



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

Canadian Air Transport Security Authority

2019 - 2020





I - INTRODUCTION

The purpose of the *Access to Information Act*, (“the *Act*”), is to provide a right of access to information in records under the control of federal departments and agencies of government. The *Act* responds to the principle that government information should be available to the public with limited exceptions to the right of access and that the disclosure of government information should be evaluated independently of the executive arm of government.

This Annual Report on the Canadian Air Transport Security Authority’s administration of the *Act* has been prepared in accordance with Section 94(1) and is hereby submitted for tabling in Parliament under Section 94(2) of the *Act*.

This is the seventeenth annual report on the administration of the *Act* that has been tabled in Parliament. The previous such reports are available on the “Report and Summaries” section of the “Access to Information and Privacy” on the Web site: www.catsa.gc.ca.

II - THE CANADIAN AIR TRANSPORT SECURITY AUTHORITY - MANDATE

Established as an agent Crown Corporation on April 1, 2002, the Canadian Air Transport Security Authority (CATSA) is mandated to protect the public by securing critical elements of the air transportation system as assigned by the Government of Canada.

Fully funded by parliamentary appropriations, CATSA is accountable to Parliament through the Minister of Transport. CATSA is governed by a board of directors and operations are directed by a senior management team. CATSA currently contracts security screening to third-party contractors.

CATSA’s key role in securing Canada’s air transportation system is established by the delivery of the following four mandated responsibilities at 89 designated airports across Canada.

- **Pre-Board Screening (PBS)** - The screening of passengers and their belongings prior to their entry into the secure area of an air terminal building;
- **Hold Baggage Screening (HBS)** - The screening of passengers’ checked (or hold) baggage to prevent the boarding of prohibited items;
- **Non-Passenger Screening (NPS)** - The random screening of non-passengers accessing restricted areas; and
- **Restricted Area Identity Card (RAIC)** - The program which uses iris and fingerprint biometric identifiers to allow non-passenger access to the restricted areas of airports.

In addition, under an agreement concluded with Transport Canada in 2010, CATSA is authorized to conduct screening, where capacity exists, of cargo at smaller airports. Each of these activities is carried out effectively, efficiently, consistently, and in the public interest, as required by the *CATSA Act*.



IMPLEMENTATION OF THE *ACCESS TO INFORMATION ACT* AT CATSA

Responsibility for processing requests received under the *Act* rests with the Manager, Information Management, Privacy and ATIP, who is also the organization's Access to Information and Privacy (ATIP) Coordinator. A Senior ATIP Advisor supports the ATIP Coordinator in processing requests under the *Act*.

The ATIP Coordinator reports directly to the Director, Corporate Services and Assistant General Counsel. The Director reports directly to the Vice-President, Corporate Services, General Counsel and Corporate Secretary, who serves as CATSA's Chief Privacy Officer (CPO). The Vice-President reports directly to the President and Chief Executive Officer.

CATSA's ATIP Office responsibilities regarding the *Act* are as follows:

- receive and process all requests in accordance with the *Act*;
- assist requesters in formulating their requests when required;
- gather all pertinent records and ensure that the search for information is rigorous and complete;
- conduct the initial record review and provide recommendations to the program areas;
- conduct all internal and external consultations;
- consolidate the recommendations and apply all discretionary and mandatory exemptions under the *Act*;
- assist the Office of the Information Commissioner (OIC) in all access to information related matters including complaints against CATSA;
- prepare annual reports on the administration of the *Act*;
- provide ongoing advice and guidance to senior management and staff on matters related to access to information;
- promote access to information awareness and training sessions to ensure that all staff are aware of the obligations imposed by the legislation;
- respond to consultations received from external organizations;
- develop and maintain access to information policies and guidelines; and,
- participate in ATIP community activities and ATIP community meetings.



III - DELEGATION OF SIGNING AUTHORITY

In accordance with section 95(1) of the *Act*, a delegation order, signed by CATSA's President and Chief Executive Officer (CEO) designates the person holding the position of ATIP Coordinator to exercise and perform the access to information duties on behalf of the organization. The delegation order was issued on May 3, 2017.

