



Report on the Administration of the
Access to Information Act
for the Fiscal Year
2013-2014

Introduction

Purpose of the *Access to Information Act*

The *Access to Information Act* describes its purpose as follows:

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 on the administration of the *Access to Information Act* is prepared and tabled in accordance with section 72 of the Act.

CBC/Radio-Canada Mandate

The Corporation's mandate is set out in paragraphs 3(1)(l) and 3(1)(m) of the *Broadcasting Act*, which says that:

- (l) *the Canadian Broadcasting Corporation, as the national public broadcaster, should provide radio and television services incorporating a wide range of programming that informs, enlightens and entertains;*
- (m) *the programming provided by the Corporation should*
 - (i) *be predominantly and distinctively Canadian,*
 - (ii) *reflect Canada and its regions to national and regional audiences, while serving the special needs of those regions,*
 - (iii) *actively contribute to the flow and exchange of cultural expression,*
 - (iv) *be in English and in French, reflecting the different needs and circumstances of each official language community, including the particular needs and circumstances of English and French linguistic minorities,*
 - (v) *strive to be of equivalent quality in English and in French,*
 - (vi) *contribute to shared national consciousness and identity,*
 - (vii) *be made available throughout Canada by the most appropriate and efficient means and as resources become available for the purpose, and*
 - (viii) *reflect the multicultural and multiracial nature of Canada.*

Board of Directors

The Corporation is governed by a 12 member Board of Directors that includes the Chair, and the President and CEO. The Board of Directors is responsible for the management of the business activities and other affairs of the Corporation. The Board approves the strategic direction as well as the corporate and business plans for the Corporation, and monitors the Corporation's performance in achieving its strategic, financial and business objectives.

Organizational Structure to Fulfill Access to Information Act Responsibilities

CBC/Radio-Canada's Associate General Counsel for Media Law is the Corporation's Access to Information and Privacy (ATIP) Coordinator. Reporting to the Vice-President, Real Estate, Legal Services and General Counsel, the ATIP Coordinator is assisted by a full-time ATIP Office of eight employees comprising a Director, a Senior Policy, Training and Performance Reporting Officer, and two ATIP processing teams each made up of one senior analyst, one junior analyst and a clerk. Additional support is provided to the ATIP Coordinator by half a full-time equivalent in the form of a lawyer with relevant expertise and good knowledge of the Corporation. For the purposes of our Treasury Board's annual statistical reporting, the ATIP personnel has been divided taking into consideration the allocated resources to our Access to Information and Privacy activities.

The Corporation has a formal network of 16 ATIP liaison officers covering all of the Corporation's business areas. They are not part of the ATIP office and are therefore not counted in our statistical reports. The liaison officers are responsible for retrieving records and providing initial release recommendations to the ATIP Office.

Delegation Order

Pursuant to section 73 of the *Access to Information Act*, the President and CEO of CBC/Radio-Canada has delegated certain functions as they relate to the administration of the *Access to Information Act* within CBC/Radio-Canada to the Corporation's ATIP Coordinator, the ATIP Director and the ATIP Office's Senior Policy, Training and Performance Reporting Officer.

A copy of CBC/Radio-Canada's delegation order is appended to this report as Annex A.

Interpretation of Statistical Reports

The statistical report submitted to the Treasury Board Secretariat on the administration of the *Access to Information Act* has been completed and is appended to this report as Annex B. It includes the required table on completed informal access to information requests.

During 2013-2014 CBC/Radio-Canada received 159 requests under the *Access to Information Act*. Their distribution among the categories designated by the Treasury Board Secretariat is as follows:

- Media – 19
- Academia – 1
- Business – 65
- Organization – 3
- Public – 71

Combined with the 30 requests carried forward from the previous fiscal year, this produced a total of 189 requests to be acted on during the reporting period. The requests touched all areas of the Corporation. The English and French broadcasting arms of the Corporation continue to be the most affected. They were involved in 99 and 47 requests respectively.

During 2013-2014, 154 requests were completed including all of the 30 that were carried forward from 2012-2013. Of the 154 completed requests, 153 were responded to on time. This figure includes 55 requests for which allowable extensions to the statutory 30-day response period were claimed, and three requests that were abandoned by the applicants. The one late file was answered three days after the statutory response period. Two of those days were a Saturday and a Sunday.

