



Western Economic
Diversification Canada

Diversification de l'économie
de l'Ouest Canada



2016-2017

ANNUAL REPORT TO PARLIAMENT

Administration of the *Access to Information Act*



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INTRODUCTION

Western Economic Diversification Canada (WD) was established to promote the development and diversification of the economy of Western Canada and to advance the interests of the West in national economic policy, program and project development and implementation.

The Department operates under the provision of the *Western Economic Diversification Act*, which came into force on June 28, 1988. WD is responsible for regional development in Western Canada by developing and supporting economic policies, programs and activities to promote economic growth.

The Minister of Innovation, Science and Economic Development is responsible for this department.

The *Access to Information Act* (Revised Statutes of Canada, Chapter A-1, 1985) was proclaimed on July 1, 1983, and extends the present laws of Canada to provide all Canadian citizens, permanent residents and corporations present in Canada with a right to access to any record under the control of government institutions that is not of personal nature. In accordance with the principles that government information should be available to the public, this access to information is balanced against the legitimate need to protect sensitive information and permit effective functioning of government. Necessary exceptions should be limited and specific.

Further, the Act complements, but does not replace, other procedures for obtaining government information, and is not intended to limit access to government information normally available to the public upon request.

This report describes how WD administered the Act during fiscal year 2016-2017, and fulfills the requirements under section 73 that every government institution must prepare an annual report on the administration of this Act each fiscal year and ensure it is tabled in Parliament.

WD will publish its Annual Report to Parliament on its public website (www.wd-deo.gc.ca) once it has been tabled in the House of Commons and the Senate.

WD is committed to both the spirit and intent of the *Access to Information Act*, which is based on the principles of open government, to ensure transparency and accountability within the department.

ADMINISTRATION OF THE ACT

DEPARTMENTAL STRUCTURE

Western Economic Diversification Canada (WD) employs 319 individuals across Western Canada and in Ottawa, including: economists, commerce officers and policy analysts. They are supported by specialists in such areas as: communications, corporate administration, financial management, human resources, information management and information technology, and procurement.

WD is headquartered in Edmonton, Alberta, and organized into four regional units (British Columbia, Alberta, Saskatchewan and Manitoba), with offices located in Vancouver, Edmonton, Calgary, Saskatoon, Winnipeg and a liaison office in Ottawa.

Each of these offices is responsible for searching and retrieving documents responsive to access requests received under the *Access to Information Act* and *Privacy Act*; however, the Access to Information and Privacy (ATIP) unit is legally responsible for implementing and managing the ATIP program and services for WD, including all decisions on the disclosure or non-disclosure of information pursuant to the legislation.

ACCESS TO INFORMATION AND PRIVACY (ATIP) UNIT

The ATIP Unit is located in Edmonton, Alberta, and is responsible for the implementation and management of the *Access to Information Act* and *Privacy Act* programs and services for WD. It is part of the Finance and Corporate Management Directorate.

Specifically, the ATIP Unit:

- makes decisions on the disposition of access requests;
- conducts consultations with other federal government departments, provincial and municipal government departments, and third parties with respect to access to information and privacy issues;
- promotes awareness of the legislation to ensure departmental responsiveness to the obligation imposed by law;
- monitors and advises on departmental compliance with the Acts, regulations, procedures and policies; and
- acts as the spokesperson for the Department when dealing with the Treasury Board Secretariat, the Information Commissioner, the Privacy Commissioner, and other government departments and agencies.

The ATIP Unit has three employees, including the ATIP Coordinator, Deputy ATIP Coordinator, and one ATIP Officer. The Coordinators fulfill their responsibilities in addition to numerous other functions within the department. The ATIP Officer is dedicated to processing all access and privacy requests, along with related functions, as well as additional departmental responsibilities pertaining to Personnel Security and other security-related functions. In total, approximately .82 FTE was dedicated to access to information activities in 2016-2017.

The ATIP Unit is accountable for the development, coordination and implementation of effective policies, guidelines, systems and procedures to manage the department's compliance with the Acts. The administration of the legislation in WD is managed by the ATIP Unit, but it is also facilitated at the corporate business unit and regional office levels. Each corporate business unit and regional office has an ATIP Liaison Officer (reporting to an Assistant Deputy Minister, Executive Director, or corporate business unit Director) who is the first point of contact and identifies the appropriate subject experts, coordinates retrieval of records responding to access requests, and liaises between the ATIP Unit and regional staff concerning enquiries. The ATIP Unit responds to all requests submitted under the Act.

