ANNUAL REPORT TO PARLIAMENT

2013-2014

ACCESS TO INFORMATION ACT

Department of Justice Canada

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TABLE OF CONTENTS

Introduction 3

Part I: General Information 4
- Department of Justice 5
- Access to information Activities 6
- Organization for the Implementation of ATIP Activities 7
- Processing Chart 8
- Administrative Issues 9

Part II: Report on the *Access to Information Act* 13
- Requests under the *Access to Information Act* 14
- Annual Statistical Report 2013-2014 – *Access to Information Act* 21

Part III: Delegation Order 29

Appendix A: Organizational Chart 31

Appendix B: Principles for Assisting Applicants 33

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. The Act complements but does not replace other procedures for obtaining government information. It is not intended to limit in any way the access to government information that is normally available to the public upon request.

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 thirty-first Annual Report on the Administration of the ATIA is prepared in accordance with section 72 of the Act. It is intended to describe how the Department of Justice administered its responsibilities during fiscal year 2013-2014.

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 and direction through the development of the legal content of bills, regulations, and guidelines. In support of the Attorney General of Canada, 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.

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, approving, and publishing new entries and modifications to *Info Source*, an annual Government of Canada resource that describes 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;
- Providing advice regarding the ATIA, as well as promoting awareness, to ensure departmental respect of the obligations imposed on the Government;
- 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, who is also referred to as the ATIP Director, has full authority delegated by the Minister for the administration of the Act. The Delegation Order can be found at page 29 of this report.

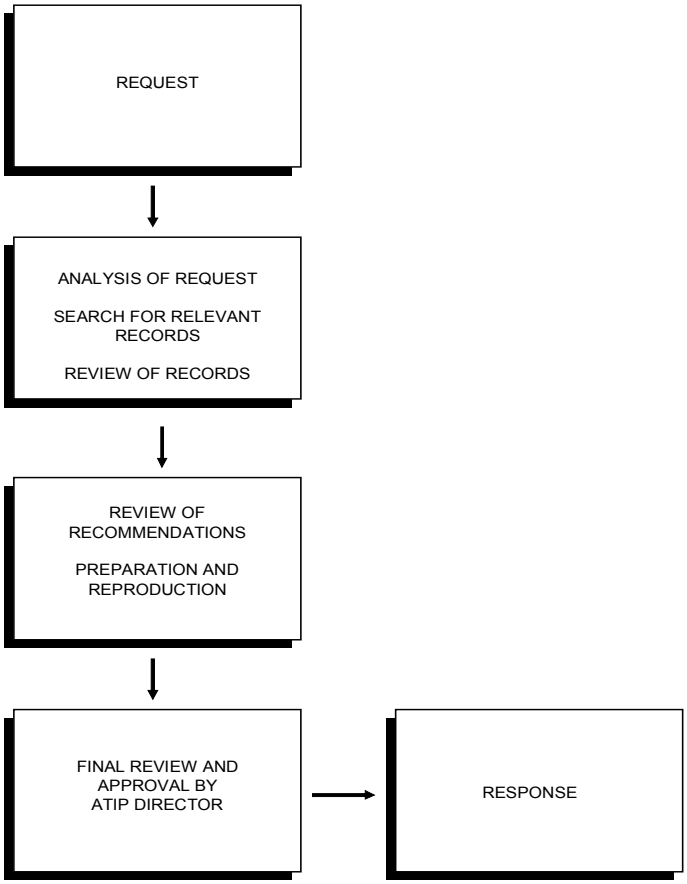
Within the ATIP Office, in proportion to the administration of the ATIA, 22 employees were dedicated on a full-time basis to the administration of the ATIA and related functions.

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 page 8.

The reading rooms at the Department of Justice headquarters and those located in the regional offices across Canada make available to the public the most recent published version of the *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 22 person-years were utilized on a full-time basis and one, on a part-time basis, in the administration of the ATIA. The salary expenditures amounted to $1,659,595.56.

The administrative expenditures amounted to $328,528.97 which includes professional services contracts.

These costs do not include resources expended by the Department's program areas to meet the requirements under the Act.