During 2013-2014, an average of 42 days was required to respond to requests made under the *Act*. This is slightly more than the 38 days required in 2012-2013 and is attributable in part to two requests which involved reviewing more than 20,000 pages. This said, the average response time of 42 days for 2013-2014 is still significantly less than the 57 days needed in 2010-2011, and the 187 days needed in 2008-2009.

Fifty-five extensions to the 30 day response period were claimed by the Corporation pursuant to section 9 of the *Access to Information Act* during 2013-2014. Twenty extensions were taken due to the volume of records to be searched through and processed. Fourteen of the 20 extensions were for 60 days or less; four were for 120 days and two were for 180 days. Of the remaining 35 extensions, 27 were taken to consult with private sector third parties. Finally, the remaining eight extensions involved consultation with federal government institutions. No requests for which extensions were claimed during 2013-2014 were closed beyond the extended response dates.

The Corporation's "deemed refusal rate" has decreased to 0.005% continuing the trend reflected in the following table:

Fiscal year	Deemed refusal rate
2007-2008	80.47%
2008-2009	75.09%
2009-2010	57.70%
2010-2011	21.53%
2011-2012	4.24%
2012-2013	1.10%
2013-2014	0.005%

Two deemed refusal complaints were made against CBC/Radio-Canada in 2013-2014. Both complaints were investigated by the Office of the Information Commissioner and closed by them as not well founded.

Among the redaction provisions contained in the *Act* is section 68.1 which excludes records from its application that relate to CBC/Radio-Canada's journalistic, creative, or programming activities. In 2013-2014 section 68.1 was applied in 21 of the 154 requests that were answered. In only one of these instances was it applied to completely exclude records that had been requested. In that case the requestor had asked for a copy of past news stories broadcast on CBC, which were available publicly. To be of assistance, the Corporation provided internet links to those stories. In 2012-2013 section 68.1 was similarly applied on two occasions.

During 2013-2014, the Corporation received, processed and completed 21 informal requests for records already released in answer to requests posted on its corporate website. In addition, there were 1,937 visits to the proactive disclosure section on the Corporation's Transparency and Accountability webpage.

The Corporation assists other institutions in processing their requests when documents that pertain to CBC/Radio-Canada are found to be among the records being processed by the other institutions. In 2012-2013 the Corporation received 35 consultation requests involving 681 pages of records. In 2013-2014 the Corporation received 17 consultation requests involving 1,025 pages. While this is a 52% decrease in the number of consultations received, it is a 51% increase in the number of pages that the Corporation was asked to review. All the consultation requests were answered within the time limits requested by the consulting institutions, including the one consultation was carried forward to 2014-2015.

Resources related to *Access to Information Act* activities

The ATIP Office is comprised of a Coordinator, eight full time employees and one half-time equivalent in the form of a lawyer. As mentioned in the Organizational Structure section, the ATIP personnel has been divided for statistical purposes in two taking into consideration the allocated resources to our Access to Information and Privacy activities. Related to the *Access to Information Act*, for fiscal year 2013-2014 the Corporation allocated \$593,802. For the purposes of our Treasury Board's annual statistical reporting, the ATIP personnel has been divided taking into consideration the allocated resources to our Access to Information and Privacy activities.

Education and Training Activities

Three major formal training sessions were delivered during 2013-2014.

The first was an all-day session conducted in the Corporation's Ottawa offices on September 19, 2013. It was attended by 22 people including all of the available ATIP liaison officers from the Corporation's business areas in Ottawa, Montreal and Toronto, and notably the CEO's Chief of Staff. The objective of this session was to provide detailed training on the resolution of complaints investigated by the Office of the Information Commissioner, and to summarize the previous year's training for the benefit of new ATIP liaison officers. The session was delivered by the ATIP Coordinator, the ATIP Director and the ATIP Senior Policy, Training and Reporting Officer. Subjects also included updates on Treasury Board policies on fees, extensions, consults and on the burden of proof requirements related to the correct application of the exemption and exclusion provisions contained in the Act. The training session also re-emphasized the requirement for business areas' severance recommendations to be well thought out and precise.

The second major training session was given to the Corporation's Supply Management team in Toronto. It consisted of a one-hour training session given by the ATIP Director to key members of the Corporation's procurement staff on October 8, 2013. The session was delivered at the request of the business area and included 12 people on site and six by teleconference. Attendees ranged from the responsible Executive Director to the junior officers directly involved in the business area's retrieval and initial review of requested records. The training covered the basics of the access to information process with a specific focus on the review and appropriate application of redaction provisions to records concerning to the procurement of goods and services.