Other access to information-related tracked activities which were completed by the ATIP Unit in 2016-2017 include:

ACTIVITY	TOTAL (QUESTIONS/REVIEWS/ E-MAILS/REPORTS, ETC.)
Preparing parliamentary responses	7
Review of parliamentary questions and responses	104
Preparing and delivering ATIP training/awareness sessions to departmental officials	13
OTHER ACTIVITIES	
Advice and guidance to WD officials, other government departments and the public	√
Update the ATIP intranet site	√
Preparing and tabling annual reports and statistical reports	√
Input to RPP and DPR (ATIP User Fees)	√
Managing Info Source updates and web postings	√
Preparing summaries of closed access to information requests	√
Participating in Information Management initiatives and providing ATIP guidance	√
Review and update ATIA business practices, procedures and policy development	√
Regular review and destruction of ATIA files in accordance with retention schedule	√

The ATIP Unit monitors the processing of all access requests. The ATIP Coordinator and the department's Executive Committee, regional ATIP Liaison Officers and Communications officials receive weekly reports pertaining to the status of all active formal and informal access requests.

In addition, procedures are in place with Innovation, Science and Economic Development Canada's Information and Privacy Rights Administration unit to advise the Minister weekly on the status of all active formal and information access requests, as well as the disclosure of potentially sensitive requests for information if appropriate.

DELEGATION OF AUTHORITY

In accordance with section 73 of the *Access to Information Act*, the Honourable Navdeep Bains, Minister of Innovation, Science and Economic Development, delegated his full powers, authorities and responsibilities to the Executive Director, Finance and Corporate Management (ATIP Coordinator) and Manager, Corporate Administration (Deputy ATIP Coordinator). The delegation also extends limited authority to the ATIP Officer. The delegation order was issued on June 10, 2016.



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ACCESS TO INFORMATION ACT AND PRIVACY ACT DELEGATION ORDER

ARRÊTÉ DE 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 Innovation, Science and Economic Development, pursuant to sections 73 of the *Access to Information Act* and *Privacy Act*, hereby designate the persons holding the positions set out in the schedules attached hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Minister as the head of Western Economic Diversification Canada, under the provisions of the Acts and related regulations set out in the schedule opposite each position. This designation replaces all previous delegation orders.

En vertu de l'article 73 de la *Loi sur l'accès à l'information* et de l'article 73 de la *Loi sur la protection des renseignements personnels*, le ministre de l'Innovation, des Sciences et du Développement économique, 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 de la Diversification de l'économie de l'Ouest canadien, investi par les dispositions de la Loi ou de son règlement mentionnées en regard de chaque poste. Le présent document remplace et annule tout arrêté antérieur.

SCHEDULE / ANNEXE

<u>Position / Poste</u>	<i>Access to Information Act and Regulations / Loi sur l'accès à l'information et règlements</i>	<i>Privacy Act and Regulations / Loi sur la protection des renseignements personnels et règlements</i>
Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle	Full authority / Autorité absolue	Full authority / Autorité absolue
Manager, Corporate Administration / Gestionnaire, Administration intégrée	Full authority / Autorité absolue	Full authority / Autorité absolue
ATIP Officer / Agente de l'AIPRP	Section / Disposition : 7(a); 8(1); 9; 27(1) and (4); 28(1)(b), (2), (4); 33; and/et 6(1) of Regulations / du règlements	Section / Disposition : 14(a)

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

Signé à Ottawa, le 10 jour de juin 2016

THE HONOURABLE NAVDEEP BAINS
MINISTER OF INNOVATION, SCIENCE AND ECONOMIC DEVELOPMENT

L'HONORABLE NAVDEEP BAINS
MINISTRE DE L'INNOVATION, DES SCIENCES ET DU DÉVELOPPEMENT ÉCONOMIQUE

DEPARTMENTAL POLICIES AND PROCEDURES

WD's Access to Information Policy Suite, including the departmental *Access to Information Policy* and procedures manual, was reviewed and updated in fiscal year 2016–2017. These policy and procedural documents are reviewed as needed to ensure that they are up-to-date, and reflect any changes in TBS policies or directives, or changes as result of issues raised by the Office of the Information Commissioner or other agents of Parliament.

The department posts summaries of its closed access to information requests on the [Open Information Portal](#).

