



***2020–2021 Annual Report to Parliament
Access to Information Act***



Agence spatiale
canadienne

Canadian Space
Agency

Canada



Table of Contents

2020–2021 Annual Report to Parliament..... 1

Introduction..... 4

 Mandate of the Canadian Space Agency..... 4

 Mission 4

Organizational Structure 6

 Delegations of Authority 6

 Evolving Role of the ATIP Office..... 7

 Request Processing Procedure..... 8

Performance in 2020–2021..... 9

Highlights of the 2020–2021 Statistical Report..... 9

 Requests Received and Processed 9

 Sources of Requests 10

 Informal Requests..... 11

 Reasons for Declining to Act on a Request 12

 Processing Times..... 13

 Disposition of Requests 14

 Exemptions and Exclusions Invoked..... 14

 Format of Information Disclosed 15

 Pages Reviewed and Disclosed 15

 Consultations and Extensions..... 16

 Consultations Received from Other Federal Institutions..... 17

 Consultations Regarding Cabinet Confidences..... 18

 Impact of COVID-19 19

Access to Information Fees Reported under the *Service Fees Act*..... 19

Training and Awareness..... 20

Electronic Tools 20

Policies, Guidelines, Procedures and Initiatives..... 21

Summary of key issues and action taken regarding complaints or audits 21





Complaints.....	21
Compliance Monitoring	21
Conclusion	22
Delegation Order.....	23
Statistical Report on the <i>Access to Information Act</i>	27





Introduction

The *Access to Information Act* (the Act) was amended as a result of Bill C-58, then received Royal Assent on June 21, 2019.

The Act gives Canadians, permanent residents and any other person in Canada a general right of access to information contained in government records, subject to certain exemptions and exclusions.

Pursuant to section 94, the head of every federal institution shall prepare an annual report on the administration of the Act within the institution. As the CSA is subject to the *Service Fees Act*, the report is also filed in accordance with section 20 of that Act. The reports are submitted to Parliament at the end of each fiscal year.

This report provides information on the activities of the Canadian Space Agency (CSA) related to the administration of the *Access to Information Act* during the 2020–2021 fiscal year.

Mandate of the Canadian Space Agency

To provide a better understanding of the context in which the Act is implemented at the CSA, this section gives an overview of the CSA's objectives and activities.

The CSA reports to the Minister of Innovation, Science and Economic Development. Its mandate, as set out in the *Canadian Space Agency Act*, is “to promote the peaceful use and development of space, to advance the knowledge of space through science and to ensure that space science and technology provide social and economic benefits for Canadians.”

Mission

The CSA is committed to leading the development and application of space knowledge for the benefit of Canadians and humanity.





To fulfil its mission, the CSA:

- pursues excellence collectively;
- advocates a client-centred attitude;
- supports employee-oriented practices and open communications;
- commits itself to both empowerment and accountability; and
- pledges to cooperate and work with partners for our mutual benefit.

The CSA has been a source of inspiration for Canadians since its creation in 1989. In addition to consolidating major federal space programs, it coordinates all the components of the Canadian Space Program and manages Canada's major space-related activities.

The new [Space Strategy for Canada](#) launched in 2019 highlighted the importance of space as a strategic national asset and identified harnessing space science and technology as a priority to solve important issues on Earth. This new plan allowed the CSA to undertake a series of initiatives to support the Canadian space industry so it can take full advantage of the growth in the global space sector, while ensuring that Canada keeps pace.

More information on the CSA's activities can be found at: <http://www.asc-csa.gc.ca>.



Organizational Structure

Delegations of Authority

Under the Act, the head of the CSA is the Minister of Innovation, Science and Economic Development. In June 2016, some of the powers under the Act were delegated by the Minister to the incumbents of the CSA positions of Vice-President, Chief Information Officer, and Access to Information and Open Data coordinator. The appended grid on delegation of authorities identifies the powers delegated.

During 2020–2021, organizational changes were put in place, which resulted in the delegations of authority residing with the positions of the Chief Information Officer and the Access to Information Coordinator. Following these changes in September 2021, the Information Management and Technologies Directorate, of which the Office of Access to Information and Personal Information (ATIP) is a part, now reports directly to the president of the CSA.

The updated delegations of authority were approved by the Minister in May 2021 (see appendix).

The Access to Information and Open Data coordinator is responsible for implementing the Act on a daily basis and reports to the Chief Information Officer.

The Access to Information and Privacy (ATIP) Office is comprised of the Access to Information and Open Data Coordinator and the Access to Information and Open Data Officer, and a junior ATIP officer. In addition, during the year, the ATIP Office was able to benefit from the help of a casual employee in order to compensate for the increase in requests.



This office works closely with all sectors of the CSA to ensure the application of and compliance with the Act.

Lastly, the Act allows government institutions to provide services related to access to information to another government institution presided over by the same minister or under the responsibility of the same minister, or to receive such services themselves from any other such institution. However, at the CSA, no contract for such services, as stipulated in section 96 of the Act, has been entered into with any other government institution.

