



**THE PIERRE ELLIOTT TRUDEAU FOUNDATION**

**2016-2017 ANNUAL REPORT  
ON THE *ACCESS TO INFORMATION ACT***

**From 1 April 2016 to 31 March 2017**

**FONDATION  
PIERRE ELLIOTT  
TRUDEAU  
FOUNDATION**

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## 1. INTRODUCTION

### *Charitable status*

The Pierre Elliott Trudeau Foundation is an independent and non-partisan charity established in 2001 as a living memorial to the former prime minister by his family, friends, and colleagues. In 2002, with the support of the House of Commons, the Government of Canada endowed the Foundation with the Advanced Research in the Humanities and Human Sciences Fund. The Foundation also benefits from private donations.

The Foundation is governed by a diverse and distinguished Board of up to 18 directors. Two seats are reserved for directors appointed by the Minister of Industry and another two for representatives of the family of the late Pierre Trudeau. The Board and its committees oversee the Foundation's \$150 million assets and an annual operating budget of \$6 million, and they set the organization's policies and program directions.

The Foundation was established in 2001 under Part II of the *Canada Corporations Act*. On 30 May 2014, La Fondation Pierre Elliott Trudeau / The Pierre Elliott Trudeau Foundation was continued under the *Canada Not-for-profit Corporations Act* as per section 211 of the Act. The Foundation is registered as a Canadian charity with the Canada Revenue Agency. Its charitable registration number is 895438919RR0001.

### *Mission statement*

The Pierre Elliott Trudeau Foundation promotes outstanding research in the humanities and social sciences, and fosters a fruitful dialogue between scholars and other sectors, including the arts, business, government, the professions, and the voluntary sector.

The Foundation:

- encourages emerging talent by awarding scholarships to the most talented doctoral students in Canada and abroad;
- appoints distinguished fellows and mentors for their knowledge and wisdom, to build an intellectual community to support the work of the scholars; and
- creates and maintains an international network of fellows, scholars, and mentors.

By granting doctoral scholarships, awarding fellowships, appointing mentors, and holding public events, the Foundation encourages research and engagement in four areas important to Canadians: human rights and dignity, responsible citizenship, Canada's role in the world, and people and their natural environment.

### *Mentorships*

The Mentorship Program forges intellectual and personal bonds between talented doctoral students and renowned Canadians with extensive experience in public life. Up to ten mentors are appointed each year. The mentors are drawn from an array of professional backgrounds, including business, public service, law, arts, journalism, and community organizations. The

mentors' achievements give them wide national and international networks, from which the scholars can benefit.

### ***Scholarships***

Around fifteen scholarships are awarded each year to support doctoral candidates pursuing research within the Foundation's four priority domains. The Foundation's scholars are accomplished individuals who are actively engaged in their fields and who have strong leadership potential. They are encouraged to work with Foundation mentors and fellows. Scholars' interaction with the Foundation community, non-academic spheres, and the general public is an essential aspect of the Scholarship Program.

### ***Fellowships***

Each year, up to five outstanding public intellectuals are appointed fellows in recognition of their research contributions and their commitment to policy engagement. Starting in 2014, fellows are also appointed on the basis of their research and engagement project – a proposal for work on an issue of public importance to Canada and the world, that draws on the multidisciplinary expertise of Foundation mentors, scholars, and other fellows. The Foundation's support enables fellows to make extraordinary contributions in their field through leading-edge research and creative work. As the Fellowship Program grows, it builds a network of intellectuals working from a variety of perspectives to address critical social and policy issues.

### ***Public Interaction Program***

The Public Interaction Program (PIP) builds on the expertise of the international network of individuals selected through the three grant-giving programs. PIP events and the Foundation's travel and research allowances provide members of the Foundation community with unique opportunities to learn and exchange research, ideas, and proposals, and to share knowledge with colleagues from different disciplines and backgrounds. It gives top researchers and thinkers, upcoming PhD scholars, and practically-minded mentors the chance to bring their expertise together to make knowledge exchange a reality. PIP comes to life through varied formats, including an annual conference, seminars and workshops, and publications. In addition, members of the Foundation community are encouraged to organize PIP events and to collaborate with other institutions to promote understanding of major issues that affect Canadians and global society.

