

**2019-2020 Annual Report
on the *Access to Information Act***

**For Non-Public Property and
Staff of the Non-Public Funds, Canadian Forces**

Canada 

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Part I – Introduction

The *Access to Information Act* (Revised Statutes of Canada, 1985, Chapter A-1) was proclaimed on July 1, 1983. The Act was amended as a result of the royal assent of Bill C-58 on June 21, 2019.

The *Access to Information Act* gives Canadian citizens, permanent residents as well as individuals and corporations present in Canada a right of access to information contained in government records subject to certain specific and limited exceptions.

Section 94 of the *Access to Information Act* requires that the head of every federal government institution prepare, for submission to Parliament, an annual report on the administration of the Act within their institution during each fiscal year.

This annual report provides a summary of the management and administration of the *Access to Information Act* within the Canadian Forces Morale and Welfare Services (CFMWS) for the fiscal year 2019-2020, for Non-Public Property (NPP) and the Staff of the Non-Public Funds (NPF), Canadian Forces.

1. Mandate of the Canadian Forces Morale and Welfare Services

1.1 Background

The *National Defence Act* (Sections 2 and 38 – 41) vests Non-Public Property (NPP) with the Chief of the Defence Staff (CDS), Base / Wing Commanders and Unit Commanding Officers to be used for the benefit of serving and former Canadian Armed Forces (CAF) personnel and their families.

The CDS has delegated the Managing Director of NPP with the responsibility for the daily administration of NPP. Under the present administrative structure, the Managing Director of NPP responsibility is borne by the Chief Executive Officer (CEO) of the Staff of the Non-Public Funds (NPF), Canadian Forces.

The Staff of the NPF, Canadian Forces is a separate agency within the public administration of the Government of Canada and included in Schedule V: Separate Agencies to the *Financial Administration Act*.

The collective NPP activities, including those of the Staff of the NPF, Canadian Forces and those delegated to NPP by the Department of National Defence (DND) through Alternative Service Delivery and other tasking mechanisms, are managed by the administrative construct known as the Canadian Forces Morale and Welfare Services (CFMWS).

1.2. Responsibilities

CFMWS is responsible for administering NPP on behalf of the CDS and for delivering selected public morale and welfare programs, services, and activities to eligible members and their families. Our mission is to enhance the morale and welfare of the military community, thus contributing to the operational readiness and effectiveness of the CAF.

With over 4,000 Staff of the NPF, Canadian Forces employees on bases, wings, units, and at headquarters in Ottawa, CFMWS operates with a fundamental principle in mind: the customer comes first. In partnership with bases, wings, and units, we ensure that our customers, the CAF Regular and Reserve Force members, retired and former CAF members, military families, DND employees, NPF employees, Royal Canadian Mounted Police (RCMP) and Canadian Coast Guard personnel receive the morale and welfare programs, services, and activities they deserve.

CFMWS operates through seven (7) divisions:

- Personnel Support Programs (PSP),
- Military Family Services (MFS),
- Commercial Services (includes CANEX and SISIP Financials),
- Corporate Services (includes CFOne Membership and Support Our Troops Fund),
- Finance,
- Information Services, and
- Human Resources.

2. Structure of the Access to Information and Privacy Program

Prior to 2017-2018, access to information and privacy (ATIP) activities related to NPP and the Staff of the NPF, Canadian Forces were managed by DND's ATIP Office. Following the Minister's approval of the NPP ATIP designation order in February 2017, and since the Staff of the NPF, Canadian Forces is a separate agency, CFMWS established its own ATIP Office, which began to operate in April 2017.

The National Manager Access to Information and Privacy (NM ATIP) administers the provisions of the *Access to Information Act* within the CFMWS for NPP and the Staff of the NPF, Canadian Forces.

The NM ATIP reports to the Director Corporate Services who, in turn, reports to the Vice-President Corporate Services (VP Corp Svcs). The NM ATIP is responsible for managing all activities related to the CFMWS ATIP Program, in accordance with the NPP ATIP designation order and the provisions of the Act, Regulations, directives, policies and guidelines.

