

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

(1 April 2017 to 31 March 2018)



June 2018

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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; 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 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, 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). In this reporting period, the ATIP Office was reorganized and a new full-time position was added to the staff complement to address the increasing demands associated with administration of the ATIA. The reorganization was fully implemented in the final quarter of this reporting period. 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.

Staff Awareness Activities

During this reporting period, the ATIP Office delivered 33 awareness sessions to approximately 150 participants from various business units throughout 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.

In addition, the ATIP Office developed and delivered a joint workshop with key stakeholders who shared a common interest in the Bank's Currency function. The purpose of this workshop was to expand the stakeholder knowledge of the application of the ATIA exemptions through a hands-on review of Bank records and a round table discussion on the deliberations when considering the application of exemptions. The participants came away with a clearer understanding of the parameters of the legislation, and the underlying considerations that need to be taken into account when assessing whether information can be disclosed. The ATIP Office plans to offer similar workshops to different departments within the Bank in the future.

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 has also undertaken a major e-mail management initiative to ensure that corporate records are properly managed and are also readily retrievable in response to ATIP requests. To that end, the ATIP Office collaborated with the Bank's Knowledge and Information Management Services to deliver mandatory awareness sessions to Bank staff about the importance of good records management and the risks that can arise when information cannot be readily retrieved. The staff awareness campaign will continue throughout the year to ensure that Bank staff (1700) are made aware of the importance of e-mail management in advance of the January 2019 'go-live' date.

Through innovation workshops over the coming year, the ATIP Office plans to expand and modernize its awareness program and leverage technology to communicate with Bank staff about ATIA matters in new ways.

The Bank's practice is to brief Senior Management and the Board of Directors annually on Access to Information matters as well as reporting on ATIA priorities through departmental quarterly Entente progress reports, and contributing to 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.

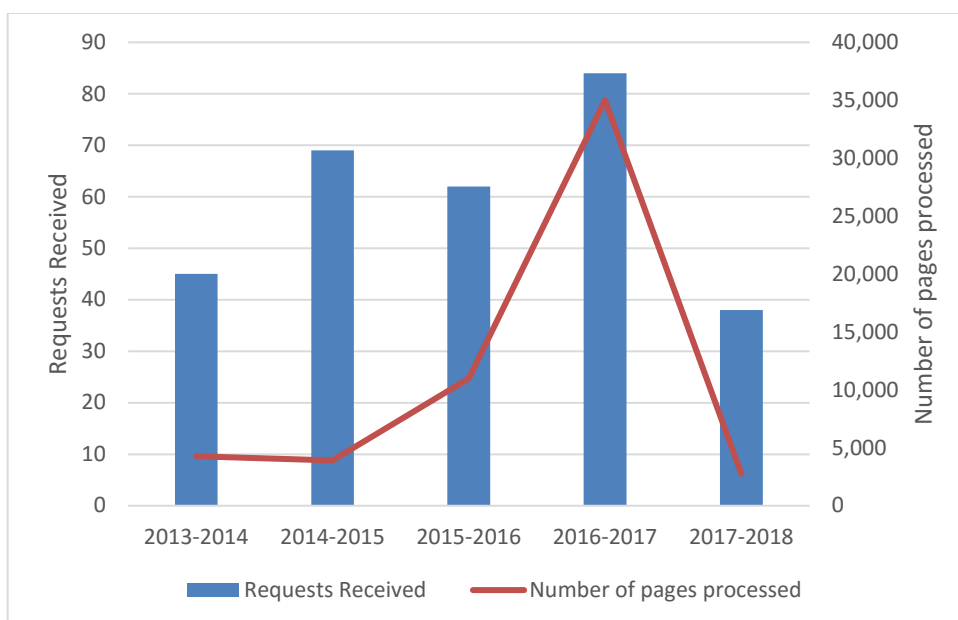
Interpretation of the Statistical Report (Appendix B)

Access Requests

This year, the Bank saw a decline in the number of requests received; however, 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
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
2017-2018	38	16	34	2752

Chart 1: Number of ATIA requests and pages processed, 2013-2014 to 2017-2018

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.