The signed and dated delegation order is attached to this report as Annex A.

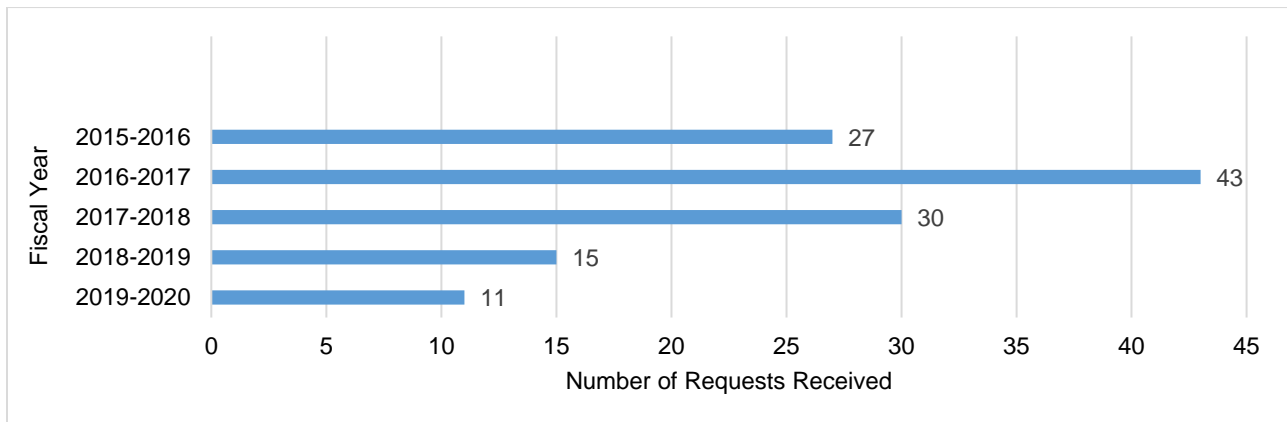
IV - STATISTICAL REPORT INTERPRETATION

Access to Information Act Requests Received and Completed

In the fiscal year of 2019-2020, CATSA received 11 *Access to Information Act* requests, a decrease of four from the 15 requests received in the previous fiscal year representing a 27% decrease. Four files were also carried over from 2018-2019. When added to the files received in this fiscal year, CATSA was responsible for 15 files in 2019-2020.

For the 2019-2020 fiscal year, of the 11 files completed, CATSA processed 1,467, pages, an average of 133 pages per completed request. To summarize, CATSA received four less *Access to Information* files in 2019-2020 compared to the previous fiscal year, and the amount of pages processed decreased by 697 for a decrease of 32% over the previous fiscal year in amount of pages processed.

Chart I: Formal Requests Received Annually



In addition to requests received in the 2019-2020 fiscal year, CATSA also received 40 informal¹ *Access to Information Act* requests that were previously released. This reflects a decrease of 23, representing a decrease of 37% compared to the previous fiscal year. CATSA is pleased to report that 100% of these informal requests were completed within 10 days after they were received.

¹ Informal requests are defined as previously released *Access to Information Act* request packages.



CATSA regards this as a positive result of pro-active release of information on closed *Access to Information Act* files.