Finally, the third major formal training session given during 2013-2014 was to members of the Corporation's Shared Service organization in Ottawa. Responsible to the Vice-President of People and Culture, the Shared Services organization provides general administrative support to human resources activities across the Corporation including HR transaction processing for hires, promotions, changes in employees' salary and position information, payroll, leave and the general management of employee personnel files. Although the training session focused largely on the *Privacy Act* and the collection, use, retention and disposal of personal information, it also included a review of basic principles and practices related to the *Access to Information Act*. This training was given in four sessions on the 25th, 28th and 30th of October and November 1st, 2013. The sessions were attended by a total of 98 people.

Informal ATIP Training Sessions: As in previous years, the ATIP Office continued to provide informal education and training to individual record holders on an as required basis during the processing of individual Access to Information requests. The subjects covered during these sessions included the application of the section 68.1 exclusion, search time calculation, the basis for extensions, and the injury tests related to discretionary exemptions.

New Institution-Specific Policies, Procedures and Guidelines

The Corporation continues to post records that are released in answer to requests of general interest on its Transparency and Accountability web page. During 2013-2014 more than 6,000 pages were released in answer to the 49 requests of general interest that were posted. During 2013-2014 more than 1,390 web visits were made to this part of the Corporation's web page. Since 2010 more than 40,000 pages released in response to 265 requests have been posted in eight categories including expenses, audits, retreats, agendas, policies, Board of Director Meetings, external legal fees and miscellaneous.

During 2012-2013 the Corporation also began proactively posting the minutes of meetings of the Board of Directors. By the end of 2013-2014 close to 9,000 pages of records relating to 27 meetings of the Board of Directors that took place between October 2011 and November 2013 had been reviewed, processed, and posted on line as if they had been requested under the *Act*, and posted online. The part of the Corporation's web site where these records are posted was visited more than 900 times during 2013-2014.

In keeping with direction from the Treasury Board Secretariat, the summaries of completed Access to Information requests have been posted on the Corporation's website every month since December 2011. The only summaries not posted are those that are uniquely of interest to the requestor and contain primarily personal information of the requestor. By the end of 2013-2014 the summaries of 337 requests had been posted and visited on line more than 1,280 times.

The Corporation has continued to update its access to information processes. The most significant change made this year involved combining the time allotted for business areas to estimate how long it would take them to locate records with the time needed by business areas to review them for the purpose of providing release recommendations to the ATIP Office. This fairly simple adjustment made the tracking files toward their statutory response dates easier, and ended up providing affected business areas with two additional working days to review records before sending them to the ATIP Office.

Monitoring and Reporting Processing Time

In 2009 the Corporation implemented a comprehensive and rigorous structure to track and report the time taken to process requests received under the *Access to Information Act*. It comprised daily meetings between the ATIP Director and ATIP Team Leaders; weekly reports to the ATIP Director, and the office of the Vice-President responsible for the ATIP function in the Corporation; quarterly reports to the Corporation's senior executive team including the office of the CEO; and mid and end year reports on the Corporation's overall performance answering requests and complaints. Additionally, in 2011 the Corporation also began producing, distributing, and posting a transparency bulletin to inform the public about the Corporation's access to information performance. The implementation of this comprehensive monitoring and reporting structure was an important part of the Corporation's successful transition of its access to information performance since coming under the Act in 2007. With some evolution in the content and structure of individual reports, the monitoring and reporting structure described above was continued throughout 2013-2014 and is planned to be maintained during 2014-2015.

Key Actions taken as a Result of Complaints / Audits / Investigations

On June 5, 2014 the Information Commissioner tabled her Annual Report 2013-2014 in Parliament.¹ In it she described the pragmatic approach taken by her office and CBC/Radio-Canada to resolve complaints during 2013-2014. The approach involved consolidating similar complaints where possible, engaging with the requestor to prioritize complaints, seeing active files all the way through to conclusion before opening new ones, and putting clear targets for complaint resolution in the formal performance objectives of involved CBC/Radio-Canada employees. Meetings took place every two weeks at the Director level with the Office of the Information Commissioner to confirm and assess the progress of every open prioritized complaint file. Complementing this was senior management oversight at the Coordinator and Assistant Commissioner level to ensure that progress was being made toward a material reduction in the number of outstanding complaints against the Corporation. These efforts helped maintain a focus on complaint resolution through the entire reporting period with no need for additional financial or human resources. By the end of 2013-2014, 100 consolidated (or 121 unconsolidated) complaints had been closed using this approach. It is planned to proceed the same way during 2014-2015.

