process of implementing the Priority Information Management System, a national, interdepartmental and web-based inventory that matches priority persons with vacant positions. The Priority Information Management System lists registered priority persons in an inventory, which is then searched by departments as a first step in staffing or recruitment.

The Priority Information Management System replaces the Integrated Staffing System used by the Public Service Commission Priority Officers and the internet-based forms that department staffing personnel have been utilizing in the priority entitlement process.

As the Priority Information Management System involves personal information related to the priority persons, this report examines the privacy-related impact of the Priority Information Management System, and proposes appropriate mitigation strategies for the identified risks. As of March 2005, this PIA is in draft format, and will be sent to the OPC during the course of this fiscal year.

Disclosure under Section 8(2) of the Privacy Act

Personal information was released under section 8 (2) (m)(ii) this year with regards to the Public Service Commission “One Year Later” report on the follow-up audit on the Office of the Privacy Commissioner. Extensive analysis was conducted prior to the disclosure; public interest and private interest tests were conducted and, in the end, it was determined that the public’s right to know outweighed the individuals right to privacy. A letter was sent to the Privacy Commissioner informing her of the PSC’s intentions of disclosure as required. The PSC also sent a courtesy notice to those involved so that they would be informed prior to disclosure.

The PSC also released personal information on a regular basis under section 8(2)(b). Such releases are authorized in the context of the PSEA, section 21 (1) pertaining to appeal matters under the PSC jurisdiction.

Statistics - Privacy

Requests processed		Method of access			
Carried over from 2003-04	2	Copies given			31
Received during 2004-05	43	Examination			3
Completed during 2004-05	43	Copies and examination			0
Carried forward to 2005-06	2	Complaints processed			
Completion time		Received during 2004-05			4
Under 30 days	30	Completed during 2004-05			8
31 - 60 days	11	Carried forward to 2005-2006			2
61 - 120 days	2	Disposition of complaints by category			
Over 121 days	0		Collection/ Retention/ Use/ Disposal/ disclosure	Delays	Non- disclosure/ exemptions
Disposition of completed requests		Settled	0	0	0
All disclosed	15	Resolved	0	0	0
Disclosed in part	19	Withdrawn	1	0	1
Nothing disclosed (excluded)	0	Founded	0	3	0
Nothing disclosed (exempted)	0	Unfounded	0	0	3
Transferred	1	Costs			
Unable to process	6	Full-time equivalent			0.5
Withdrawn by applicant	2	Salary			\$33,500
Extensions		Administration			\$0
Under 30 days (disruption of operations)	3	Total			\$33,500
Under 30 days (consultations)	10				
Translation	0				

Historical comparisons

	1998-99	1999-2000	2000-01	2001-02	2002-03	2003-04	2004-05
Requests received	38	44	37	39	41	27	43
Requests completed	39	44	35	42	41	27	43
Exemptions invoked:							
22 (1)(b)	0	1	0	0	0	0	0
25	0	0	0	0	0	0	1
26	15	12	9	15	15	8	19
27	2	5	1	1	0	0	2

AppendicesA - Report on the *Access to Information Act*B - Report on the *Privacy Act*



REPORT ON THE ACCESS TO INFORMATION ACT / RAPPORT CONCERNANT LA LOI SUR L'ACCÈS À L'INFORMATION

Institution / Commission de la fonction publique du Canada Public Service Commission of Canada				Reporting period / Période visée par le rapport 4/1/2004 to/à 3/31/2005	
Source	Media / Médias 9	Academia / Secteur universitaire 0	Business / Secteur commercial 11	Organization / Organisme 1	Public 46

I Requests under the Access to Information Act / Demandes en vertu de la Loi sur l'accès à l'information	
Received during reporting period / Reçues pendant la période visée par le rapport	67
Outstanding from previous period / En suspens depuis la période antérieure	7
TOTAL	74
Completed during reporting period / Traitées pendant la période visées par le rapport	70
Carried forward / Reportées	4

II Disposition of requests completed / Disposition à l'égard des demandes traitées			
1. All disclosed / Communication totale	32	6. Unable to process / Traitement impossible	3
2. Disclosed in part / Communication partielle	27	7. Abandoned by applicant / Abandon de la demande	3
3. Nothing disclosed (excluded) / Aucune communication (exclusion)	0	8. Treated informally / Traitement non officiel	0
4. Nothing disclosed (exempt) / Aucune communication (exemption)	0	TOTAL	70
5. Transferred / Transmission	5		

III Exemptions invoked / Exceptions invoquées							
S. Art. 13(1)(a)	0	S. Art. 16(1)(a)	0	S. Art. 18(b)	0	S. Art. 21(1)(a)	4
(b)	0	(b)	0	(c)	0	(b)	4
(c)	0	(c)	0	(d)	0	(c)	2
(d)	0	(d)	0	S. Art. 19(1)	27	(d)	0
S. Art. 14	0	S. Art. 16(2)	0	S. Art. 20(1)(a)	1	S. Art. 22	1
S. 15(1) Art. International rel. / Relations interm.	0	S. Art. 16(3)	0	(b)	3	S. Art. 23	3
Defence / Défense	0	S. Art. 17	0	(c)	3	S. Art. 24	0
Subversive activities / Activités subversives	0	S. Art. 18(a)	0	(d)	0	S. Art. 26	0

