Department of Justice Canada | Ministère de la Justice Canada

ANNUAL REPORT TO PARLIAMENT
2011-2012

Access to Information Act
Department of Justice Canada

Canada

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INTRODUCTION

The *Access to Information Act* (ATIA) was proclaimed into force on July 1, 1983.

The Act gives Canadian citizens, permanent residents and any person and corporation present in Canada a right of access to information contained within government records, subject to specific and limited exceptions.

Section 72 of the ATIA requires that the head of every government institution prepare for submission to Parliament an annual report on the administration of the ATIA within the institution during each financial year.

This twenty-ninth (29th) Annual Report on the administration of the ATIA within the Department of Justice is intended to describe how the Department administered its responsibilities for the fiscal year 2011-2012.

The organizational chart of the Access to Information and Privacy (ATIP) Office may be found in Appendix A.

PART I

GENERAL INFORMATION

DEPARTMENT OF JUSTICE

To better understand the context within which the ATIA is administered, this section provides background information about the Department.

The Department of Justice has a dual mandate. This mandate stems from the dual role of the Minister of Justice, who is also the Attorney General of Canada.

In support of the Minister of Justice, the Department is responsible for providing policy and program advice as well as direction through the development of the legal content of bills, regulations and guidelines. In support of the Attorney General, the Department is responsible for litigating civil cases by or on behalf of the Federal Crown and for providing legal advice to federal law enforcement agencies and other government departments.

ACCESS TO INFORMATION ACTIVITIES

The ATIP Coordinator is accountable for the development, coordination and implementation of effective policies, guidelines, systems and procedures in order to enable efficient processing of requests under the ATIA. The Coordinator is also responsible for related policies, systems and procedures stemming from the ATIA.

The activities of the ATIP Office include:

- processing requests under the ATIA;
- acting as spokesperson for the Department in dealings with the Treasury Board Secretariat, the Information Commissioner and other government departments and agencies regarding the application of the ATIA;
- responding to consultation requests submitted by other federal institutions on Department of Justice documents located in their files and on records that may be subject to solicitor-client privilege;
- coordinating, reviewing and approving new entries and modifications to *Info Source*, an annual Government of Canada publication about its organization and information holdings;
- preparing the Annual Report to Parliament and other statutory reports, as well as other materials that may be required by central agencies;
- developing policies, procedures and guidelines for the orderly implementation of the ATIA by the Department;
- promoting awareness of the ATIA to ensure departmental respect of the obligations imposed on the Government; and
- monitoring departmental compliance with the ATIA, its regulations, and relevant procedures and policies.

ORGANIZATION FOR THE IMPLEMENTATION OF ACCESS TO INFORMATION ACTIVITIES

The ATIP Coordinator has full authority delegated by the Minister for the administration of the Act, and is also referred to as Director. (Refer to page 24 for a copy of the delegation order.)

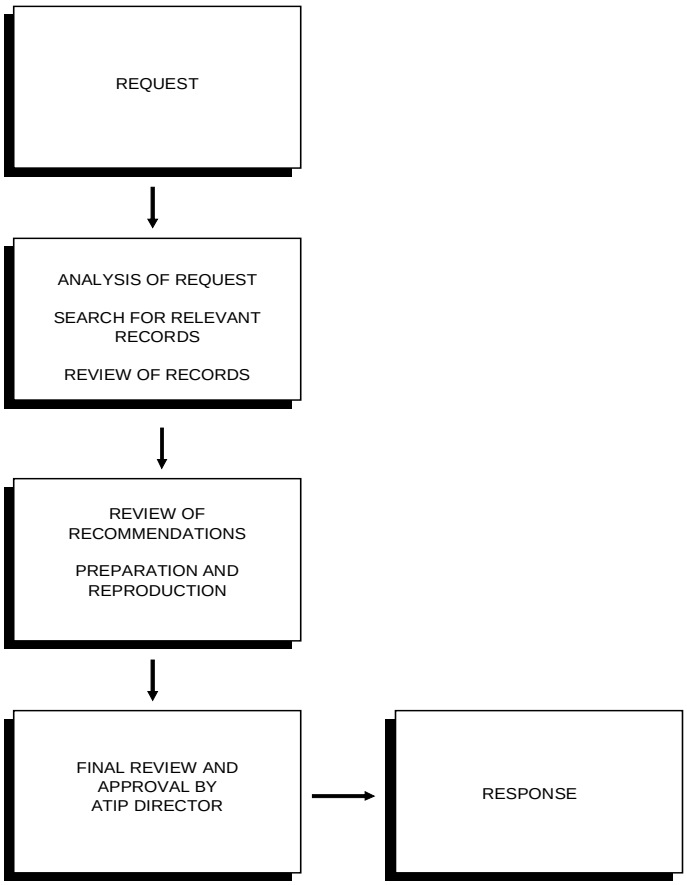
Within the ATIP Office, in proportion with the administration of the ATIA, twenty-four (24) employees were dedicated on a full-time basis to the administration of the ATIA and related functions.

