
2018-2019 Annual Report Access to Information Act

April 1, 2018 –
March 31, 2019

Natural Sciences and
Engineering Research Council
of Canada

Aussi disponible en français sous le titre :

Rapport annuel de 2018-2019 concernant la Loi sur l'accès à l'information

For more information, contact:

Natural Sciences and Engineering Research Council of Canada
atip-aiprp@nserc-crsng.gc.ca

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1. Introduction

The *Access to Information Act* (Revised Statutes of Canada, Chapter A-1, 1985) ("*ATI Act*") was proclaimed on July 1, 1983.

The *ATI Act* gives right of access to Canadian citizens or permanent residents in Canada or abroad, and all individuals and corporations present in Canada. The right of access is for information contained in government records, subject to certain specific and limited exceptions.

Section 72 of the *ATI Act* requires that the head of every federal government institution prepare an Annual Report, which is tabled in Parliament, on the administration of the *Act* within the institution during each fiscal year.

This report represents an overview of the activities of the Natural Sciences and Engineering Research Council of Canada (NSERC) for the reporting period of April 1, 2018 to March 31, 2019 (the current reporting period).

For more information:

Access to Information and Privacy Coordinator
Natural Sciences and Engineering Research Council of Canada
350 Albert Street, 13th Floor
Ottawa, Ontario K1A 1H5

Email: atip-aiprp@nserc-crsng.gc.ca
Telephone: 613-995-6214
Facsimile: 613-943-1222

2. About NSERC

2.1 Mandate

NSERC was established on May 1, 1978, as a federal agency defined as a “separate employer” by the *Public Service Staff Relations Act*. It is funded directly by Parliament, submits reports to it through the Minister of Science and Sport, and promotes and assists research in the natural sciences and engineering, other than the health sciences. NSERC is the primary federal agency investing in post-secondary research and training in these disciplines.

NSERC’s Council is composed of a President and up to 18 other distinguished members selected from the private and public sectors. NSERC’s President is the Chief Executive Officer. The elected Vice-President is the Chair of the Council and of its Executive Committee. NSERC’s Council is advised on policy matters by various standing committees. Funding decisions are made by the President, or designate, on the basis of recommendations made by peer review committees.

2.2 Responsibilities

NSERC helps make Canada a country of discoverers and innovators for the benefit of all Canadians. Over the last 10 years, NSERC has invested more than \$10 billion in basic research, projects involving partnerships between postsecondary institutions and industry, and the training of Canada’s next generation of scientists and engineers.

NSERC’s five strategic goals are to:

- Foster a science and engineering culture in Canada and make science and engineering mainstream.
- Launch the new generation, mobilize Canada’s future brain trust and enable early-career scientists to launch independent research careers.
- Build a diversified and competitive research base and stimulate breakthrough research and research excellence.
- Strengthen the dynamic between discovery and innovation, and deepen interactions between colleges and universities, the private sector, governments and civil society.
- Go global, secure Canada’s access to global scientific and engineering knowledge and expertise, and increase participation in international research endeavours.

3. Organizational structure and delegation of authority

3.1 Organizational Structure

The Access to Information and Privacy (ATIP) Office resides in NSERC's Secretariat under the directorship of the Corporate Secretary.

A full-time ATIP Coordinator reports to the Corporate Secretary and is assisted by an ATIP/Secretariat Officer who spends about half of his/her time on ATIP. The delegation of authority from the President includes the Vice-President, Communications, Corporate and International Affairs; the Executive Director, Corporate Planning and Policy; the Corporate Secretary and the ATIP Coordinator.

Additional term employees, temporary help service contractors and students are used for additional resources, as required.

3.2 The ATIP Office

The ATIP Office coordinates responses to requests submitted to NSERC under the *ATI Act*. It also provides interpretation, advice, and recommendations to NSERC staff on the implications of the *ATI Act* on their activities, and delivers training, education and awareness sessions to staff. The ATIP Office activities also include:

- Processing and managing access to information (ATI) complaints;
- Processing ATI consultations received from other institutions;
- Preparing annual statistics for Treasury Board of Canada Secretariat (TBS) and an Annual Report to Parliament;
- Updating information on NSERC's web site regarding ATI functions and ATI requests processed;
- Coordinating updates to the Info Source publication;
- Managing the ATIP electronic management system;
- Reviewing departmental documents; and
- Participating in forums for the ATIP community, such as the TBS ATIP Community meetings and working groups.

3.3 Delegation order

Under section 3 of the *ATI Act*, the President of NSERC is designated as the head of the government institution for purposes of the administration of the said act.

Pursuant to section 73 of the *ATI Act*, deputy heads may delegate any of their powers, duties or functions under the *Act* by signing an order authorizing one or more officers or employees of the institution, who are at the appropriate level, to exercise or perform the powers, duties or functions of the head specified in the order. This Delegation of Authority can be found in [Appendix A](#).

