

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



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

**2001-2002**

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May 31<sup>st</sup>, 2002

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 Nineteenth Annual Report of the Public Service Staff Relations Board covering the period from April 1, 2001 to March 31, 2002 for submission to Parliament.

Yvon Tarte  
Chairperson

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**PUBLIC SERVICE STAFF RELATIONS BOARD  
ANNUAL REPORT  
ACCESS TO INFORMATION ACT  
APRIL 1, 2001 TO MARCH 31, 2002**

***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, no 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 grievance adjudication, applications for certification, revocation of certification, complaints of unfair labour practices, the designation of confidential positions, the designation of positions whose duties are required to be performed in the interest of the safety or security of the public, and complaints 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 to help parties resolve differences without resorting to formal proceedings before the Board.

***STATISTICAL REPORTS / EXPLANATION***

The Board received four formal requests during the period under review. Two requests were from individuals, one from the media and one request came from an organization. The Board also processed two consultations. All of them were completed within the 30-day limit. In three cases, access to the disclosed information was provided by giving copies of the documents; in the other case, the Board was unable to process the request for the reason that no records existed. In all cases, authority was given to proceed with full disclosure of the documents in question.

## ***SUPPORTING DOCUMENTATION***

### ***Organization of Activities and Delegation Instrument***

The Chairperson has appointed the Head of Information Management for the Board as Co-ordinator under the Access to Information Act (the ATIA). Any request received is referred by the Co-ordinator to the appropriate 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 2% 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 and five were received informally. All formal completed requests were treated formally and the five requests which were submitted informally were treated as such.

### ***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. Three applications fees of \$5.00 were collected out of the four requests received.

### ***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, 2002, the Board had no outstanding complaints against it under the Access to Information Act.

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

There were no appeals to the Federal Court during the period under review with respect to Access to Information requests.





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

Institution PUBLIC SERVICE STAFF RELATIONS BOARD				Reporting period / Période visée par le rapport April 1, 2001 - March 31, 2002	
Source	Media / Médias 1	Academia / Secteur universitaire	Business / Secteur commercial	Organization / Organisme 1	Public 2

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

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

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

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

<b>V Completion time / Délai de traitement</b>	
30 days or under / 30 jours ou moins	4
31 to 60 days / De 31 à 60 jours	
61 to 120 days / De 61 à 120 jours	
121 days or over / 121 jours ou plus	

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

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

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

<b>IX Fees / Frais</b>			
Net fees collected / Frais net perçus			
Application fees / Frais de la demande	\$15.00	Preparation / Préparation	
Reproduction		Computer processing / Traitement informatique	
Searching / Recherche		<b>TOTAL</b>	\$15.00
Fees waived / Dispense de frais		No. of times / Nombre de fois	\$
\$25.00 or under / 25 \$ ou moins	1	\$	\$5.00
Over \$25.00 / De plus de 25 \$		\$	

<b>X Costs / Coûts</b>	
Financial (all reasons) / Financiers (raisons)	
Salary / Traitement	\$ 791.
Administration (O and M) / Administration (fonctionnement et maintien)	\$
<b>TOTAL</b>	\$ 791.
Person year utilization (all reasons) / Années-personnes utilisées (raison)	
Person year (decimal format) / Années-personnes (nombre décimal)	.02