The administration of the Act by the NM ATIP is also facilitated at the division levels of CFMWS. Each division has an ATIP point of contact who coordinates the collection of information and provides guidance to division employees on the application of the Act, as well as related CFMWS policies and procedures.

CFMWS was not a party in any service agreement under section 96 of the Act, during the reporting period.

3. Designation order

Under section 3 of the Act, the Minister is designated as the head of the government institution for purposes of the administration of the Act. Pursuant to section 95, the Minister may delegate any of his 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.

Within CFMWS, the NPP ATIP designation order is based on a centralized process with the NM ATIP having full delegated authority under the Act. Full authority under the Act is also delegated to the Managing Director NPP / CEO, Staff of the NPF, Canadian Forces and the VP Corp Svcs who are responsible for the ATIP program.

The NPP ATIP designation order signed by the Minister of National Defence is attached at Annex A.

Part II – Key activities and accomplishments

1. Training and awareness

Given the complex nature of the *Access to Information Act*, and the need to balance the public's right to access information with the need to protect the legitimate interests of other parties, the NM ATIP provides guidance and advice to managers and employees at all levels of CFMWS on a regular basis.

During the 2019-2020 fiscal year, three (3) employees completed the free online course entitled *Access to Information and Privacy Fundamentals* (I015) that is available on GCcampus.

2. Policies and procedures

2.1. Policy on the Access to Information and Privacy Program

The CFMWS *Policy on the ATIP Program* was developed and implemented in 2017-2018. It outlines the NPP ATIP designation order and sets out the definitions as well as the roles and responsibilities of all stakeholders within NPP organizations. The objective of the Policy is to establish consistent practices and procedures for the processing of ATIP requests in order to ensure compliance and enhance the effective application of the *Access to Information Act* and the *Privacy Act* and their Regulations. For the reference of all employees, corporate policies are available on the CFMWS website.

There was no change made to the above policy in 2019-2020.

2.2. Proactive disclosure of travel and hospitality expenses

As a result of the royal assent of Bill C-58 on June 21, 2019, amendments to the Act require institutions across the government to proactively publish travel and hospitality expenses of senior officers or employees within 30 days after the end of the month in which expenses incurred were reimbursed.

As this applies to CFMWS, procedures have been put in place to track and report the travel and hospitality expense of the CEO, the Chief Operating Officer, the Senior Vice-President Commercial Services and the Senior Vice-President Personnel Support Services, as well as any personnel appointed as acting in those positions.

The travel and hospitality expense reports are published on the proactive disclosure page on the [CAFconnection.ca](https://www.cafconnection.ca) website.

3. Monitoring compliance

CFMWS timeliness and compliance under the Act are closely monitored by the NM ATIP and issues are reported to the VP Corp Svcs as required.

In the 2019-2020 fiscal year, CFMWS strived to maintain a high performance and attained a 92.3 percent compliance rate for responding to access to information requests within the legislated timelines.

The COVID-19 did not have any impact on CFMWS's ability to fulfill its responsibilities under the Act. The NM ATIP has remote access to electronic tools and documents necessary to perform her duties.

Part III – Highlights of the statistical report

Government institutions complete statistical reporting forms on the administration of the Act, as prescribed by the Treasury Board of Canada Secretariat (TBS), since 1983. The 2019-2020 statistical report on the *Access to Information Act* is attached at Annex B. This is the third report prepared by CFMWS on NPP ATIP activities.

1. Requests under the *Access to Information Act*

The NM ATIP processes all requests received by CFMWS pursuant to the *Access to Information Act*. Each request is first reviewed for clarity and is then assigned to one or more divisions of CFMWS that become responsible for locating and retrieving the records containing the information sought.