Completion Time

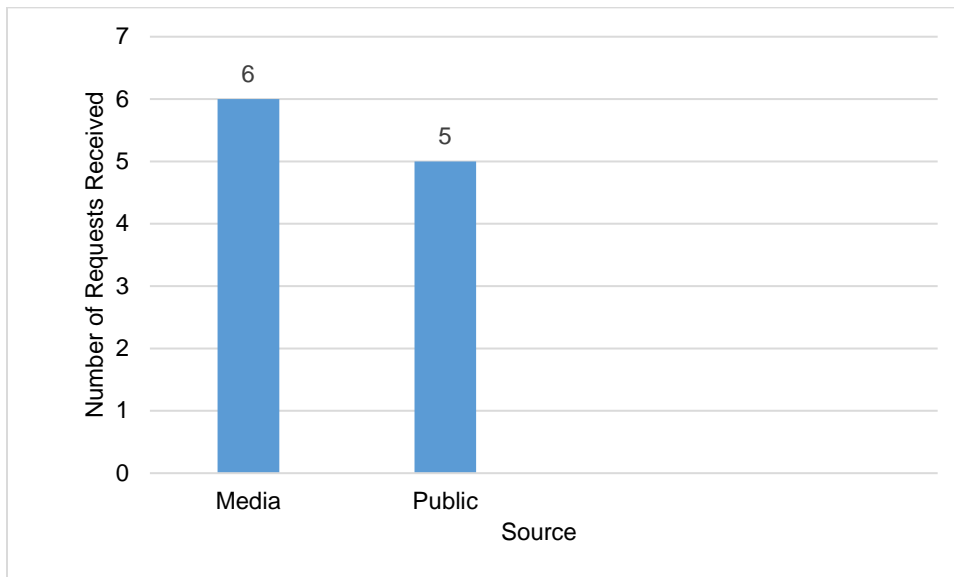
Of the 11 *Access to Information Act* requests completed during the current 2019-2020 fiscal year, six requests (55%) were completed within 30 days or less. The other requests were completed within the following time frames:

- 1 completed in 31 to 60 days;
- 1 completed in 61 to 120 days; and
- 3 completed in 121 days to 180 days.

Source of Access to Information Act Requests

The main source of requests, the media, was unchanged from the previous fiscal year. Of the 11 new requests completed, six (55%) originated from the media and five (45%) were from the public.

Chart II: Source of Access to Information Act Requests



Disposition of Completed Access to Information Act Requests

Of the 11 completed requests:

- 1 file was fully disclosed;
- 5 files were disclosed in part;
- 1 file was all exempted;
- 3 files no records existed and 1 file was transferred.



Exemptions Invoked

Where access exemptions were invoked, these reasons were cited:

<u>Reason</u>		<u>Number of Cases</u>
Investigation	S. 16.1(1)(b)	2
Security	S. 16(2)(c)	4
Personal information	S. 19	5
Operations of government	S. 21	2

Extensions

For the 11 *Access to Information Act* requests completed in 2019-2020, it was necessary to extend the time frame of 5 requests:

Four files were extended due to the potential for serious interference with the operation of the Organization;

- 2 extensions were for a period of 30 days or less; and
- 2 extensions were for a period of 61 to 120 days.

One file was extended for other government department consultations;

- 1 extension was for a period of 61 to 120 days.

Consultations Received from Other Government Departments

During the 2019-2020 fiscal year, CATSA received 7 consultations from other government departments and were all completed within the agreed timelines. No consultation files were pending at the end of fiscal year 2019-2020.

The full Statistical Report on the Administration of the *Act* is attached as [Annex B](#).

COVID-19 Operational impact

CATSA is operating under a Business Continuity Plan, our ability to respond to requests within the timelines mandated by the *Access to Information Act* was not affected for fiscal year 2019-2020.



V – TRAINING

The team responsible for Information Management, Privacy and ATIP also offers orientation ATIP training to all new employees, both in-person and through web conferencing. In 2019-2020, 28 employees received orientation training.

In addition, one-on-one ATIP support is provided to employees, as needed, to clarify the Authority's expectations with regard to the implementation of the *Act*.

VI - POLICIES, GUIDELINES AND PROCEDURES

CATSA's ATIP manual provides a detailed view of CATSA's ATIP processes. The CATSA ATIP Office continues to keep the manual current with the most recent practices as offered by the Treasury Board Secretariat in their training and information sessions. The objective of this ATIP manual is to ensure continued improvement to the treatment of CATSA's access to information files and ongoing focus on the reduction of their processing time.