Evolving Role of the ATIP Office

In 2016–2017, the ATIP Office was mandated not only to process Access to Information requests and report on the administration of the Act, but also to implement the Open Government and Open Science initiatives.

Open government is becoming a global priority in improving transparency and making information more readily available to the public. The Government of Canada is no exception in that regard and has implemented a series of commitments in which departments and agencies are taking part. Briefly, the goal is to release as much data and information as possible in a manner that is accessible, interoperable and publicly usable. This vision of transparency is closely linked to the vision for the application of the Act.

Further to a decision to link Access to Information and open government and open science activities, the ATIP Office has become a one-stop shop for CSA employees wishing to share information and members of the public wishing to obtain information.

This innovative and effective pairing, which resulted from a centralization of activities, has made it possible for the CSA to optimize its acquisition and application of knowledge.



Request Processing Procedure

When it receives a request under the Act, the ATIP Office consults the appropriate Office of Primary Interest and, when necessary and appropriate depending on the case, Justice Canada, the information-related communities of practice, the Treasury Board Secretariat or other institutions.

The ATIP Office uses an electronic ATIP request processing system to record the administrative actions taken, to review the records in question and to apply any exemptions and exclusions.

Various consultations may occur in the course of processing Access to Information requests. The ATIP Office primarily consults third parties because the CSA holds many of their records. The ATIP Office validates the confidential nature of the information in its care with the third parties. The groups consulted are usually other departments or CSA partners or contractors. When it is believed that a record must be excluded under the Act, the CSA will also undertake consultations with Justice Canada, which, if necessary, will seek the opinion of the Privy Council Office to ensure that it is in fact an excluded record.

Once the records have been analyzed and the consultations held, the ATIP Office recommends the application of the exemptions to the Chief Information Officer of the CSA, who is responsible for approving the communication of documents disseminated under the Act.

The records in response to Access to Information requests are then sent to the requesters. Lastly, a summary of the completed Access to Information requests is posted on a monthly basis on open.canada.ca.



Performance in 2020–2021

During the reporting period, the CSA processed 52 Access to Information requests, 50 informal requests and 23 consultation requests. Of the 52 Access to Information requests, 88.5% were answered within the timeframe prescribed by the Act.

For further details regarding request processing, please refer to the highlights of the statistical report below. The statistical report for the period of April 1, 2020, to March 31, 2021, is included at the end of this report.

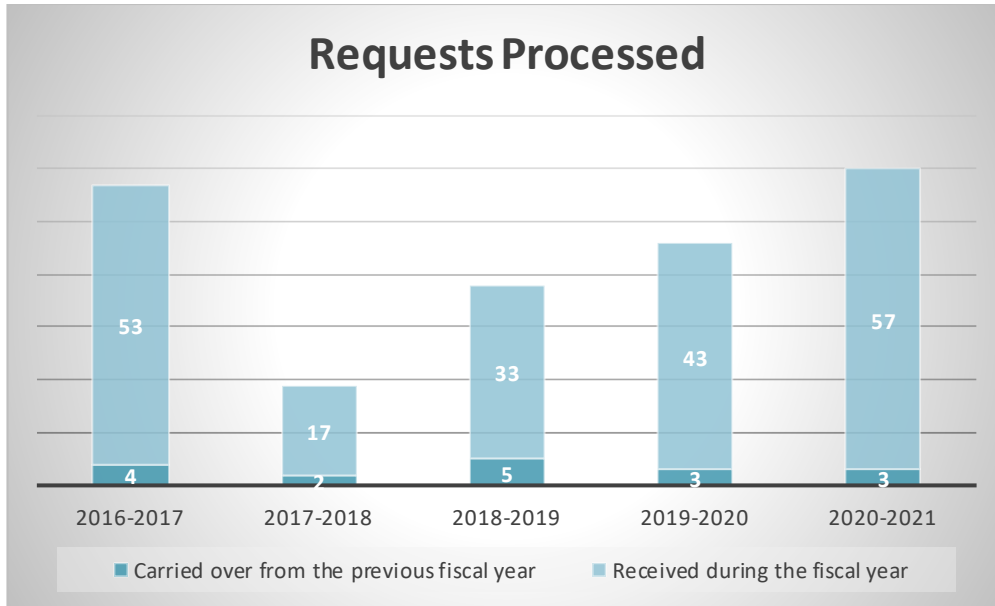
Highlights of the 2020–2021 Statistical Report

Requests Received and Processed

The CSA received a larger number of Access to Information requests in the current fiscal year, compared with the previous year. The number of requests received rose from 43 to 57 during the year, a 33% increase.

In addition to the requests received in 2020–2021, three requests were carried over from the previous year. In total, the CSA processed 52 requests in 2020–2021, while eight requests were carried over to the next fiscal year.