### ***Access to information at the Foundation***

The Foundation has been listed as a federal institution and subject to the *Access to Information Act* since 1 April 2007.

The *Access to Information Act* (R.S., 1985, c. A-1) was proclaimed on 1 July 1983. The purpose of the Act is to give all individuals and corporate entities in Canada a right of access to information in records under the control of a government institution in accordance with the principles that government information should be available to the public, that necessary

exceptions to the right of access should be limited and specific, and that decisions on the disclosure of government information should be reviewed independently of the government.

Section 72 of the *Access to Information Act* requires the head of every government institution to prepare, for submission to Parliament, an annual report on the administration of the Act within the institution during each financial year.

This annual report describes how the Pierre Elliott Trudeau Foundation administered its responsibilities in the operation of the *Access to Information Act*. As per directives from the Treasury Board Secretariat, it covers the period from 1 April 2016 to 31 March 2017. Therefore, it presents financial information that has yet to be audited by the external auditors of The Pierre Elliott Trudeau Foundation, as its 2016-2017 financial year ends on 31 August 2017.

## **2. ADMINISTRATION OF THE ACCESS TO INFORMATION ACT**

### ***Structure of the access to information office***

The Foundation is a small organization. Its president and ten staff members are devoted to the delivery of four core programs. The nature of the organization and the normal volume of requests do not justify the establishment of an Access to Information Office at this time. The Executive Director in charge of operations and governance fulfils the duties of an Access to Information Officer as part of her responsibilities.

### ***Information holdings***

A description of the classes of institutional records held by the Foundation can be found in the Treasury Board Secretariat of Canada publication titled *Info Source*, which can be found on the Foundation's web site (see <http://www.fondationtrudeau.ca/en/about/publications/info-source>). The Foundation does not have exempt banks.

### ***Reading room***

The boardroom at the Foundation's offices in Montreal has been designated as the public reading room for the purpose of reviewing publications and other public materials.

## **3. DELEGATION OF AUTHORITY**

The President and Chief Executive Officer of the Foundation is designated as the head of the institution for the purpose of the *Access to Information Act*.

The Executive Director has been delegated the authority to oversee the administration of the Act and to ensure compliance with the legislation (see Appendix A). The Executive Director directly reports to the President and Chief Executive Officer of the Foundation.

#### **4. HIGHLIGHTS OF THE STATISTICAL REPORT ON THE *ACCESS TO INFORMATION ACT***

The following is provided to assist the reader in the interpretation of Appendix B, which presents the 2016-2017 statistical report covering the reporting period of this annual report.

##### ***Part 1 – Requests under the Access to Information Act***

##### **1.1 Number of requests**

During the reporting period, an exceptional number of eighteen (18) new requests was received and there were no outstanding requests from previous reporting periods. A total of seventeen (17) new requests were processed and closed. One (1) request was carried over to the next reporting period. It was closed shortly after the end of the reporting period, on 7 April 2017.

The subject of the eighteen (18) requests reflected media reporting and related to different activities of the organization, as follows:

Donations received (including donor names, amount, dates, and agreements): 7	39%
Events held by the Foundation (including participants and detailed expenses): 7	39%
Governance and operations (including correspondence and policy application): 4	22%

##### **1.2 Sources of requests**

Of the eighteen (18) requests received during the reporting period:

Seven (7) were from the media	39%
One (1) was from a member of the public	6%
Ten (10) were submitted by individuals declining to identify themselves	56%