Officials of the Department were directly involved in the application of the ATIA by making recommendations concerning the disclosure of records and by ensuring compliance with the provisions of the Act.

The stages for processing requests are set out in a chart found on the next page.

The Reading Rooms at Headquarters and those located in the Regional Offices across Canada make available to the public the most recent published version of *Info Source*, as well as departmental publications and manuals. Many of these publications can be found on the Department of Justice and the Treasury Board Secretariat's websites.

PROCESSING CHART



ADMINISTRATIVE ISSUES

Salary and Administrative Expenditures

A total of twenty-four (24) person-years were utilized in the administration of the ATIA. The salary expenditures amounted to $1,671,756.00.

The administrative expenditures amounted to $143,385.00.

The statistical report outlining administrative and salary expenditures is included on page 23.

Accomplishments

The Department of Justice continues to strive to provide leadership and improve its performance in order to maintain the highest standards of service. For the fiscal year 2011-2012, the ATIP Office has:

- posted the 2010-2011 Annual Reports to Parliament as well as the summaries of completed requests to the Department's Internet website in order to improve communications with the requesters and increase transparency, in accordance with the ten (10) principles of practice outlined on its Internet website as well as with TBS directives and policies;

- revised its organizational structure by creating a Policy Centre and an Intake Unit in order to improve its performance and maintain a high standard of service;

- drafted an Administrative Procedures Manual for its employees outlining procedures to be followed in the case management system when processing an ATIA request in order to ensure consistency within the Office;

- continued to update its internal procedures in order to process ATIA requests more efficiently as well as to formalize best practices and ensure consistency within the Office;

- revised its services standards set out in Memoranda of Understanding with several client institutions and has continued to abide by them;

- continued to share its best practices with other government institutions; and

- continued to reduce paper consumption by printing double-sided as well as providing release packages electronically to requesters when appropriate.

Education and Training

ATIP officers regularly provide advice and informal training on the application of ATIP legislation to Departmental employees who must review relevant records requested under the ATIA.

Formal awareness information sessions are also provided to program areas within the Department. Particular emphasis is given to those aspects of the Act that are directly related to the employees' areas of responsibility. This year, these sessions were provided to the following groups, for a total of two hundred and nineteen (219) employees:

- Aboriginal Affairs Portfolio (17 employees)
- Admin Continuous Learning (39 employees)
- Assistant Deputy Minister's Office, Management Sector (5 employees)
- British Columbia Regional Office (23 employees)
- Contracting and Materiel Management (24 employees)
- Human Resources, Operations (34 employees)
- Legislative Services (23 employees)
- Office of Integrity and Conflict Management in the Workplace (4 employees)
- Policy Sector (18 employees)
- Regional Security Officers (9 employees)

In addition, formal training was also offered through the Department of Justice's Learning Program, for an additional seventy-four (74) employees:

- The Fundamentals of ATIP (50 employees)
- What Justice Employees Need to Know About the Law (ATIP component) (24 employees)

ATIP training is also part of the recommended courses under the values and ethic component of the Department's Roadmap for new managers. An e-orientation deck is also posted on the Department's Intranet site for employees to consult.

Moreover, ATIP employees regularly participate in collective awareness sessions with the ATIP Counsel to review recent jurisprudence and case law related to ATIA. The ATIP Counsel participates in monthly ATIP Practice Group meetings during which information is exchanged and viable solutions are proposed. The Practice Group is open to all departmental counsel, including those from Legal Services Units, and its mandate is to discuss questions such as the right of access to information or privacy issues.

In addition to mentorship and partnership relationships, workshops and presentations are also regularly provided within the ATIP Office on various topics concerning the application of the Act and related policy and procedures. This allows ATIP employees to benefit from each other's respective levels of experience and knowledge.

Finally, ATIP employees participate in training sessions, conferences and seminars organized by the Treasury Board Secretariat or by the Canadian Access and Privacy Association (CAPA) on matters relating to both access and privacy. These exchanges update employees in the development of ATIP and upcoming trends in this area.

PART II

REPORT ON THE *ACCESS TO INFORMATION ACT*

REQUESTS UNDER THE *ACCESS TO INFORMATION ACT*

I. Statistical Report

The annual statistical report for fiscal year 2011-2012 is included at the end of this chapter.

II. Interpretation of the Statistical Report

1. Informal Requests

The policy of the ATIP Office is to process requests on an informal basis when records have already been released in response to previous ATIA requests or where the documents have already been released informally elsewhere by the Department.

Fifty-eight (58) informal requests were received during the period under review. In addition to these, two (2) formal requests were treated informally with the consent of the applicant, bringing the total number of informal requests processed to sixty (60).