TRAINING AND AWARENESS

Staff training and awareness activities include:

- The ATIP Officer provides indirect instruction on access to information issues, guidance on how the department processes access requests and the rationale required to apply the exemptions and exclusions to ATIP Liaison Officers and staff to increase awareness of the Act.
- In 2016-2017, the ATIP Officer conducted 13 pre-processing meetings attended by 24 departmental officials/subject experts. These meetings are conducted as new access requests are received and when deemed appropriate dependent on the nature of the request. Meetings are approximately one-half hour in length, depending on the complexities of the request, and provide direct instruction on the records retrieval and review process, recommendations required by the ATIP Unit, and to identify volumes of records, potential sensitivities, etc.

The department maintains an Access to Information and Privacy presence on its intranet site that includes policies, procedures, training and awareness presentations, relevant links to useful sites related to access and privacy, and contact information, as well as "The ATIP Eye" tips.

TRENDS AND STATISTICAL OVERVIEW

HIGHLIGHTS, CHALLENGES AND TRENDS

- There was a substantial increase in the number of requests received by the department under the *Access to Information Act* in 2016-2017. This increase, combined with the volume of records and complexities of requests, was a challenge, but cannot be attributed to the change in government as a result of the October 2015 federal election. Subjects of requests were broad and in large appeared to be of unique interest to the requestors. There was also an increase in the number of informal requests for information previously disclosed.
- Consultations from other government departments also increased, with almost 50 per cent of these requests coming from Innovation, Science and Economic Development Canada for copies of lists of briefing notes prepared for the Ministers or senior departmental officials.
- The number of written questions from Parliament which were reviewed by the ATIP unit also increased.
- A complaint from the Information Commissioner's office was received pertaining to records not physically within the control of the department, which will require the request of records from a third party. The complaint is ongoing.

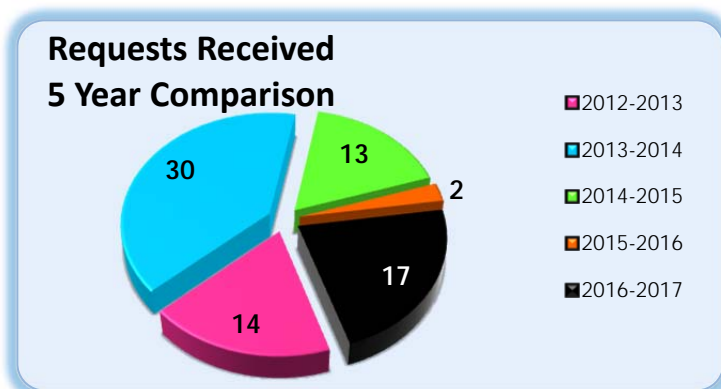
The following overview provides a summary of the statistical details found in WD's 2016-2017 statistical report (Annex A – Statistical Report).

REQUESTS RECEIVED PURSUANT TO THE *ACCESS TO INFORMATION ACT*

A. FORMAL REQUESTS

For the period of April 1, 2016 to March 31, 2017, WD received 17 formal requests for information pursuant to the *Access to Information Act*. This represents an 850 per cent increase from fiscal year 2015-2016.

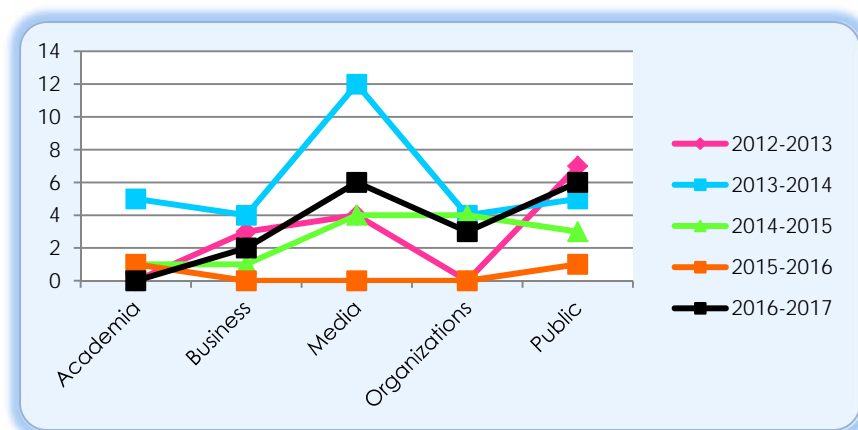
The accompanying chart shows the comparison of the number of requests received by the department over the past five years.



