

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

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(1 April 2016 to 31 March 2017)



June 2017

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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 also on an ad hoc basis throughout the organization. The Bank occasionally receives formal requests for information which is normally available to the general 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, 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, the Bank itself and other clients. For the government, the Bank provides treasury-management services and manages the government’s public debt and foreign exchange reserves.

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

## 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, 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, 4 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 general 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 so that they can assess and advise should there be media queries. 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. On an annual basis, the ATIP Office reviews the content of its chapter including the description of its information holdings, its institutional functions, and its programs and activities.

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

The Bank undertook a review of procedures for processing ATIA requests. Representatives from most Bank departments participated. Follow-up on observations from the process review was delayed due to severe resource constraints in the ATIP Office, as well as

recognition that ATIP administration would be significantly influenced by proposed records management initiatives planned to be implemented over the medium-term.

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.

### **Staff Awareness Activities**

During this reporting period, the ATIP Office delivered 36 awareness sessions to approximately 350 participants from various business units within the Bank, which incorporated both official languages. 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.

Several sessions were delivered in collaboration with the Bank's Compliance Office and highlighted the link between employees' responsibilities with respect to ATIP legislation and the Bank's Code of Business Conduct and Ethics. The ATIP Office also provided informal training to employees pertaining to the application of specific exemptions, as required, during the processing of ATIA requests.

The Bank's practice is to brief Senior Management and the Board of Directors at least annually on Access to Information matters.

### **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.

## Interpretation of the Statistical Report (Appendix B)

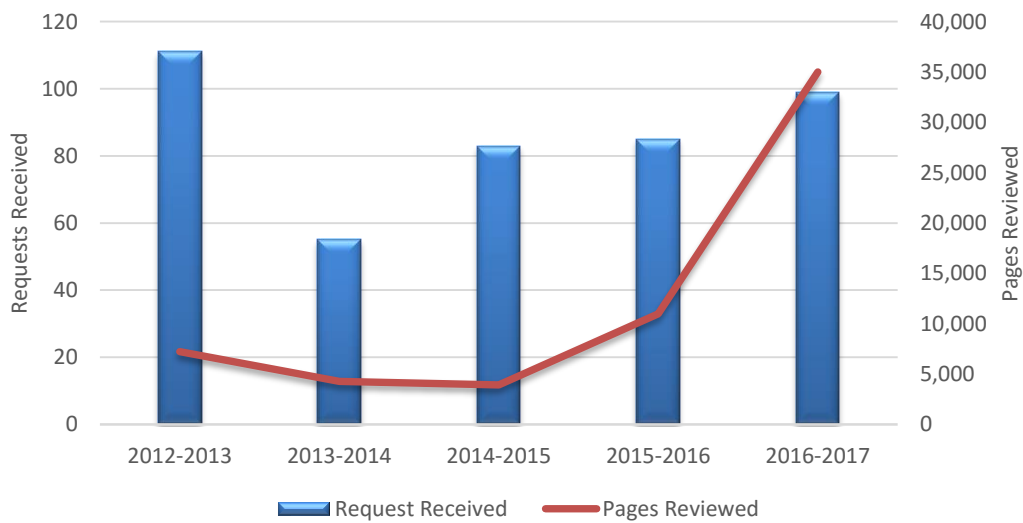
### Access Requests

This year, the Bank continued to see growth in the number of access requests received and completed along with a considerable spike in the number of pages processed. 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
2012-2013	109	2	101	7,205
2013-2014	45	10	41	4,264
2014-2015	69	14	60	3,922
2015-2016	62	23	70	10,985
2016-2017	84	15	83	34,999

**Chart 1: Number of ATIA requests and pages processed, 2012-2013 to 2016-2017**



## Consultations

The Bank assists in processing ATIA requests received by another government institution 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. This year, the Bank experienced a substantial increase in the number of consultations received and the number of pages processed.