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
2013-2014	24	2	26	2023
2014-2015	16	0	14	114
2015-2016	17	2	18	223
2016-2017	31	2	30	1132
2017-2018	17	3	18	916

Informal Requests

In addition to the formal requests for information, the Bank has received, processed and completed 3 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, 48% of requests received by the Bank were from the media, 30% from the public, 11% from individuals who declined to identify as any of the defined categories, 8% from academia and 3% from business. This year saw a decline in requests received from the media and business sources, but an increase in requests received from the public, academia, and for the first time this year several requesters opted not to identify with any of the defined categories.

Chart 2: Number of Requests by Source, 2013-2014 to 2017-2018

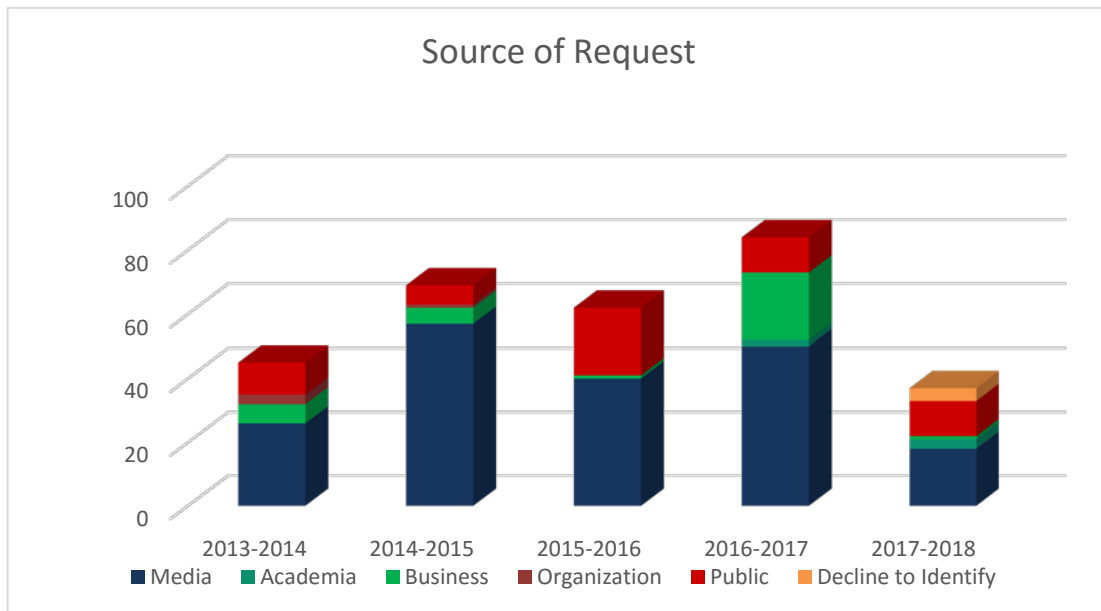
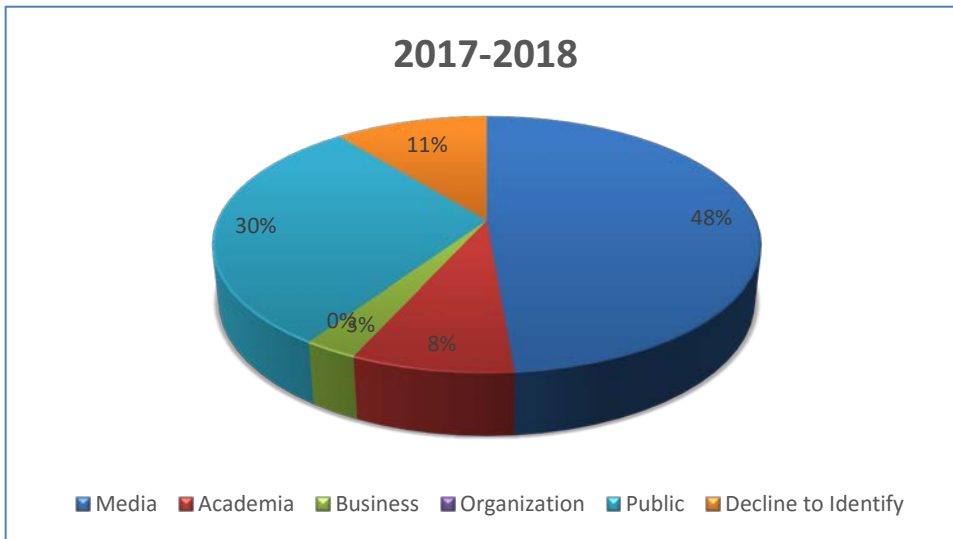


