

# Annual Report on the administration of the *Access to Information Act*

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(1 April 2018 to 31 March 2019)



June 2019

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## Introduction

### **Purpose of the *Access to Information Act (ATIA)***

As set out in Section 2(1) of the *Access to Information Act*, the purpose of this Act is “to extend 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 on the disclosure of government information should be reviewed independently of government.” This report is prepared in accordance with Section 70(1)(d) of the Act and is tabled in Parliament in accordance with Section 72.

Subsection 2(2) of the Act is intended to complement and not replace existing procedures for access to government information. The Bank of Canada responds to informal public inquiries through its Communications Department and on an ad hoc basis throughout the organization. The Bank occasionally receives formal requests for information which is normally available to the public; in these cases, the Bank handles such requests informally through normal channels including the Bank’s Public Information Services whenever possible.

### **The Bank of Canada’s mandate**

The Bank of Canada is the nation’s central bank. Its mandate, as defined in the Bank of Canada Act, is “to promote the economic and financial welfare of Canada.” The Bank’s four core areas of responsibility are:

#### ***Monetary Policy***

The objective of monetary policy is to preserve the value of money by keeping inflation low, stable and predictable.

#### ***Financial System***

The Bank promotes safe, sound and efficient financial systems, within Canada and internationally. It conducts analysis to identify and mitigate systemic risks, oversees major clearing and settlement systems and conducts transactions in financial markets in support of these objectives.

#### ***Currency***

The Bank designs, issues and distributes Canada’s bank notes; oversees the note distribution system; and ensures a consistent supply of quality bank notes that are readily accepted and secure against counterfeiting.

#### ***Funds Management***

The Bank provides funds-management services for the Government of Canada, itself and other clients. For the government, the Bank provides treasury-management services and acts as fiscal agent for the government’s public debt and foreign exchange reserves.

The Bank has a robust planning framework in place to implement and operationalize its vision and mandate. Every three years, the Bank establishes a medium term plan (MTP) to set out its strategic direction, goals and indicators of success.

## Administration of the *Access to Information Act*

### Delegation of Authority

Under Section 70(2) of the Act, the Governor of the Bank of Canada undertakes the responsibilities of the designated Minister for the purposes of subsections 70(1)(a) and (c).

Responsibility for compliance with the requirements of the Act has been delegated by the Governor under Section 73 to the General Counsel and Corporate Secretary of the Bank, and its Deputy Corporate Secretary and Access to Information and Privacy Coordinator. In addition, responsibility for various administrative requirements of the legislation, such as extending time limits and transferring requests, has been delegated to the ATIP Manager. A copy of the Bank's Delegation Order is attached (Attachment A).

### Organizational Structure to Fulfill *Access to Information Act* Responsibilities

The responsibility for administering the Bank's ATIP program lies with the Bank's ATIP Office which is part of the Bank's Executive and Legal Services Department (ELS). Under the management of the Access to Information and Privacy Coordinator, 1 Manager, 2 ATIP Specialists, 3 Analysts and 1 ATIP Assistant are responsible for coordinating the processing of ATIP requests, consultations and complaints, responding to informal requests for information, providing advice and promoting ATIP awareness to staff and the public. The ATIP Office reports directly to the Deputy Corporate Secretary and Access to Information and Privacy Coordinator who reports to the General Counsel and Corporate Secretary and who in turn reports to the Governor. In addition, Senior Legal Counsel provides legal advice on various files, including confirming Cabinet Confidences.

The Bank also has a network of ATIP departmental contacts throughout the organization. They are responsible for retrieving records and providing initial recommendations to the ATIP Office and departmental sign-off for the final treatment of records. In addition, the Chief of Staff to the Governor and Senior Deputy Governor as well as senior staff in the Communications Department are provided with a copy of any proposed release packages so that they can assess and advise should there be media inquiries. These positions are not part of the ATIP Office and are therefore not counted in the Bank's statistical report.

### Information Holdings

The Bank's chapter of *Info Source*, an inventory of the Bank's information holdings, including a description of personal information holdings, is published on the Bank's website and serves as a tool to assist individuals interested in requesting information from the Bank. The Bank undertakes an annual review of its personal information holdings and updates *Info Source* as required, in addition to reviewing its information holdings, institutional functions, programs and activities. During this reporting period, minor revisions were made to the Bank's Info Source publication, including updating various Personal Information Banks.

### Staff Awareness Activities

During this reporting period, the ATIP Office delivered 77 awareness sessions (in both official languages) to 262 participants from various business units throughout the Bank. The focus of

these sessions was on the general principles of the *Access to Information Act* (ATIA) and the *Privacy Act* and how they are administered at the Bank.