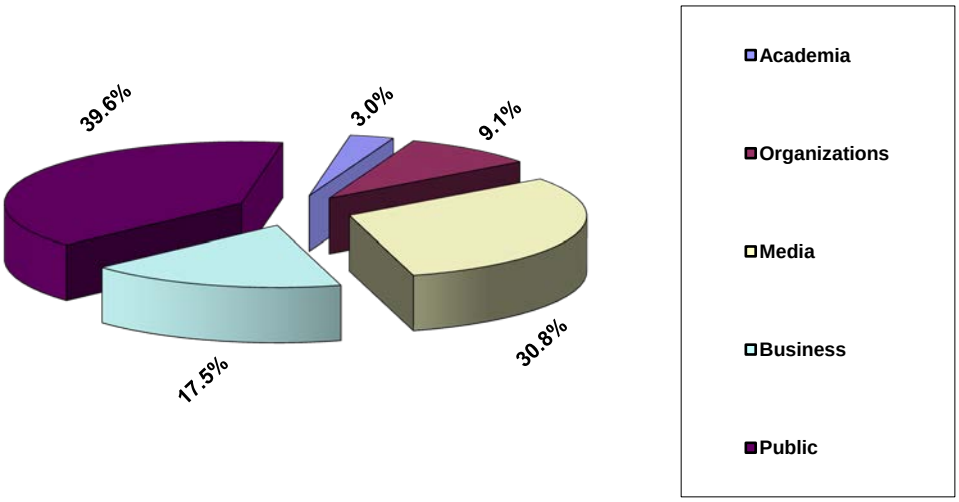
2. Formal Requests Processed

Three hundred and thirty-one (331) requests were received during the period under review. In addition, fifty-five (55) requests were outstanding from previous years, for a total of three hundred and eighty-six (386).

3. Sources of Formal Requests Received

The public was the largest group of requesters, followed by the media and business. The following table provides a comparison with the previous years:

	2011-2012	2010-2011	2009-2010
Academia	3.0%	0.6%	1.5%
Organizations	9.1%	11.7%	6.2%
Media	30.8%	21.9%	21.9%
Business	17.5%	23.7%	22.2%
Public	39.6%	42.2%	48.2%
	100%	100%	100%



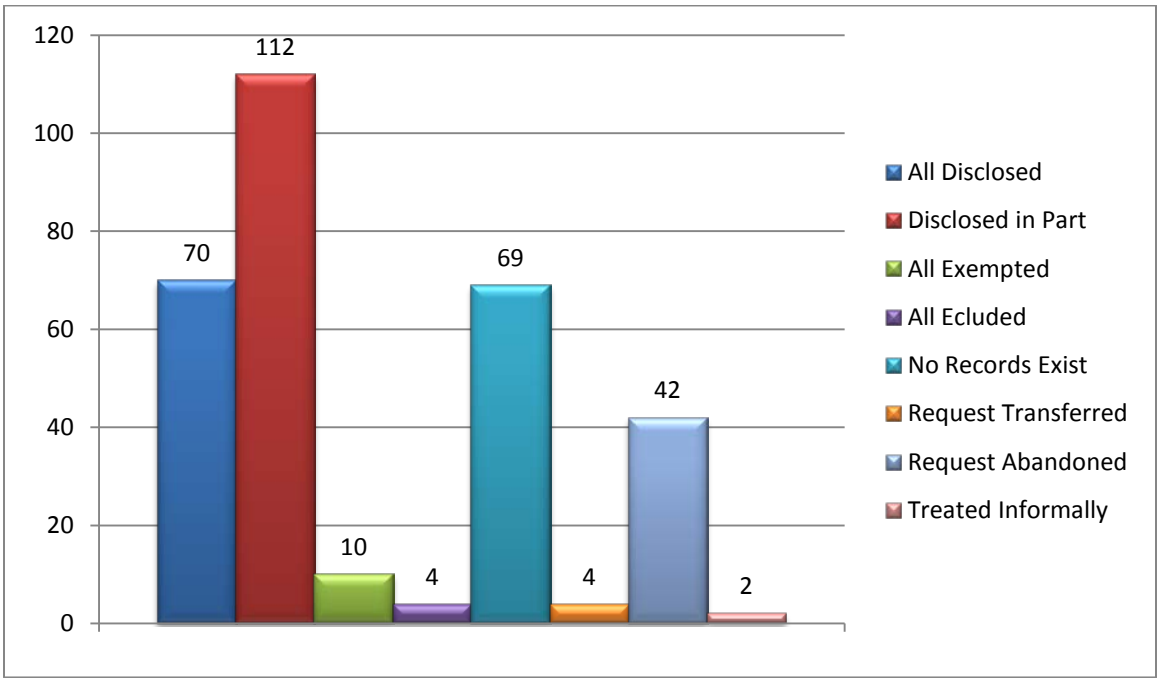
4. Formal Requests Completed

Three hundred and thirteen (313) access requests were completed during the 2011-2012 fiscal year. Seventy-three (73) requests were carried forward to be completed in fiscal year 2012-2013.