Chart 3: Percentage of Requests by Source, 2017-2018



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 all disclosed; those for which there were no responsive records; and those requests that were abandoned by the requester all increased. Consequently, the percentage of requests that were disclosed in part decreased compared to the previous year.

Chart 4: Disposition by Number of Requests, 2013-2014 to 2017-2018

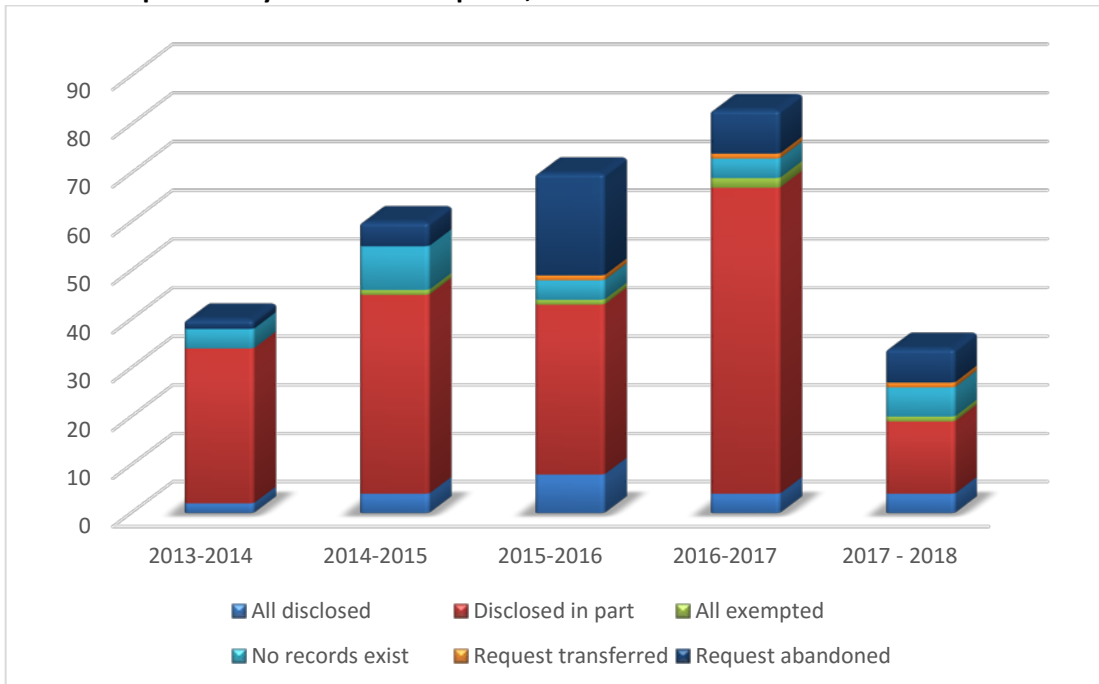


Chart 5: Disposition by Percentage of Requests, 2016-2017

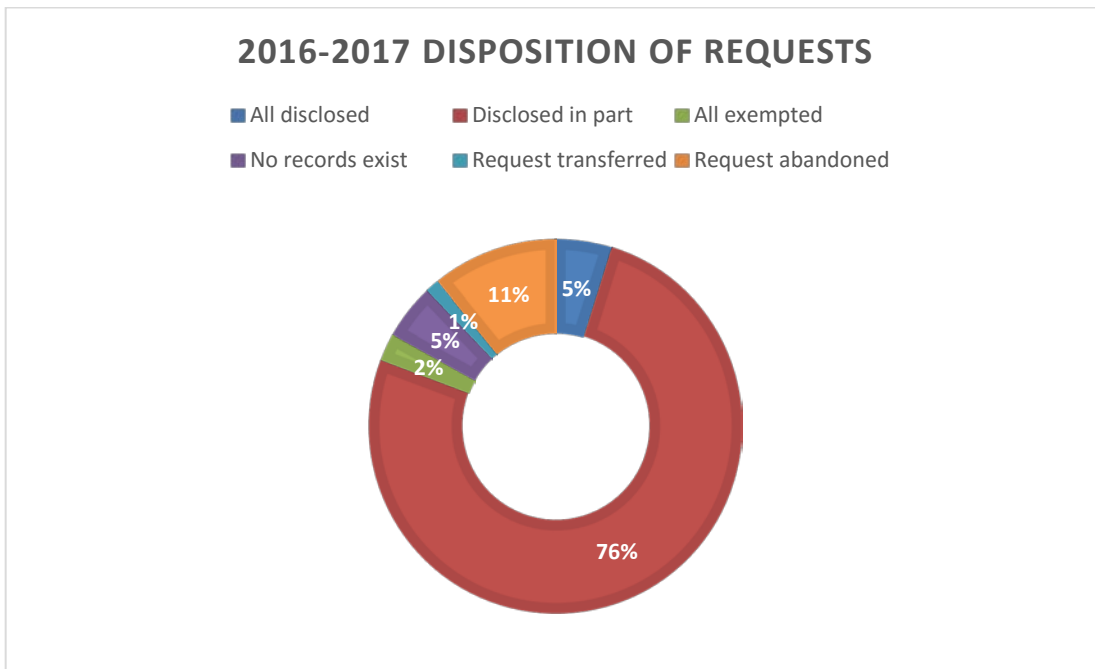
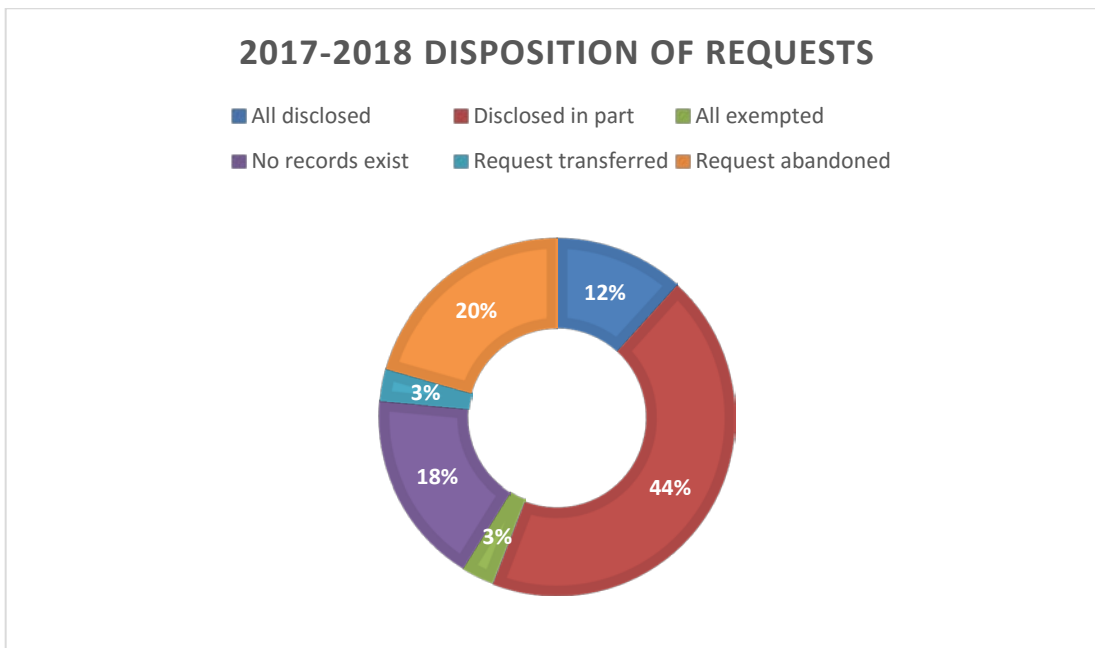