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 fiscal year 2013-2014, the ATIP Office has accomplished the following:

- To better serve Canadians, the Department of Justice has joined the Request and Pay Online pilot service that was launched on April 9, 2013. It is now possible for Canadians to submit requests under the *Access to Information Act* through an online channel. This channel also incorporates the Receiver General Buy Button service, enabling requesters to pay the requisite $5.00 application fee for access to information requests, which avoids the need to mail in a personal cheque with their request. The button also allows for substantial economy on the administrative processing of a physical cheque;

- To ensure that the consultation process remains as efficient as possible, the Department has developed guidelines for the ATIP community that clarify our role in requests that have been received by other federal government institutions pursuant to the *Access to Information Act.* Additionally, we have updated and communicated our service standards to assist the community in estimating the turnaround time for consultations with our Department. The timeframes are reviewed periodically to ensure that they remain current;

- Since the majority of consultations with our Office involve the application of solicitor-client privilege, we have also begun providing training to the ATIP community that focuses on the application of solicitor-client privilege;

- The Department of Justice continues to post its Annual Reports to Parliament as well as the summaries of completed requests to the Department's Internet

website, thereby improving communications with requesters and to promote transparency. This practice is in accordance with the Treasury Board Secretariat's directives and policies as well as with the 10 principles of practice (see Appendix B) outlined on the ATIP Office's website for the public;

- Created clear internal procedures and guidelines on the application of several sections of the Act , including s. 23 [solicitor-client privilege] legal billings, legal advice, litigation privilege, s. 26 [publications within 90 days], extensions, settlement privilege and grants and contributions. In addition, the Policy Portfolio has also amended its Grants and Contributions Application Form to include a caveat informing applicants that, with the exception of personal information, the applications will be released if an ATIP request is received;

- Continued to update its internal procedures in order to process ATIA requests more efficiently and 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 placed on those aspects of the Act that are directly related to the employees' areas of responsibility. This fiscal year, these sessions were provided to the following groups:

- Office of the Federal Ombudsman for Victims of Crime (10 employees);
- Deputy Minister's Office, Communications Branch and the Ministerial Secretariat (12 employees); and
- Youth Justice and Strategic Initiatives Section (8 employees).

The Centre for Information and Privacy Law (CIPL) also offered training on different sections of the Act to the Department of Justice:

- Atlantic Regional Office; Veterans Affairs Canada, Legal Services; and officials (85 employees).
- During the Health Canada Legal Services' Retreat (70 employees); and
- Cabinet Confidences to two officials in the Department's Prairie and the Ontario Regional Offices.

In addition, formal training was offered through the Department of Justice's Learning Program, for an additional 160 employees:

- The Fundamentals of ATIP (55 employees);
- What Justice Employees Need to Know About the Law (ATIP component) (43 employees); and
- Solicitor-Client Privilege Fundamentals (62 employees).

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

Furthermore, a key priority in 2013-2014 was to increase outreach activities for the wider ATIP community. As a complement to updating and communicating our service standards regarding consultations, the ATIP Office, in partnership with the CIPL, began offering a workshop that assists other practitioners in understanding solicitor-client privilege in the federal government context, when and how to apply the relevant exemptions to a record and when to consult the Department for additional input. This training was developed to share expertise for the purpose of increasing consistency within the community as well as to encourage best practices that would assist in making the consultation process between the Department and other institutions more efficient. These bilingual sessions were provided to the following institutions:

- Canada Border Services Agency (two sessions, for a total of 33 employees);
- Transport Canada (35 employees); and
- Fisheries and Oceans Canada (18 employees).

CIPL also provided training on behalf of the Treasury Board Secretariat to the Government of Canada ATIP Practitioners (57 participants).

In July 2013, the responsibility for determining whether information is excluded as a Cabinet Confidence under the Act was transferred from Privy Council Office to the Department of Justice. Accordingly, the Department of Justice, TBS and the Privy Council Office Legal Counsel have provided information sessions on Cabinet Confidences to over 200 employees.

The CIPL, on behalf of TBS, also provided an information session on the same issue to the Government of Canada Practitioners (approximately 30 employees).

To promote awareness, the ATIP Office also held an information kiosk during the international event *Right to Know Week.*

Moreover, ATIP employees regularly participate in collective awareness sessions with the ATIP Counsel to review recent jurisprudence and case law related to the 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 various associations on matters relating to both access and privacy. These exchanges provide updates for 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 2013-2014 is included at the end of this chapter.