Excluding 2016–2017, when an unusual number of access requests related to contract documents increased the number of requests, the number of requests processed has increased steadily over the last five years. The following table illustrates this trend:

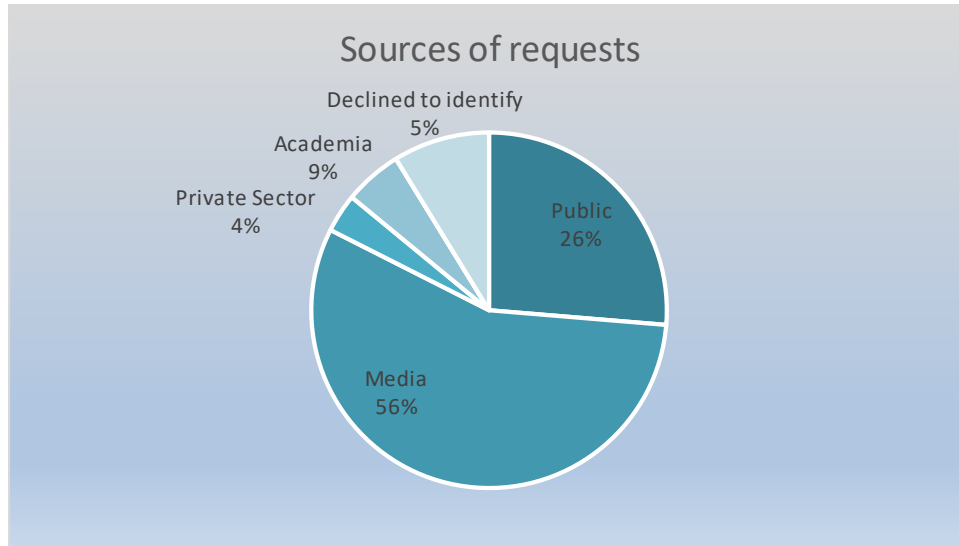


Sources of Requests

Requests are categorized into six categories, according to their source (the media, the public, the academic sector, the private sector, organizations, and declined to identify).

Requests in the media category accounted for 56% of all requests received, compared with 65% in 2019–2020, and amounted to a 16% decrease for this request category. This year we saw an increase in the number of requests from the academic sector 26%, compared with 12% the year before. The private sector category was used by 4% of applicants compared to 9% last year. The “decline to identify” category was used in 5% of cases, whereas last year no applicants used it. No applicant used the “organization” categories during the 2020–2021 period.

The following table presents the sources of the requests.



Informal Requests

Informal requests are requests that are not filed or processed by a federal institution under the Act, such as requests for records disclosed in response to previous access requests. A list of these previously processed access requests is published every month on the Open Government Portal, making it easier for requesters to find the requests of interest to them and request them from the CSA. No fees can be charged and this type of request is not subject to a response time. In addition, the Act does not give the requester the right to file a complaint with the Information Commissioner.

The CSA noted an increase in this type of access request since 2013–2014. However, a more pronounced increase in 2016–2017 coincided with the release of the summaries of completed requests on open.canada.ca. This one-stop portal seems to have contributed substantially to the increase in requests, since requesters can submit them electronically, thus making it easier to access documents that are already published.

The majority (98%) of requests processed informally were submitted following the release of the summaries of completed access requests. Of these, 100% were received

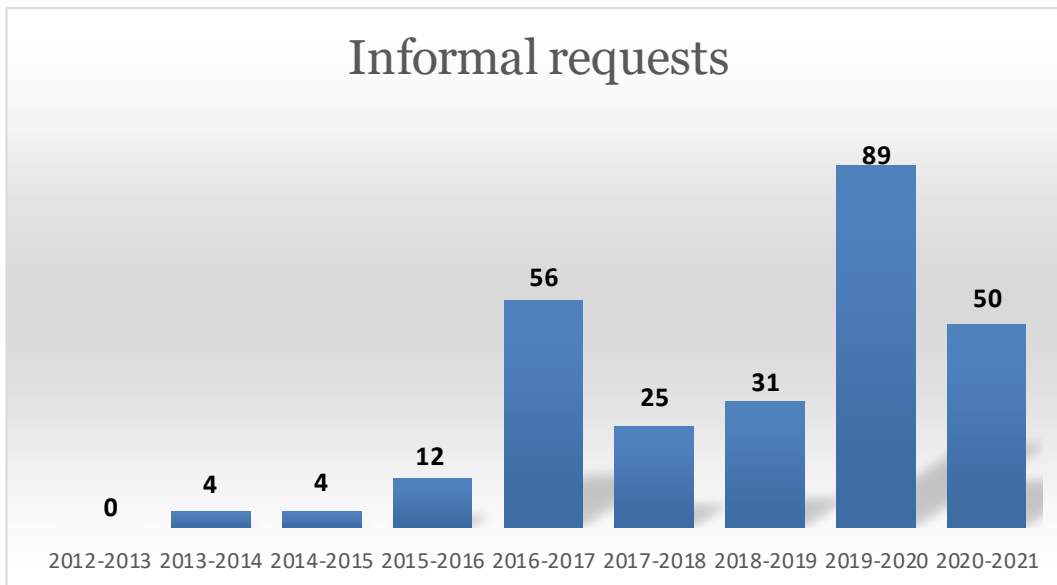


through the Open Government Portal. The proportion of such requests was 94% in 2019–2020.