Chart 6: Disposition by Percentage of Requests, 2017-2018



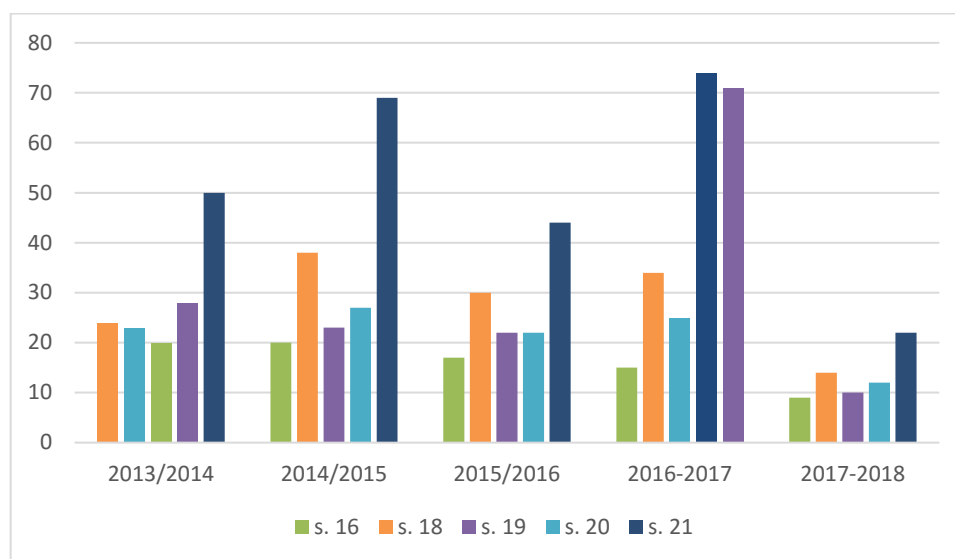
Exemptions Invoked

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. Section 18(d), which concerns the economic interests of Canada, and sections 20(1)(b)(c) pertaining to third party information were also invoked frequently. Section 16(2)(c) related to security and section 19(1) related to personal information were also invoked in several requests.

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

Chart 7: Most Frequently Invoked Exemptions, 2013-2014 to 2017-2018



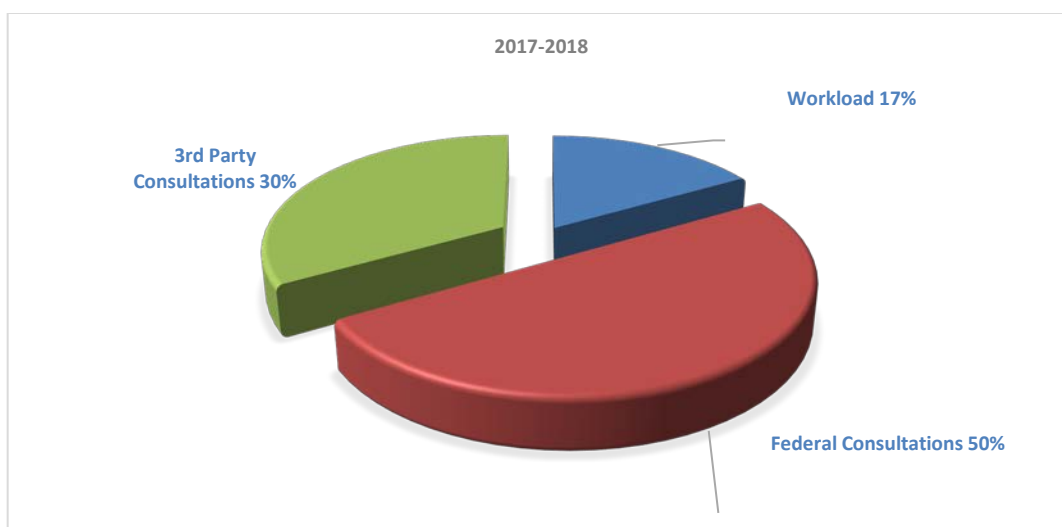
Extensions

Many of the requests processed by the Bank in 2017-2018 were complex in nature. 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) during the last reporting period. In addition, extensions were required for consultations with other government institutions and third parties as indicated in the following table and chart.