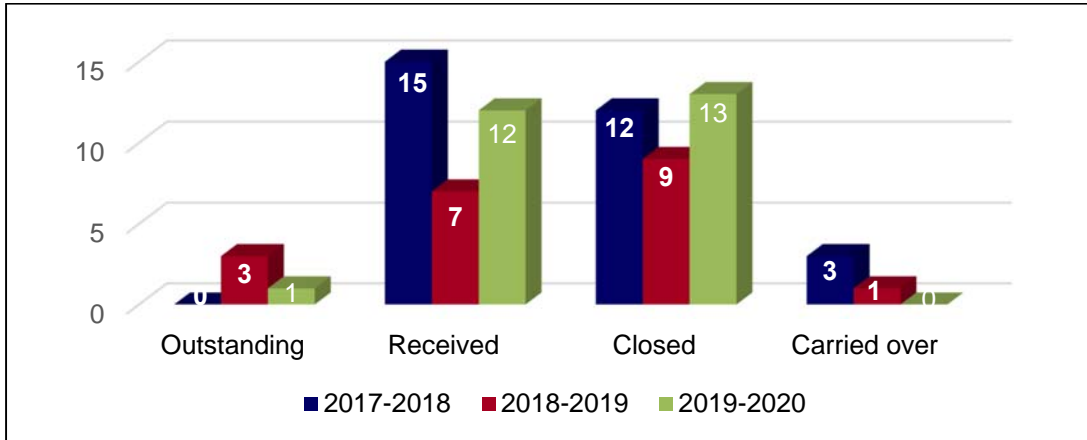
The CFMWS divisions review their relevant records and provide recommendations to the NM ATIP on any sensitivity related to their disclosure. Where necessary, the NM ATIP also undertakes consultations with other organizations and third parties before making a decision on disclosure. The NM ATIP then notifies the requester and provides access to all of the records that can be disclosed.

1.1. Number of requests

In addition to the request outstanding from the previous fiscal year, CFMWS received 12 new access to information requests, for a total of 13 requests in progress in 2019-2020. This represents a 71 percent increase of the new requests compared with the previous reporting period. Of the 12 new requests, seven (7) requests (58 percent) were initially received by DND prior to their transfer to CFMWS.

All of the 13 requests in progress (100 percent) were completed in 2019-2020, which represents a 10 percent increase compared with the previous fiscal year. Chart I provides an overview of the volume of requests processed by CFMWS over the past three (3) fiscal years.

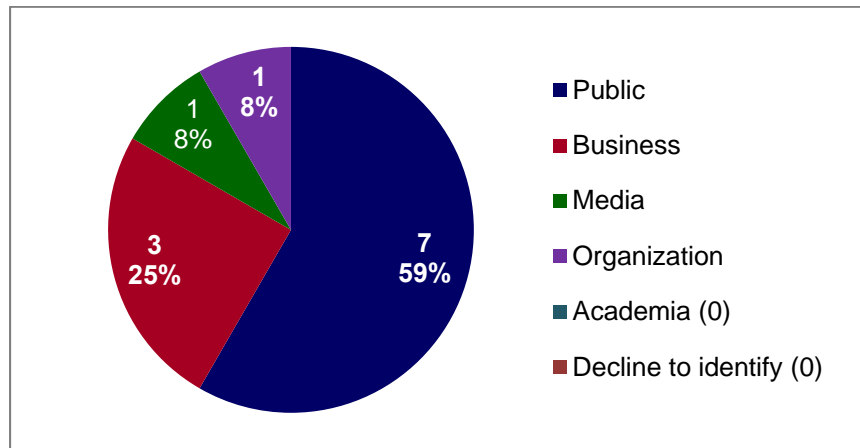
Chart I – Volume of access to information requests



1.2. Source of requests

The public was the highest user of the Act followed by the business sector, respectively generating 59 and 25 percent of the requests received by CFMWS. The media and an organization accounted 16 percent of the other requests received. Chart II provides the related details.