The ATIP Office also provided informal training to employees pertaining to the application of specific exemptions, as required, during the processing of ATIA requests.

Work has also begun on modernizing and enhancing the ATIP awareness program through the development of on-line learning modules. These modules will be supplemented with interactive discussions with the ATIP Office staff. This initiative leverages technology and permits the ATIP Office to communicate with Bank staff about ATIA matters in a new and engaging scenario-based format. The first module will be integrated with the Bank's employee orientation program. Additional modules to expand awareness and understanding are planned in the coming years.

In January 2019, the Bank implemented a one-year retention policy on all e-mail accounts. In advance of this implementation, the ATIP Office collaborated with the Bank's Knowledge and Information Management Services on a Bank-wide campaign, assisted in mandatory information sessions to Bank staff highlighting the importance of good records management and provided guidance on corporate records retention. The implementation of the e-mail retention policy will ensure that corporate records are properly managed and are readily retrievable in response to ATIP requests.

The ATIP Office briefs Senior Management and the Board of Directors regularly on operational metrics and annually on the overall administration of the ATIP function, as well as reporting on ATIA priorities through departmental quarterly Entente Progress Reports, and through the Bank's Enterprise Risk Management reporting process.

## **Institution-specific access to information related policies, guidelines and procedures**

The ATIP Office, in collaboration with the Bank's Financial Services and Communications Departments, is reviewing and revising processes associated with the proactive disclosure of travel and hospitality expenses in line with the proposed amendments to the ATIA set out in Bill C-58. The Bank currently posts travel and hospitality expenses for members of the Governing Council and the Chief Operating Officer on a quarterly basis.

The ATIP Office continued to refine and document all procedures associated with the processing of ATIA requests in order to streamline, to the extent possible, all facets of the request process.

The Bank is committed to upholding the highest standards of personal and professional conduct. Annually, the Bank requires its employees to acknowledge their awareness of, and compliance with, the Code of Business Conduct and Ethics (the "Code"). It describes the ethical principles and conduct expected of employees to ensure the Bank maintains its high standards. The Code includes references to the Bank's responsibilities and obligations under the *Access to Information and Privacy Acts*, to help ensure effective and consistent administration and compliance with the Acts and their regulations.

## Monitoring Processing

The ATIP staff regularly monitors all ATIP requests by holding weekly meetings to closely track all active files including maintaining a log of active requests. This helps the team to carefully monitor timelines, milestones, and next steps. More importantly these meetings promote discussions amongst the staff to help foster solutions as challenges arise and determine any process changes required to improve performance. The ATIP Office also introduced Lessons Learned sessions for ATIP Analysts in order to facilitate knowledge sharing among team members and to ensure consistency in the processing of requests.

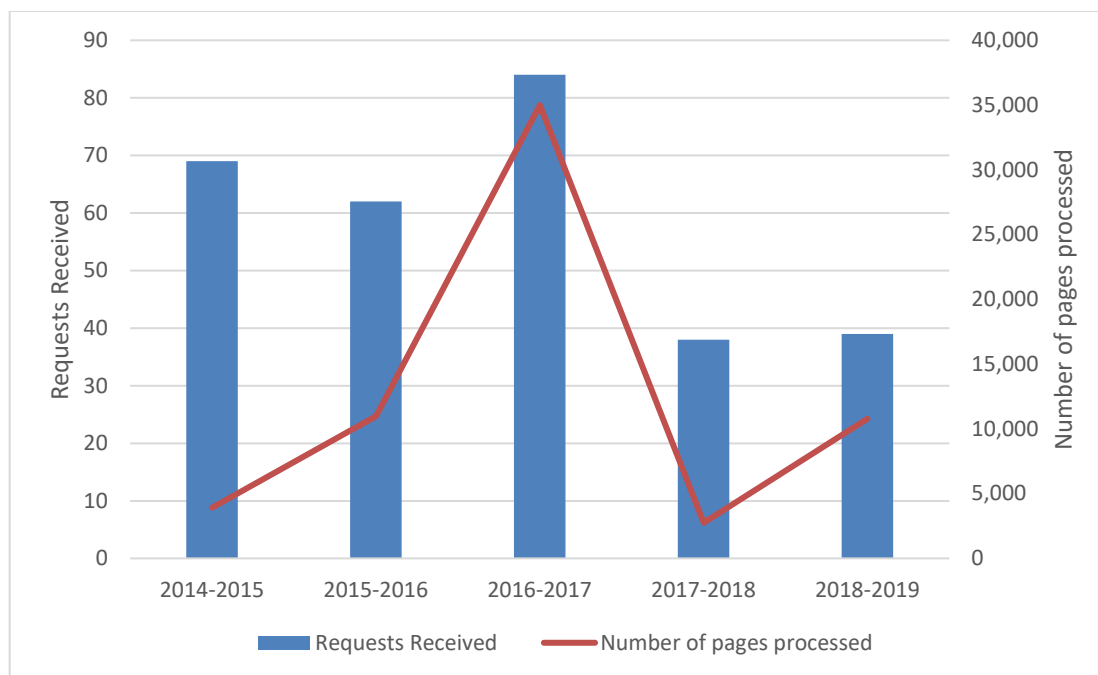
## Interpretation of the Statistical Report (Appendix B)