5. Disposition of Formal Requests Completed

The three hundred and thirteen (313) completed ATIA requests were released in the following manner:

	Number of Requests	Percentage
All Disclosed	70	22.4%
Disclosed in Part	112	35.8%
All Exempted	10	3.2%
All Excluded	4	1.3%
No Records Exist	69	22.0%
Request Transferred	4	1.3%
Request Abandoned	42	13.4%
Treated Informally	2	0.6%
	313	100 %



a) No Records Exist

Sixty-nine (69) requests could not be processed as no relevant records existed under the control of the Department of Justice.

b) Abandoned

Forty-two (42) requests were abandoned. In the majority of cases, the applicants did not pursue the requests, either by withdrawing them or by not providing the clarification requested.

c) Transferred

Four (4) requests were transferred to other government institutions that possessed a greater interest in the subject matter of the request.

d) Treated Informally

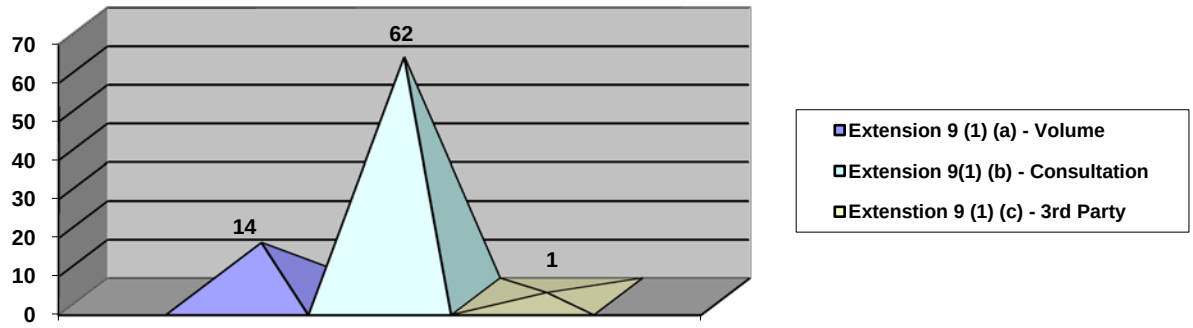
Furthermore, two (2) formal requests were processed informally with the consent of the requester.

6. Extensions

Seventy-seven (77) requests had their time limit extended as follows:

Number of Days	Number of Requests
30 Days or Less	15
31 to 60 Days	24
61 to 120 Days	8
121 to 180 Days	27
181 to 365 Days	2
365 Days or More	1
	77

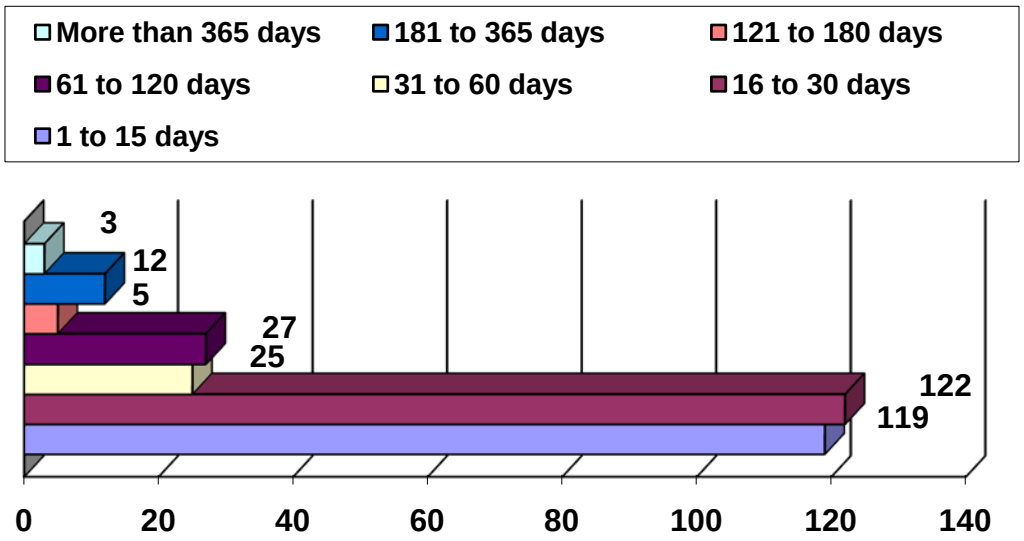
Of the seventy-seven (77) extended requests, fourteen (14) included extensions under paragraph 9(1) (a) [large number of records or search through a large number of records], sixty-two (62) under paragraph 9(1) (b) [consultations with other institutions] and one (1) under paragraph 9(1) (c) [consultations with third parties].



7. Completion Time

The time required to process the requests is summarized below:

	Number of Requests	Percentage
1 to 15 Days	119	38.0%
16 to 30 Days	122	39.0%
31 to 60 Days	25	8.0%
61 to 120 Days	27	8.6%
120 to 180 Days	5	1.6%
181 to 365 Days	12	3.8%
More than 365 Days	3	1.0%
	313	100%



8. Method of Access

Access to the relevant documents was given, in whole or in part, in response to one hundred and eighty-two (182) requests. Copies were provided in all cases on either CD-ROM or in paper form.