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

Table 3: Extensions taken, 2013-2014 to 2017-2018

Year	30-day extension	60-day extension	90-day extension	180-days extension	Total Extensions
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
2017-2018	3	7	2	0	12

Chart 8: Reasons for Extensions 2017-2018

Completion Time

Of the 34 requests completed in this reporting period, 10 of these requests were closed past the statutory deadline. The key reason for the delay was the workload of the ATIP staff attributed to several voluminous requests carried over from the previous reporting period, which accounted for 7 of the 10 requests closed past the statutory deadline.

Complaints and Investigations

During this reporting period, the Bank of Canada received 7 complaints from the Office of the Information Commissioner (OIC) compared to 20 complaints in 2016-2017. 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.

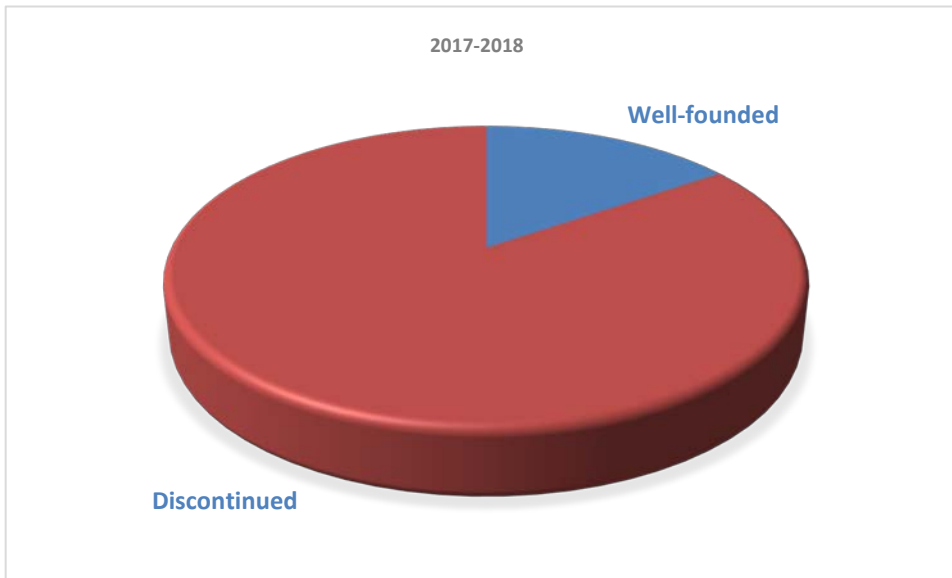
Table 4: Complaints received, carried over and resolved, 5-year trend

Reporting period	Number of complaints received	Number of complaints carried over from previous reporting period	Complaints resolved	Number of Complaints Outstanding
2013-2014	9	19	13	15
2014-2015	4	15	9	10
2015-2016	1	10	4	7
2016-2017	20	7	11	16
2017-2018	7	16	13	10

There were 7 complaints filed this year and 16 carried over from the previous year; 13 were resolved. Of the 13 complaints closed: 2 complaints were determined to be well-founded and resolved without recommendations being made by the OIC, and 11 were discontinued by the

complainants as indicated in the following chart. Ten (10) complaints, several dating back to previous reporting periods, remain outstanding pending further notification from the OIC.

Chart 9: Report of Findings 2017 to 2018



Fees

A total of \$155.00 in application fees was collected for 31 of the 38 requests received during the 2017-2018 period, compared to \$380.00 in 2016-2017. A total of \$5.00 in application fees was refunded for 1 of the 38 requests received, and no fees were received for 6 requests (1 request was transferred to the Bank by another government institution and 5 requests were abandoned by the requester without fees being paid).

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 continued to process a significant number of voluminous requests which were carried forward from the previous reporting period in addition to new requests, consultations received from other government institutions and notifications of complaints from the Office of the Information Commissioner. The number of pages associated with the files and their complexity, combined with the need to consult with other institutions and third parties, resulted in a very heavy workload for the ATIP Office and lead to delays processing requests. Similarly, the complexity and significant volume of records processed in response to *Privacy Act* requests presented additional challenges.