4. Interpretation of Statistical Report

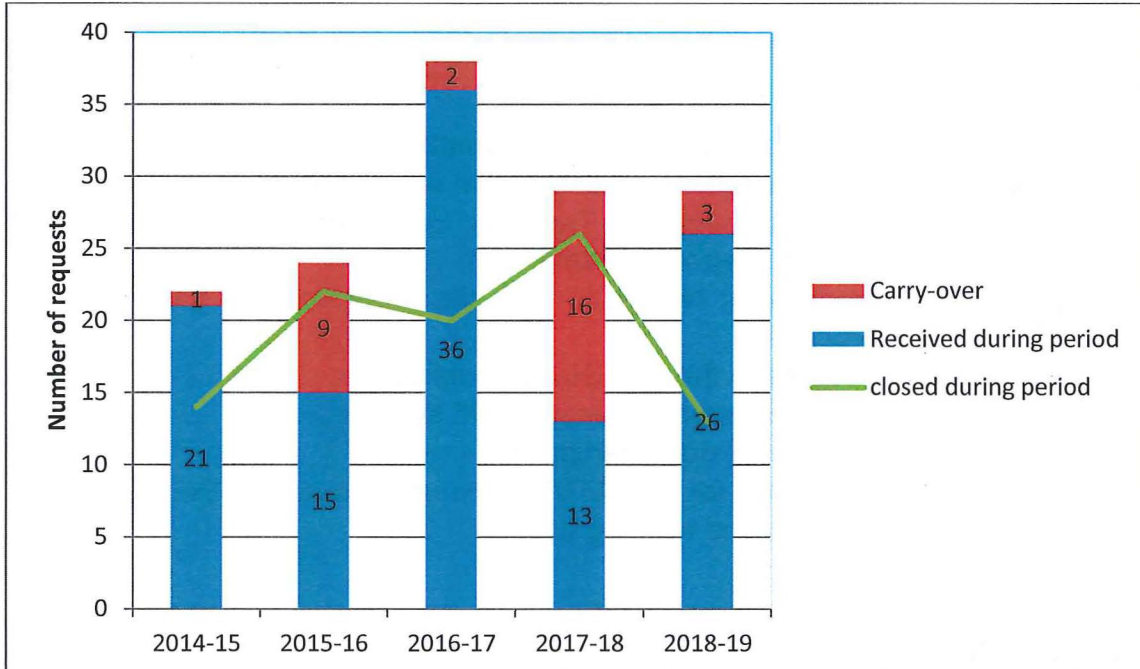
NSERC's 2018-2019 statistical report on the *ATI Act* is provided in [Appendix B](#).

4.1 Requests under the *ATI Act*

From April 1, 2018 to March 31, 2019, NSERC received 26 new requests, and three requests were outstanding from the previous reporting period (2017-2018), for a total of 29 requests.

NSERC closed 13 requests during the reporting period and carried forward 16 requests into the next reporting period (2019-2020).

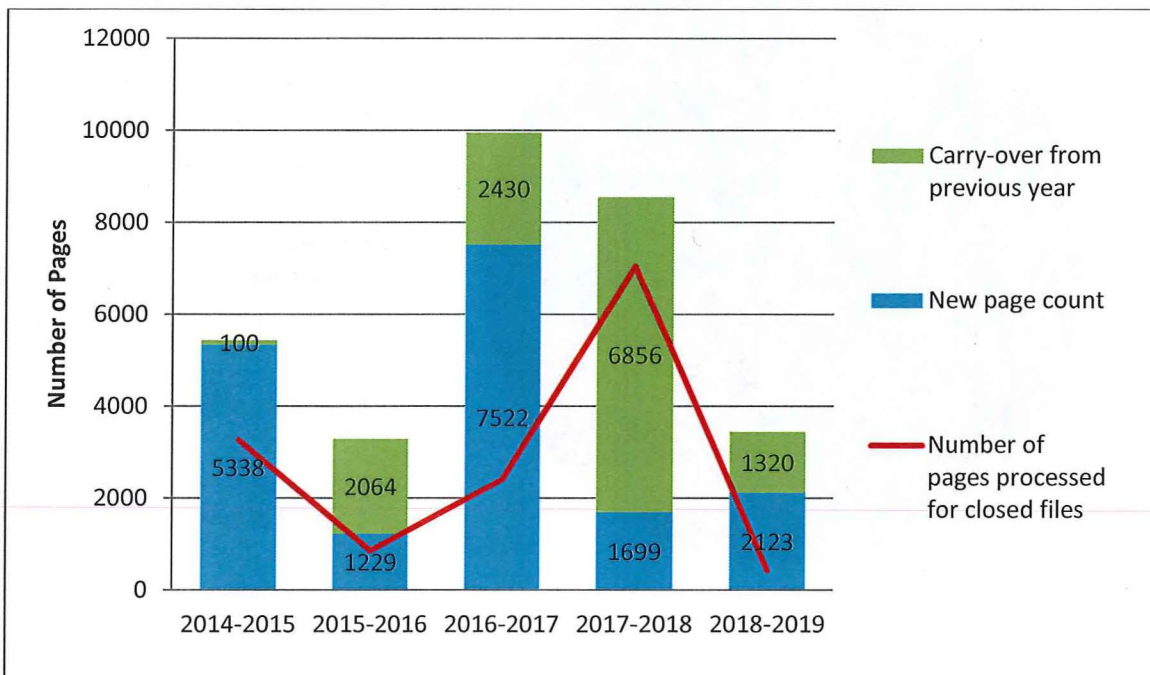
Figure 1: Number of requests received and closed 2014-2019



During the current reporting period, the ATIP Office received 2123 new pages to process and had a carry-over of 1320 pages from 2017-2018.

NSERC processed 429 pages during the current period; zero pages were fully disclosed, and 3014 were carried over to 2019-2020. It is worth noting that 16 requests were carried over to the next reporting period. This will explain in part the relatively low number of page count for the current period.