### Access Requests

This year, the Bank received a similar number of requests as compared with the previous reporting period. The new requests combined with several voluminous requests carried over from the previous reporting period accounted for a heavy workload for the ATIP Office. The table and chart below provide an overview of ATIA requests received by the Bank for the past five years and the number of pages processed.

**Table 1: Overview of ATIA Requests Received and Completed**

Fiscal Year	Requests Received	Requests Outstanding from previous reporting period	Requests completed	Number of pages processed
2014-2015	69	14	60	3,922
2015-2016	62	23	70	10,985
2016-2017	84	15	83	34,999
2017-2018	38	16	34	2752
2018-2019	39	20	49	10,793

**Chart 1: Number of ATIA requests and pages processed, 2014-2015 to 2018-2019**

## Consultations

The Bank assists in processing ATIA requests received by another government institutions when documents that pertain to the Bank are found to be among the records being processed by the other institution. The other organization will consult with the Bank to seek the Bank's recommendations with respect to the treatment of these records. The table below indicates the volume of consultations received by the Bank. While fewer consultations were processed this reporting period, the volume of records remained high. Several consultations were complex in nature and involved consultations with numerous business lines within the Bank.

**Table 2: Overview of Consultations Received and Completed**

Fiscal Year	Consultations Received	Consultations remained outstanding from previous reporting period	Consultations completed	Number of Pages Reviewed
2014-2015	16	0	14	114
2015-2016	17	2	18	223
2016-2017	31	2	30	1132
2017-2018	17	3	18	916
2018-2019	13	2	14	1198

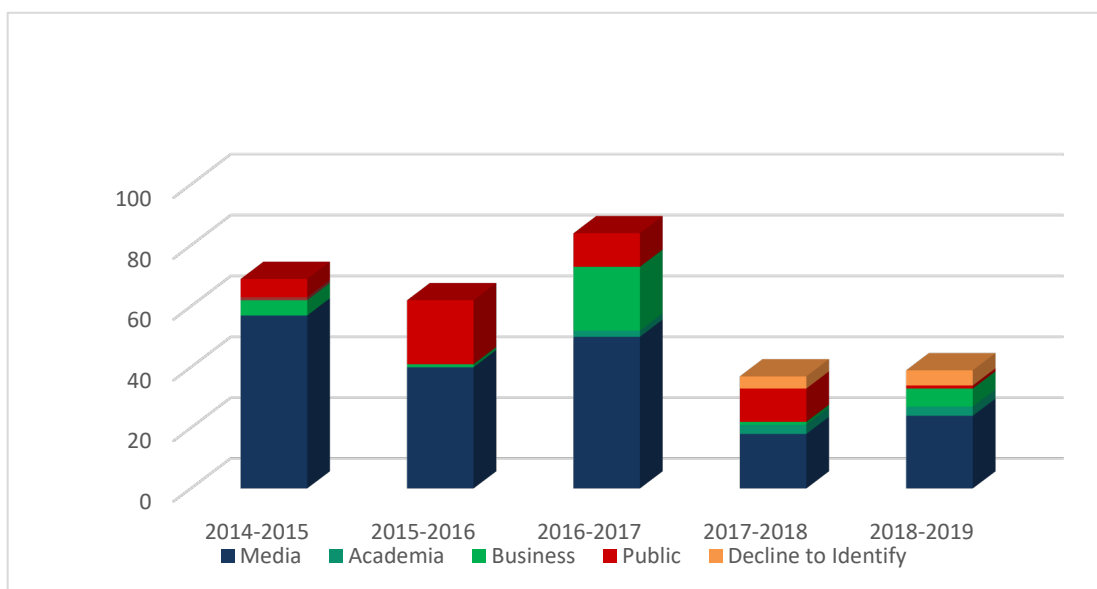
## Informal Requests

In addition to the formal requests for information, the Bank has received, processed and completed 8 informal requests. On a monthly basis, the Bank publishes a summary of completed ATIA requests which is generally the source of the informal requests.