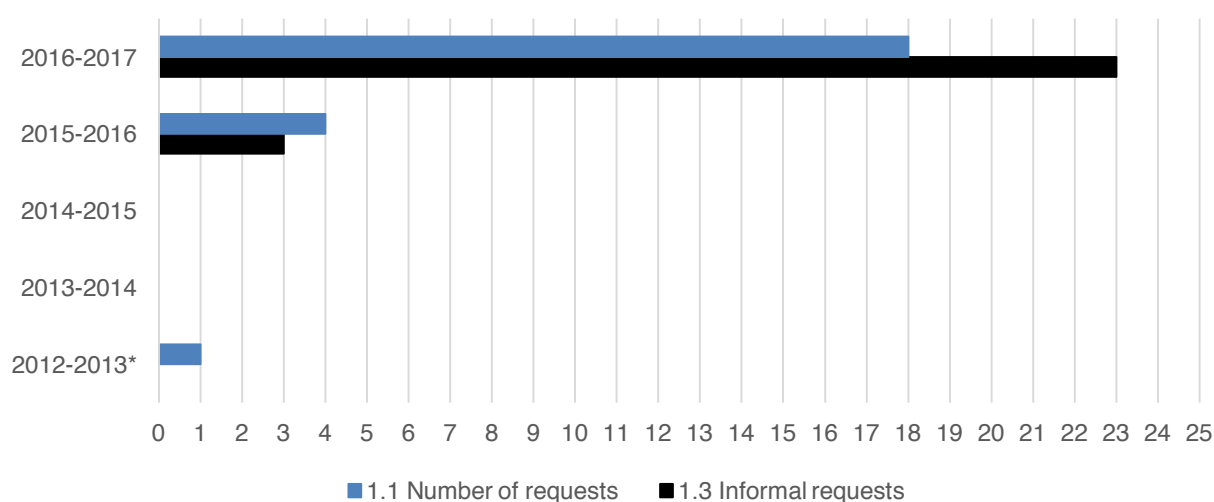
##### **1.3 Informal requests**

During the reporting period, twenty-three (23) new informal requests were received. All twenty-three (23) informal requests were processed and completed in 15 days or less (100%).

The following graph shows that the 2016-2017 reporting period was exceptional in terms of the number of requests received and processed. Indeed, the number of formal requests received was five (5) times that of the year 2015-2016 (and eighteen (18) times that of the year 2012-2013). The number of informal requests for this reporting period was also much higher than what was observed in 2015-2016 (3) and previous years (nil).

It is worth mentioning that all these requests were received in a short period of eight (8) weeks – between 5 December 2016 and 13 February 2017 – which constituted an administrative challenge for the Foundation, as reflected in the disposition and completion times reported in section 2.1.

**Five-year trend: Requests under the *Access to Information Act* 2013-2017**



## ***Part 2 – Requests closed during the reporting period***

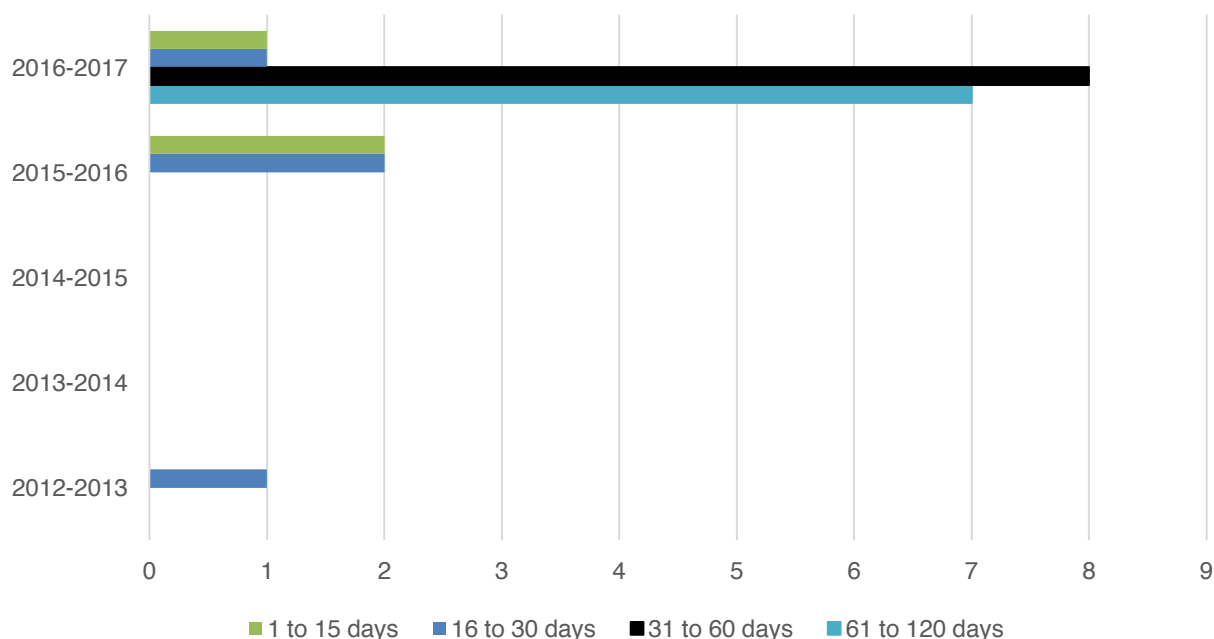
### **2.1 Disposition and completion time**