Figure 2: Number of page count 2014-2019

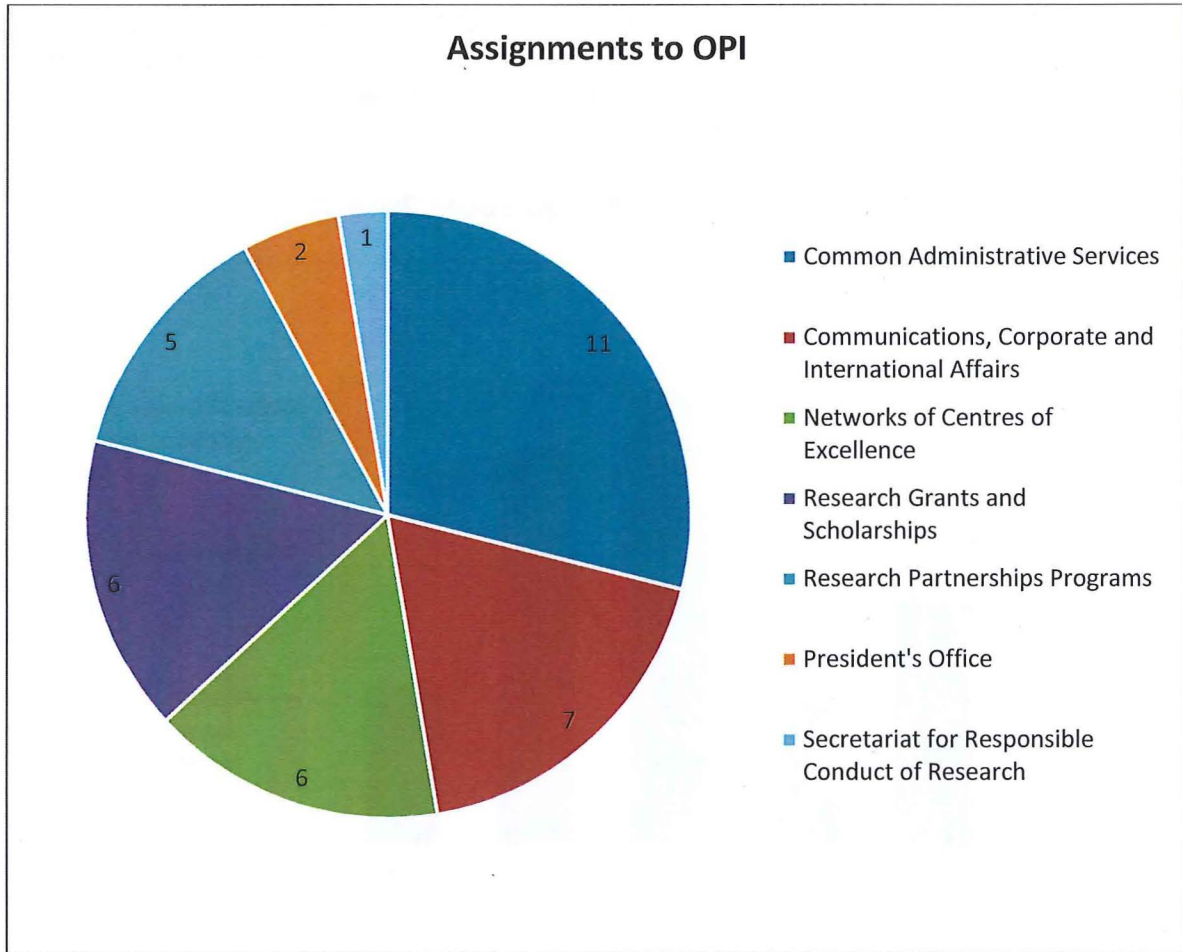


4.2 Nature of Requests

ATI requests can target multiple programs and activities. The 26 new ATI requests, received during this reporting period, were distributed across Offices of Primary Interest (OPIs). In total, the ATIP office did 38 taskings across the different divisions and directorates of NSERC, as some requests were relevant to more than one division or directorate.

The distribution of tasking to OPIs was as follows:

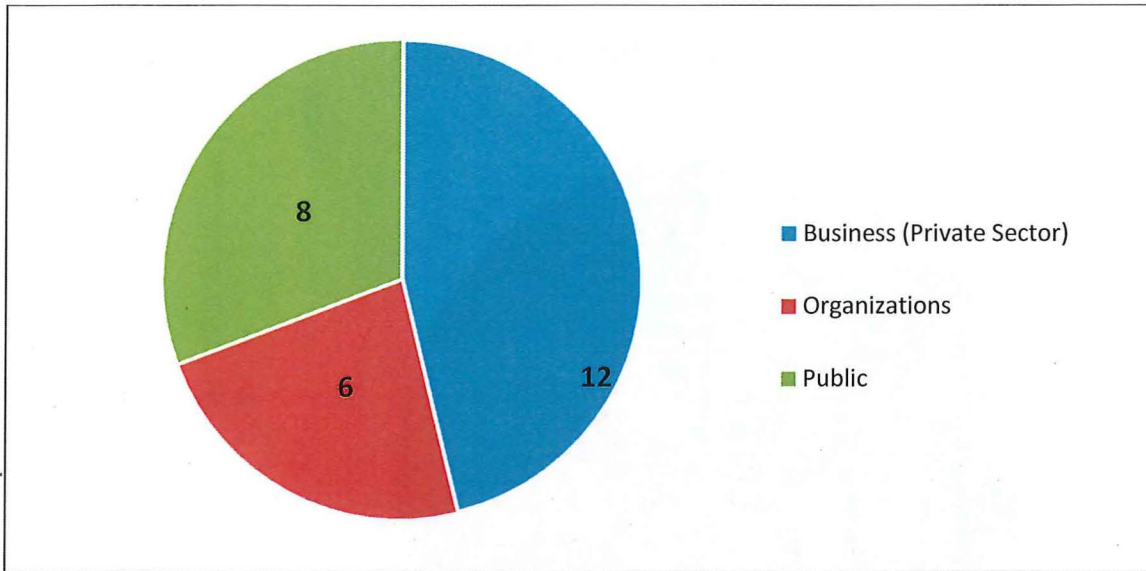
Figure 3: Assignment of the requests received at NSERC 2018-2019 to OPIs



Note: Some requests were assigned to more than one OPI.