## Requests under the ATIA by Source

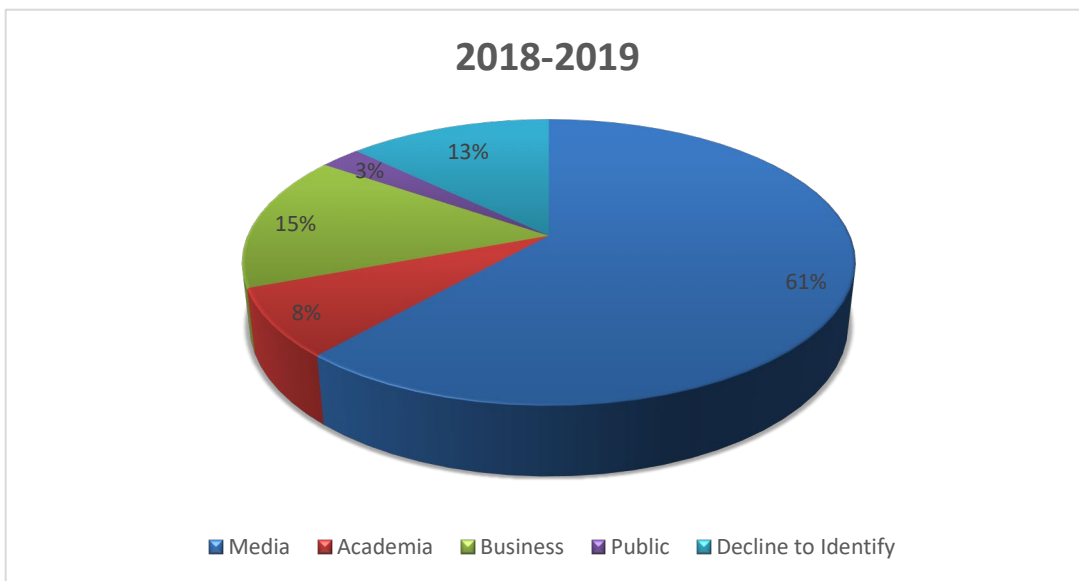
During this reporting period, 61% of requests received by the Bank were from the media, 15% from businesses, 13% from individuals who declined to identify as any of the defined categories, 8% from academia, 3% from the public. This year saw a decline in requests received from the public, but an increase in requests received from the media, as well as an increase in requesters who opted not to identify with any of the defined categories.

**Chart 2: Number of Requests by Source, 2014-2015 to 2018-2019**





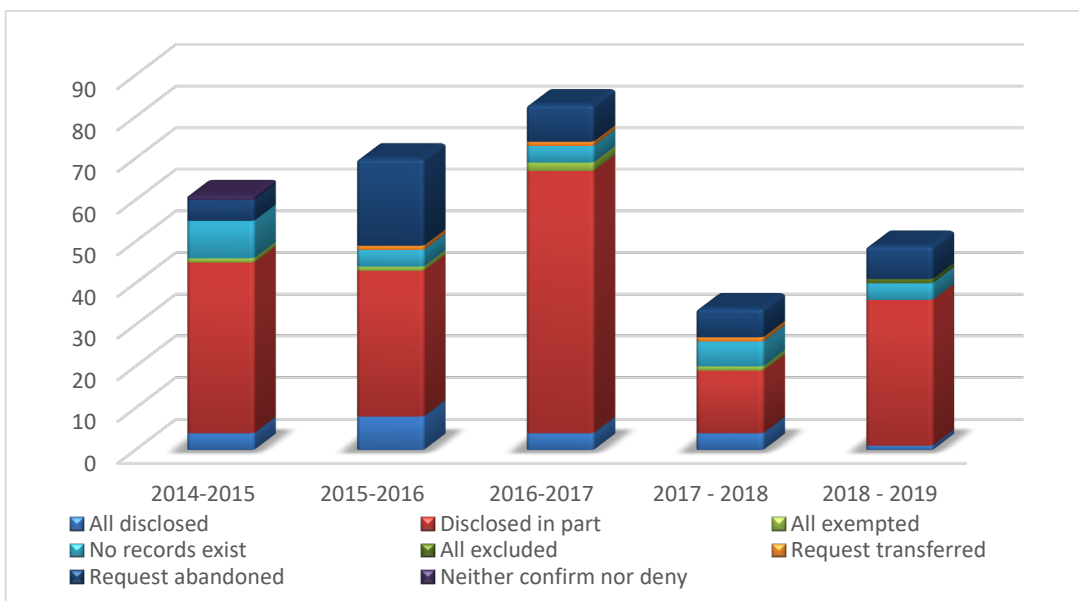
**Chart 3: Percentage of Requests by Source, 2018-2019**