The number of informal requests processed in 2020–2021 decreased compared to the previous year. In fact, 50 requests were received this year compared to 89 last year, which represents a decrease of 44%.

A total of 78% of requests were answered within 15 days or less, 20% were answered within 16–30 days, while 2% were answered within 61–120 days.

The following chart shows the variances in informal requests since it became a requirement that federal institutions keep track of them for their statistical reports:



Reasons for Declining to Act on a Request

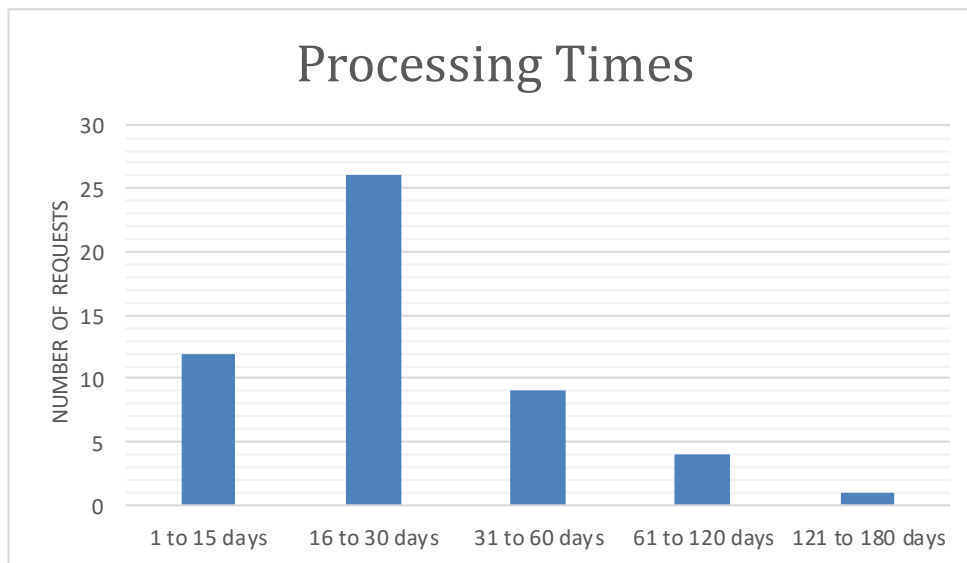
The new Act now allows institutions to request authorization from the Information Commissioner to decline to act on a request that is vexatious, is made in bad faith, or is otherwise an abuse of the right to make a request for access (section 6.1).



The CSA did not file a request to this effect with the Information Commissioner in 2020–2021.

Processing Times

The Act stipulates that access to information requests must normally be responded to within 30 calendar days. Among the requests processed in 2020–2021, 38 (73%) received a reply within the timeframe. This proportion is mainly due to the extensions that were needed to complete the consultations required to process the requests. The following table illustrates the processing times for the current year.



It should also be noted that the Act provides for extended timeframes for some requests if consultations are needed with third parties or other organizations. Given the nature of the records requested from the CSA in 2020–2021, 11 processed requests required such consultations. Therefore, factoring in these extensions authorized by the Act, 88.5% of the requests received replies within the prescribed timeframes.



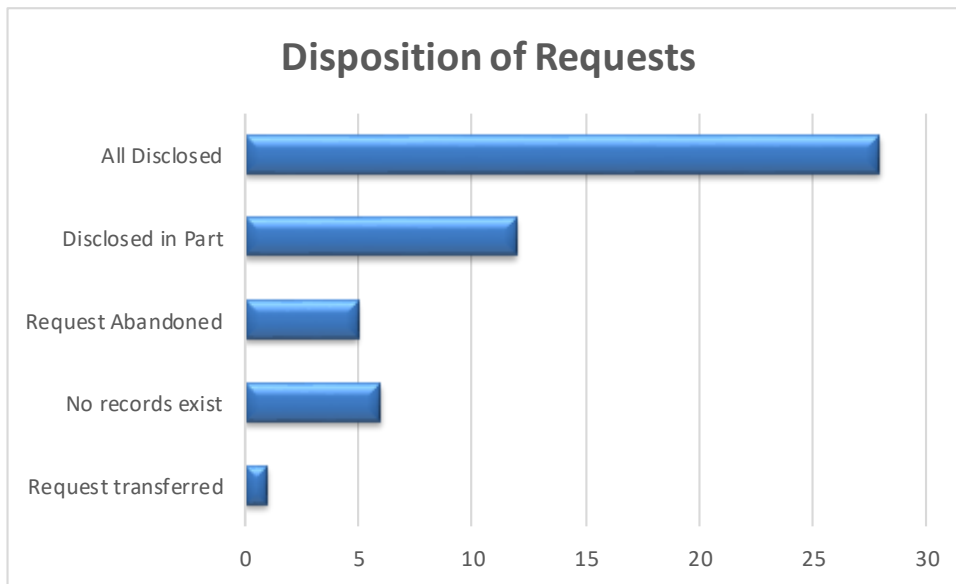
Disposition of Requests

Of the 52 requests processed this year:

- 28 requests (54%) resulted in full disclosure; and
- 12 requests (23%) resulted in partial disclosure.