The sources of all of the 26 new ATI requests, received during the current reporting period, were distributed as follows:

Figure 4: Sources of ATI Requests 2018-2019

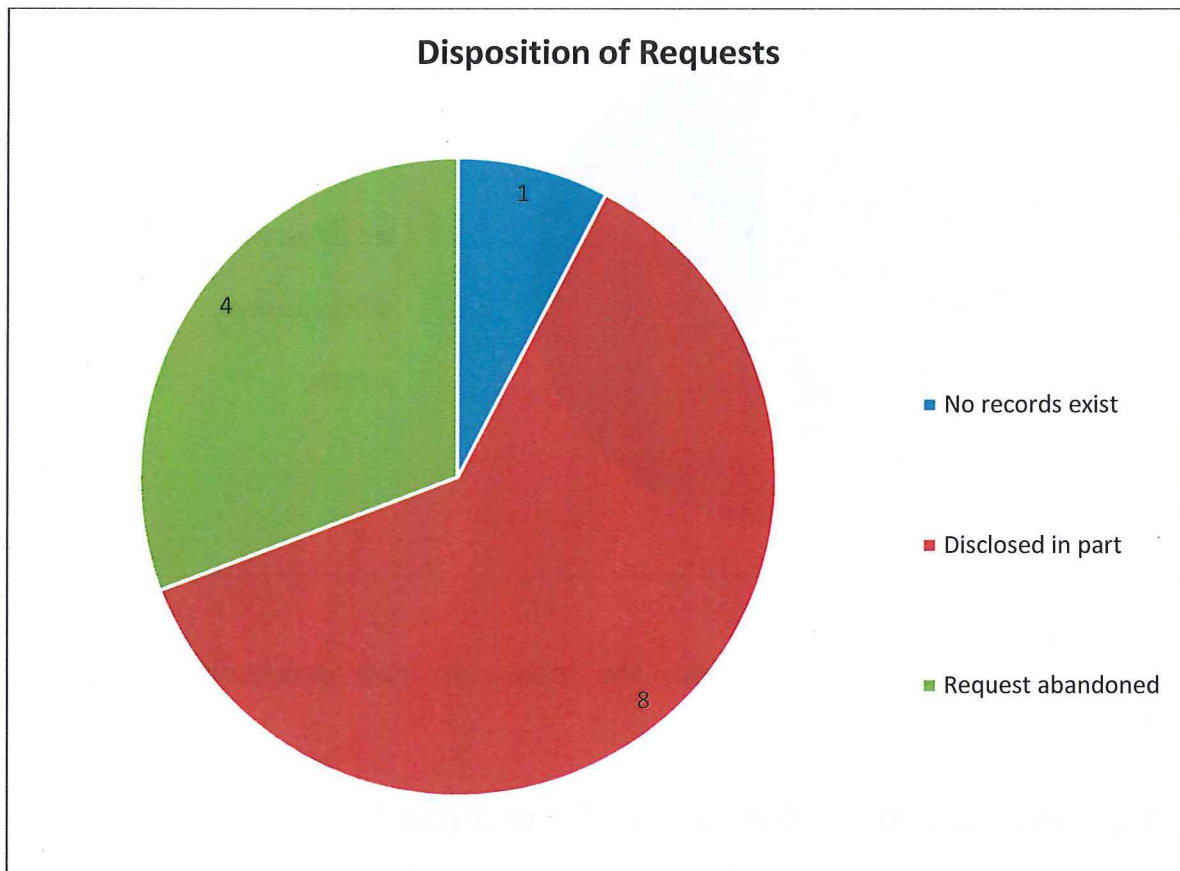


No requests were received from the media or from academia during this reporting period.

4.3 Disposition of Requests Completed

Of the ATI requests processed during 2018-2019, 13 were closed; a total of 429 pages were processed and 410 pages were released. 787 pages were not fully processed and released as the requests were abandoned.

Figure 5: Disposition of Completed ATI Requests 2018-2019



Of the 13 closed requests, eight were disclosed in part, four were abandoned and in one case, no records existed. None were fully exempted, fully excluded, fully disclosed or transferred.

4.4 Exemptions Invoked

The *ATI Act* prescribes a number of exemptions that allow or require the Agency to refuse to disclose certain types of information. The two most common exemptions invoked by NSERC in 2018–2019 were for personal information (section 19) and third-party information (section 20). Exemptions under section 16 (methods employed to protect buildings, structures or systems), were also invoked. Note that more than one exemption can be applied to one ATI request.