The category of requestors for 2016-2017 is broken down as follows:

- Six each (35 percent) from the media and general public
- Three (18 percent) from organizations
- Two (12 percent) from businesses (private sector)

The accompanying chart shows a five-year comparison of sources of access requests to WD.



In total, 13 access requests were completed during the reporting period, and four were carried forward to 2017-2018.

B. INFORMAL REQUESTS

WD processed nine requests informally during 2016-2017 for copies of previously disclosed access requests as a result of the posting of summaries of closed access requests of the department's public website and the Open Government portal. This is a 28 percent increase from 2015-2016.

No application fees or response timelines apply to these informal requests; however, WD responded to all requests in six days or less.

DISPOSITION AND COMPLETION TIME OF REQUESTS

The disposition and completion times of the requests completed in 2016-2017 are broken down as follows:

Disposition of Completed Requests	1-15 days	16-30 days	31-60 days	61-120 days	TOTAL
All disclosed	1	2			3
Disclosed in part		2	2	2	6
No records exist	2	1			3
Request abandoned	1				1
TOTAL	4	5	2	2	13

All completed requests were responded to within the established timelines:

- 69 percent within the original 30 days, including one request abandoned by the requestor; and
- for those requests that required an extension, 15.5 percent within 44 days and 15.5 percent within 69 days.

EXTENSIONS OF TIME LIMITS AND CONSULTATIONS

Section 9 of the Act provides for the extension of the statutory time limits if the request is for a large volume of records or necessitates a search through a large volume of records and meeting the original time limit would unreasonably interfere with the operations of the department or, if consultations are necessary.

In 2016-2017, WD required one extension due to the volume of records requested. Extensions were also required to complete necessary consultations with other government departments or third parties on three additional requests.

Although consultations were undertaken on two other requests, the department was able to complete these within the original 30 day time limit.

EXEMPTIONS AND EXCLUSIONS INVOKED

Of the 13 requests completed in 2016–2017, exemptions were applied pursuant to the Act on six requests. If three different exemptions were applied to a request, one exemption under each relevant section would be reported for a total of three; however, if the same exemption was claimed several times in the same request it is captured only once in the statistics.

Exemptions were invoked on these requests included the following sub-sections:

- 13(1)(c) – information obtained in confidence from a provincial government
- 14(a) – federal-provincial consultations or deliberations
- 16(2)(c) – security of communications systems
- 19(1) – personal information
- 20(1)(b) – information obtained in confidence from a third party
- 20(1)(c) – information that could result financial loss or prejudice competitive position of a third party
- 20(1)(d) – information that could interfere with contractual or other negotiations of a third party
- 21(1)(a) – advice and recommendations to government
- 21(1)(b) – consultations and deliberations of government

Section 21(1) was the most utilized exemption during the reporting period, having been applied to five requests. Section 20(1) was applied to four requests.

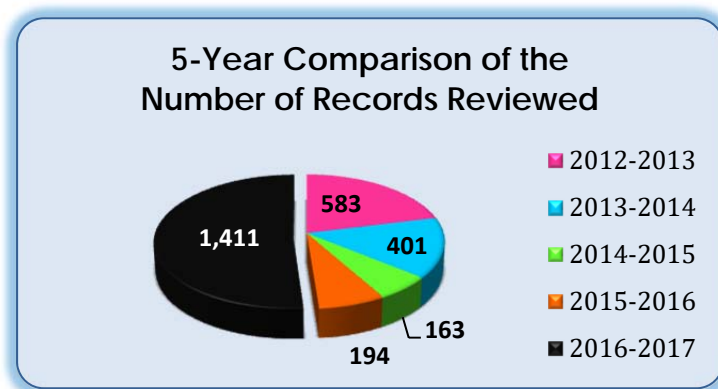
The Act does not apply to certain materials such as published material pursuant to Section 68 or confidences of the Queen’s Privy Council pursuant to Section 69. WD did not invoke either section during this reporting period.

OTHER GOVERNMENT DEPARTMENT CONSULTATIONS

In 2016-2017, WD received 29 consultations in total from other federal departments, and 1 from another level of government, for a total of 30. This is a 30 percent increase from 2015-2016.