VII – RESPONSE TO KEY ISSUES RAISED

CATSA did not received any new *Access to Information Act* complaints during the reporting period. One complaint from a previous reporting period was closed by the OIC and deemed well-founded. No further action was recommended by the OIC as a result of the investigation. CATSA's ATIP Office places a high priority on the processing and settlement of all complaints and continues to work closely with OIC investigators. No audits in relation to CATSA's obligations under the *Act* were carried out during the reporting period.

VIII - MONITORING

There are only two employees that are directly involved in the processing of Access to Information requests. Therefore, a formal monitoring procedure to oversee the time taken to complete the requests has not been established. However, the ATIP Coordinator signs all outgoing correspondence regarding the ongoing processing of the files and, therefore is aware of the status of the files. Also, a weekly report is sent to senior management with a list of current files and a brief description of the status of each file.

The ATIP Coordinator meets with the Senior ATIP Advisor on a weekly basis to discuss the progress of all *Access to Information Act* files.



COLLABORATION

CATSA is a strong advocate of collaboration, both internally within the organization as well as within the ATIP Community.

CATSA – The ATIP Office regularly engages with various internal groups to provide advice, ideas and best practices. One example of this collaboration is how the ATIP Office engages representatives from across the organization upon receipt of particularly complex requests. This is implemented as needed in order to reduce, as much as possible, the impact on CATSA's daily operations.

Transport Canada - CATSA and Transport Canada work closely to ensure that any similar requests for activities that both organizations perform are treated consistently. CATSA continues to look forward to future opportunities to work together with colleagues in Transport Canada's ATIP Office.

ATIP Community – CATSA's ATIP Office regularly engages with other Crown corporation ATIP offices which has considerable value. Treasury Board Secretariat quarterly ATIP community meetings provided the ATIP Coordinator and the Senior ATIP Advisor the opportunity to enable a sharing of knowledge and experience with all members of the community.

ANNEXES

Annex A: Delegation Order

Annex B: Statistical Report on the Administration of the *Access to Information Act*

ANNEX A

DELEGATION ORDER



Canadian Air Transport
Security Authority

99 Bank Street
13th Floor
Ottawa, Ontario
K1P 6B9

Administration canadienne
de la sûreté du transport aérien

99, rue Bank
13^e étage
Ottawa (Ontario)
K1P 6B9

Our file / Notre référence
RDIMS # 63578

Access to Information Act
Delegation of Authority

Délégation en vertu de la
Loi sur l'accès à l'information

I, Mike Saunders, President and CEO of CATSA, pursuant to section 73 of the *Access to Information Act*, designate the persons holding the positions set out in the attached Schedule 'A', or persons acting in those positions, to exercise the powers and perform the duties and functions that have been given to me as head of a government institution under the sections of the *Access to Information Act*, as set out in the Schedule.

Je, Mike Saunders, Président et Chef de la direction de l'Administration canadienne de la sûreté du transport aérien, en vertu de l'article 73 de la *Loi sur l'accès à l'information*, délègue aux titulaires des postes mentionnés à l'annexe A, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont je suis, en qualité de responsable d'une institution fédérale, investi par les articles de la *Loi*, tel qu'indiqué dans l'annexe.

Mike Saunders

President and Chief Executive Officer Canadian Air Transport Security Authority /
Président et Chef de la Direction de l'Administration canadienne de la sûreté du transport aérien