Chart II – Access to information requests received by source



1.3. Informal requests

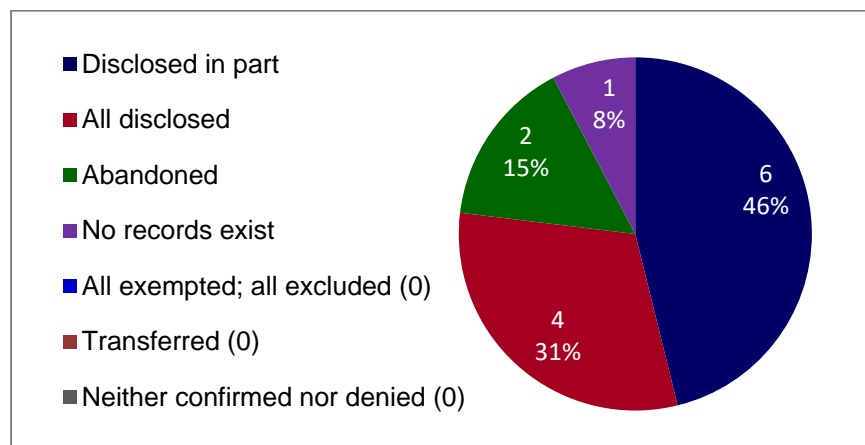
CFMWS did not receive any requests for copies of records previously released under the Act.

2. Requests closed during the reporting period

2.1. Disposition and completion time

Of the 13 cases completed, information was released in whole or in part for 10 requests (77 percent), two (2) requests (15 percent) were abandoned by the requesters, and there was no record found for one (1) request (8 percent). The average processing time for all requests completed was 68 days, which was much longer compared to the average of 25 days in the previous period. Chart III provides an overview of the disposition of requests closed by CFMWS during the fiscal year.

Chart III – Disposition of access to information requests closed



2.2. Exemptions and exclusions

Sections 13 through 24 of the Act set out the exemptions intended to protect information pertaining to a particular public or private interest, and section 26 of the Act is an administrative exception relating to the publication of information.

Pursuant to sections 68 and 69, the Act does not apply to material that is published or available for purchase, library or museum material preserved solely for public record, material deposited with Library and Archives Canada, as well as records considered to be confidences of the Queen's Privy Council of Canada.

Notwithstanding the foregoing, CFMWS always endeavours to release as much information as possible, to remain consistent with the spirit of the Act and the severability provisions of its section 25.

Annex B shows the sections of the Act invoked to refuse access. For clarity purposes, if five different exemptions and/or exclusions were applied in one request, each relevant section is reported for a total of five. If the same exemption or exclusion was used several times in the same request, it is reported only once.

In 2019-2020, the majority of the records processed by CFMWS contained personal information that was protected in accordance with subsection 19(1) of the Act. There was no exclusion pursuant to sections 68 and 69 of the Act during the reporting period.

2.3. Format of information released

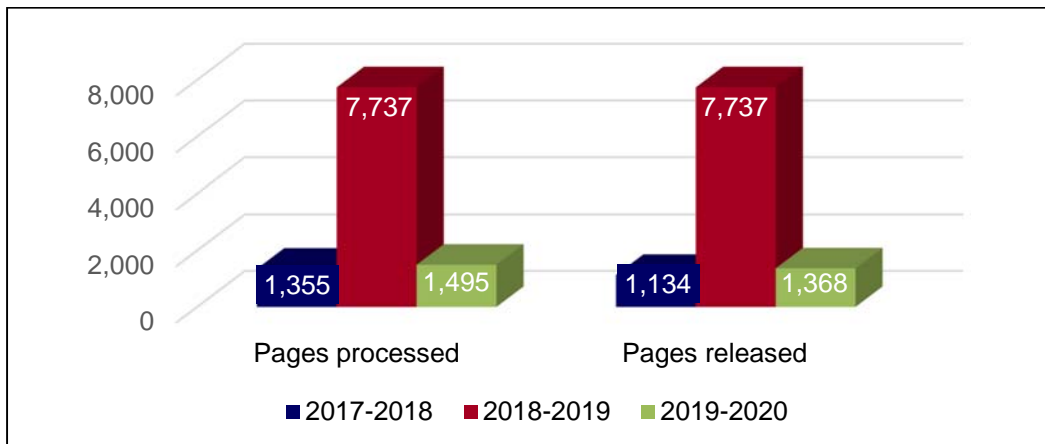
In order to provide quick and efficient client service and to minimize costs as well as the environmental footprint related to printing and the use of paper, CFMWS sends its correspondence by email as well as the records, when possible. Otherwise, the information is put on CD or printed on paper and sent by regular mail.

Of the 10 requests in which information was released (*all disclosed* or *disclosed in part*), all of the records (100 percent) were provided in electronic format. There was no case where access was provided in the form of paper copies or in other formats.