**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
2012-2013	23	0	23	1418
2013-2014	24	2	26	2023
2014-2015	16	0	14	114
2015-2016	17	2	18	223
2016-2017	31	2	30	1132

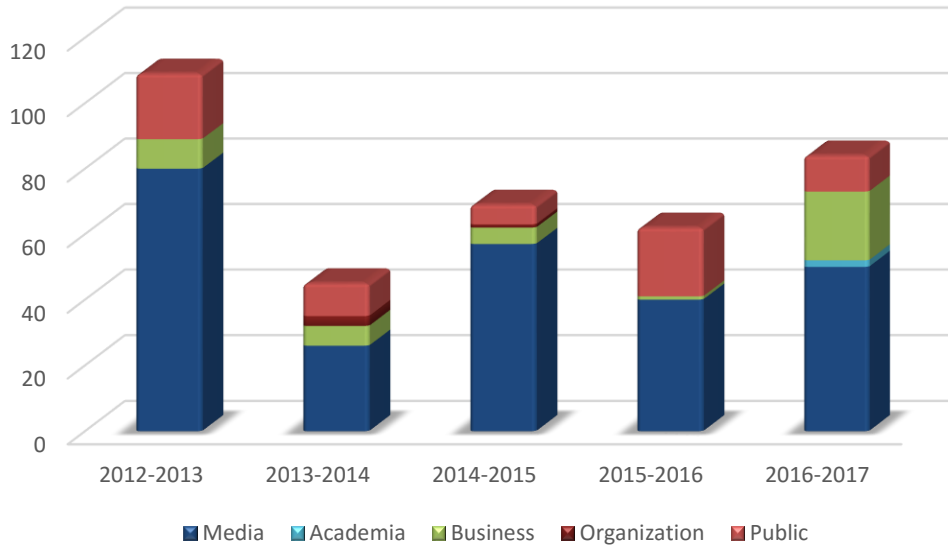
## Informal Requests

In addition to the formal requests for information, the Bank received, processed and completed 21 informal requests. There has been no significant change in the number of informal requests received year-over-year. On a monthly basis, the Bank publishes a summary of completed ATIA requests which is generally the source of the informal requests.

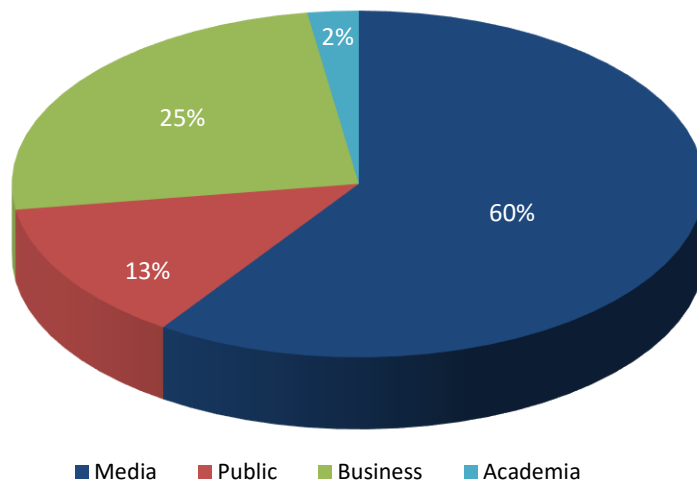
## Requests under the ATIA by Source

The greatest change seen this reporting period was the number of requests received from the business sector. The Bank saw an increase of 20 requests from the business sector, which represents 25% of the total requests received. This is a 23% increase over the previous year. It should be noted that this large increase is the result of multiple requests submitted by one requester.