In her annual report the Information Commissioner also noted that she is receiving fewer and fewer complaints about the Corporation's use of the exclusion contained in the Act that protects the Corporation's journalistic, creative, and programming activities (section 68.1). In three of such complaints where she made a finding during 2013-2014, she agreed with our use of section 68.1 to withhold information because it related to the Corporation's programming activities. In one more there were no records that fell within the scope of the request. This is reflective of the maturity of the CBC/Radio-Canada ATI activities. The redaction provisions contained in the *Act* are being applied with more knowledge and more precision with each passing year.

¹ http://www.oic-ci.gc.ca/eng/rapport-annuel-annual-report_2013-2014.aspx

Annex A – Delegation Order

CBC/Radio-Canada Access to Information Delegation Order
Ordre de la délégation des pouvoirs à CBC/Radio-Canada en matière d'accès à l'information

Pursuant to Section 73 of the *Access to Information Act*, I, Hubert T. Lacroix, President and CEO of CBC/Radio-Canada, do hereby designate the persons holding the positions of: Associate General Counsel, Media Law and ATIP Coordinator; ATIP Director; and ATIP Senior Policy, Training, and Reporting Officer to exercise the powers and functions conferred on me by the *Act* as Head of CBC/Radio-Canada in the manner indicated below:

Conformément à l'article 73 de la *Loi sur l'accès à l'information*, je, Hubert T. Lacroix, président-directeur général de CBC/Radio-Canada, désigne par la présente les personnes détenant les postes d'avocat-conseil associé, droit des médias et coordonnateur de l'AIPRP, de directeur de l'AIPRP et de premier agent, politiques, formation et rapports de l'AIPRP, pour exercer les pouvoirs et les fonctions qui me sont conférés en vertu de la *Loi* et à titre de dirigeant de CBC/Radio-Canada, et ce, de la manière suivante :

Section/ Article	Summary of Powers, Duties or Functions/ Sommaire des pouvoirs, devoirs et fonctions	Associate General Counsel, Media Law and ATIP Coordinator / Avocat-conseil associé, droit des médias et coordonnateur de l'AIPRP	ATIP Director / Directeur de l'AIPRP	ATIP Senior Policy, Training, and Reporting Officer / Premier agent, politiques, formation et rapports de l'AIPRP
7 (a)	To give written notice to individuals who make requests that access will, or will not, be given to requested records; and to give access to the information to the individual who made the request within 30 days / Aviser par écrit la personne qui fait la demande que l'accès sera donné ou non aux documents demandés; et donner l'accès à l'information dans les 30 jours à la personne qui en a fait la demande	X	X	X
8 (1)	To transfer to another institution or to accept transfer from another institution / Transmettre la demande à une autre institution ou accepter la transmission à partir d'une autre institution.	X	X	X

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9 (1)	To extend time limits for responding to requests submitted under the Act and to issue corresponding notices / Proroger les délais pour répondre aux demandes soumises en vertu de la Loi et envoyer les avis correspondants.	X	X	X
9 (2)	To notify Information Commissioner of extensions exceeding 30 days / Aviser le Commissaire à l'information des délais dépassant 30 jours.	X	X	X
10 (1)	To advise individuals requesting a record that the record does not exist, or to advise individuals of the specific provisions of the Act under which a record is withheld / Aviser les personnes demandant un document que celui-ci n'existe pas, ou les aviser des dispositions précises de la Loi sur lesquelles se fonde le refus de communication	X	X	X
10 (2)	To neither confirm nor deny that a record exists / Ni confirmer ni nier qu'un document existe.	X	X	X
11 (2), (3)	To require additional payment for before access is given / Exiger un paiement additionnel avant de donner communication du document.	X	X	X
11 (4)	To require deposit before search for, or production of, records / Exiger le versement d'un dépôt avant la recherche ou la production des documents	X	X	X
11 (5)	To notify applicant of additional amounts payable / Aviser la personne qui fait la demande des montants additionnels à acquitter.	X	X	X