- WD recommended full disclosure of information pertaining to our department on 24 consultation requests. This included nine courtesy notices which WD reviews for due diligence purposes.
- WD recommended partial disclosure of information pertaining to our department on six consultation requests.
- Fifty percent of the consultations were received from Innovation, Science and Economic Development Canada, and the majority of these related to lists of briefing notes prepared for Minister Bains or other senior departmental officials.
- In total, WD reviewed 1,411 pages. This was an increase on 727 percent in records reviewed from 2015-2016.
- WD responded to 93 per cent of the consultations (28) within 7 days or less, and the remaining 6 per cent of the consultations (2) within 20 days.

The accompanying chart shows the comparison of number of pages reviewed as part of the consultation process by WD over the past five years.



COMPLAINTS, AUDITS AND INVESTIGATIONS

WD received one complaint pursuant to the *Access to Information Act* in 2016-2017, and it remains ongoing in 2017-2018. This complaint deals with records of a third party which have been deemed to be under the department's control.

There were no audits undertaken or concluded during the reporting period. Further, there were no appeals or applications submitted to the Federal Court.

FEES COLLECTED

WD collected \$75 in Access to Information application fees during this reporting period. During the same period, the department waived application fees totalling \$10.

OPERATIONAL COSTS ASSOCIATED WITH ADMINISTERING THE ACT

WD's cost for administering the *Access to Information Act* in the ATIP Unit include a portion of the ATIP Coordinator's and Deputy ATIP Coordinator's salaries, and 60 percent of the ATIP Officer's salary (a total of .82 FTE/year). Other costs pertaining to goods and services, including professional services contracts and other expenses, including the ATIP case management system licensing and maintenance, supplies, and ATIP unit travel and training, are reported in the annual statistical report (see Annex A). The total cost reported was \$81,842.

Additional costs, which incorporate estimates for other departmental officials to retrieve, review and make recommendations concerning records responding to access requests, information technology support, and translation of staff awareness materials and access-related documents totalled \$7,112 in 2016-2017. These costs are not all captured in the statistical report, but provide a more complete picture of the overall cost of \$88,954 to the department to administer all aspects of its activities related to the *Access to Information Act*.

Annex A – Statistical Report



Government of Canada / Gouvernement du Canada

Statistical Report on the *Access to Information Act*

Name of institution: Western Economic Diversification Canada

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

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

1.1 Number of requests

	Number of Requests
Received during reporting period	17
Outstanding from previous reporting period	0
Total	17
Closed during reporting period	13
Carried over to next reporting period	4

1.2 Sources of requests

Source	Number of Requests
Media	6
Academia	0
Business (private sector)	2
Organization	3
Public	6
Decline to Identify	0
Total	17

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	Than 365 Days	
9	0	0	0	0	0	0	9

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	Than 365 Days	
All disclosed	1	2	0	0	0	0	0	3
Disclosed in part	0	2	2	2	0	0	0	6
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	2	1	0	0	0	0	0	3
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	1	0	0	0	0	0	0	1
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	4	5	2	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)	1	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	1	18(d)	0	21(1)(a)	5
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)	0
14(a)	2	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)	3	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)	4	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)	2		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	1		
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	2	1	0
Disclosed in part	2	4	0
Total	4	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	24	56	3
Disclosed in part	1706	1626	6
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	1
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	3	56	0	0	0	0	0	0	0	0
Disclosed in part	3	213	1	122	2	1291	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	1	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	7	269	1	122	2	1291	0	0	0	0

2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	1	0	0	0	1
Disclosed in part	4	0	0	0	4
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	5	0	0	0	5

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

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	1	0	3	3
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	1	0	3	3

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	1	0	2	0
31 to 60 days	0	0	0	3
61 to 120 days	0	0	1	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	1	0	3	3

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	15	\$75	2	\$10
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	15	\$75	2	\$10

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	29	1397	1	14
Outstanding from the previous reporting period	0	0	0	0
Total	29	1397	1	14
Closed during the reporting period	29	1397	1	14
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	23	0	0	0	0	0	0	23
Disclose in part	5	1	0	0	0	0	0	6
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	28	1	0	0	0	0	0	29

5.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	1	0	0	0	0	0	0	1
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	1	0	0	0	0	0	0	1

Part 6: Completion Time of Consultations on Cabinet Confidences

6.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	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
1	0	0	1

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		\$64,494
Overtime		\$0
Goods and Services		\$17,348
• Professional services contracts	\$0	
• Other	\$17,348	
Total		\$81,842

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.82
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	0.82

Note: Enter values to two decimal places.