9. Fee Waivers

The policy of the Department of Justice is to waive the reproduction fees under 200 sheets (double-sided = 400 actual pages in total). However, when more than 200 sheets are released, fees are calculated for the total number of sheets. For extensive or complex requests, search and preparation fees are charged as determined on a case-by-case basis. The Department of Justice offers the applicants the possibility of receiving the release package on CD-ROM at no charge, an option which tends to be more widely accepted.

During the reporting period, the Department of Justice waived a total of $5,177.80 in reproduction fees.

III. Consultations by Other Federal Institutions or Departments

One thousand three hundred and forty (1340) ATIA consultations were received during the period under review. In addition, one hundred and twenty-one (121) ATIA consultations were outstanding from previous years, for a total of one thousand four hundred and sixty-one (1461). Of those 1461, one thousand two hundred and ninety-five (1295) ATIA consultations were completed during the 2011-2012 fiscal year, and the remaining one hundred and sixty-six (166) were carried forward to be completed in fiscal year 2012-2013.

Memoranda of Understanding, created in 2008, strengthen our commitment towards better service delivery with the institutions that consult the Department of Justice.

IV. Complaints and Investigations

The complaint findings are defined as follows:

- Well founded: The Office of the Information Commissioner (OIC) found evidence of the complainant's rights being denied under the ATIA.

- Not well founded: As a result of the investigation, the OIC found that the institution applied the ATIA correctly.

- Discontinued: The complaint was withdrawn or abandoned by the complainant before allegations were fully investigated.

- Settled: The complaint was settled to the satisfaction of all parties without the need for the OIC to make a finding.

The following table summarizes the reasons for the complaints received in or carried over into the 2011-2012 fiscal year as well as the results of the investigations that were completed during this time:

	2011-2012	Closed During Reporting Period				Ongoing
Reason for Complaint	Received	Discontinued	Not Well Founded	Settled	Well Founded	
Delay	4	0	2	0	1	2
Extension	4	1	5	1	0	0
Fees	0	0	1	1	0	1
Language	0	0	0	0	0	0
Miscellaneous	2	0	1	0	1	2
Publications	0	0	0	0	0	0
Refusal – s. 69	4	0	3	1	1	3
Refusal – Exemption	20	2	0	1	4	30
Refusal – General	3	1	1	1	0	6
Subtotal		4	13	5	7	
Total	37	29				44

1. Complaints filed

Thirty-seven (37) complaints were filed with the OIC during the reporting period.

2. Completed Investigations

Twenty-nine (29) investigations were completed, including some of which had been carried forward from previous years. Out of the twenty-nine (29), five (5) complaints were resolved to the satisfaction of the OIC, and seven (7) were well-founded. Furthermore, thirteen (13) complaints were not well founded and four (4) were discontinued.

3. Ongoing Investigations

At the end of the fiscal year, forty-four (44) complaints were still under investigation by the OIC.

4. Review by the Federal Court of Canada

One (1) new application was filed before the Federal Court pursuant to section 41 of the ATIA during this fiscal year.

5. Review by the Federal Court of Appeal

One (1) new application was filed before the Federal Court of Appeal during this fiscal year.

ACCESS TO INFORMATION ACT

ANNUAL STATISTICAL REPORT

APRIL 1, 2011 TO MARCH 31, 2012

STATISTICAL REPORT ON THE *ACCESS TO INFORMATION ACT*

Name of Institution: **Department of Justice Canada**

Reporting Period: **01-04-2011** to **31-03-2012**

PART 1 - Requests under the *Access to Information Act*

1.1 Number of Requests

	Number of Requests
Received during reporting period	331
Outstanding from pervious reporting period	55
Total	386
Closed during reporting period	313
Carried over to next reporting period	73

1.2 Sources of Request

Source	**Number of Requests**
Media	102
Academia	10
Business (Private Sector)	58
Organization	30
Public	131
Total	331

PART 2 - Requests closed during the reporting period

2.1 Disposition and completion time

Disposition of 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**
All disclosed	26	38	4	2	0	0	0	70
Disclosed in part	9	46	17	22	5	10	3	112
All exempted	2	5	2	1	0	0	0	10
All excluded	0	1	0	1	0	2	0	4
No records exist	44	24	0	1	0	0	0	69
Request transferred	4	0	0	0	0	0	0	4
Request abandoned	32	8	2	0	0	0	0	42
Treated informally	2	0	0	0	0	0	0	2
Total	119	122	25	27	5	12	3	313