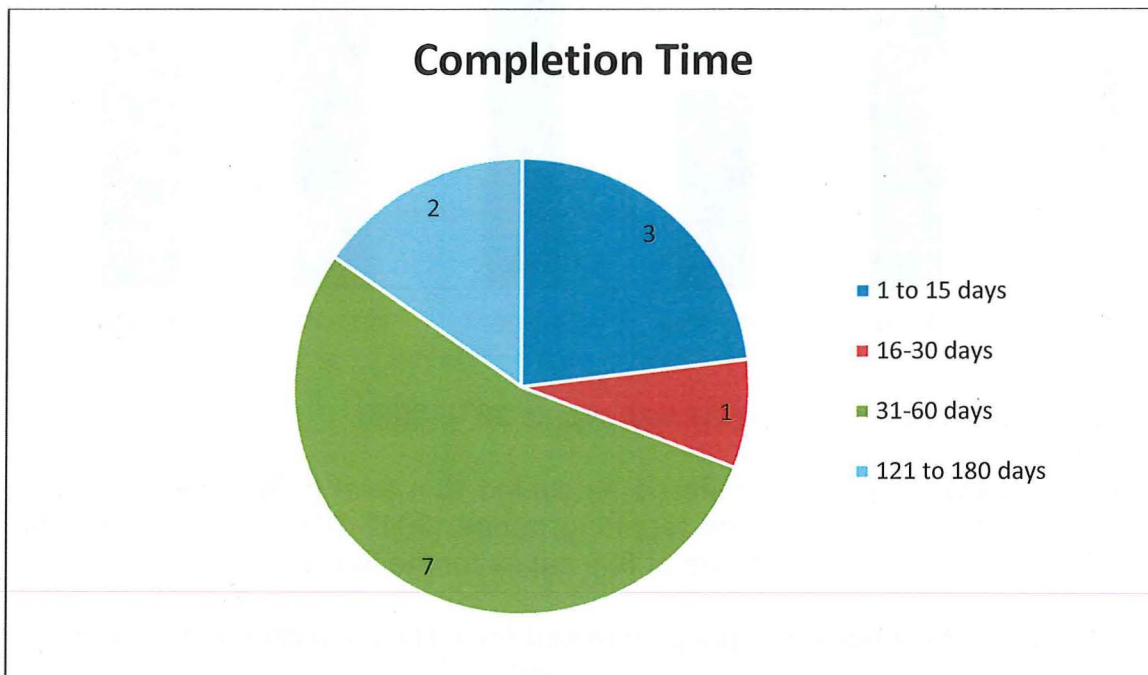
4.5 Exclusions Invoked

NSERC had no exclusion invoked under section 69 (Cabinet Confidences) during the reporting period.

4.6 Completion of time

Of the 13 ATI requests closed during the reporting period, four were abandoned, and three were closed within the initial 30 days. The other six ATI requests were closed past the initial 30 days, and for those requests, time limit extensions were taken. The details for the 13 requests closed are shown in Figure 6 below.

Figure 6: Completion time for closed ATI requests 2018-9

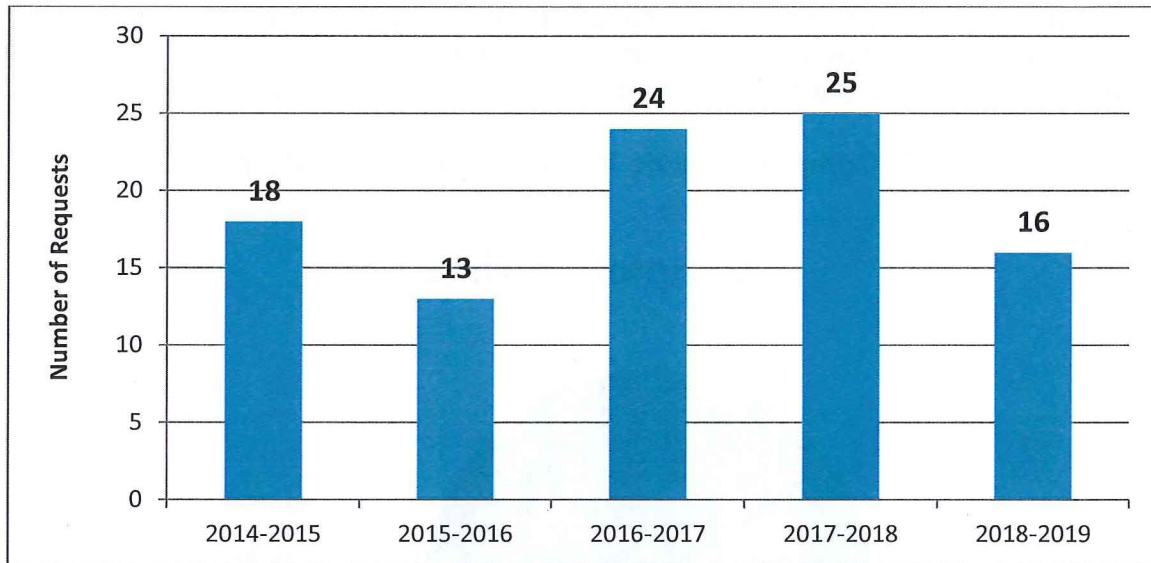


Section 9(1)(a) was invoked for eight cases due to interference with operations, the requirement to conduct a large search and based on the high volume of records. Section 9(1)(b), consultations, was not invoked. Third-party Notice, Section 9(1)(c) was also not invoked.

4.7 Inter-Organizational ATI Consultations

NSERC received 15 new ATI consultation requests from other government departments and processed a total of 16 ATI consultation requests (one request was a carry over from the previous reporting period). This compares to 25 consultation requests from the previous reporting period (2017-2018), and is lower than the average of 20 consultation requests for the four preceding reporting periods.

Figure 7: Number of ATI consultation requests closed 2014-2019



No consultation requests were carried over to 2019-2020.

ATI consultation requests processed amounted to a total of 207 pages. This is slightly more than the previous reporting period (2017-2018: 186 pages), and significantly less than the average of 806 pages for the four years prior.