2.4. Complexity

CFMWS processed 1,495 pages and released 1,368 pages, for an average of 150 pages per request during the reporting period. This represents a substantial decrease compared with the previous fiscal year. Chart IV provides the number of pages processed and disclosed by CFMWS over the past three (3) fiscal years.

Chart IV – Number of pages processed and disclosed



Aside from the volume of records and necessary consultations with other government institutions, third parties, and/or legal services, there were no other complexities.

2.5 Deemed refusals

Only one (1) request was closed past the statutory deadline because of the workload involved in the processing of the request. The other 12 requests (92.3 percent) were closed within the initial 30 days or the extended due date under the Act.

2.6. Requests for translation

There was no request for the translation of information from one official language to another.

3. Extensions

Of the 13 requests completed during the fiscal year, four (4) requests (31 percent) needed to be extended in accordance with paragraph 9(1)(b) and/or (c) of the Act, in order to undertake the necessary consultations with other government institutions, third parties, and/or Legal Services. There was no time extension required under paragraph 9(1)(a) of the Act that involved a search through a large number of records for any of these requests.

While a time extension of 30 to 150 days was taken, the average completion time for the four (4) requests extended was 94 days. This is a substantial increase compared with the average of 49 days in the previous reporting period.

4. Fees

In accordance with the *TBS Interim Directive on the Administration of the Access to Information Act*, CFMWS waives all fees prescribed by the Act and Regulations, other than the \$5.00 application fee set out in paragraph 7(1)(a) of the Regulations.

As the DND processed the application fees before transferring requests to CFMWS, the fees collected during the reporting period totalled \$25, while the fees waived were \$2 for records provided on CD. The fees collected represent less than one (1) percent of the CFMWS total cost of administering the ATIP program.

5. Consultations from other government institutions and organizations

In addition to the access to information requests, CFMWS received three (3) consultations from DND during the reporting period, for a total of 595 pages of records to review. This represents an increase compared with the previous fiscal year. CFMWS responded to two (2) of the consultations within an average of 30 days. The other file was still outstanding at the end of the fiscal year.

6. Consultations on Cabinet Confidences

There was no consultation undertaken with Legal Services or the Privy Council Office on Cabinet confidences.

7. Complaints and Investigations

In 2019-2020, the Office of the Information Commissioner of Canada notified CFMWS of two (2) complaints regarding requests received in the fiscal year. The first complaint concerned a time extension that was resolved as the response had already been sent to the requester before the allegation had been fully investigated. The other complaint was about delay and considered invalid since the response had been sent to the requester within the statutory 30-day time limit.

There were no audits or investigations concluded during the reporting period.

8. Court Actions

There was no request for judicial review filed with the Federal Court and the Federal Court of Appeal during the fiscal year.

9. Resources related to the *Access to Information Act*

The total costs associated with the administration of the *Access to Information Act* amounted to \$59,182 for 2019-2020. This was mainly covering half of the salary and employer costs of the NM ATIP, a full time employee of the Staff of the NPF, Canadian Forces, and the other half is included in the *Privacy Act* report.


Annex A
Designation Order

Pursuant to section 73 of the *Access to Information Act* and the *Privacy Act* (the "Acts"), The Minister of National Defence, as the head of a government institution under these Acts, hereby designates the persons holding the following positions or the persons occupying those positions on an acting basis, to exercise all of the powers and perform the duties and functions of the head of a government institution under these Acts concerning non-public property and related or assigned services, programs and operations*:

- (a) The Managing Director NPP/CEO of the Staff of the Non-Public Funds, Canadian Forces;
- (b) The Chief of Staff and Vice President Corporate Services; and
- (c) The National Manager Access to Information and Privacy Program

*For greater certainty, this includes all non-public property vested in the commanders of units and other elements and in the Chief of the Defence Staff established under section 38 to 41 of the National Defence Act; all activities of the Staff of the Non-Public Funds, Canadian Forces; and all non-public property services, programs and operations including those public Alternative Service Delivery functions assigned to be executed under the non-public property framework.