Of the eighteen (18) requests received:

One (1) was completed in less than 15 days It was completed in 13 days with an “All disclosed” response	6%
One (1) was completed in 16 to 30 days It was completed in 23 days with a “No records exist” response	6%
Eight (8) were completed in 31 to 60 days One (1) was completed in 46 days with an “All disclosed” response Seven (7) were completed in 43 to 60 days (54 days on average) with a “Disclosed in part” response	47%
Seven (7) were completed in 61 to 120 days (41%): All seven (7) were completed in 62 to 100 days (64 days on average) with a “Disclosed in part” response	41%

As explained in the following sections, the graph below shows that 11% of the requests processed during the 2016-2017 reporting period met the statutory deadline of thirty (30) days or less, while most (89%) of the requests processed during the 2016-2017 reporting period exceeded the statutory deadline of thirty (30) days or less. This is a significant departure from what was the case in the past, where all requests processed were closed in thirty (30) days or less.

Five-year trend: Completion time 2013-2017



## 2.2 Exemptions

A total of fifteen (15) exemptions were applied during the reporting period:

- Section 19(1) was used in fourteen (14) requests as the Foundation has the obligation to withhold personal information as defined in section 3 of the Privacy Act; and
- Section 20(1)(b) was used in one (1) request as the Foundation has the obligation to withhold financial, commercial, scientific or technical information that is confidential information supplied by a third party and treated consistently in a confidential manner by the third party.

## 2.3 Exclusions

No exclusions were requested during the reporting period.

## 2.4 Format of information released

Out of the sixteen (16) requests for which records were disclosed during the reporting period:

- In one (1) case the requester asked to “Receive copies of originals,” on paper, by regular mail (7%); and
- In fifteen (15) cases the requester asked to “Receive electronic copies of the originals” (93%).



## 2.5 Complexity

### 2.5.1 Relevant pages processed and disclosed

A total of 876 pages were processed and released:

- 9 pages were disclosed for the 2 “All disclosed” requests (respectively 2 and 7 pages); and
- 867 pages were disclosed for the 14 “Disclosed in part” requests (ranging from 2 to 267 pages each).

### 2.5.2 Relevant pages processed and disclosed by size of requests

Disposing of each of the sixteen (16) requests required the processing of:

12 required the processing of less than 100 pages	75%
<ul style="list-style-type: none"><li>– 9 pages were disclosed for the 2 “All disclosed” requests (respectively 2 and 7 pages)</li><li>– 114 pages were disclosed for the 10 “Disclosed in part” requests (from 2 to 44 pages; 11 pages on average)</li></ul>	
4 required the processing of 101-500 pages	25%
<ul style="list-style-type: none"><li>– 753 pages were disclosed for the 4 “Disclosed in part” requests (from 159 to 267 pages; 188 pages on average)</li></ul>	

### 2.5.3 Other complexities

All of the sixteen (16) requests required third-party consultation and legal advice.

In most cases, the Foundation invested its best efforts to seek consent from individuals and corporations to disclose personal information or confidential commercial information. In the two (2) requests for which such consent was successfully obtained, the records were “All disclosed.” In the 14 requests where individuals or corporations have not relinquished their right to protect the information, the Foundation has “Disclosed in part.”

## 2.6 Deemed refusals

### 2.6.1 Reasons for not meeting statutory deadline

As detailed in section 2.1, 83% or fifteen (15) of the seventeen (17) requests processed during the reporting period exceeded the statutory deadline of thirty (30) days. Eight (8) of them exceeded the 30 days deadline because of a particularly cumbersome consulting process – in particular with the Foundation’s donors as the fact that they have decided to give to the Foundation as a registered charity is a personal choice and they have the right to protect this information as part of their privacy. Seven (7) other requests were delayed

because for workload reasons as the volume of requests far exceeded the Foundation staff's ability to process them in a timely fashion.