Figure 8: Number of pages processed for ATI consultation requests 2014-2019

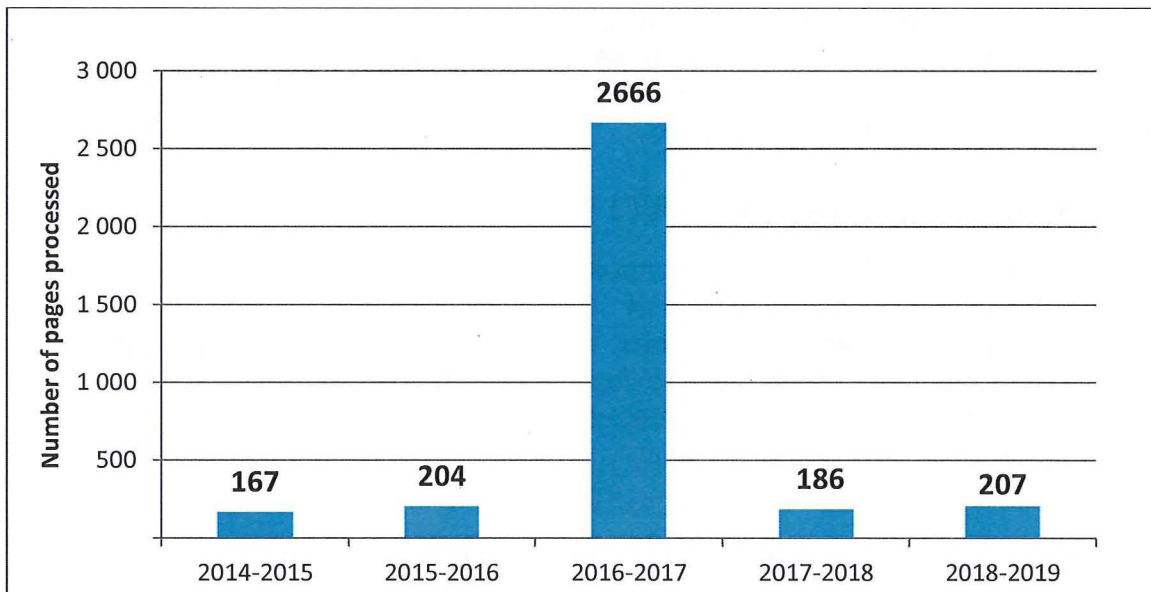
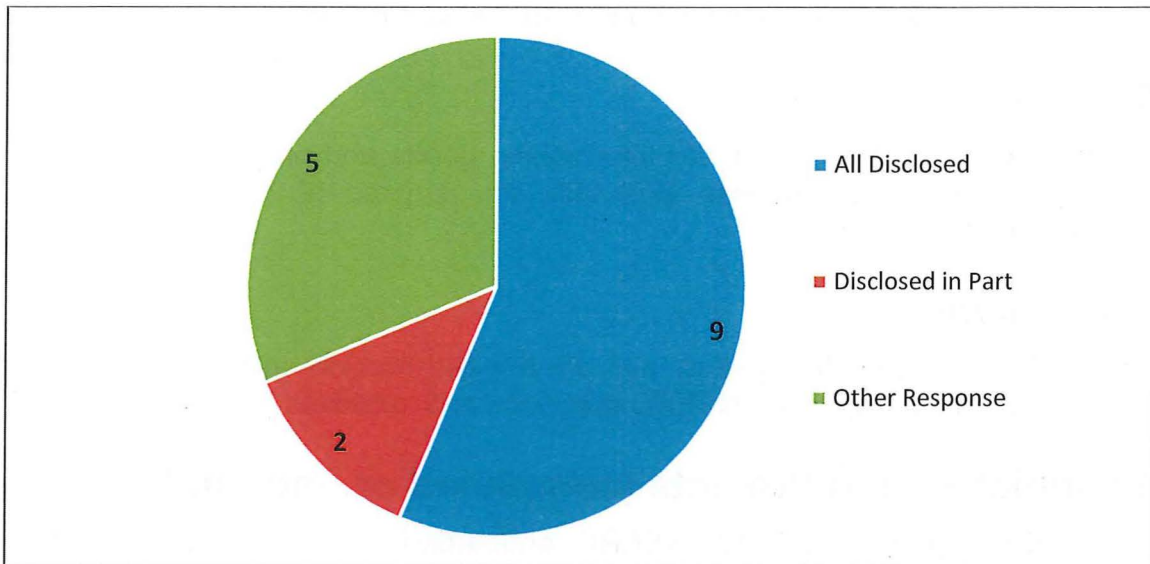


Figure 9: Disposition of ATI consultation requests 2018-2019



The 'Other response' category includes three ATI consultations where no response from NSERC was required, one which was treated informally and another which was entirely excluded.

5. Monitoring and Related activities

The ATIP Office distributes a weekly report to senior management pertaining to all ATI requests.

The ATIP Office uses the software AccessPro suite to monitor the time to process ATI requests, actions completed and the level of effort and complexity of each request.

5.1 Informal Review of Information

The ATIP Office responded to four informal ATI requests during 2018-2019. One was carried over to the next reporting period. A total of 101 pages were disclosed.

Furthermore, throughout the year, the ATIP Office provides advice and assists Agency staff in other divisions, including reviewing various documents such as answers to Parliamentary Questions and draft audit, evaluation, and security reports.

5.2 Fees

Under the *ATI Act*, fees for certain activities related to the processing of formal requests can be levied. The fees were collected for 16 requests for a total of \$80. Fee was waived for 10 requests, for a sum of \$50 uncollected.

5.3 Costs

In this year's reporting period, the total salary, goods and professional services cost for the ATI program was \$209,095, an increase of 19% compared to \$175,095 in 2017-2018.

5.4 Training

The ATIP Office provided general and on demand training on the provisions of the *ATI Act* and its impact on NSERC programs and initiatives.

5.5 Initiative and Projects (completed or ongoing)

During fiscal year 2018-2019, NSERC onboarded to the new ATIP Online Request Service (AORS), modernizing its service delivery.

5.6 *Info Source*, Publicly Accessible Information and Inquiry Points

Info Source is a series of publications containing information on the Government of Canada and on the government's data collection activities. *Info Source* is intended to help the public access government information and to exercise their rights under the *Privacy Act* and the *ATI Act*. In 2018-2019, NSERC did not make any changes to its *Info Source* chapter.