**Chart 2: Number of Requests by Source, 2012-2013 to 2016-2017**



**Chart 3: Percentage of Requests by Source, 2016-2017**

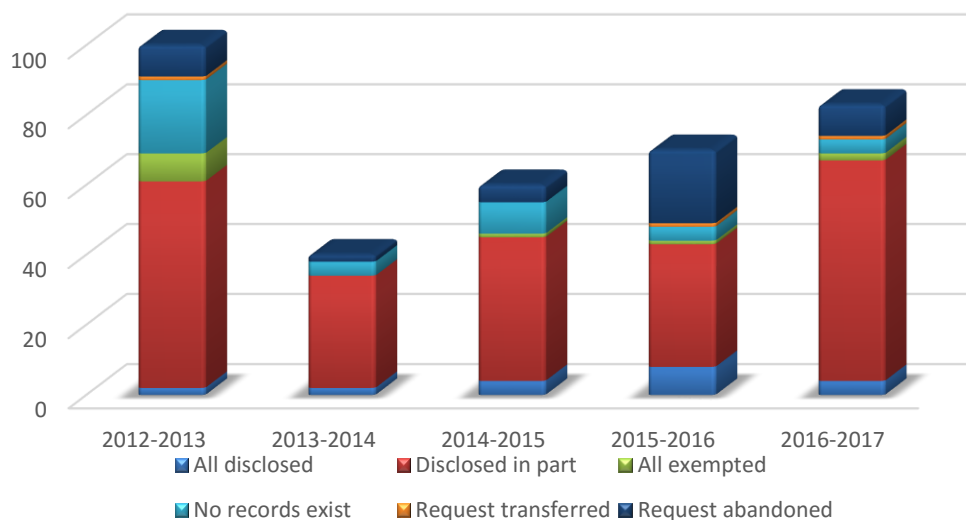




## Disposition of Requests

The following chart is a comparison of disposition of completed requests for the last 5 years. Relative to the number of requests closed in this reporting period, fluctuations in most of the categories of disposition were minimal. The largest change was in the number of requests in which records were disclosed in part from the previous five years. In particular, there was an increase of 28 requests from the 2015-16 reporting period.

**Chart 4: Disposition by Number of Requests, 2012-2013 to 2016-2017**

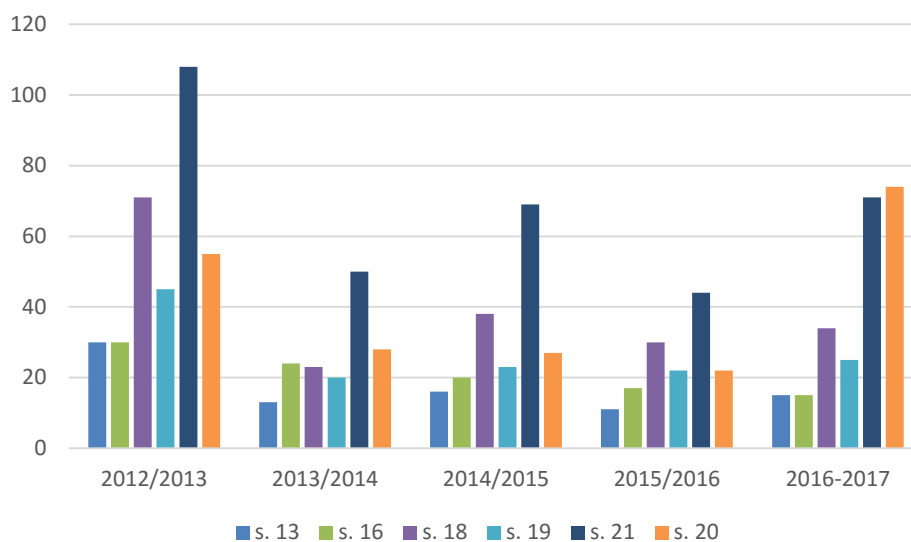


## Exemptions Invoked

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. Equally invoked were sections 20(1)(b)(c) pertaining to third party information. Section 18(d) which concerns the economic interests of Canada and 19(1) related to personal information were also often invoked. The Bank also withheld information under sections 13(1)(a)(b), 14(a)(b), 15(1)(I.A), 16(2)(c), 17, 18(a)(b)(c), 20(1)(d), 21(1)(c)(d), 22, 22.1(1), 23 and 26 of the ATIA.

The following chart represents groupings of exemptions mostly frequently invoked by the Bank. (s. 13(1)(a)(b), 16, 18 (a)(b)(c)(d), 19, 21(a)(b)(c)(d) and 20 (a)(b)(c)(d)).