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11 (6)	To waive requirement for payment, or to refund payments already made / Dispenser du versement des droits ou les rembourser.	X	X	X
12 (2) (b) and 12 (3) (b) / 12(2)b) et 12(3)b)	To determine the necessity for translation, or conversion of requested records to alternative format / Déterminer la nécessité de faire traduire les documents demandés ou de les rendre accessibles dans d'autres formats	X	X	X
13 (1)	To withhold information obtained in confidence from governments of foreign states, provinces, municipalities; defined First Nations Councils; or institutions thereof / Refuser la communication de documents contenant des renseignements obtenus à titre confidentiel de gouvernements d'États étrangers, de gouvernements provinciaux, d'administrations municipales, de conseils des Premières Nations ou d'organismes correspondants	X	X	X
13 (2)	To disclose information obtained in confidence from governments of foreign states, provinces, municipalities; defined first Nations Councils; or institutions thereof, if the government or institution that provided the information consents to its disclosure or makes the information public / Communiquer des documents contenant des renseignements obtenus à titre confidentiel de gouvernements d'États étrangers, de gouvernements provinciaux, d'administrations municipales, de conseils des Premières Nations ou d'organismes correspondants, si le gouvernement ou l'organisme consent à la communication ou rend l'information publique.	X	X	X

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14	To withhold information if its disclosure would be injurious to the conduct of federal-provincial affairs / Refuser la communication de documents dont la divulgation risquerait de porter préjudice à la conduite des affaires fédérales-provinciales.	X	X	X
15	To withhold information if its disclosure would be injurious to the conduct of international affairs, the defence of Canada or its allies, or Canada's efforts toward detecting, preventing, or suppressing subversive or hostile activities / Refuser la communication de documents dont la divulgation risquerait de porter préjudice à la conduite des affaires internationales, à la défense du Canada ou d'États alliés ou associés avec le Canada ou à la détection, à la prévention ou à la répression d'activités hostiles ou subversives.	X	X	X
16 (1)	To withhold information obtained or prepared by investigative bodies in the course of lawful investigations; or personal information the disclosure of which would be injurious to the enforcement of any law of Canada or a province, or information whose disclosure could reasonably be expected to be injurious to the security of penal institutions / Refuser la communication de documents obtenus ou préparés par des organismes d'enquête au cours d'enquêtes licites; ou de renseignements personnels dont la divulgation risquerait vraisemblablement de nuire aux activités destinées à faire respecter les lois fédérales ou provinciales; ou de renseignements dont la divulgation risquerait vraisemblablement de nuire à la sécurité des établissements pénitentiaires.	X	X	X

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16 (2)	To withhold information whose disclosure could reasonably be expected to facilitate the commission of an offence / Refuser la communication de documents qui risqueraient vraisemblablement de faciliter la perpétration d'infractions	X	X	X
16(3)	To withhold information obtained or prepared by the RCMP while performing policing services for a municipality or province / Refuser la communication de documents obtenus ou préparés par la Gendarmerie royale du Canada, dans l'exercice de fonctions de police provinciale ou municipale.	X	X	X
16.5	To withhold information that was created for the purpose of making a disclosure under the <i>Public Servants Disclosure Protection Act</i> / Refuser de communiquer des documents qui contiennent des renseignements créés en vue de faire une divulgation au titre de la <i>Loi sur la protection des fonctionnaires divulgateurs d'actes répréhensibles</i> .	X	X	X
17	To withhold information if its disclosure could reasonably be expected to threaten the safety of individuals / Refuser la communication de documents contenant des renseignements dont la divulgation risquerait vraisemblablement de nuire à la sécurité des individus	X	X	X
18	To withhold information if its disclosure would be injurious to the economic interests of Canada / Refuser la communication de documents dont la divulgation risquerait de porter préjudice aux intérêts économiques du Canada	X	X	X

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19 (1)	To withhold personal information as defined in section 3 of the <i>Privacy Act</i> / Refuser la communication de documents contenant les renseignements personnels visés à l'article 3 de la <i>Loi sur la protection des renseignements personnels</i> .	X	X	X
19 (2)	To disclose personal information with the consent of the individual concerned; if the information is publicly available; or in accordance with section 8 of the <i>Privacy Act</i> / Divulguer des documents contenant des renseignements personnels dans les cas où l'individu qu'ils concernent y consent, où le public y a accès et où la communication est conforme à l'article 8 de la <i>Loi sur la protection des renseignements personnels</i>	X	X	X
20 (1) (a)	To withhold trade secrets of third party / Refuser la communication de documents contenant des secrets industriels de tiers.	X	X	X
20 (1) (b)	To withhold financial, commercial, scientific or technical information that is confidential to a third party / Refuser la communication de renseignements financiers, commerciaux, scientifiques ou techniques fournis par un tiers, et qui sont de nature confidentielle et traités comme tels par ce tiers	X	X	X
20 (1) (b.1)	To withhold confidential information provided by a third party for the preparation of emergency management plans that concerns vulnerabilities in the third party's security measures / Refuser la communication de renseignements fournis par un tiers pour la préparation de plans de gestion des urgences et qui portent sur la vulnérabilité des mesures de sécurité de ce tiers	X	X	X