II. Interpretation of the Statistical Report

Overview of Requests Pursuant to the *Access to Information Act*

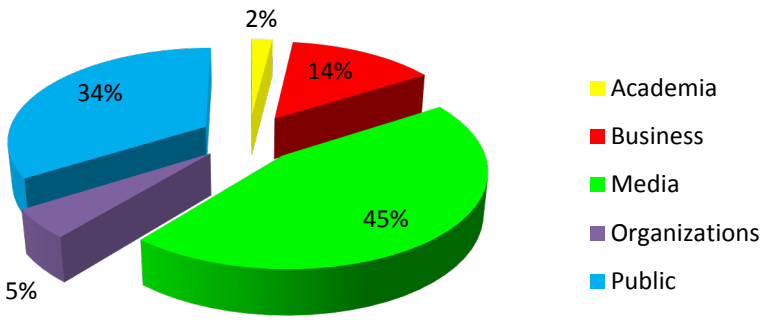
Fiscal Year	# of Requests Received	# of Requests Completed	# of Pages Processed	#of Pages Released
2013-2014	548	528	189,383	46,737
2012-2013	343	323	114,650	34,368
2011-2012	331	313	73,640	29,977

Requests Received Pursuant to the *Access to Information Act*

548 requests were received during the period under review. In addition, 93 requests were carried forward from previous years, for a total of 641 requests. The number of requests received represents an increase of 205 requests from last year's total of 343 requests.

The media was the largest group of requesters. Of the 548 requests received during this reporting period, 245 (45%) requests came from the media, followed by 189 from the public (34%), and 74 from businesses (14%).

Sources



Request Completed Pursuant to the *Access to Information Act*

528 requests were completed during the period under review. 113 requests were carried forward to be completed in fiscal year 2014-2015.

Of 528 requests, 476 (90%) were completed within the allowable time limits.

There was an increase in the number of pages reviewed from those of the previous year (61%). Responding to formal access to information requests involved the review of 189,383 pages, of which 46,737 pages were partially or entirely disclosed.

Disposition of Completed Requests

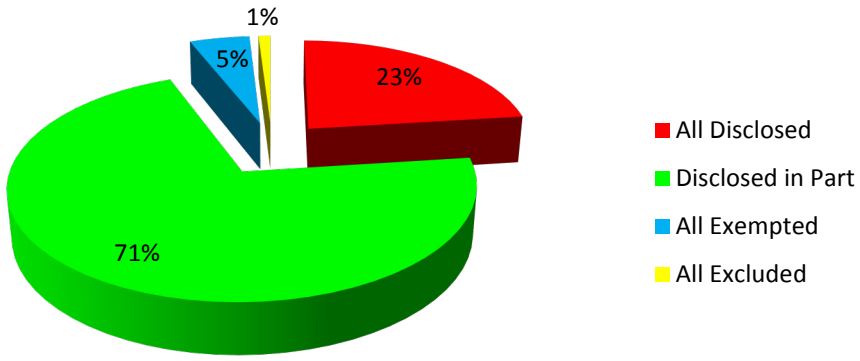
Of the 528 requests completed in Fiscal Year 2013-2014:

- 57 were transferred to other federal institutions that possessed a greater interest in the subject matter of the request;
- No relevant records existed under the control of the Department of Justice for 87 requests;
- 56 requests were abandoned by the applicant. In the majority of cases, the applicant did not pursue the requests, either by withdrawing them or by not providing the clarification that was requested by the ATIP Office;
- 4 were treated informally, with the consent of the applicants.

The remaining 324 requests were released in the following manner:

- 75 were fully disclosed (23%);
- 232 were partially disclosed (71%);
- 15 were exempted in their entirety (5%);
- 2 were excluded in its entirety (1%).