NSERC's comprehensive web site provides information on the Agency's policies, programs, organizational structure and contacting staff. In accordance with the federal government's policy of proactive disclosure, NSERC's web site allows access to internal evaluations and audits, as well as information on hospitality expenses, contracts and grants.

NSERC's web site has an ATIP page that provides background information on the *Access to Information Act*, how to make a request and who to contact. It provides links to other sources, including *Info Source*, annual reports, and summaries of completed ATI requests (now on Open Government).

5.7 Challenges

5.7.1 Backlog of Cases

In 2018-2019, NSERC had a carry-over from the previous fiscal year of three files. Two of these were eventually abandoned and one was carried forward into the 2019-2020 period with extensions. 11 of the 26 new requests were closed. A total of 16 were carried forward into 2019-2020 with extensions.

NSERC has limited ATIP resources and was required to establish operational priorities and to claim appropriate extensions of time. Also, NSERC offers to assist requestors in refining their request when it results in a high volume of records that will require detailed and complex redactions.

5.7.2 Human Resources

The associated ATI human resources utilized for this reporting period were estimated at 2.26 FTE, which is 23% more than the 1.84 FTE reported in the last period (2017-2018). Of this 2.26 FTE, 1.13 came from full-time employees, 1.08 from consultants and agency personnel, and .05 from students.

During the current reporting period, NSERC continued to have some difficulties in staffing and contracting. While NSERC allocated the necessary financial resources, it was not able to find a suitable candidate to staff the ATIP Coordinator position on a permanent basis, nor was it able to procure all the contract resources needed, due to a shortage of qualified ATIP professionals.

5.7.3 Complexity of Files

Not applicable.

6. Complaints and Audits

6.1 Number and Nature of Complaints

Applicants have the right to register a complaint with the *Office of the Information Commissioner of Canada* (OIC) regarding any matter relating to the processing of a request.

During the reporting period, there were six active complaint files, all carried over from 2017-2018 and no new complaints. At year end, NSERC was awaiting responses from the OIC for three complaint files. Three complaint files were closed.

There were no applications or appeals to the Federal Court or Federal Court of Appeal under the *ATI Act* during the 2018–2019 reporting period.

6.2 Audits

There were no audits conducted during the reporting period.

OFFICIAL DOCUMENT

DOCUMENT OFFICIEL

**NATURAL SCIENCES AND
ENGINEERING RESEARCH
COUNCIL OF CANADA**

**CONSEIL DE RECHERCHES EN
SCIENCES NATURELLES ET EN
GÉNIE DU CANADA**

DELEGATION OF AUTHORITY

DÉLÉGATION DE POUVOIRS

***ACCESS TO INFORMATION ACT
AND PRIVACY ACT***

***LOI SUR L'ACCÈS À
L'INFORMATION ET LOI SUR LA
PROTECTION DES
RENSEIGNEMENTS
PERSONNELS***

I, the President of the Natural Sciences and Engineering Research Council of Canada, pursuant to Section 73 of the *Access to Information Act* and the *Privacy Act*, hereby authorize employees of the Natural Sciences and Engineering Research Council of Canada, whose positions are set out in the attached Schedule, to carry out those of my powers, duties or functions under the Acts that are set in the Schedule in relation to those positions.

En ma qualité de président du Conseil de recherches en sciences naturelles et en génie du Canada et conformément à l'article 73 de la *Loi sur l'accès à l'information* et de la *Loi sur la protection des renseignements personnels*, j'autorise par la présente les employés du Conseil de recherches en sciences naturelles et en génie du Canada dont les postes sont indiqués dans l'annexe ci-jointe à exécuter ces attributions en vertu des lois précisées dans l'annexe visant ces postes.

Dated at Ottawa

Fait à Ottawa

This 7th day of May, 2019

Ce ____ jour de _____



Dr. Digvir S. Jayas
(Interim President/Président par intérim)

Natural Sciences and Engineering Research Council of Canada

Delegation		Position Title				
		Deputy Head	VP-CCIA	ED-CPP	Corporate Secretary	ATIP Coordinator
Descriptions	Section	1	2	3	4	5
<i>Access to Information Act</i>						
Notice where access granted	7	yes	yes	yes	yes	yes
Transfer of request	8(1)	yes	yes	yes	yes	yes
Extension of time limits	9(1)	yes	yes	yes	yes	yes
Notice of extension to Commissioner	9(2)	yes	yes	yes	yes	yes
Notice where access refused	10(1) & (2)	yes	yes	yes	yes	yes
Payment of additional fees	11(2)	yes	yes	yes	yes	yes
Payment of fees for EDP record	11(3)	yes	yes	yes	yes	yes
Deposit	11(4)	yes	yes	yes	yes	yes
Notice of fee payment	11(5)	yes	yes	yes	yes	yes
Waiver or refund of fees	11(6)	yes	yes	yes	yes	yes
Translation	12(2)	yes	yes	yes	yes	yes*
Conversion to alternate format	12(3)	yes	yes	yes	yes	yes*
Information obtained in confidence	13	yes	yes	yes	yes	yes*
Refuse access – federal-provincial affairs	14	yes	yes	yes	yes	yes*
Refuse access – international affairs, defense	15(1)	yes	yes	yes	yes	yes*