Signed in Ottawa, Ontario, Canada this
Signé à Ottawa, Ontario, Canada le

3rd day of May 2017
3^eme jour de mai 2017



ANNEX A

Section	Description	ATIP Coordinator	Senior ATIP Advisor
7(a)	To give notice to applicant that access will be given / Notification au requérant de la communication	X	X
8(1)	To transfer to another institution or to accept transfer from another institution and to give notice to applicant / Transmission de la demande ou acceptation d'une transmission d'une autre institution et notification au requérant	X	X
9	To extend time limit and give notice / Prorogation du délai et avis au requérant	X	X
11(2)	To require payment of additional fees / Exiger le versement d'un montant supplémentaire	X	X
11(3)	To require payment for machine readable record / Exiger le versement pour des documents issus d'un document informatisé	X	X
11(4)	To require payment of a deposit / Exiger le versement d'un acompte	X	X
11(5)	To give notice / Aviser	X	X
11(6)	To waive the requirement to pay a fee / Dispenser le versement de frais	X	X
12(2)	To determine whether a record should be translated / Communication d'un document dans la langue officielle choisie	X	X
12(3)	To determine whether a record should be provided in an alternative format / Communication d'un document sur un support de substitution	X	X
13	To refuse to disclose a record referred to in that section / Refuser la communication de documents contenant des renseignements visés par cet article	X	
14	To refuse to disclose a record referred to in that section / Refuser la communication de documents contenant des renseignements visés par cet article	X	
15	To refuse to disclose a record referred to in that section / Refuser la communication de documents contenant des renseignements visés par cet article	X	
16	To refuse to disclose a record referred to in that section / Refuser la communication de documents contenant des renseignements visés par cet article	X	
17	To refuse to disclose a record referred to in that section / Refuser la communication de documents contenant des renseignements visés par cet article	X	
18	To refuse to disclose a record referred to in that section / Refuser la communication de documents contenant des renseignements visés par cet article	X	
19	To refuse to disclose a record referred to in that section / Refuser la communication de documents contenant des renseignements visés par cet article	X	
20(1)	To refuse to disclose a record referred to in that subsection / Refuser la communication de documents contenant des renseignements visés par ce paragraphe	X	
20(2)	To disclose part of a record referred to in that subsection / Communication partielle de documents contenant des renseignements visés par ce paragraphe	X	
20(5)	To disclose, with the consent of third party, a record referred to in subsection 20(1) / Communication de documents visés par le paragraphe 20(1), avec le consentement du tiers	X	X
20(6)	To disclose, in the public interest, a record referred to in paragraphs 20(1)(b),(c) or (d) / Communication, dans l'intérêt public, de documents visés par les paragraphes 20(1)(b), (c) ou (d)	X	
21(1)	To refuse to disclose a record referred to in that subsection / Refuser la communication de documents visés par ce paragraphe	X	
22	To refuse to disclose a record referred to in that section / Refuser la communication de documents visés par cet article	X	



ANNEX A

23	To refuse to disclose a record referred to in that section / Refuser la communication de documents visés par cet article	X	
24	To refuse to disclose a record referred to in that section / Refuser la communication de documents visés par cet article	X	
25	To disclose any part of the record that does not contain information referred to by an exemption / Communication des parties de documents dépourvus de renseignements visés par une exception	X	
26	To refuse to disclose a record referred to in that section / Refuser la communication de documents visés par cet article	X	
27(1)	To give to third party notice of intent to disclose / Avis aux tiers de l'intention de donner communication	X	X
27(4)	To extend time limit set out in 27(1) / Prorogation de délai visé au paragraphe 27(1)	X	X
28(1)	To decide on disclosure after third party representation and to give notice of decision to third party / Décision quant à la communication de documents, après la présentation des observations du tiers, et donner avis de la décision au tiers	X	X
28(2)	To waive requirement for <u>written</u> representations / Dispenser de l'obligation de faire des observations écrites	X	X
28(4)	To give access unless review of decision is requested / Communication du document, sauf si un recours en révision a été exercé	X	
29(1)	To give notice to applicant and to third party of decision to disclose the record where the Information Commissioner recommends disclosure / Avis au requérant et au tiers de la décision de communiquer les renseignements suite aux recommandations du Commissaire à l'information	X	
33	To advise the Information Commissioner of any third party who received notification or, if the document would have been disclosed, would have received notification / Avis au Commissaire à l'information du nom des tiers à qui il a donné l'avis prévu au paragraphe 27(1) ou à qui il l'aurait donné s'il avait eu l'intention de donner communication du document	X	X
35(2)(b)	To make representations to the Information Commissioner / Droit de présenter des observations au Commissaire à l'information	X	X
37(4)	To give notice to the Information Commissioner that access to a record will be given / Avis au Commissaire à l'information qu'il donnera communication d'un document	X	X
43(1)	To give notice to a third party of application for Court review / Avis au tiers du recours en révision	X	X
44(2)	To give notice to applicant that third party has applied for Court review / Avis au requérant du recours en révision par le tiers	X	X
52(2)	To request hearing in the National Capital Region / Demande d'audition dans la région de la capitale nationale	X	
52(3)	To request opportunity to make representations <i>ex parte</i> / Demande de présentation d'arguments en l'absence d'une partie	X	
68	To refuse to disclose a record referred to in that section / Refuser la communication de documents visés par cet article	X	X
69	To refuse to disclose a record referred to in that section / Refuser la communication de documents visés par cet article	X	
71(1)	To provide facilities where manuals used by the institution may be inspected by the public / Fournir des installations au public où la consultation de manuels sur les activités de l'institution est possible	X	X
71(2)	To exclude information from manuals referred to in subsection 71(1) / Exclusion des renseignements protégés dans les manuels visés au paragraphe 71(1)	X	X
72(1)	To prepare annual report for submission to Parliament / Préparation du rapport annuel pour soumission au Parlement	X	X