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20 (1) (c)	To withhold information the disclosure of which could reasonably be expected to materially affect the financial or competitive position of a third party / Refuser la communication de renseignements dont la divulgation risquerait vraisemblablement de porter préjudice matériellement à la position financière ou à la compétitivité d'un tiers	X	X	X
20 (1) (d)	To withhold information that would interfere with contractual or other negotiations of a third party / Refuser la communication de renseignements dont la divulgation risquerait vraisemblablement d'entraver des négociations menées par un tiers en vue de contrats ou à d'autres fins	X	X	X
20 (3)	To provide written explanation of environmental testing methods / Fournir une explication écrite des méthodes d'essais d'environnement	X	X	X
20 (5)	To disclose third party information described at sections 20(1) (a) to (d) of the Act with consent of the third party to whom the information relates / Communiquer tout document contenant des renseignements sur un tiers visés aux alinéas 20(1), a) à d) de la Loi, si le tiers que les renseignements concernent y consent.	X	X	X
20 (6)	To disclose third party information described at sections 20(1)(b) to (d) of the Act if in the public interest / Communiquer tout document qui contient les renseignements visés à l'un ou l'autre des alinéas 20(1)b) à d) de la Loi pour des raisons d'intérêt public.	X	X	X

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21(1) (a) to (d)/ 21(1)a) à d)	To withhold information that contains advice, recommendations, accounts of deliberations, positions or plans / Refuser la communication de documents qui contiennent des avis, des recommandations, des comptes rendus de délibérations, des projets préparés ou des renseignements portant sur des positions	X	X	X
22	To withhold testing and audit information if disclosure would prejudice results of particular tests or audits / Refuser la communication de documents contenant des renseignements relatifs à des essais ou à des vérifications dont la divulgation fausserait leurs résultats de ces opérations.	X	X	X
22.1	To withhold draft internal audit reports or related audit working papers / Refuser de communiquer tout document qui contient le rapport préliminaire d'une vérification interne ou de documents de travail se rapportant à la vérification.	X	X	X
23	To withhold information that is subject to solicitor-client privilege / Refuser la communication de documents contenant des renseignements protégés par le secret professionnel qui lie un avocat à son client.	X	X	X
24	To withhold information the disclosure of which is restricted by other legislation listed in Schedule II of the Act / Refuser la communication de documents contenant des renseignements dont la communication est restreinte en vertu d'une disposition figurant à l'annexe II de la Loi.	X	X	X

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25	To disclose releasable information after severing it from those parts of records that are to be withheld / Prélever de l'information exemptée par la Loi dans des documents et communiquer les parties dépourvues des renseignements en cause.	X	X	X
26	To refuse disclosure if information is about to be published / Refuser la communication lorsque l'information est sur le point d'être publiée	X	X	X
27 (1)	To give third parties notice of intent to disclose information within 30 days of a request being submitted under the Act / Aviser un tiers intéressé de l'intention de communiquer un document dans les 30 jours suivant la réception d'une demande soumise en vertu de la Loi	X	X	X
27(3)(c)	To receive representations from third parties explaining why records should not be disclosed / Recevoir les observations d'un tiers expliquant pourquoi des documents ne doivent pas être communiqués	X	X	X
27 (4)	To extend 30 day time limit for third party representations / Proroger le délai de 30 jours pour la réception des observations d'un tiers	X	X	X
28 (1)	Review representations and decide whether to disclose third party records / Analyser les observations et décider s'il faut communiquer les documents d'un tiers.	X	X	X