Although the ATIP Office was reorganized and a new full-time position was added to the staff complement, the reorganization was not fully implemented until the final quarter of this reporting period. In addition, during the reporting period, the ATIP Assistant position was vacant for a period of six months which affected workload in the ATIP Office.

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. The Bank received 33 Parliamentary Questions in this reporting year compared to 44 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.

These factors, and heavy workloads in specific areas throughout the Bank, impacted the Bank's ability to respond to some requests within the legislated timeframe.

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*

Sections	Description	Position
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*

Sections	Description	Position
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 2017 to 31 March 2018)





Statistical Report on the Access to Information Act

Name of institution: Bank of Canada

Reporting period: 2017-04-01 to 2018-03-31

Part 1: Requests Under the Access to Information Act

1.1 Number of requests

	Number of Requests
Received during reporting period	38
Outstanding from previous reporting period	16
Total	54
Closed during reporting period	34
Carried over to next reporting period	20

1.2 Sources of requests

Source	Number of Requests
Media	18
Academia	3
Business (private sector)	2
Organization	0
Public	11
Decline to Identify	4
Total	38

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	
2	1	0	0	0	0	0	3

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	0	3	1	0	0	0	4
Disclosed in part	0	1	6	4	1	3	0	15
All exempted	0	1	0	0	0	0	0	1
All excluded	0	0	0	0	0	0	0	0
No records exist	2	4	0	0	0	0	0	6
Request transferred	1	0	0	0	0	0	0	1
Request abandoned	6	1	0	0	0	0	0	7
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	9	7	9	5	1	3	0	34

2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	1	16(2)	0	18(a)	1	20.1	0
13(1)(b)	3	16(2)(a)	0	18(b)	3	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	8	18(d)	10	21(1)(a)	9
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	12
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	1
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	10	22.1(1)	0
15(1) - I.A.*	4	16.2(1)	0	20(1)(a)	0	23	4
15(1) - Def.*	0	16.3	0	20(1)(b)	7	24(1)	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	5		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	17	2				
16(1)(b)	0						
16(1)(c)	1						
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)	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)	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	9	6	0
Total	13	6	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	28	28	4
Disclosed in part	2752	2752	15
All exempted	1	0	1
All excluded	0	0	0
Request abandoned	0	0	7
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	28	0	0	0	0	0	0	0	0
Disclosed in part	11	518	2	372	1	726	1	1136	0	0
All exempted	1	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	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	23	546	2	372	1	726	1	1136	0	0

2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	5	0	0	3	8
All exempted	0	0	1	0	1
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor	0	0	0	0	0
Total	5	0	1	3	9

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
10	7	2	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	2	0	2
16 to 30 days	0	0	0
31 to 60 days	3	1	4
61 to 120 days	0	3	3
121 to 180 days	0	0	0
181 to 365 days	0	1	1
More than 365 days	0	0	0
Total	5	5	10

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	0	0	1	0
Disclosed in part	2	0	5	4
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	2	0	6	4

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	2	0	1	0
31 to 60 days	0	0	4	3
61 to 120 days	0	0	1	1
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	2	0	6	4

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	31	\$155	1	\$5
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
Total	31	\$155	1	\$5

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	17	853	0	0
Outstanding from the previous reporting period	3	63	0	0
Total	20	916	0	0
Closed during the reporting period	18	705	0	0
Pending at the end of the reporting period	2	211	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	2	3	0	0	0	0	0	5
Disclose in part	2	4	4	2	0	0	0	12
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	1	0	0	0	0	0	0	1
Total	5	7	4	2	0	0	0	18

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
Total	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	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
Total	0	0	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
Total	0	0	0	0	0	0	0	0	0	0

Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
7	7	13	27

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		\$650,239
Overtime		\$0
Goods and Services		\$31,941
• Professional services contracts	\$9,819	
• Other	\$22,122	
Total		\$682,180

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	5.66
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	5.66

Note: Enter values to two decimal places.