As mentioned before, all eighteen (18) new requests were received in a short period of eight (8) weeks – between 5 December 2016 and 13 February 2017 – which constituted an administrative challenge for the Foundation, which is administratively lean and focused on the delivery of its core programs.

It is also worth noting that, in some cases, the information did not exist in the Foundation's records in the format asked by the requesters. Because of a lack of experience and in a spirit of transparency, the Foundation has opted to pull fragments of information from different sources to assemble documents in order to be in a position to respond to the requesters. Upon review, this represented a significant investment of time and resources and is beyond what is reasonably expected of the Foundation as regards to the administration of the *Access to Information Act*.

Finally, as another lesson learned, some requests were particularly broadly worded and could have been processed more quickly if the requesters had provided clarifications to help focus the searches and consultations.

### **2.6.2 Number of days past deadline**

Of the total of 15 requests closed past the deadline:

1 request required an additional 1 to 15 days (13 days) – No extension was taken for that request.	7%
7 requests required an additional 16 to 30 days (27 days on average) – Extensions of up to 30 days were taken for these requests.	47%
6 requests required an additional 31 to 60 days (38 days on average) – Extensions of 30 to 60 days were taken for these requests.	40%
1 request required an additional 61 to 120 days (100 days) – An extension of 60 days was taken for that request.	7%

## **2.7 Requests for translation**

No (0) requests for translation were necessary during the reporting period.

### ***Part 3 – Extensions***

#### **3.1 Reasons for extensions and disposition of requests**

As mentioned in 2.6.1 above, in fourteen (14) cases, extensions for third-party consultations under sub-section 9(1)(c) were required. Of these notices, one (1) led to an “All disclosed” disposition of the request and thirteen (13) led to a “Disclosed in part” disposition.

#### **3.2 Length of extensions**

Of the fourteen (14) extensions required under sub-section 9(1)(c), twelve (12) were of 30 days or less (86%) and two (2) were of 31 to 60 days (14%).

### ***Part 4 – Fees***

A total of \$85 in application fees (\$5 for each of the seventeen (17) new requests) were collected during the reporting period. No other fees were charged, waived or refunded.

### ***Part 5 – Consultations received from other institutions and organizations***

#### **5.1 Consultations received from other Government of Canada institutions and organizations**

Two (2) consultations were received from Government of Canada institutions – one (1) from Industry Canada (60 pages) and the other (1) from the Privy Council Office (8 pages) – and closed during the reporting period.

#### **5.2 Recommendations and completion time for consultations received from other Government of Canada institutions**

In the latter case, the Foundation replied within 1-15 days (8 days) and recommended to disclose entirely the documents before the expiration of the statutory deadline. In the other case, it replied in 16 to 30 days (21 days) and also recommended to disclose entirely the documents before the expiration of the deadline.

#### **5.3 Recommendations and completion time for consultations received from other organizations**

During the reporting period, no (0) consultations were received from other organizations.

### ***Part 6 – Completion time of consultations on Cabinet confidences***

Again this year, the Foundation did not consult on Cabinet confidences during the reporting period. For this reason, sections 6.1 and 6.2 of the statistical reports do not contain any information for this reporting period. The section headers are detailed below for greater clarity.

## **6.1 Requests with legal services**

Not applicable.

## **6.2 Requests with Privy Council Office**

Not applicable.

### ***Part 7 – Complaints and investigations***

Again this year, no complaints under section 32 were received by the Foundation during the reporting period. The Foundation did not make any representations to the Information Commissioner regarding a complaint under section 35 during the reporting period. No report of finding or recommendation from the Information Commissioner regarding a complaint was received by the Foundation under section 37 during the reporting period.