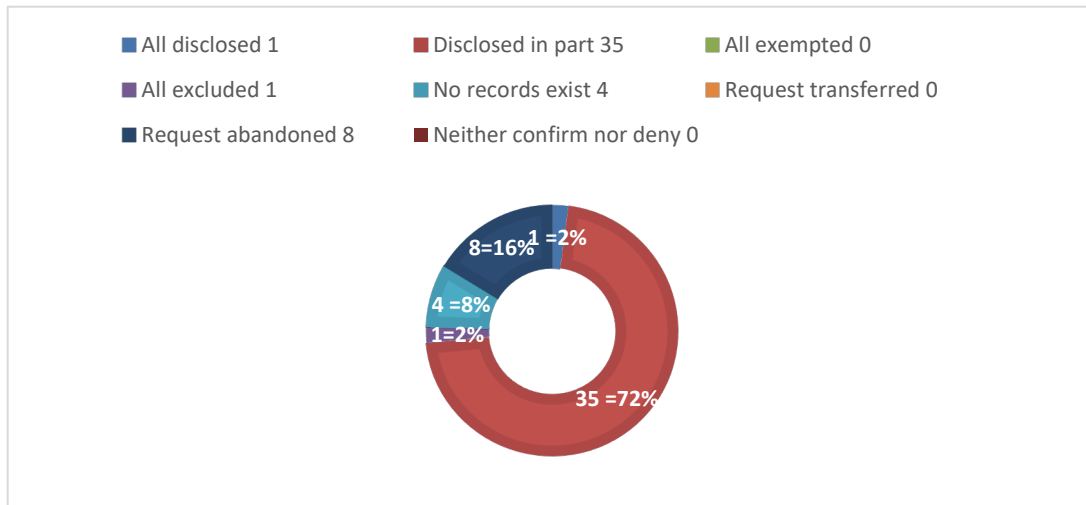
### Disposition of Requests

The following chart is a comparison of disposition of completed requests for the last 5 years. Compared to the previous reporting period, the percentage of requests that were disclosed in part increased significantly, while the number of requests that were all disclosed decreased slightly.

**Chart 4: Disposition by Number of Requests, 2014-2015 to 2018-2019**



**Chart 5: Disposition by Percentage of Requests, 2018-2019**

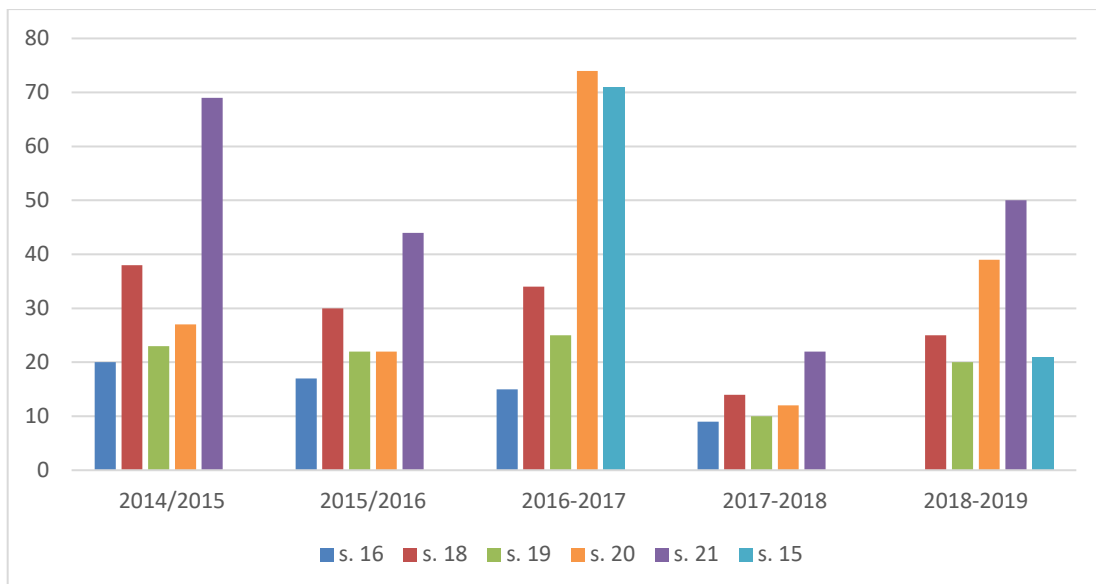


### Exemptions Invoked

The exemption provisions invoked most often in this reporting period were sections 21(1)(a)(b) concerning advice, recommendations and deliberations related to the internal decision-making processes of the Bank; sections 20(1)(b)(c) pertaining to third party information; section 18(d) which concerns the economic interests of Canada; s. 15(1) related to international affairs; and s.19(1) related to personal information. Section 16(2)(c) related to security was also invoked in several requests.