Delegation		Position Title				
		Deputy Head	VP-CCIA	ED-CPP	Corporate Secretary	ATIP Coordinator
Descriptions	Section	1	2	3	4	5
Refuse access – law enforcement and investigation	16(1)	yes	yes	yes	yes	yes*
Refuse access – security information	16(2)	yes	yes	yes	yes	yes*
Refuse access – policing services for provinces or municipalities	16(3)	yes	yes	yes	yes	yes*
Refuse access – safety of individuals	17	yes	yes	yes	yes	yes*
Refuse access – economic interests of Canada	18	yes	yes	yes	yes	yes*
Refuse access – another person's information	19(1)	yes	yes	yes	yes	yes
Disclose personal information	19(2)	yes	yes	yes	yes	yes
Refuse access – third party information	20(1)	yes	yes	yes	yes	yes
Disclose testing methods	20(2) & (3)	yes	yes	yes	yes	yes
Disclose third party information	20(5)	yes	yes	yes	yes	yes
Disclose in public interest	20(6)	yes	yes	yes		
Refuse access – advice, etc.	21	yes	yes	yes	yes	yes*
Refuse access – tests and audits	22	yes	yes	yes	yes	yes
Refuse access – solicitor-client privilege	23	yes	yes	yes	yes	yes
Refuse access –	24(1)	yes	yes	yes	yes	yes

Delegation		Position Title				
		Deputy Head	VP-CCIA	ED-CPP	Corporate Secretary	ATIP Coordinator
Descriptions	Section	1	2	3	4	5
prohibited information						
Disclose severed information	25	yes	yes	yes	yes	yes
Refuse access – information to be published	26	yes	yes	yes	yes	yes
Notice to third parties	27(1)	yes	yes	yes	yes	yes
Extension of time limit	27(4)	yes	yes	yes	yes	yes
Notice of third party disclosure	28(1)	yes	yes	yes	yes	yes
Representation to be made in writing	28(2)	yes	yes	yes	yes	yes
Disclosure of record	28(4)	yes	yes	yes	yes	yes
Disclosure on Commissioner's recommendation	29(1)	yes	yes	yes	yes	yes
Notice of intention to investigate	32	yes	yes	yes	yes	yes
Notice to third party	33	yes	yes	yes	yes	yes
Right to make representations	35(2)	yes	yes	yes	yes	yes
Findings and recommendations of the Information Commissioner	37(1)(b)	yes	yes	yes	yes	yes
Access given to complainant	37(4)	yes	yes	yes	yes	yes
Notice to third party of court action	43(1)	yes	yes	yes	yes	yes

Delegation		Position Title				
		Deputy Head	VP-CCIA	ED-CPP	Corporate Secretary	ATIP Coordinator
Descriptions	Section	1	2	3	4	5
Notice to person who requested record	44(2)	yes	yes	yes	yes	yes
Special rules for hearings	52(2)	yes	yes	yes	yes	yes
Ex parte representations	52(3)	yes	yes	yes	yes	yes
Exempt information may be excluded	71(2)	yes	yes	yes	yes	yes
<i>Access to Information Regulations</i>						
Transfer of requests	6	yes	yes	yes	yes	yes
Transfer of request	6(1)	yes	yes	yes	yes	yes
Search and preparation fees	7(2)	yes	yes	yes	yes	yes
Production and programming fees	7(3)	yes	yes	yes	yes	yes
Providing access to record(s)	8	yes	yes	yes	yes	yes
Limitations in respect of format	8.1	yes	yes	yes	yes	yes

*Indicates that the Access to Information & Privacy Coordinator may sign under this provision with approval of the President or other senior designates.



Statistical Report on the *Access to Information Act*

Name of institution: Natural Sciences and Engineering Research Council

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

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

1.1 Number of requests

	Number of Requests
Received during reporting period	26
Outstanding from previous reporting period	3
Total	29
Closed during reporting period	13
Carried over to next reporting period	16

1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	0
Business (private sector)	12
Organization	6
Public	8
Decline to Identify	0
Total	26

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	
0	1	0	1	0	1	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	0	0	0	0	0	0
Disclosed in part	2	1	5	0	0	0	0	8
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	1	0	0	0	0	1
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	1	0	1	2	0	0	0	4
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	3	1	7	2	0	0	0	13

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)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	5	18(d)	0	21(1)(a)	0
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	0
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)	0
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)	8	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	0
15(1) - Def.*	0	16.3	0	20(1)(b)	8	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)	3		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	17	0				
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)	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	0	0	0
Disclosed in part	3	5	0
Total	3	5	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	0	0	0
Disclosed in part	410	410	8
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	19	0	4
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	0	0	0	0	0	0	0	0	0	0
Disclosed in part	7	256	1	154	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	4	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	11	256	1	154	0	0	0	0	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	0	0	0	0	0
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor	0	0	0	0	0
Total	0	0	0	0	0

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
7	7	0	0	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	0	0	0
16 to 30 days	1	0	1
31 to 60 days	0	6	6
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	6	7

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	0	0
Disclosed in part	6	0	0	0
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	6	0	0	0

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	0	0	0	0
31 to 60 days	3	0	0	0
61 to 120 days	3	0	0	0
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	6	0	0	0

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	16	\$80	10	\$0
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	16	\$80	10	\$0

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	15	240	0	0
Outstanding from the previous reporting period	1	9	0	0
Total	16	249	0	0
Closed during the reporting period	16	249	0	0
Pending at the end of the reporting period	0	0	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	1	0	0	0	0	0	10
Disclose in part	1	0	0	0	0	0	0	1
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	1	0	0	0	0	0	0	1
Consult other institution	3	0	0	0	0	0	0	3
Other	1	0	0	0	0	0	0	1
Total	15	1	0	0	0	0	0	16

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 9: Resources Related to the Access to Information Act

9.1 Costs

Expenditures		Amount
Salaries		\$98,376
Overtime		\$0
Goods and Services		\$110,719
• Professional services contracts	\$107,189	
• Other	\$3,530	
Total		\$209,095

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1.13
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	1.08
Students	0.05
Total	2.26

Note: Enter values to two decimal places.

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
0	0	0	0

Part 8: Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0