### ***Part 8 – Court action***

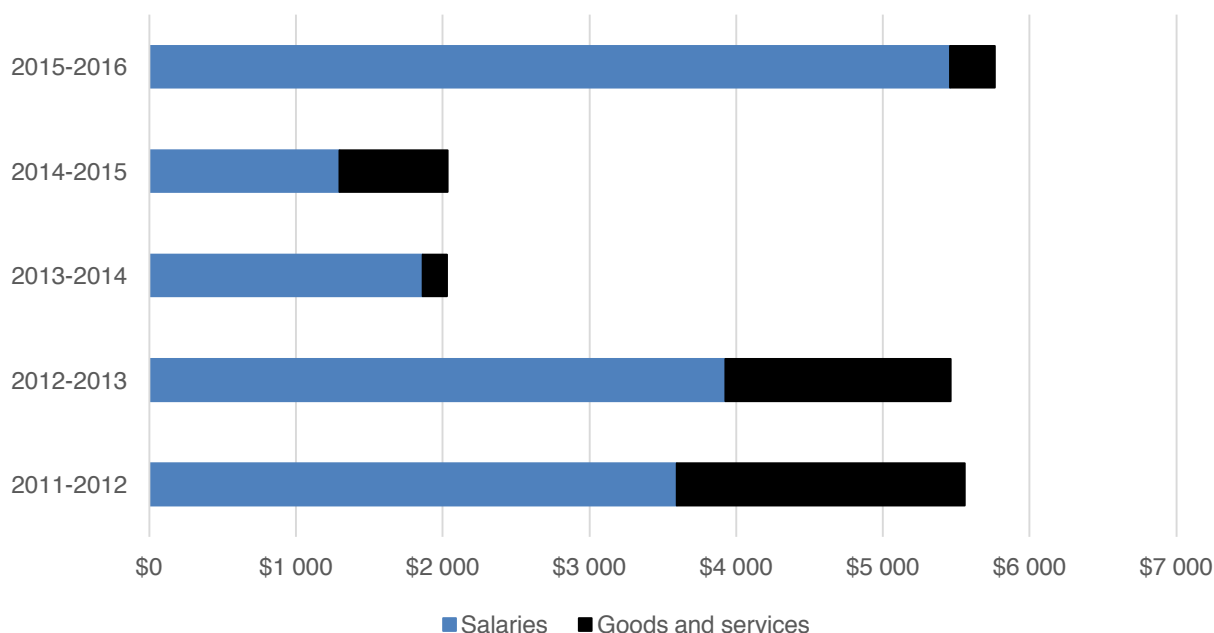
Again this year, no requestor has applied to the Federal Court for a review of the Foundation's decision (refusal of access) under section 41 during the reporting period. The Information Commissioner has not applied to the Federal Court for a review of the Foundation's decision (refusal of access) under section 42 during the reporting period. No third party applied to the Federal Court for a review of the Foundation's decision under section 44 during the reporting period.

### ***Part 9 – Resources related to the Access to Information Act***

#### **9.1 Costs**

In 2016-2017, the direct cost of administering the *Access to Information Act* totalled \$54,795 consisting of \$30,669 in salaries (56%) and \$24,126 in goods and services (44%). Salary costs reflect time incurred for processing the requests as well as various reporting tasks to comply with the Treasury Board Secretariat's guidelines and requests and liaising with Industry Canada on said reporting. The goods and services paid reflect miscellaneous costs related to the administration of the Act, including legal counsel fees to assist the Foundation in interpreting requests in light of the Act. These costs represent a tenfold increase on the previous reporting period (see also 9.2).