Section/ Article	Summary of Powers, Duties or Functions/ Sommaire des pouvoirs, devoirs et fonctions	Associate General Counsel, Media Law and ATIP Coordinator / Avocat-conseil associé, droit des médias et coordonnateur de l'AIPRP	ATIP Director / Directeur de l'AIPRP	ATIP Senior Policy, Training, and Reporting Officer / Premier agent, politiques, formation et rapports de l'AIPRP
28 (2)	To waive the requirement for third parties to provide representations in writing / Autoriser un tiers à déroger à l'obligation de présenter ses observations par écrit	X	X	X
28 (4)	To give applicants access to third party records / Autoriser la communication de documents d'un tiers aux personnes qui en ont fait la demande	X	X	X
29	To notify third parties and requestors of a third party's right to request judicial review if the Information Commissioner recommends disclosure records containing third party information / Aviser le tiers et les personnes qui ont fait une demande du droit du tiers à exercer un recours en révision si le Commissaire à l'information recommande la communication de documents contenant de l'information concernant le tiers.	X	X	X
33	To advise the Information Commissioner of third party interest in records withheld from disclosure (following receipt of a complaint from the Information Commissioner) / Aviser le Commissaire à l'information de l'intérêt d'un tiers pour des documents dont la communication a été refusée (à la suite de la réception d'une plainte du Commissaire à l'information).	X	X	X
35 (2)	To make representations to the Information Commissioner / Présenter des observations au Commissaire à l'information	X	X	X
37 (4)	To give complainants access to previously withheld records, as recommended by the Information Commissioner / Communiquer à des plaignants des documents dont la communication a été précédemment refusée, conformément à la recommandation du Commissaire à l'information.	X	X	X

Section/ Article	Summary of Powers, Duties or Functions/ Sommaire des pouvoirs, devoirs et fonctions	Associate General Counsel, Media Law and ATIP Coordinator / Avocat-conseil des médias et coordonnateur de l'AIPRP	ATIP Director / Directeur de l'AIPRP	ATIP Senior Policy, Training, and Reporting Officer / Premier agent, politiques, rapports et l'AIPRP
43 (1)	To notify third parties of requests for judicial review made by the requestors, or the Information Commissioner, where disclosure of third party information is involved / Aviser un tiers du recours en révision déposé par le demandeur, ou par le Commissaire à l'information, lorsqu'il s'agit de communiquer de l'information concernant le tiers intéressé.	X	X	X
44 (2)	To notify requestors when third parties request judicial review of decisions to disclose third party information / Aviser un demandeur lorsqu'un tiers a demandé un recours en révision de la décision de communiquer de l'information concernant le tiers intéressé.	X	X	X
52 (2)	To request that Section 52 applications and appeals into the non-disclosure of records pursuant to sections 13(1)(a) or (b), or 15, be held in the National Capital Region / Demander que les auditions et les appels en vertu de l'article 52 relatifs au refus de communication de documents en vertu des alinéas 13(1)a) ou b), ou de l'article 15, aient lieu dans la région de la capitale nationale	X	X	X
52 (3)	To make representations at section 52 hearings / Présenter des observations dans les auditions relatives à l'article 52	X	X	X
68.1	To exclude information pertaining to journalistic, creative or programming activities of CBC / Exclure des renseignements qui relèvent de la Société Radio-Canada et qui se rapportent à ses activités de journalisme, de création ou de programmation	X	X	

Section/ Article	Summary of Powers, Duties or Functions/ Sommaire des pouvoirs, devoirs et fonctions	Associate General Counsel, Media Law and ATIP Coordinator / Avocat-conseil associé, droit des médias et coordonnateur de l'AIPRP	ATIP Director / Directeur de l'AIPRP	ATIP Senior Policy, Training, and Reporting Officer / Premier agent, politiques, formation et rapports de l'AIPRP
69	To exclude confidences of the Queen's Privy Council / Exclure des documents confidentiels du Conseil privé de la Reine pour le Canada.	X	X	X
71 (2)	To exempt information severed from manuals / Exclure l'information tirée de manuels	X	X	X
72 (1)	To prepare annual report to Parliament on the administration of the <i>Access to Information Act</i> / Préparer un rapport annuel pour le Parlement sur l'application de la <i>Loi sur l'accès à l'information</i> .	X	X	X

Hubert T. Lacroix
President and CEO / Président-directeur général
December 17, 2012 / 17 décembre 2012

Annex B – Statistical Report for Fiscal Year 2013-2014



Statistical Report on the Access to Information Act

Name of institution: CBC/ RADIO-CANADA

Reporting period: 01/04/2013 to 31/03/2014

PART 1 – Requests under the Access to Information Act

1.1 Number of Requests

	Number of Requests
Received during reporting period	159
Outstanding from previous reporting period	30
Total	189
Closed during reporting period	154
Carried over to next reporting period	35