The following chart presents groupings of exemptions most frequently invoked by the Bank.

**Chart 6: Most Frequently Invoked Exemptions, 2014-2015 to 2018-2019**



## Extensions

Many of the requests processed by the Bank in 2018-2019 were complex in nature and required consultations with other organizations and third parties. This combined with heavy workloads across the Bank had a considerable impact on operations not only in the ATIP Office but also for business lines tasked with responding to requests. As a result, the Bank claimed time extensions under 9(1)(a)(b) and (c) during the last reporting period.

The ATIP staff endeavours to respect deadlines and routinely keep the requester informed of the status of their requests.

**Table 3: Extensions taken, 2014-2015 to 2018-2019**

Year	30-day extension	60-day extension	90-day extension	180-days extension	Total Extensions
2014-2015	7	16	1	3	27
2015-2016	11	5	9	2	27
2016-2017	33	12	12	2	59
2017-2018	3	7	2	0	12
2018-2019	5	7	31	0	43

## Completion Time

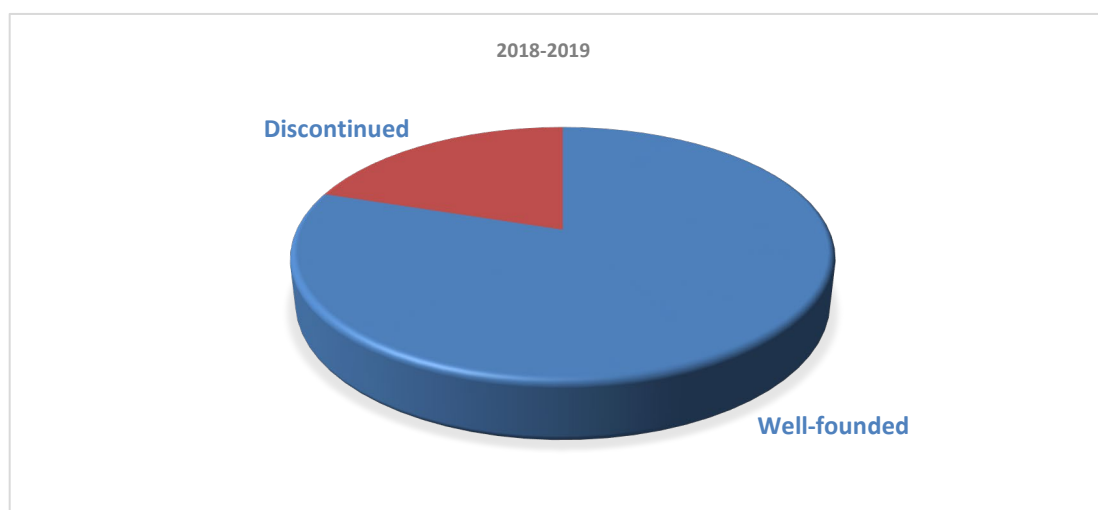
Of the 49 requests completed in this reporting period, 19 of these requests were closed past the statutory deadline. The delays are attributed in large part to the significant workload for both ATIP staff and business lines associated with the processing of a back-log of complex and voluminous requests dealing with sensitive information and requiring extensive review and consultation. Other factors that affected completion timelines included negotiating complex complaint files with both the OIC and OPC, extensive involvement in new or changing Bank processes and programs involving the management of sensitive information, including personal information. In addition to eliminating the back-log of requests, the ATIP Office worked diligently to close most requests received in the current reporting period.

## Complaints and Investigations

During this reporting period, the Bank of Canada did not receive any complaints from the Office of Information Commissioner of Canada (OIC), compared to 7 in the previous reporting period. Ten complaints were carried over from the previous year; while 5 were resolved. Of the 5 complaints closed: 4 complaints were determined to be well-founded and 1 was discontinued by the complainant as indicated in the following chart. Five complaints, several dating back to previous reporting periods, remain outstanding pending further notification from the OIC.

**Table 4: Complaints received, carried over and resolved, 5-year trend**

Reporting period	Number of complaints received	Number of complaints carried over from previous reporting period	Complaints resolved	Number of Complaints Outstanding
2014-2015	4	15	9	10
2015-2016	1	10	4	7
2016-2017	20	7	11	16
2017-2018	7	16	13	10
2018-2019	0	10	5	5

**Chart 7: Report of Findings 2018 to 2019**

## Fees

A total of \$130.00 in application fees was collected for 26 of the 39 requests received during the 2018-2019 period, compared to \$155.00 in 2017-2018. A total of \$65.00 in application fees were refunded for 13 of the 39 requests received. The Bank of Canada is unable to process cheques made payable to the Receiver General of Canada and therefore requires that cheques be made payable directly to the Bank of Canada. When this requirement is not met, the ATIP Office generally asks that the applicant resubmit the application fee in order to proceed with the request.