**Chart 5: Most Frequently Invoked Exemptions, 2012-2013 to 2016-2017**



## Extensions

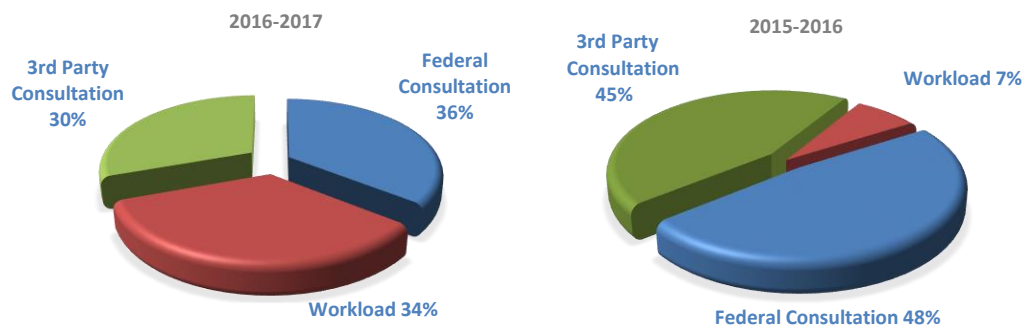
Many of the requests processed by the Bank in 2016-17 were complex in nature and involved a very large volume of records. This had a considerable impact on operations not only in the ATIP Office but across the Bank. As a result, there was a significant increase in the number of time extensions claimed under 9(1)(a) over the last reporting period as indicated in the following table and chart. In addition, extensions in general were for longer periods of time (i.e. 60 and 90 day extensions).

There were 59 requests compared to 27 requests from the last reporting period that required time extensions. Twenty-one (21) requests required a time extension due to interference with operations (i.e. workload). This is a significant increase from last year.

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

**Table 3: Extensions taken, 2012-2013 to 2016-2017**

Year	30-day extension	60-day extension	90-day extension	180-days extension	Total Extensions
2012-2013	20	13	8	0	41
2013-2014	5	8	1	0	14
2014-2015	7	16	1	3	27
2015-2016	11	5	9	2	27
2016-2017	33	12	12	2	59

**Chart 6: Reasons for Extensions, 2016-2017 and 2015-2016 Comparison**

## Completion Time

Of the 83 requests completed in this reporting period, 31 of these requests were closed past the statutory deadline. The key reason for the delay was the workload of ATIP Office and Bank staff. The increase in the number of requests received, the complexity of the records, the significant increase in pages to be reviewed and the lower than normal staff ratio in the ATIP Office all contributed to a higher than normal deemed refusal outcome from previous years.

## Complaints and Investigations

During this reporting period, the Bank of Canada was notified of 20 complaints received by the Office of the Information Commissioner (OIC) compared to 1 complaint in 2015-2016. Ten (10) complaints were lodged by one requester related to a series of interrelated requests. The following table represents the number of complaints received, carried over from the previous reporting period, and complaints resolved from 2012 to this reporting period.

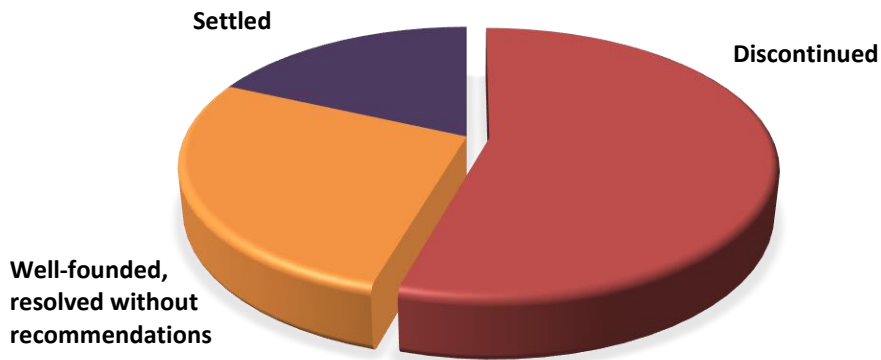
**Table 4: Complaints received, carried over and resolved, 5-year trend**

Reporting period	Number of complaints received	Number of complaints carried over from previous reporting period	Complaints resolved	Number of Complaints Outstanding
2012-2013	20	3	4	19
2013-2014	9	19	13	15
2014-2015	4	15	9	10
2015-2016	1	10	4	7
2016-2017	20	7	11	16

Of the 20 complaints filed this year and 7 carried over from the previous year, 11 were resolved. Of the 11 complaints closed: 3 complaints were determined to be well-founded and resolved without recommendations being made by the OIC; 2 complaints were resolved to the satisfaction of all parties without the OIC making findings; and 6 were discontinued by

the complainants as indicated in the following chart. Sixteen (16) complaints, several dating back to previous reporting periods, remain outstanding pending further notification from the OIC.