For the other requests, either the requests themselves were abandoned or no records existed. One request was transferred to another department because the requested documents related more to that department and it agreed to respond to the request.

The following table shows all of the provisions that were invoked.



Exemptions and Exclusions Invoked

Of the 52 requests processed this year, 23% required exemptions.

The following table shows the frequency of exemptions and exclusions invoked in 2020–2021 for the 12 requests disclosed in part. Note that more than one section may apply to a given request.



Exemption and exclusion sections	Frequency
16(2) Security	2
18 Canada's economic interests	1
19(1) Personal information	8
20(1) Third-party information	1
21(1) Positions or negotiations	8
23 Solicitor/client privilege	1
69(1) Confidences of the Privy Council	1

Format of Information Disclosed

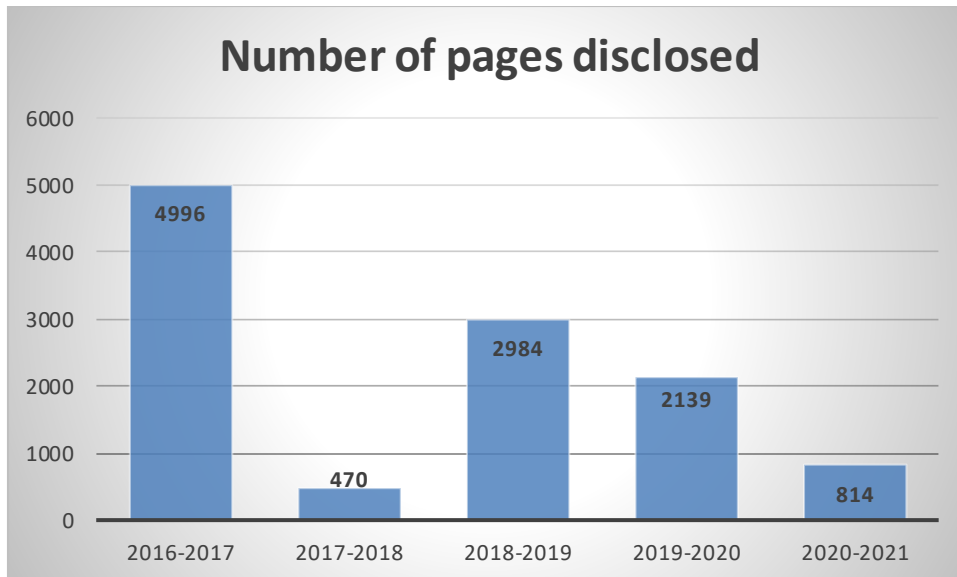
In 2020–2021, a total of 40 requests resulted in the disclosure of records. All of those requests were disclosed electronically. As in previous years, none of the records were consulted in the CSA's reading room.

Pages Reviewed and Disclosed

The number of pages disclosed can vary considerably from year to year, depending on the subject of the requests and the amount of relevant documents held by the CSA.

Despite the increase in the number of requests this year, there was a slight decrease in the number of pages disclosed. A total of 814 pages were disclosed in 2020–2021, compared with 2,139 in 2019–2020. This decrease is also reflected in the average pages disclosed per request; in 2019–2020 the average was 56 pages, while for 2020–2021 it is 20 pages per request.

The majority of processed requests were less than 100 pages in length (93%), an increase in comparison to last year's rate (82%). This year, no requests were over 501 pages.



Consultations and Extensions

The CSA collects some third-party information due to its relationship with different partners in various projects.

Therefore, it is not unusual for the requests processed to involve consultation with third parties and, consequently, lead to time extensions under the Act. The CSA consults third parties and sometimes other federal institutions with the aim of providing as much information as possible, in accordance with the spirit and letter of the Act. The complexity level is also evidenced by the fact that some of the requests require consultations with more than one entity.

In 2020–2021, 11 processed requests were somewhat complex owing to the need for consultations or legal advice. This number is lower (50%) than last year when 22 requests required consultations. All requests processed involving a certain level of complexity required an external consultation.



The requesters for each of these requests were informed of the extension, as specified in the Act.

Extensions

The Act allows federal institutions to extend the initial 30-day period in certain specific cases. The deadline may be extended due to the large number of documents requested or the scope of the research which would seriously hamper the functioning of the institution, if consultations made it impossible to observe the statutory deadline or if a third party consultation must be undertaken.

This year, 11 requests (21%) were extended, compared to 22 requests in 2019–2020. One of these requests required consultation due to the application of section 69 [Cabinet confidence], five requests required consultation with other government departments, and seven requests required third party consultations.

Note that the same request may require consultations with more than one category.