## Operational Environment

This year, the Bank of Canada continued to process a significant number of complex and voluminous *Access to Information Act* requests, several which had been carried forward from the previous reporting period. The requests dealt with sensitive information and required extensive review and consultation. In addition to managing the back-log of requests, the Bank processed new requests and consultations as well as negotiated several complex complaint files with the OIC and OPC. Similarly, the complexity and significant volume of records processed in response to both formal requests made under the *Privacy Act* and informal requests for personal information presented additional challenges. The number of pages processed and disclosed by the ATIP Office in response to formal requests increased dramatically over the previous reporting period.

As well as administering the Bank's ATIP program, the ATIP Office is also responsible for coordinating the Bank's responses to Parliamentary Questions. The General Counsel and Corporate Secretary, and the Deputy Corporate Secretary and Access to Information and Privacy Coordinator have delegated responsibility for responding to written Parliamentary questions. The Bank received 40 Parliamentary Questions in this reporting year compared to 33 in the previous reporting period. All responses to Parliamentary Questions are reviewed to ensure that they comply with the requirements of both the Access to Information and Privacy Acts. These responsibilities also contributed to the heavy workload for the ATIP Office in this reporting period.

The ATIP Office also has extensive involvement in new Bank initiatives and process changes involving the management of sensitive information, including personal information. Considerable resource time is dedicated to providing policy advice to Bank stakeholders to ensure awareness of the requirements of ATIP legislation and the practical application of these requirements in business processes.

In addition to a heavy workload, the ATIP Office experienced a resource shortage. Two ATIP Analyst positions as well as the ATIP Assistant role were vacant for a period of several months during this reporting period which affected the workload of the ATIP Office. Despite the constraints, the ATIP Office was able to clear a back-log of requests.

Appendix A



ATTACHMENT A

3 June 2013

To/A Jeremy Farr  
General Counsel & Corporate Secretary

From/De Stephen S. Poloz  
Governor

Marie Bordeleau  
Deputy Corporate Secretary/ATIP Coordinator

**Subject/Objet: Delegation of Authority under the *Access to Information Act* and the *Privacy Act***

The Governor of the Bank of Canada, pursuant to section 73 of the *Access to Information Act* and the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers and functions of the Governor as the head of a government institution, under the section of the Act set out in the schedule opposite each position.

Position	Schedule	
	<i>Privacy Act</i> and Regulations	<i>Access to Information Act</i> and Regulations
General Counsel & Corporate Secretary	Full authority	Full authority
Deputy Corporate Secretary/ Access to Information and Privacy Coordinator	Full authority	Full authority
ATIP Manager	15, and the mandatory provisions of 26 for all records*	8(1), 9, 11(2) to (6) inclusive, and the mandatory provisions of 19(1) for all records*

11 June 2013  
Date

Governor Stephen Poloz

\*refer to attached table for specific delegation

**Table of Specific Delegation**

\* Responsibility Delegated to ATIP Manager – *Privacy Act*

<b>Sections</b>	<b>Description</b>	<b>Position</b>
15	Extend time limit for responding to request for access	ATIP Manager
26	May refuse to disclose information about another individual, and shall refuse to disclose such information where disclosure is prohibited under section 8	ATIP Manager

\* Responsibility Delegated to ATIP Manager – *Access to Information Act*

<b>Sections</b>	<b>Description</b>	<b>Position</b>
8(1)	Transfer of request	ATIP Manager
9	Extensions of time limits	ATIP Manager
11(2) to (6) inclusive	Fees	ATIP Manager
19(1)	Personal information	ATIP Manager

## Appendix B

# Statistical Report on *Access to Information Act*

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(1 April 2018 to 31 March 2019)







## Statistical Report on the Access to Information Act

Name of institution: Bank of Canada

Reporting period: 2018-04-01 to 2019-03-31

### Part 1: Requests Under the Access to Information Act

#### 1.1 Number of requests

	Number of Requests
Received during reporting period	39
Outstanding from previous reporting period	20
<b>Total</b>	<b>59</b>
Closed during reporting period	49
Carried over to next reporting period	10

#### 1.2 Sources of requests

Source	Number of Requests
Media	24
Academia	3
Business (private sector)	6
Organization	0
Public	1
Decline to Identify	5
<b>Total</b>	<b>39</b>