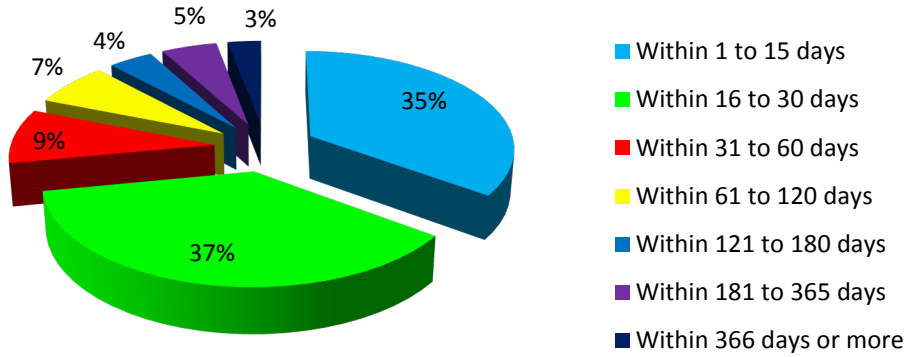
Dispositions



Completion Time and Extensions

Out of the 528 requests completed in 2013-2014, 380 (72%) were processed within 30 days or less.

Processing Timeframes



The ATIP Office routinely monitors the processing time for access to information requests. This routine monitoring is done through various statistical reports (weekly, monthly,

quarterly and yearly) and meetings with ATIP staff to ensure that requests are being processed in a most timely manner. All ATIP staff, portfolio contacts and senior management are made aware of the performance metrics.

In some instances the Department found it necessary to seek extensions to the prescribed time limits due to the large number of records (65 times) and/or to consult with other government institutions (73 times); or third parties (2 times).

Exemptions Invoked

The Department invoked exemptions under the *Access to Information Act* for 247 requests. Section 21 was invoked most often (210 times), which exempts information relating to the internal decision-making processes of government. This is followed by section 19 (164 times), which exempts personal information, and section 23 (153 times), which exempts information relating to solicitor-client privilege. For further details regarding all of the exemptions invoked, please refer to the Statistical Report at the end of this chapter.

Exclusions Cited

Exclusions were invoked a total of 7 times pursuant to section 68 (information available to for purchase by the public) and 75 times pursuant to section 69 (confidences of the Queen's Privy Council for Canada) of the *Access to Information Act*.

Method of Access

A total of 234 requesters wanted copies and 73 requesters chose to receive information on CD-ROM at no extra charge, thereby eliminating the costs for photocopies as well as reducing the ATIP Office's paper footprint.

Fees and Fee Waivers

During the reporting period, $2,435.00 was collected in application fees, and fees were waived in 41 instances ($205.00). Search fees were collected in eight instances for a total of $2,885.00 and were waived or refunded in thirteen other instances ($9,924.00). An additional $5,439.30 was waived in production fees (233 instances).

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 offers the requesters 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 all reproduction fees.

III. Consultations by other Federal Institutions or Departments

Overview of Consultations Requests Received from Other Government Institutions and Organizations

Fiscal Year	# of Requests Received	# of Pages Received	# of Requests Completed	# of Pages Reviewed
2013-2014	919	40,681	1,046	57,145
2012-2013	1,343	71,139	1,293	56,128
2011-2012	1,340	68,527	1,295	61,305

During the period under review, the Department received 919 requests from other government institutions and organizations requesting our recommendations regarding records originating, pertaining to, or of interest to the Department of Justice. In addition, 216 consultations outstanding from previous years were carried over, for a total of 1,135. In total, the Department was asked to review 65,650 pages of information for these consultations.

Of the 1,135 consultations active throughout the reporting period, 1,046 were completed during the 2013-2014 fiscal year and the remaining amount, 89, were carried forward to be completed in Fiscal Year 2014-2015.

IV. Other Types of Requests

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 Department has already informally released documents elsewhere. As a result of the online posting of summaries of completed ATIA requests, there was an increase of informal requests for previously released information.

The ATIP Office processed 206 informal requests, as compared to 144 requests in the previous year. This number does not include the numerous emails or telephone calls from

potential applicants who were responded to informally or were redirected to other institutions.

Advice

The ATIP Office also acted as a resource on several occasions for departmental officials as well as those from other government institutions, offering advice and guidance on the provisions of the legislation as well as related policies. The Office was consulted on the disclosure and collection of information on a wide range of issues.