**Five-year trend: Costs related to the *Access to Information Act* 2012-2016**

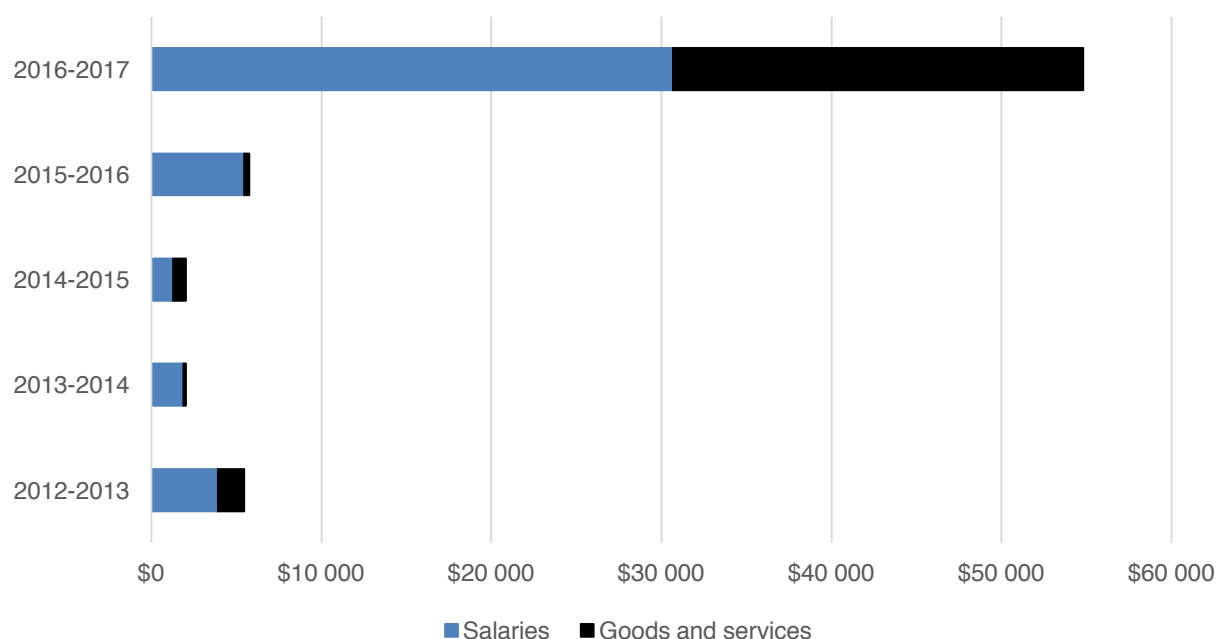


## 9.2 Human resources

During the reporting period, the administration of the *Access to Information Act*, including processing requests, reporting and knowledge updates, represented 0.31 of a full-time employee dedicated part-time to access to information activities, which represents a significant increase (620%) over the previous year.

While government departments or larger organizations have the resources to handle such multiple requests, as a registered charity, the Foundation does not. Indeed, this year, the costs related to administration of the *Access to Information Act* represented no less than 3% of the Foundation’s operating costs, representing a significant portion of its budget.

**Five-year trend: Costs related to the *Access to Information Act* 2013-2017**



## 5. TRAINING

The Executive Director continually provides advice and guidance to staff and requesters on compliance requirements under the Act, by means of continuous dialogue. No formal staff training activities were undertaken during the reporting period whereas many staff members had to be involved in some files or others during the reporting period.

## 6. POLICIES, GUIDELINES, PROCEDURES, AND INITIATIVES

In 2007, the Foundation developed its *Access to Information Policy* on the administration of the legislation. All employees are notified of its public posting on the Foundation’s website and are advised to contact the Executive Director with questions or concerns. It is current practice for the Foundation to routinely release any information that does not qualify for an exemption or that is not excluded under the *Access to Information Act*. The Foundation also provides access to its annual reports, external audits, and evaluations in the Publications section of its website at [www.trudeaufoundation.ca](http://www.trudeaufoundation.ca).

In terms of procedures for handling requests, we are keeping the same approach as the one adopted for our core programs. Upon reception of a request addressed to the Foundation’s Access to Information Officer, the Executive Director opens a file and makes sure that any required resources are called upon to ensure a swift and satisfactory treatment of the request. She relies mainly on external resources to support her in the processing of the requests and related requirements, which may significantly increase the Foundation’s operation costs. The Foundation may request legal advice on any aspects of the legislation, particularly when a new type of

request comes in. If necessary, temporary assistantship can also be contracted out to ensure proper administrative support during and in between the handling of requests, as required.

Aside from creating a generic ATIP mailbox dissociated from the Executive Directors' regular email account, the Foundation did not implement any new policies, guidelines or procedures related to the administration of the *Access to Information Act* during the reporting period.

## 7. KEY ISSUES, COMPLAINTS OR AUDITS

No complaints were received and no audits or investigations were either initiated or concluded during the reporting period.

## 8. TIME MONITORING

Given limited resources, no formal monitoring of the time to process access to information request was conducted during the reporting period. The Executive Director simply records in a spreadsheet the time and resources spent on specific requests and reports. Resources dedicated to the *Access to Information Act* this year are probably underestimated.