Consultations Received from Other Federal Institutions

In 2020–2021, the CSA received 22 consultation requests from other departments. This represents a 55% decrease compared to the previous year (22 in 2020–2021, compared with 49 in 2019–2020).

In addition to the consultation requests received in 2020–2021, three requests were carried forward from the previous year. In total, the CSA processed 23 requests in 2020–2021, while two requests were carried over to the next fiscal year.

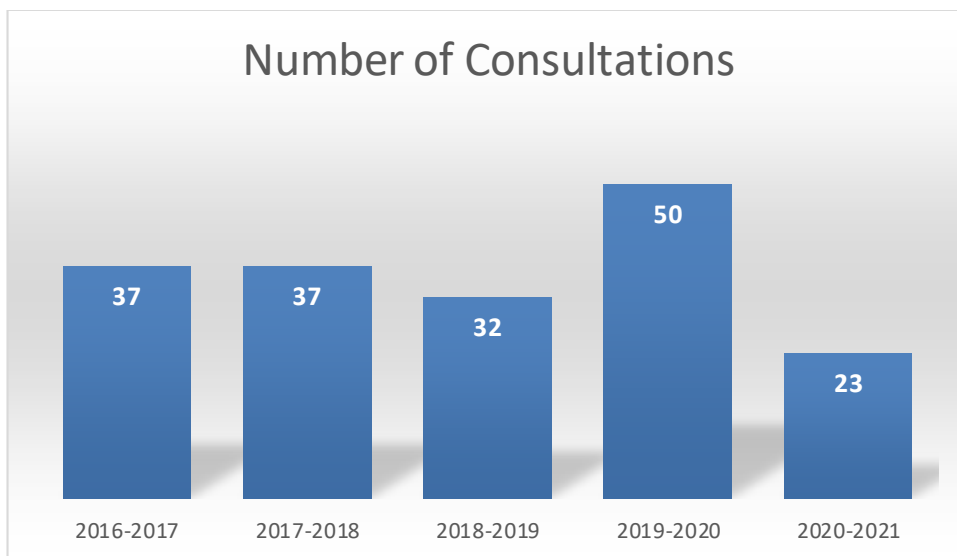
Moreover, the number of pages processed as part of these consultations has significantly decreased from 2,397 pages in 2019–2020 to 564 pages in 2020–2021. This constitutes a decrease of 76%. This decrease had an impact on the average pages processed, in fact, in 2019–2020 the average was 49 pages per request, while for the year 2020–2021 the average was 25 pages per request.





For the most part, the CSA’s processing times for these consultations were less than 30 days (57%). Six consultations (26%) received a reply within 16 to 30 days, three (13%) were processed within 31 to 60 days, and one consultation request (4%) received a reply within 61 to 120 days.

The following graph shows the variance in the number of consultation requests over the past five years.



Consultations Regarding Cabinet Confidences

This year, only one request had to be consulted for the application of exclusions. This consultation with Legal Services required 1 to 15 days of processing.

Justice Canada was consulted because of the Treasury Board Secretariat’s 2013 directives, which stipulate that Justice Canada may now confirm how to apply section 69. The directives have helped improve consultation times over the past few years.



Impact of COVID-19

Throughout the year, the CSA was able to receive and process requests, despite the exceptional situation of COVID-19. Request processing had already undergone a digital transition before the pandemic. This has made it possible to continue processing with teleworking resources. The processing of requests was possible, regardless of the transmission channels, the level of classification of the information and the format of the documents to be processed.

Access to Information Fees Reported under the *Service Fees Act*

The *Service Fees Act* requires a responsible authority to submit an annual report to Parliament concerning any fees received by CSA.

As for fees received under the *Access to Information Act*, the information below is declared in accordance with section 20 of the *Service Fees Act*.

- **Enabling authority:** *Access to Information Act*.
- **Fee amount:** The only fees charged for 2020–2021 are submission fees of \$5 per request.
- **Total revenue:** A total of \$115 was received for the 2020–2021 fiscal year.
- **Fees waived:** In accordance with the *Interim Directive on the Administration of the Access to Information Act*, issued on May 5, 2016, the CSA waives all fees prescribed by the Act and the Regulations, other than the \$5 submission fee set out in paragraph 7(1)(a) of the Regulations.

For the 2020–2021 fiscal year, submission fees were also waived for 29 for a total amount of \$145. This resulted from the subdividing of requests that were received throughout the year and involved a wide variety of topics. The CSA felt that it was preferable to break up these requests so the requesters would receive a response as quickly as possible.





- **Program operating costs:** Total operating costs were \$174,663 for the 2020–2021 fiscal year. Of this amount, 97%, or \$169,495, was for salaries. The cost of goods and services amounted to \$5,168. These expenses are related to the maintenance of the electronic system to process access requests, in addition to containing costs related to the purchase of administrative supplies and other expenses.

Training and Awareness

In addition to managing ATIP requests, ATIP Office staff provide CSA employees with guidance and advice on complying with the Act. The guidance and advice is presented in a personalized way based on requests.