#### 1.3 Informal 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	
6	0	1	1	0	0	0	8

**Note:** All requests previously recorded as “treated informally” will now be accounted for in this section only.

## Part 2: Requests Closed During the Reporting Period

### 2.1 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	1	0	0	0	0	0	0	1
Disclosed in part	0	3	7	6	5	5	9	35
All exempted	0	0	0	0	0	0	0	0
All excluded	1	0	0	0	0	0	0	1
No records exist	1	3	0	0	0	0	0	4
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	7	0	1	0	0	0	0	8
Neither confirmed nor denied	0	0	0	0	0	0	0	0
<b>Total</b>	<b>10</b>	<b>6</b>	<b>8</b>	<b>6</b>	<b>5</b>	<b>5</b>	<b>9</b>	<b>49</b>

### 2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	5	16(2)	0	18(a)	0	20.1	0
13(1)(b)	12	16(2)(a)	0	18(b)	5	20.2	0
13(1)(c)	5	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	16	18(d)	25	21(1)(a)	21
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	27
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	2	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	2
14(b)	1	16.1(1)(c)	0	18.1(1)(d)	0	22	1
15(1)	0	16.1(1)(d)	0	19(1)	20	22.1(1)	0
15(1) - I.A.*	21	16.2(1)	0	20(1)(a)	1	23	5
15(1) - Def.*	0	16.3	0	20(1)(b)	17	24(1)	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	0
16(1)(a)(i)	1	16.4(1)(b)	0	20(1)(c)	16		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	5		
16(1)(a)(iii)	0	17	8				
16(1)(b)	0						
16(1)(c)	0						
16(1)(d)	0						

\* I.A.: International Affairs    Def.: Defence of Canada    S.A.: Subversive Activities

## 2.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	4	69(1)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(a)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	0
68.1	0	69(1)(c)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(d)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	1
		69(1)(f)	0	69.1(1)	0

## 2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	0	1	0
Disclosed in part	21	14	0
<b>Total</b>	21	15	0

## 2.5 Complexity

### 2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	1	1	1
Disclosed in part	10771	10771	35
All exempted	0	0	0
All excluded	0	0	1
Request abandoned	21	0	8
Neither confirmed nor denied	0	0	0

### 2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 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	1	1	0	0	0	0	0	0	0	0
Disclosed in part	21	720	9	2707	2	1110	3	6234	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	1	0	0	0	0	0	0	0	0	0
Request abandoned	8	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	31	721	9	2707	2	1110	3	6234	0	0

### 2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	0	1	1
Disclosed in part	20	0	8	1	29
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor	0	0	0	0	0
<b>Total</b>	20	0	8	2	30

### 2.6 Deemed refusals

#### 2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
19	13	3	3	0

#### 2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline Where An Extension Was Taken	Total
1 to 15 days	1	4	5
16 to 30 days	1	0	1
31 to 60 days	0	0	0
61 to 120 days	0	2	2
121 to 180 days	0	2	2
181 to 365 days	0	1	1
More than 365 days	0	8	8
<b>Total</b>	2	17	19

### 2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	0	0	0

## Part 3: Extensions

### 3.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	9	0	19	15
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
<b>Total</b>	9	0	19	15

### 3.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	1	0	4	0
31 to 60 days	0	0	6	1
61 to 120 days	7	0	8	12
121 to 180 days	1	0	1	2
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
<b>Total</b>	9	0	19	15

## Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	26	\$130	13	\$65
Search	0	\$0	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
<b>Total</b>	26	\$130	13	\$65

## Part 5: Consultations Received From Other Institutions and Organizations

### 5.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	13	987	0	0
Outstanding from the previous reporting period	2	211	0	0
<b>Total</b>	15	1198	0	0
Closed during the reporting period	14	1193	0	0
Pending at the end of the reporting period	1	5	0	0

### 5.2 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	4	1	1	0	0	0	0	6
Disclose in part	1	2	2	3	0	0	0	8
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
<b>Total</b>	5	3	3	3	0	0	0	14

### 5.3 Recommendations and completion time for consultations received from other organizations

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	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
<b>Total</b>	0	0	0	0	0	0	0	0

## Part 6: Completion Time of Consultations on Cabinet Confidences

### 6.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 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	1	5	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
<b>Total</b>	1	5	0	0	0	0	0	0	0	0

### 6.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 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
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

## Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
0	5	4	9

## Part 8: Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0

**Part 9: Resources Related to the Access to Information Act**

**9.1 Costs**

Expenditures		Amount
Salaries		\$676,673
Overtime		\$0
Goods and Services		\$9,949
• Professional services contracts	\$2,034	
• Other	\$7,915	
<b>Total</b>		<b>\$686,622</b>

**9.2 Human Resources**

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	5.70
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
<b>Total</b>	<b>5.70</b>

**Note:** Enter values to two decimal places.