ANNEX A

77	To carry out responsibilities conferred on the Head of the institution by regulations made under section 77 which are not included above / Accomplir les attributions visés par règlement, sous cette section, conférés au responsable de l'institution fédérale, qui ne sont pas spécifiés dans la présente délégation	X	
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ANNEX B



Government of Canada Gouvernement du Canada

Statistical Report on the *Access to Information Act*

Name of institution: Canadian Air Transport Security Authority

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	11
Outstanding from previous reporting period	4
Total	15
Closed during reporting period	11
Carried over to next reporting period	4

1.2 Sources of requests

Source	Number of Requests
Media	6
Academia	0
Business (private sector)	0
Organization	0
Public	5
Decline to Identify	0
Total	11

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	
40	0	0	0	0	0	0	40

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	1	0	0	0	0	0	0	1
Disclosed in part	0	0	1	1	3	0	0	5
All exempted	1	0	0	0	0	0	0	1
All excluded	0	0	0	0	0	0	0	0
No records exist	3	0	0	0	0	0	0	3
Request transferred	1	0	0	0	0	0	0	1
Request abandoned	0	0	0	0	0	0	0	0
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	6	0	1	1	3	0	0	11

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)	4	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)	0
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)	2	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)	5	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)	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)	0	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)	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
1	5	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
1467	1111	7

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	1	2	0	0	0	0	0	0	0	0
Disclosed in part	1	26	3	596	1	487	0	0	0	0
All exempted	1	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	3	28	3	596	1	487	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	1	0	0	0	1
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	1	0	0	0	1

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	8
Percentage of requests closed within legislated timelines (%)	72.7

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
3	3	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	1	1
31 to 60 days	0	1	1
61 to 120 days	0	1	1
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	3	3

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	4	0	1	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	4	0	1	0

4.2 Length of extensions

	9(1)(a)	9(1)(b) Consultation	9(1)(c)
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Length of Extensions	Interference With Operations	Section 69	Other	Third-Party Notice
30 days or less	2	0	0	0
31 to 60 days	0	0	0	0
61 to 120 days	2	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	4	0	1	0

Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Requests	Amount	Requests	Amount
Application	8	\$40	3	\$15
Other fees	0	\$0	0	\$0
Total	8	\$40	3	\$15

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	7	41	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	7	41	0	0
Closed during the reporting period	7	41	0	0
Carried over to next reporting period	0	0	0	0

6.2 Recommendations and completion time for consultations received from other Government of Canada institutions

	Number of Days Required to Complete Consultation Requests

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	3	1	0	0	0	0	0	4
Disclose in part	0	3	0	0	0	0	0	3
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	3	4	0	0	0	0	0	7

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
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 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
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	0	0	1	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		\$120,000
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$120,000

10.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1.20
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	1.20

Note: Enter values to two decimal places.