IV Exclusions cited / Exclusions citées			
S. Art. 68(a)	0	S. Art. 69(1)(c)	0
(b)	0	(d)	0
(c)	0	(e)	0
S. Art. 69(1)(a)	0	(f)	0
(b)	0	(g)	0

V Completion time / Délai de traitement	
30 days or under / 30 jours ou moins	58
31 to 60 days / De 31 à 60 jours	7
61 to 120 days / De 61 à 120 jours	5
121 days or over / 121 jours ou plus	0

VI Extensions / Prorogations des délais		
	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus
Searching / Recherche	0	0
Consultation	6	6
Third party / Tiers	0	0
TOTAL	6	6

VII Translations / Traduction		
Translations requested / Traductions demandées		0
Translations prepared / Traductions préparées	English to French / De l'anglais au français	0
	French to English / Du français à l'anglais	0

VIII Method of access / Méthode de consultation	
Copies given / Copies de l'original	57
Examination / Examen de l'original	1
Copies and examination / Copies et examen	1

IX Fees / Frais			
Net fees collected / Frais net perçus			
Application fees / Frais de la demande	295.00	Preparation / Préparation	170.80
Reproduction	405.80	Computer processing / Traitement informatique	30.00
Searching / Recherche	0	TOTAL	901.60
Fees waived / Dispense de frais		No. of times / Nombre de fois	\$
\$25.00 or under / 25 \$ ou moins		46	\$ 217.20
Over \$25.00 / De plus de 25 \$		3	\$ 359.40

X Costs / Coûts	
Financial (all reasons) / Financiers (raisons)	
Salary / Traitement	\$ 33,500
Administration (O and M) / Administration (fonctionnement et maintien)	\$ 0
TOTAL	\$ 33,500
Person year utilization (all reasons) / Années-personnes utilisées (raison)	
Person year (decimal format) / Années-personnes (nombre décimal)	0.5





REPORT ON THE PRIVACY ACT / RAPPORT CONCERNANT LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

Institution / Public Service Commission of Canada / Commission de la fonction publique du Canada	Reporting period / Période visée par le rapport / 4/1/2004 to/a 3/31/2005
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I Requests under the Privacy Act / Demandes en vertu de la Loi sur la protection des renseignements personnels	
Received during reporting period / Reçues pendant la période visée par le rapport	43
Outstanding from previous period / En suspens depuis la période antérieure	2
TOTAL	45
Completed during reporting period / Traitées pendant la période visées par le rapport	43
Carried forward / Reportées	2

II Disposition of request completed / Disposition à l'égard des demandes traitées	
1. All disclosed / Communication totale	15
2. Disclosed in part / Communication partielle	19
3. Nothing disclosed (excluded) / Aucune communication (exclusion)	0
4. Nothing disclosed (exempt) / Aucune communication (exemption)	0
5. Unable to process / Traitement impossible	6
6. Abandoned by applicant / Abandon de la demande	2
7. Transferred / Transmission	1
TOTAL	43

III Exemptions invoked / Exceptions invoquées	
S. Art. 18(2)	0
S. Art. 19(1)(a)	0
(b)	0
(c)	0
(d)	0
S. Art. 20	0
S. Art. 21	0
S. Art. 22(1)(a)	0
(b)	0
(c)	0
S. Art. 22(2)	0
S. Art. 23 (a)	0
(b)	0
S. Art. 24	0
S. Art. 25	1
S. Art. 26	19
S. Art. 27	2
S. Art. 28	0

IV Exclusions cited / Exclusions citées	
S. Art. 69(1)(a)	0
(b)	0
S. Art. 70(1)(a)	0
(b)	0
(c)	0
(d)	0
(e)	0
(f)	0

V Completion time / Délai de traitement	
30 days or under / 30 jours ou moins	30
31 to 60 days / De 31 à 60 jours	11
61 to 120 days / De 61 à 120 jours	2
121 days or over / 121 jours ou plus	0

VI Extentions / Prorogations des délais		
	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus
Interference with operations / Interruption des opérations	3	0
Consultation	10	0
Translation / Traduction	0	0
TOTAL	13	0

VII Translations / Traductions	
Translations requested / Traductions demandées	0
Translations prepared / Traductions préparées	0
English to French / De l'anglais au français	0
French to English / Du français à l'anglais	0

VIII Method of access / Méthode de consultation	
Copies given / Copies de l'original	31
Examination / Examen de l'original	3
Copies and examination / Copies et examen	0

IX Corrections and notation / Corrections et mention	
Corrections requested / Corrections demandées	0
Corrections made / Corrections effectuées	0
Notation attached / Mention annexée	0

X Costs / Coûts	
Financial (all reasons) / Financiers (raisons)	
Salary / Traitement	\$ 33,500
Administration (O and M) / Administration (fonctionnement et maintien)	\$ 0
TOTAL	\$ 33,500
Person year utilization (all reasons) / Années-personnes utilisées (raisons)	
Person year (decimal format) / Années-personnes (nombre décimal)	0.5.