Approved



The Hon. Harjit S. Sajjan, PC, OMM, MSM, CD, MP
Minister of National Defence

21 Feb 17

Date

Annex B
Statistical report
on the *Access to Information Act*



Statistical Report on the *Access to Information Act*

Name of institution: Canadian Forces Morale and Welfare Services

Reporting period: 2019-04-01 to 2020-03-31

Section 1 – Requests Under the *Access to Information Act*

1.1 Number of requests

	Number of Requests
Received during reporting period	12
Outstanding from previous reporting period	1
Total	13
Closed during reporting period	13
Carried over to next reporting period	0

1.2 Sources of requests

Source	Number of Requests
Media	1
Academia	0
Business (private sector)	3
Organization	1
Public	7
Decline to Identify	0
Total	12

1.3 Informal requests

Completion Time							
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	Total
0	0	0	0	0	0	0	0

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

Section 2 – Decline to act on 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	2	2	0	0	0	0	0	4
Disclosed in part	0	2	2	1	0	1	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	1	0	0	0	0	0	0	1
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	2	0	0	0	0	0	0	2
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	5	4	2	1	0	1	0	13

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)	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)	0	18(d)	0	21(1)(a)	1
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	1
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)	6	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)	2	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)	2	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)	1	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)	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

3.4 Format of information released

Paper	Electronic	Other
0	10	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
1495	1368	12

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	4	63	0	0	0	0	0	0	0	0
Disclosed in part	2	21	3	685	1	599	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	2	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	8	84	3	685	1	599	0	0	0	0

3.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	2	0	1	0	3
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
Total	2	0	1	0	3

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	12
Percentage of requests closed within legislated timelines (%)	92.3

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
1	1	0	0	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	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	1	1
More than 365 days	0	0	0
Total	0	1	1

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	0	0
Disclosed in part	2	0	1	1
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	2	0	1	1

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

Section 5 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	5	\$25	0	\$0
Other fees	0	\$0	1	\$2
Total	5	\$25	1	\$2

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	3	595	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	3	595	0	0
Closed during the reporting period	2	181	0	0
Carried over to next reporting period	1	414	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	0	0	0	0	0	0	0	0
Disclose in part	1	0	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	1	0	1	0	0	0	0	2

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 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

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 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

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
2	2	0	0	0	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		\$58,887
Overtime		\$0
Goods and Services		\$295
• Professional services contracts	\$0	
• Other	\$295	
Total		\$59,182

10.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.50
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	0.50

Note: Enter values to two decimal places.

**2019-2020 Supplemental Statistical Report
on the *Access to Information Act*
Requests affected by COVID-19 measures**

The following table reports the total number of formal requests received during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 1 – Requests Received

		Column (Col.) 1
		Number of requests
Row 1	Received from 2019-04-01 to 2020-03-13	12
Row 2	Received from 2020-03-14 to 2020-03-31	0
Row 3	Total¹	12

¹ – Total for Row 3 should equal the total in the ATI Statistical Report section 1.1 Row 1

The following table reports the total number of requests closed within the legislated timelines and the number of closed requests that were deemed refusals during two periods 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 2 – Requests Closed

		Col. 1	Col. 2
		Number of requests closed within the legislated timelines	Number of requests closed past the legislated timelines
Row 1	Received from 2019-04-01 to 2020-03-13 and outstanding from previous reporting periods	12	1
Row 2	Received from 2020-03-14 to 2020-03-31	0	0
Row 3	Total²	12	1

² – Total for Row 3 Col. 1 should equal the total in the ATI Statistical Report section 3.6.1 Row 1.

Total for Row 3 Col. 2 should equal the total in the ATI Statistical Report section 3.7.1. Col. 1 Row 1

The following table reports the total number of requests carried over during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 3 – Requests Carried Over

		Col. 1
		Number of requests
Row 1	Received from 2019-04-01 to 2020-03-13 and outstanding from previous reporting periods that were carried over to the 2020-2021 reporting period	0
Row 2	Received from 2020-03-14 to 2020-03-31 that were carried over to the 2020-2021 reporting period	0
Row 3	Total³	0

³ – Total for Row 3 should equal the total in the ATI Statistical Report section 1.1 Row 5