2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	5	16(2)(a)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(b)	0	18(b)	7	20.2	0
13(1)(c)	13	16(2)(c)	1	18(c)	0	20.4	0
13(1)(d)	2	16(3)	0	18(d)	0	21(1)(a)	50
13(1)(e)	1	16.1(1)(a)	0	18.1(1)(a)	0	21(1)(b)	27
14(a)	9	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	5
14(b)	2	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	2
15(1)-I.A.*	15	16.1(1)(d)	0	18.1(1)(d)	0	22	0
15(1)-Def.*	15	16.2(1)	0	19(1)	86	22.1(1)	0
15(1)-S.A.*	0	16.3	0	20(1)(a)	1	23	67
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(b)	3	24(1)	0
16(1)(a)(ii)	1	16.4(1)(b)	0	20(1)(b.1)	0	26	4
16(1)(a)(iii)	0	16.5	0	20(1)(c)	11		
16(1)(b)	3	17	4	20(1)(d)	0		
16(1)(c)	2						
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)(a)	3	69(1)(g) re (a)	6
68(b)	0	69(1)(b)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(c)	0	69(1)(g) re (c)	10
68.1	0	69(1)(d)	1	69(1)(g) re (d)	1
68.2(a)	0	69(1)(e)	11	69(1)(g) re (e)	6
68.2(b)	0	69(1)(f)	0	69(1)(g) re (f)	1
				69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	65	5	0
Disclosed in part	82	30	0
Total	147	35	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	3410	3288	70
Disclosed in part	66001	26689	112
All exempted	1082	0	10
All excluded	2806	0	4
Request Abandoned	341	0	42

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	62	1230	7	1073	1	985	0	0	0	0
Disclosed in part	49	1120	40	6851	12	3966	8	9825	3	4927
All exempted	9	0	0	0	1	0	0	0	0	0
All excluded	2	0	1	0	0	0	1	0	0	0
Abandoned	40	0	2	0	0	0	0	0	0	0
Total	162	2350	50	7924	14	4951	9	9825	3	4927

2.5.3 Other complexities

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	5	1	1	32	39
Disclosed in part	58	12	6	58	134
All exempted	3	0	1	8	12
All excluded	3	0	0	3	6
Abandoned	1	6	0	12	19
Total	70	19	8	113	229

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
14	6	3	0	5

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	4	4	8
16 to 30 days	3	0	3
31 to 60 days	1	0	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	1	1
Total	8	6	14

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	1	4	0
Disclosed in part	12	19	30	1
All exempted	0	0	2	0
All excluded	0	3	0	0
No records exist	1	0	1	0
Request abandoned	1	0	2	0
Total	14	23	39	1

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	4	0	11	0
31 to 60 days	3	1	19	1
61 to 120 days	3	1	4	0
121 to 180 days	1	21	5	0
181 to 365 days	2	0	0	0
365 days or more	1	0	0	0
Total	14	23	39	1

PART 4 - Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	282	$ 1410.00	31	$ 155.00
Search	7	$ 2933.60	4	$ 2710.00
Production	0	$ 0.00	0	$ 0.00
Programming	0	0.00	0	0.00
Preparation	0	$ 0.00	0	$ 0.00
Alternative format	0	$ 0.00	0	$ 0.00
Reproduction	1	$ 5.00	137	$ 2312.80
Total	290	$ 4348.60	172	$ 5177.80

PART 5 - Consultations received from other institutions and organizations

5.1 Consultations received from other government institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during the reporting period	1340	68527	2	28
Outstanding from the previous reporting period	121	13688	0	0
Total	1461	82215	2	28
Closed during the reporting period	1295	61305	2	28
Pending at the end of the reporting period	166	20910	0	0

5.2 Recommendations and completion time for consultations received from other government institutions

	Number of days required to complete consultation requests							
Recommendations	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
Disclose entirely	93	93	44	4	0	0	0	234
Disclose in part	255	328	274	91	14	3	1	966
Exempt entirely	18	15	9	0	0	0	0	42
Exclude entirely	1	1	0	0	0	0	0	2
Consult other institution	0	0	0	0	0	0	0	0
Other	31	13	6	0	0	1	0	51
Total	398	450	333	95	14	4	1	1295

5.3 Recommendations and completion time for consultations received from other organizations

	Number of days required to complete consultation requests							
Recommendations	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
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	2	0	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	0	2	0	0	0	0	0	2

PART 6 - Completion time of consultations on Cabinet confidences

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	4	0
16 to 30	8	1
31 to 60	7	1
61 to 120	5	1
121 to 180	3	2
181 to 365	3	3
More than 365	3	3
Total	33	11

Part 7 -Resources related to the Access to Information Act

7.1 Costs

Expenditures		Amount
Salaries		$ 1663303.00
Overtime		$ 8453.00
Goods and Services		$ 143385.00
• Professional services contracts	$ 0.00	
• Other	$ 143385.00	
Total		$ 1815141.00

7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	22.555	0	22.555
Part-time and casual employees	1.492	0	1.492
Regional staff	0	0	0
Consultants and agency personnel	0	0	0
Students	0	0	0
Total	24.047	0	24.047

PART III

DELEGATION ORDER

Access to Information and Privacy Act Delegation Order

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

The Minister of Justice of Canada, pursuant to section 73 of the *Access to Information Act* and the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers and functions of the Minister as the head of a government institution, under the section of the Act set out in the schedule opposite each position. This designation replaces the attached designation.