V. Complaints, Investigations and Federal Court Cases

Complaints Filed

50 complaints were filed with the Office of the Information Commissioner (OIC) during the reporting period. The reasons for the complaints were as follows:

- 4 related to time limits;
- 1 related to the extension;
- 34 concerned the exemption or exclusion of information; and
- 11 concerned the handling of the request.

Completed Investigations

Complaint findings are defined as follows:

- Well founded: The OIC found evidence of the complainant's rights being denied under the *Access to Information Act*;

- Not well founded: As a result of the investigation, the OIC found that the institution applied the *Access to Information Act* correctly;

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

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

A total of 29 investigations were completed during the reporting period, some of which had been carried forward from previous years. Out of these 29, two complaints were resolved to the satisfaction of the OIC, ten were well founded, six were not well founded, and 11 were discontinued by the complainant.

The key issues raised and actions taken

Legal Billings:

Many complaints related to the application of solicitor-client privilege in the context of the *Access to Information Act* request submitted for legal billings costs were addressed with the Information Commissioner. In four recent complaints, the OIC challenged the Department on the application of solicitor-client privilege to legal billings. The Department of Justice maintained its position in three of the four cases.

Information to be published:

The OIC has challenged the Department on its broad interpretation of section 26 of the Act and whether it may be interpreted to include the preparation of records for posting on a website as outlined in its internal guidance document. Although the Department maintains its position, at the request of the OIC, it has amended its internal guidance document to clarify that section 26 is a discretionary exemption.

Grants and Contributions:

As mentioned earlier in this report, further to a complaint, the Department has amended its Grants and Contributions Application Form to include a caveat informing applicants that the information provided to the Department will be entirely disclosed, with the exception of personal information, which will be treated in accordance with the *Privacy Act*.

At the end of the fiscal year, 67 complaints were still under investigation by the OIC.

Review by the Federal Court of Canada

One new application was filed before the Federal Court pursuant to section 41 of the *Access to Information Act* during this fiscal year.

ACCESS TO INFORMATION ACT

ANNUAL STATISTICAL REPORT

April 1, 2013 to March 31, 2014

Government of Canada / Gouvernement du Canada

Statistical Report on the *Access to Information Act*

Name of institution: Department of Justice of Canada

Reporting period: 2013-04-01 to 2014-03-31

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

1.1 Number of Requests

	Number of Requests
Received during reporting period	548
Outstanding from previous reporting period	93
Total	641
Closed during reporting period	528
Carried over to next reporting period	113

1.2 Sources of requests

Source	Number of Requests
Media	245
Academia	12
Business (Private Sector)	74
Organization	28
Public	189
Total	548

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	14	54	6	1	0	0	0	75
Disclosed in part	11	98	38	33	17	22	13	232
All exempted	4	6	0	1	3	1	0	15
All excluded	0	0	1	0	0	1	0	2
No records exist	57	29	0	1	0	0	0	87
Request transferred	57	0	0	0	0	0	0	57
Request abandoned	37	9	3	1	0	1	5	56
Treated informally	4	0	0	0	0	0	0	4
Total	184	196	48	37	20	25	18	528

2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	17	16(2)(a)	0	18(a)	0	20.1	0
13(1)(b)	6	16(2)(b)	0	18(b)	5	20.2	0
13(1)(c)	9	16(2)(c)	1	18(c)	0	20.4	0
13(1)(d)	2	16(3)	0	18(d)	0	21(1)(a)	114
13(1)(e)	2	16.1(1)(a)	0	18.1(1)(a)	0	21(1)(b)	67
14(a)	18	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	7
14(b)	7	16.1(1)(c)	2	18.1(1)(c)	0	21(1)(d)	22
15(1) - I.A.*	1	16.1(1)(d)	0	18.1(1)(d)	0	22	3
15(1) - Def.*	0	16.2(1)	1	19(1)	164	22.1(1)	0
15(1) - S.A.*	0	16.3	0	20(1)(a)	2	23	153
16(1)(a)(i)	1	16.4(1)(a)	0	20(1)(b)	14	24(1)	3
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(b.1)	0	26	4
16(1)(a)(iii)	0	16.5	0	20(1)(c)	16		
16(1)(b)	1	17	0	20(1)(d)	7		
16(1)(c)	6						
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)	7	69(1)(a)	5	69(1)(g) re (a)	16
68(b)	0	69(1)(b)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(c)	2	69(1)(g) re (c)	10
68.1	0	69(1)(d)	6	69(1)(g) re (d)	3
68.2(a)	0	69(1)(e)	18	69(1)(g) re (e)	7
68.2(b)	0	69(1)(f)	2	69(1)(g) re (f)	6
				69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	58	17	0
Disclosed in part	176	56	0
Total	234	73	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	11731	10025	75
Disclosed in part	107167	36712	232
All exempted	21285	0	15
All excluded	7	0	2
Request abandoned	49193	0	56