In addition, employees were invited to take the *Access to Information and Privacy Fundamentals* (I015) course given by the Canada School of Public Service, through its corporate calendar of mandatory and optional training. A total of eight learners took the training this year.

Information sessions on processing ATIP requests and awareness sessions on record marking at the CSA are also available upon request. However, none of those sessions were given in 2020–2021.

Electronic Tools

The CSA continues to use the Treasury Board Secretariat (TBS) ATIP Online Request Service (AORS) to receive these requests. During 2020–2021, ATIP participated in training and testing for TBS’s new ATIP Online Access Management Tool (AOMT). The implementation of this tool is expected to occur in 2021–2022, the CSA is awaiting instructions on this.



Following the commissioning of a new access to information request management system during 2019–2020, the ATIP Office was able to benefit from this system all year round, which facilitated the reporting and tracking of access to information requests.

Policies, Guidelines, Procedures and Initiatives

The CSA’s policies, guidelines and procedures for the administration of the Access to Information Act, including section 67.1, are posted on its intranet. In 2020–2021, no changes were made to these documents.

Summary of key issues and action taken regarding complaints or audits

Complaints

Last year, two complaints were still pending with the Information Commissioner. These had been forwarded to the CSA under section 32 of the Act on the grounds that the CSA had not carried out a reasonable search to locate the documents.

During 2020–2021, the CSA received the conclusions of the investigators for these complaints: one of the complaints was abandoned, while the other was well founded and new documents were sent to the requester.

No complaints were received in 2020–2021.

Compliance Monitoring

The time spent on processing Access to Information requests is tracked through the electronic ATIP request processing system. For CSA reporting purposes, reports, including one weekly report, are sent to senior management and others concerned by the requests.



Conclusion

Through its ATIP Office, the CSA will continue to carry out its mandate to respond to all access to information requests in accordance with the spirit and letter of the Act. Its mandate will also include the dissemination of data and information as part of the Open Government and Open Science Initiatives.





Delegation Order





Approved in May 2021

Canadian Space Agency

Agence spatiale canadienne

Access to Information Act and Privacy Act Delegation Order

Arrêté sur la délégation en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels

The Minister of Industry, pursuant to subsections 95(1) of the Access to Information Act and 73(1) of 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 Minister as the head of a government institution, under the section of the Acts set out in the schedule opposite each position. This Delegation Order supersedes all previous Delegation Orders

En vertu des paragraphes 95(1) de la Loi sur l'accès à l'information et 73(1) de la Loi sur la protection des renseignements personnels, le ministre de l'Industrie délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont il est, en qualité de responsable d'une institution fédérale, investi par les articles des lois mentionnées en regard de chaque poste. Le présent arrêté de délégation remplace et annule tout décret antérieur.

Schedule / Annexe

<u>Position / Poste</u>	<u>Access to information Act and Regulations / Loi sur l'accès à l'information et règlements</u>	<u>Privacy Act and Regulations / Loi sur la protection des renseignements personnels et règlements</u>
Chief Information Officer / Dirigeant principal de l'information	Full authority / Autorité absolue	Full authority / Autorité absolue
Coordinator Access to Information and Open Data/ Coordonnateur, Accès à l'information et données ouvertes	Full authority / Autorité absolue	Full authority / Autorité absolue

Dated, at the City of Ottawa

Daté, en la ville d'Ottawa

This ___ day of _____, 2021

Ce ___ jour de _____ 2021

Minister of Industry

Ministre de l'Industrie





Approved in June 2016

Canadian Space Agency

Agence spatiale canadienne

Access to Information Act and Privacy Act Delegation Order

Arrêté sur la délégation en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels

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Schedule / Annexe

Position / Poste

Access to information Act and Regulations / Loi sur l'accès à l'information et règlements

Privacy Act and Regulations / Loi sur la protection des renseignements personnels et règlements

Vice President / Vice-président

Full authority / Autorité absolue

Full authority / Autorité absolue





Chief Information Officer / Dirigeant principal de l'information	Full authority / Autorité absolue	Full authority / Autorité absolue
Coordinator ATIP Services / Coordonnateur, Services de l'AIPRP	Section / Articles: 4(2.1), 7, 8(1), 9, 11(2), (3), (4), (5), (6),12, 25, 26, 27(1), (4), 43,44,71,72	Section / Articles : 8(4), 9(1), (4), 10, 15, 17, 31, 35(4), 72(1)

Dated, at the City of Ottawa
this 10 day of June, 2016

Daté, en la ville d'Ottawa
ce 10 jour de Juin 2016

THE HONOURABLE NAVDEEP SINGH BAINS
MINISTER OF INDUSTRY (to be known as Minister of
INNOVATION, SCIENCE AND ECONOMIC
DEVELOPMENT)

N. Bains

L'HONORABLE NAVDEEP SINGH BAINS
MINISTRE D'INDUSTRIE CANADA (sera identifié comme Ministre
de l'INNOVATION, des SCIENCES et du DÉVELOPPEMENT
ÉCONOMIQUE)