En vertu de l'article 73 de la *Loi sur l'accès à l'information* et la *Loi sur la protection des renseignements personnels*, le ministre de la Justice du Canada délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont il est, en qualité de responsable d'une institution fédérale, investi par les articles de la Loi mentionnés en regard de chaque poste. Le présent document remplace et annule le document ci-joint.

Schedule/Annexe

Position/Poste	*Privacy Act* and Regulations/Loi sur la protection des renseignements personnels et règlements	*Access to Information Act* and Regulations/Loi sur l'accès à l'information et règlements
The Director, Access to Information and Privacy Office/Le directeur, Bureau de l'accès à l'information et de la protection des renseignements personnels	Full authority/Autorité absolue	Full authority/Autorité absolue
The Assistant Director and the Legal Counsel, Access to Information and Privacy Office/Le directeur adjoint et le Conseiller juridique, Bureau de l'accès à l'information et de la protection des renseignements personnels	15, and the mandatory provisions of 26 for all records/15 et les dispositions obligatoires de l'article 26 pour tous les dossiers	8(1), 9, 11(2) to (6) inclusive, and the mandatory provisions of 19(1) for all records/8(1), 9, 11(2) à (6) inclusivement et les dispositions obligatoires de l'article 19(1) pour tous les dossiers
The Senior Access to Information and Privacy Advisors/Les conseillers principaux en accès à l'information et protection des renseignements personnels	15 for all records/15 pour tous les dossiers	8(1) and 9 for all records/8(1) et 9 pour tous les dossiers

Dated, at the City of Ottawa, this 9th day of May, 2006

Daté, en la ville d'Ottawa, ce jour de 2006

MINISTRE DE LA JUSTICE
L'HONORABLE VIC TOEWS

THE HONOURABLE VIC TOEWS
MINISTER OF JUSTICE

ANNEXE DE L'ORDONNANCE DE DÉLÉGATION DE POUVOIRS

DÉLÉGATION DE POUVOIRS, DE RESPONSABILITÉS ET DE FONCTIONS EN APPLICATION DE L'ARTICLE 73 DE LA LOI SUR L'ACCÈS À L'INFORMATION

Articles et Pouvoirs, responsabilités ou fonctions	
7(a)	Aviser le demandeur de l'information
8(1)	Transférer la demande à une autre institution ou accepter une demande d'une autre institution
9	Proroger le délai
10	Refus de communication
11(2)(3) 11(4)(5) 11(6)	Demander des frais supplémentaires
12(2)(3)	Version de la communication ou autre forme de communication
13	Les renseignements protégés obtenus à titre confidentiel
14	Renseignements protégés sur les affaires fédérales provinciales
15	Renseignements protégés sur les affaires internationales ou la défense
16	Renseignements protégés sur l'exécution de la loi et les enquêtes

SCHEDULE TO DELEGATION ORDER

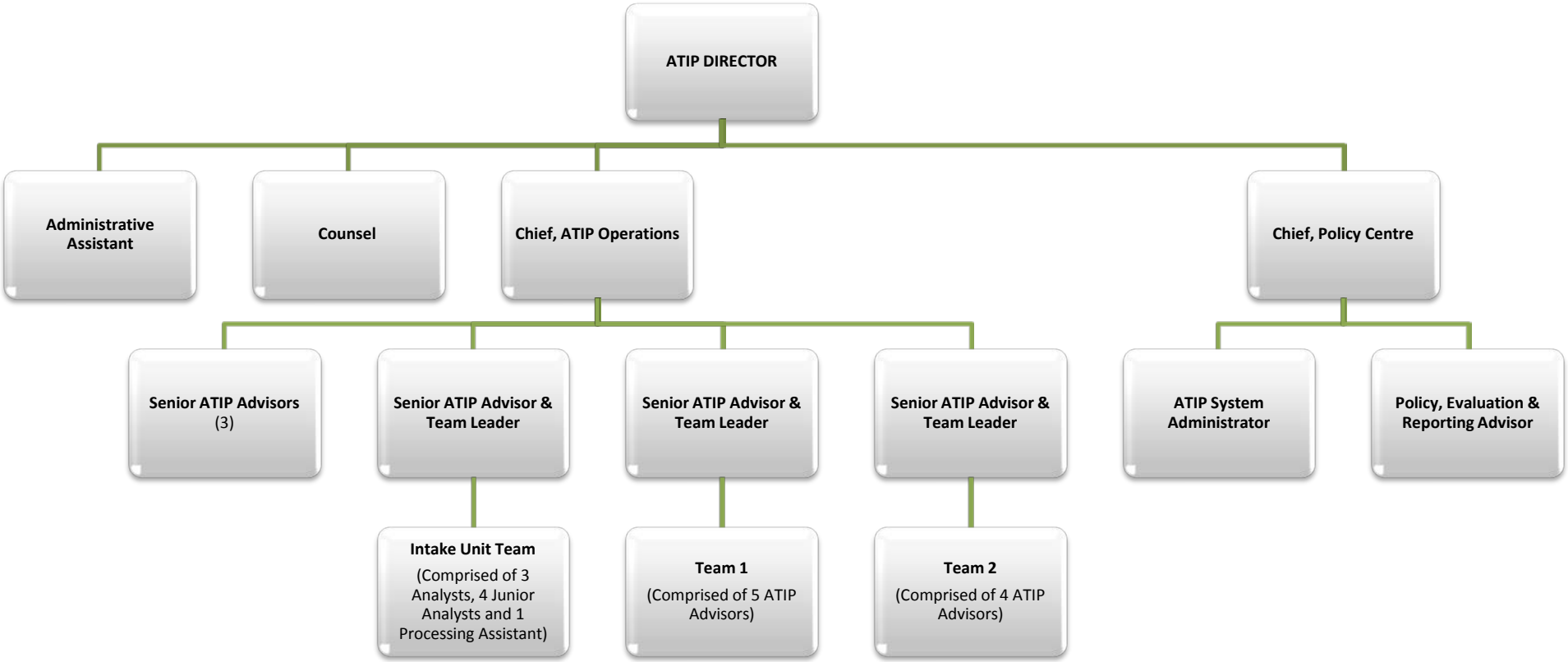
DELEGATION OF POWERS, DUTIES AND FUNCTIONS PURSUANT TO SECTION 73 OF THE ACCESS TO INFORMATION ACT