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	54	983	16	3683	2	1604	3	3755	0	0
Disclosed in part	121	1994	60	7943	28	8691	21	17789	2	295
All exempted	11	0	3	0	0	0	0	0	1	0
All excluded	2	0	0	0	0	0	0	0	0	0
Abandoned	51	0	1	0	1	0	1	0	2	0
Total	239	2977	80	11626	31	10295	25	21544	5	295

2.5.3 Other complexities

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	3	1	0	17	21
Disclosed in part	70	12	1	75	158
All exempted	6	0	0	7	13
All excluded	2	1	0	1	4
Abandoned	6	9	0	9	24
Total	87	23	1	109	220

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
52	27	10	4	11

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	6	3	9
16 to 30 days	3	1	4
31 to 60 days	1	1	2
61 to 120 days	4	5	9
121 to 180 days	5	3	8
181 to 365 days	4	6	10
More than 365 days	2	8	10
Total	25	27	52

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	6	1	1	0
Disclosed in part	53	23	34	1
All exempted	1	0	5	1
All excluded	0	2	0	0
No records exist	0	0	0	0
Request abandoned	5	2	5	0
Total	65	28	45	2

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	35	1	9	2
31 to 60 days	10	0	15	0
61 to 120 days	14	6	17	0
121 to 180 days	0	20	3	0
181 to 365 days	3	0	1	0
365 days or more	3	1	0	0
Total	65	28	45	2

PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	487	$2,435	41	$205
Search	8	$2,885	13	$9,924
Production	0	$0	233	$5,439
Programming	0	$0	0	$0
Preparation	0	$0	0	$0
Alternative format	0	$0	0	$0
Reproduction	0	$0	0	$0
Total	495	$5,320	287	$15,568

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 reporting period	917	40681	2	3
Outstanding from the previous reporting period	216	24966	0	0
Total	1133	65647	2	3
Closed during the reporting period	1044	57142	2	3
Pending at the end of the reporting period	89	8505	0	0

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

Recommendation	Number of days required to complete consultation requests							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	than 365 days	Total
Disclose entirely	24	34	55	23	1	0	0	137
Disclose in part	47	139	279	169	45	28	6	713
Exempt entirely	1	15	23	10	1	0	0	50
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	80	17	12	9	8	16	2	144
Total	152	205	369	211	55	44	8	1044

5.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	than 365 days	Total
Disclose entirely	1	0	0	0	0	0	0	1
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	1	0	0	0	1
Total	1	0	0	1	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	14	0
16 to 30	2	0
31 to 60	8	1
61 to 120	5	1
121 to 180	10	7
181 to 365	8	8
More than 365	1	1
Total	48	18

PART 7 – Resources related to the Access to Information Act

7.1 Costs

Expenditures		Amount
Salaries		$1,659,596
Overtime		$0
Goods and Services		$328,529
• Professional services contracts	$255,026	
• Other	$73,503	
Total		**$1,988,125**

7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	22.01	0.00	22.01
Part-time and casual employees	0.00	0.27	0.27
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	1.24	0.00	1.24
Students	0.00	0.00	0.00
Total	23.25	0.27	23.52

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 Deputy Minister/Le sous-ministre	33(2) and 35(1)/33(2) et 35(1)	35(2) and 37(1)/35(2) et 37(1)
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 Chief of Operations, Chief of Policy and the Legal Counsel, Access to Information and Privacy Office/Le Chef des opérations, le Chef des politiques 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 28th day of November, 2012