Statistical Report on the *Access to Information Act*





Statistical Report on the Access to Information Act

Name of institution: Canadian Space Agency

Reporting period: 01/04/2020 to 31/03/2021

Section 1: Requests Under the Access to Information Act

1.1 Number of requests

	Number of Requests
Received during reporting period	57
Outstanding from previous reporting period	3
Total	60
Closed during reporting period	52
Carried over to next reporting period	8

1.2 Sources of requests

Source	Number of Requests
Media	32
Academia	5
Business (private sector)	2
Organization	0
Public	15
Decline to Identify	3
Total	57

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	
39	10	1	0	0	0	0	50

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



Section 2: Decline to act vexatious, made in bad faith or abuse of right requests

	Number of Requests
Outstanding from previous reporting period	0
Sent during reporting period	0
Total	0
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	0
Carried over to next reporting period	0

Section 3: Requests Closed During the Reporting Period

3.1 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	4	18	5	1	0	0	0	28
Disclosed in part	1	4	3	3	1	0	0	12
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	2	3	1	0	0	0	0	6
Request transferred	1	0	0	0	0	0	0	1
Request abandoned	4	1	0	0	0	0	0	5
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Decline to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	12	26	9	4	1	0	0	52



3.2 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)	1	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	2	18(d)	0	21(1)(a)	4
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	2
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	1
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)	8	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	1
15(1) - Def.*	0	16.3	0	20(1)(b)	0	23.1	0
15(1) - S.A.*	0	16.31	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(c)	1	26	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(d)	0		
16(1)(a)(iii)	0	16.5	0				
16(1)(b)	0	16.6	0				
16(1)(c)	0	17	0				
16(1)(d)	0						

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

3.3 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)	1
68.1	0	69(1)(c)	0	69(1)(g) re (d)	1
68.2(a)	0	69(1)(d)	1	69(1)(g) re (e)	0
68.2(b)	0	69(1)(e)	1	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

3.4 Format of information released

Paper	Electronic	Other
0	40	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
960	814	45



3.5.2 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	26	335	2	264	0	0	0	0	0	0
Disclosed in part	11	128	1	87	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	5	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0	0	0
Total	42	463	3	351	0	0	0	0	0	0

3.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	4	0	0	0	4
Disclosed in part	7	0	0	0	7
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0
Total	11	0	0	0	11



3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	46
Percentage of requests closed within legislated timelines (%)	88.5

3.7 Deemed refusals

3.7.1 Reasons for not meeting legislated timelines

Number of Requests Closed Past the Legislated Timelines	Principal Reason			
	Interference with Operations / Workload	External Consultation	Internal Consultation	Other
6	0	4	2	0

3.7.2 Requests closed beyond legislated timelines (including any extension taken)

Number of Days Past Legislated Timelines	Number of Requests Past Legislated Timeline Where No Extension Was Taken	Number of Requests Past Legislated Timeline Where an Extension Was Taken	Total
1 to 15 days	2	1	3
16 to 30 days	0	1	1
31 to 60 days	0	2	2
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	2	4	6

3.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0



Section 4: Extensions

4.1 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	2	3
Disclosed in part	0	1	3	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
Decline to act with the approval of the Information Commissioner	0	0	0	0
Total	0	1	5	7

4.2 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	1	3	5
31 to 60 days	0	0	1	1
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	0	1	5	7

Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Requests	Amount	Requests	Amount
Application	23	\$115	29	\$145
Other fees	0	\$0	0	\$0
Total	23	\$115	29	\$145



Section 6: Consultations Received From Other Institutions and Organizations

6.1 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	22	542	0	0
Outstanding from the previous reporting period	3	858	0	0
Total	25	1400	0	0
Closed during the reporting period	23	564	0	0
Carried over to next reporting period	2	836	0	0

6.2 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	13	5	2	1	0	0	0	21
Disclose in part	0	1	1	0	0	0	0	2
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	13	6	3	1	0	0	0	23

6.3 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



Section 7: Completion Time of Consultations on Cabinet Confidences

7.1 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 Request	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	1	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
Total	1	4	0	0	0	0	0	0	0	0

7.2 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 Request	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

Section 8: Complaints and investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal representations	Section 37 Reports of finding received	Section 37 Reports of finding containing recommendations issued by the Information Commissioner	Section 37 Reports of finding containing orders issued by the Information Commissioner
0	1	0	0	1	0

Section 9: Court Action

9.1 Court actions on complaints received before June 21, 2019 and on-going

Section 41 (before June 21, 2019)	Section 42	Section 44
0	0	0



9.2 Court actions on complaints received after June 21, 2019

Section 41 (after June 21, 2019)				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

Section 10: Resources Related to the Access to Information Act

10.1 Costs

Expenditures		Amount
Salaries		\$163,656
Overtime		\$5,839
Goods and Services		\$5,168
• Professional services contracts	\$0	
• Other	\$5,168	
Total		\$174,663

10.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1.500
Part-time and casual employees	0.330
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	1.830

Note: Enter values to three decimal places.