Sections and Powers, Duties or Functions	
7(a)	Written notice to requestor
8(1)	Transfer request to another institution or accept transfer from another institution
9	Extend time limits
10	Where access is refused
11(2)(3) 11(4)(5) 11 (6)	Charge additional fees
12(2)(3)	Language of access or alternative format of access
13	Exempt information obtained in confidence
14	Exempt information pertaining to federal-provincial affairs
15	Exempt information pertaining to international affairs and/or defence
16	Exempt information pertaining to law enforcement and investigations

17	Renseignements protégés sur la sécurité des individus	17	Exempt information pertaining to the safety of individuals
18	Renseignements protégés sur les intérêts économiques du Canada	18	Exempt information pertaining to the economic interests of Canada
19	Renseignements personnels	19	Exempt personal information
20	Communication ou refus de communication de renseignements de tiers	20	Exempt or disclose third party information
21	Renseignements protégés sur des avis, des décisions prises par le gouvernement, des projets ou des positions envisagées dans le cadre de négociation, etc.	21	Exempt information pertaining to advice, decision-making processes of government plans and positions etc.
22	Renseignements protégés sur certaines opérations comme les essais et les épreuves	22	Exempt information pertaining to testing procedures
23	Renseignements protégés en raison du secret professionnel qui lie un avocat à son client	23	Exempt information pertaining to solicitor-client privilege
24	Renseignements protégés en raison des prescriptions de la loi	24	Exempt information subject to statutory prohibitions
25	Prélèvement de l'information	25	Sever information
26	Refus de communication en cas de publication	26	Exempt information to be published
27(1)(4)	Avis au tiers	27(1)(4)	Third party notification
28(1)(2) 28(4)	Recevoir les observations de tiers; prendre une décision quant à la communication des renseignements ou d'une partie des renseignements; et aviser les tiers de leur droit d'interjeter appel à la Cour fédérale	28(1)(2) 28(4)	Receive third party representations; make a decision as to whether to disclose the record or part thereof; and, notify third party of right to appeal to Federal Court

29(1)	Communiquer les renseignements sur la recommandation du commissaire à l'information	29(1)	Disclose information on recommendation of Information Commissioner
33	Transmettre au Commissaire à l'information le nom du tiers visé par une demande d'accès à l'information	33	Advise the Information Commissioner of any third party involvement
35(2)	Présenter des observations au Commissaire à l'information pendant une enquête	35(2)	Make representations to the Information Commissioner during an investigation
37(4)	Communiquer les renseignements au plaignant	37(4)	Give access to complainant
43(1)	Informer un tiers que le demandeur a présenté un avis de recours en révision	43(1)	Issue a notice to a third party of an application for Court review
44(2)	Informer le demandeur du recours en révision du tiers	44(2)	Issue a notice to an applicant that a third party has applied for Court review
52(2)(3)	Règles spéciales concernant les auditions	52(2)(3)	Request special rules for hearings
69	Exclusion des documents confidentiels du Cabinet	69	Exclude Cabinet Confidences
71	Consultation et exclusion de renseignements des manuels	71	Inspection and exemption of information in manuals
72(1)	Établissement du rapport annuel à présenter au parlement	72(1)	Prepare Annual Report to Parliament
77	S'acquitter des responsabilités dévolues au chef de l'institution par suite de règlement pris en vertu de l'article 77 qui porte sur des aspects dont il n'est pas question ci-dessus	77	Carry out responsibilities conferred on the head of the institution by the regulations made under section 77 which are not included in the above

Appendix A

ORGANIZATIONAL CHART

ACCESS TO INFORMATION AND PRIVACY OFFICE