1.2 Sources of requests

Source	Number of Requests
Media	19
Academia	1
Business (Private Sector)	65
Organization	3
Public	71
Total	159

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	15	1	0	0	0	0	17
Disclosed in part	3	34	32	27	5	1	0	102
All exempted	3	0	0	0	0	0	0	3
All excluded	1	1	0	0	0	0	0	2
No records exist	3	10	0	0	0	0	0	13
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	12	5	0	0	0	0	0	17
Treated informally	0	0	0	0	0	0	0	0
Total	23	65	33	27	5	1	0	154

2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	0	16(2)(a)	0	18(a)	39	20.1	0
13(1)(b)	0	16(2)(b)	0	18(b)	52	20.2	0
13(1)(c)	0	16(2)(c)	8	18(c)	0	20.4	0
13(1)(d)	0	16(3)	0	18(d)	0	21(1)(a)	17
13(1)(e)	0	16.1(1)(a)	0	18.1(1)(a)	0	21(1)(b)	26
14(a)	0	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	5
14(b)	0	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	5
15(1) - I.A.*	0	16.1(1)(d)	0	18.1(1)(d)	0	22	0
15(1) - Def.*	0	16.2(1)	0	19(1)	84	22.1(1)	0
15(1) - S.A.*	0	16.3	0	20(1)(a)	4	23	11
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(b)	33	24(1)	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(b.1)	0	26	0
16(1)(a)(iii)	0	16.5	0	20(1)(c)	12		
16(1)(b)	0	17	0	20(1)(d)	8		
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)	1	69(1)(a)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(b)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(c)	0	69(1)(g) re (c)	0
68.1	21	69(1)(d)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(e)	0	69(1)(g) re (e)	1
68.2(b)	0	69(1)(f)	0	69(1)(g) re (f)	0
				69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	13	4	0
Disclosed in part	28	74	0
Total	41	78	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	2439	764	17
Disclosed in part	44964	19570	102
All exempted	0	0	3
All excluded	0	0	2
Request abandoned	0	0	17

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	13	149	2	477	1	1	1	137	0	0
Disclosed in part	66	1971	24	5349	4	2536	6	8676	2	1038
All exempted	3	0	0	0	0	0	0	0	0	0
All excluded	2	0	0	0	0	0	0	0	0	0
Abandoned	17	0	0	0	0	0	0	0	0	0
Total	101	2120	26	5826	5	2537	7	8813	2	1038

2.5.3 Other complexities

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	0	2	0	0	2
Disclosed in part	34	7	0	0	41
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	3	0	0	3
Total	34	12	0	0	46

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
1	0	0	1	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	0	1
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	1	0	1

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	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	2	0	0	0
Disclosed in part	18	0	8	27
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
Total	20	0	8	27

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	7	0	4	2
31 to 60 days	7	0	2	24
61 to 120 days	4	0	2	1
121 to 180 days	2	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	20	0	8	27

PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	145	\$725	9	\$45
Search	9	\$1,452	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
Total	154	\$2,177	9	\$45

PART 5 – Consultations received from other institutions and organizations

5.1 Consultations received from other government institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during reporting period	12	92	5	933
Outstanding from the previous reporting period	0	0	0	0
Total	12	92	5	933
Closed during the reporting period	0	0	4	930
Pending at the end of the reporting period	12	92	1	3

5.2 Recommendations and completion time for consultations received from other government 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	than 365 days	
Disclose entirely	8	1	0	0	0	0	0	9
Disclose in part	3	0	0	0	0	0	0	3
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	11	1	0	0	0	0	0	12

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	than 365 days	
Disclose entirely	2	0	0	0	0	0	0	2
Disclose in part	0	1	1	0	0	0		2
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	2	1	1	0	0	0	0	4

PART 6 – Completion time of consultations on Cabinet confidences

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	0	0
16 to 30	0	0
31 to 60	0	0
61 to 120	0	0
121 to 180	0	0
181 to 365	0	0
More than 365	0	0
Total	0	0

PART 7 – Resources related to the Access to Information Act

7.1 Costs

Expenditures	Amount
Salaries	\$586,727
Overtime	\$0
Goods and Services	\$7,075
• Professional services contracts	\$0
• Other	\$7,075
Total	\$593,802

7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	4.00	2.00	6.00
Part-time and casual employees	0.00	0.00	0.00
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.00	0.00	0.00
Students	0.00	0.00	0.00
Total	4.00	2.00	6.00