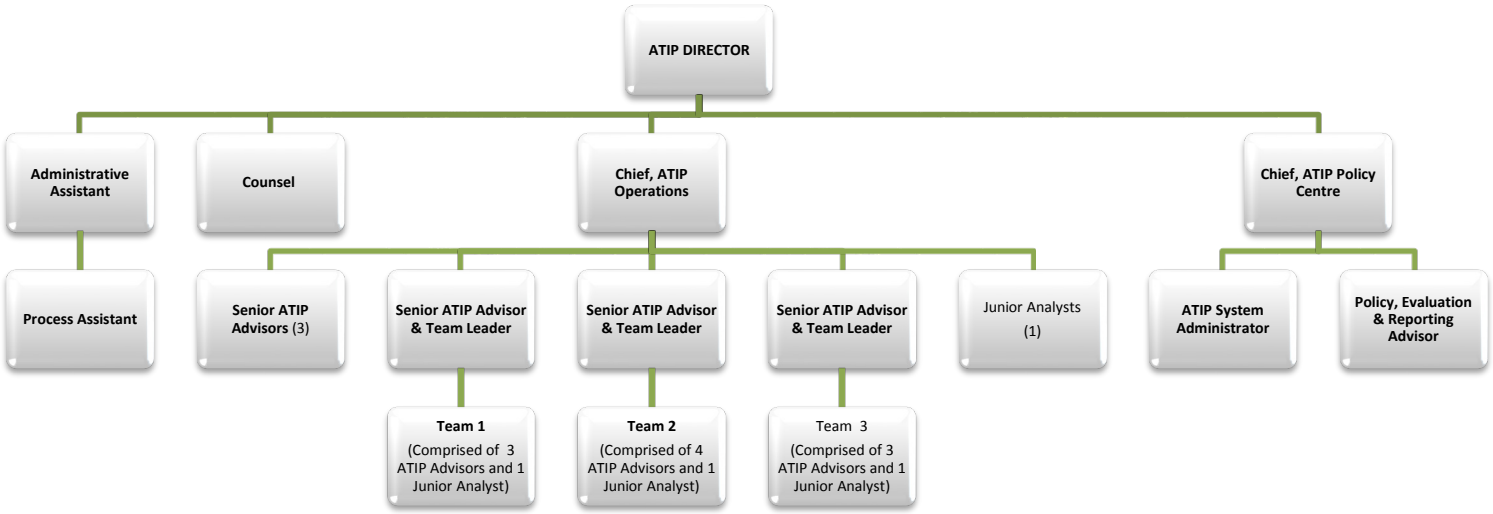
Daté, en la ville d'Ottawa,
ce 28e jour de novembre 2012

MINISTRE DE LA JUSTICE
L'HONORABLE ROBERT NICHOLSON

THE HONOURABLE ROBERT NICHOLSON
MINISTER OF JUSTICE

APPENDIX A

ORGANIZATIONAL CHART


ATIP DIRECTOR
Administrative Assistant
Counsel
Chief, ATIP Operations
Chief, ATIP Policy Centre
Process Assistant
Senior ATIP Advisors (3)
Senior ATIP Advisor & Team Leader
Senior ATIP Advisor & Team Leader
Senior ATIP Advisor & Team Leader
Junior Analysts (1)
ATIP System Administrator
Policy, Evaluation & Reporting Advisor
Team 1 (Comprised of 3 ATIP Advisors and 1 Junior Analyst)
Team 2 (Comprised of 4 ATIP Advisors and 1 Junior Analyst)
Team 3 (Comprised of 3 ATIP Advisors and 1 Junior Analyst)

APPENDIX B

PRINCIPLES FOR ASSISTING THE APPLICANT

APPENDIX B

Principles for Assisting Applicants

In processing your access request under the *Access to Information Act*, we will:

1. Process your request without regard to your identity.
2. Offer reasonable assistance throughout the request process.
3. Provide information on the *Access to Information Act*, including information on the processing of your request and your right to complain to the Information Commissioner of Canada.
4. Inform you as appropriate and without undue delay when your request needs to be clarified.
5. Make every reasonable effort to locate and retrieve the requested records under the control of the government institution.
6. Apply limited and specific exemptions to the requested records.
7. Provide accurate and complete responses.
8. Provide timely access to the requested information.
9. Provide records in the format and official language requested, as appropriate.
10. Provide an appropriate location within the government institution to examine the requested information.