**Chart 7: Report of Findings 2016-2017**



## Fees

A total of \$380.00 in application fees was collected for 76 of the 84 requests received during the 2016-2017 period, compared to \$190.00 in 2015-2016. Application fees for the remaining 8 requests were waived or refunded.

For accounting reasons, 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.

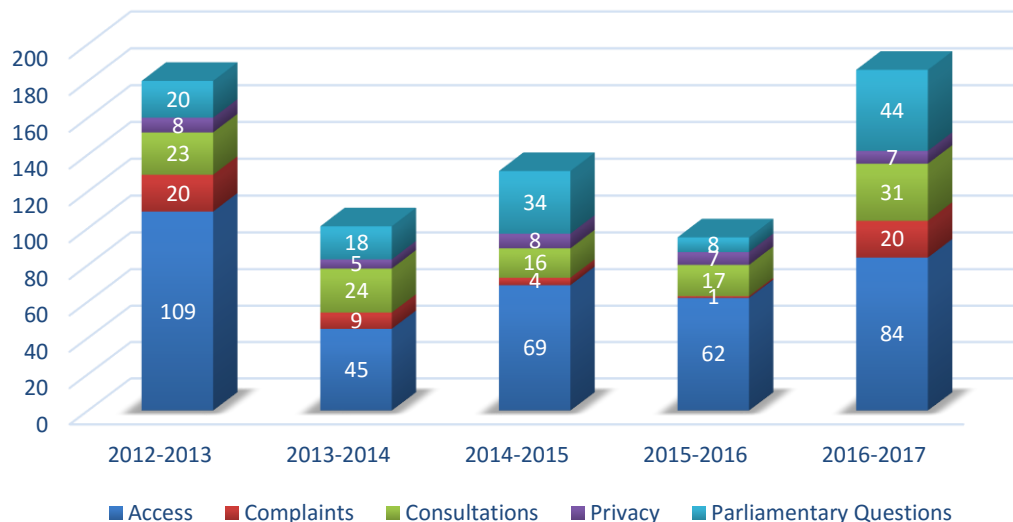
## Operational Environment

This year the Bank of Canada saw a considerable increase in the number of *Access to Information Act* requests, consultations received from other government institutions and notifications of complaints from the Office of the Information Commissioner. The sheer number of files and their complexity, combined with the unprecedented increase in the volume of records and the need to consult with other institutions and third parties, resulted in a very heavy workload for the ATIP Office. Similarly, a significant increase in the volume of records processed in response to *Privacy Act* requests presented additional challenges.

In addition to 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. Similar to ATIA requests, the Bank saw a considerable increase in the number of Parliamentary Questions received and completed, 44 in the current year compared to 8 in 2015-2016. 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 exceptionally heavy workload for the ATIP Office in this reporting period.

These factors, combined with a temporary resource shortage in the ATIP Office and heavy workloads in specific areas throughout the Bank, impacted the Bank's ability to respond to some requests within the legislated timeframe.

**Chart 8: ATIP Workload, 2012-2013 to 2016-2017**



## Appendix A



BANK OF CANADA  
BANQUE DU CANADA

### 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*

*(1 April 2016 to 31 March 2017)*







## Statistical Report on the *Access to Information Act*

Name of institution: Bank of Canada

Reporting period: 2016-04-01 to 2017-03-31

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

#### 1.1 Number of requests

	Number of Requests
Received during reporting period	84
Outstanding from previous reporting period	15
<b>Total</b>	<b>99</b>
Closed during reporting period	83
Carried over to next reporting period	16

#### 1.2 Sources of requests

Source	Number of Requests
Media	50
Academia	2
Business (private sector)	21
Organization	0
Public	11
Decline to Identify	0
<b>Total</b>	<b>84</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	5	9	1	0	0	0	21

**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	0	3	1	0	0	0	0	4
Disclosed in part	0	23	10	12	10	6	2	63
All exempted	1	1	0	0	0	0	0	2
All excluded	0	0	0	0	0	0	0	0
No records exist	1	3	0	0	0	0	0	4
Request transferred	1	0	0	0	0	0	0	1
Request abandoned	5	2	0	0	0	2	0	9
Neither confirmed nor denied	0	0	0	0	0	0	0	0
<b>Total</b>	<b>8</b>	<b>32</b>	<b>11</b>	<b>12</b>	<b>10</b>	<b>8</b>	<b>2</b>	<b>83</b>

### 2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	3	16(2)	0	18(a)	2	20.1	0
13(1)(b)	12	16(2)(a)	0	18(b)	5	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	1	20.4	0
13(1)(d)	0	16(2)(c)	15	18(d)	26	21(1)(a)	30
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	38
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	2
14(a)	3	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	1
14(b)	2	16.1(1)(c)	0	18.1(1)(d)	0	22	2
15(1)	0	16.1(1)(d)	0	19(1)	25	22.1(1)	2
15(1) - I.A.*	16	16.2(1)	0	20(1)(a)	0	23	4
15(1) - Def.*	0	16.3	0	20(1)(b)	38	24(1)	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	4
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	31		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	5		
16(1)(a)(iii)	0	17	2				
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)	0	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)	1
68.2(a)	0	69(1)(d)	0	69(1)(g) re (e)	2
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

## 2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	4	0	0
Disclosed in part	52	11	0
<b>Total</b>	56	11	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	18	18	4
Disclosed in part	7848	7848	63
All exempted	76	0	2
All excluded	0	0	0
Request abandoned	27057	0	9
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	4	18	0	0	0	0	0	0	0	0
Disclosed in part	46	1233	16	3640	0	0	1	2975	0	0
All exempted	2	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	7	0	0	0	0	0	0	0	2	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	59	1251	16	3640	0	0	1	2975	2	0

### 2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	1	0	0	0	1
Disclosed in part	27	0	5	0	32
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	1	0	1	1	3
Neither confirmed nor	0	0	0	0	0
<b>Total</b>	29	0	6	1	36

### 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
31	18	6	7	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	5	3	8
16 to 30 days	1	7	8
31 to 60 days	2	5	7
61 to 120 days	0	2	2
121 to 180 days	1	2	3
181 to 365 days	0	3	3
More than 365 days	0	0	0
<b>Total</b>	9	22	31

### 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	1	0
Disclosed in part	19	0	18	17
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	2	0	1	1
<b>Total</b>	21	0	20	18

### 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	17	0	11	5
31 to 60 days	1	0	7	4
61 to 120 days	1	0	2	7
121 to 180 days	1	0	0	1
181 to 365 days	0	0	0	1
365 days or more	1	0	0	0
<b>Total</b>	21	0	20	18

## Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	76	\$380	8	\$40
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>	76	\$380	8	\$40

## 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	31	1164	0	0
Outstanding from the previous reporting period	1	24	1	7
<b>Total</b>	32	1188	1	7
Closed during the reporting period	29	1125	1	7
Pending at the end of the reporting period	3	63	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	9	5	1	0	0	0	0	15
Disclose in part	0	6	5	3	0	0	0	14
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>	9	11	6	3	0	0	0	29

### 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	1	0	0	0	0	0	1
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	1	0	0	0	0	0	1

## 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	3	4	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>	3	4	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
20	4	5	29

## 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**

<b>Expenditures</b>		<b>Amount</b>
Salaries		\$593,682
Overtime		\$0
Goods and Services		\$91,628
• Professional services contracts	\$85,281	
• Other	\$6,347	
<b>Total</b>		<b>\$685,310</b>

**9.2 Human Resources**

<b>Resources</b>	<b>Person Years Dedicated to Access to Information Activities</b>
Full-time employees	5.62
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.70
Students	0.00
<b>Total</b>	<b>6.32</b>

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