*Table 1. Overview of access to information requests 2013-2017*

<i>Reporting period</i>	<i>Requests received</i>	<i>Requests completed</i>	<i>Requests carried forward</i>	<i>Number of pages processed</i>	<i>Number of pages released</i>	<i>On-time compliance rate</i>
2016-2017	18	17	1	876	876	11%
2015-2016	4	4	0	111	111	100%
2014-2015	0	0	0	0	0	–
2013-2014	0	0	0	0	0	–
2012-2013	1	1	0	21	21	100%



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

En vertu de l'article 73 de la *Loi sur l'accès à l'information* et de l'article 73 de la *Loi sur la protection des renseignements personnels*, le président et chef de la direction de La Fondation Pierre Elliott Trudeau délègue à la titulaire du poste mentionné ci-après, ainsi qu'aux personnes occupant à titre intérimaire ledit poste, les attributions dont elle est, en qualité de responsable de La Fondation Pierre Elliott Trudeau, investie par les dispositions de la Loi ou de son règlement mentionnées. Le présent document remplace et annule tout arrêté antérieur.

Poste	<i>Loi sur l'accès à l'information</i> et <i>Règlement</i>	<i>Loi sur la protection des renseignements personnels</i> et <i>Règlement</i>
Directrice générale	Autorité absolue	Autorité absolue

***Access to Information Act and Privacy Act Delegation Order***

The President and Chief Executive Officer of The Pierre Elliott Trudeau Foundation, pursuant to section 73 of the *Access to Information Act* and section 73 of the *Privacy Act*, hereby designates the person holding the position set out below, or the person occupying on an acting basis this position, to exercise the powers, duties and functions of the President and Chief Executive Officer as the head of The Pierre Elliott Trudeau Foundation, under the provisions of the Act and related regulations set out below opposite the position. This designation replaces all previous delegation orders.

Position	<i>Access to Information Act</i> and <i>Regulations</i>	<i>Privacy Act</i> and <i>Regulations</i>
Executive Director	Full authority	Full authority

Fait à Montréal, Québec, ce 25<sup>e</sup> jour du mois d'août 2016.  
Dated, at the City of Montréal, Quebec, this 25<sup>th</sup> day of August 2016.

Morris Rosenberg, C.M.  
Président et chef de la direction  
President and Chief Executive Officer

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*Appendix B*  
*Statistical Report on the Access to Information Act*



**Statistical Report on the Access to Information Act**

Name of institution: The Pierre Elliott Trudeau Foundation

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

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

**1.1 Number of requests**

	Number of Requests
Received during reporting period	18
Outstanding from previous reporting period	0
<b>Total</b>	<b>18</b>
Closed during reporting period	17
Carried over to next reporting period	1

**1.2 Sources of requests**

Source	Number of Requests
Media	7
Academia	0
Business (private sector)	0
Organization	0
Public	1
Decline to Identify	10
<b>Total</b>	<b>18</b>

**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	
23	0	0	0	0	0	0	23

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

## Part 2: Requests Closed During the Reporting Period

### 2.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365	
All disclosed	1	0	1	0	0	0	0	2
Disclosed in part	0	0	7	7	0	0	0	14
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	1	0	0	0	0	0	1
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
<b>Total</b>	<b>1</b>	<b>1</b>	<b>8</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17</b>

### 2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	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)	0
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	14	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)	1	24(1)	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	0		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	17	0				
16(1)(b)	0						
16(1)(c)	0						
16(1)(d)	0						

\* I.A.: International Affairs    Def.: Defence of Canada    S.A.: Subversive Activities

### 2.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	0	69(1)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(a)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	0
68.1	0	69(1)(c)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(d)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

### 2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	0	2	0
Disclosed in part	1	13	0
<b>Total</b>	<b>1</b>	<b>15</b>	<b>0</b>

### 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	9	9	2
Disclosed in part	867	867	14
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0

#### 2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	2	9	0	0	0	0	0	0	0	0
Disclosed in part	10	114	4	753	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>12</b>	<b>123</b>	<b>4</b>	<b>753</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	2	0	0	0	2
Disclosed in part	14	0	0	0	14
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor	0	0	0	0	0
<b>Total</b>	16	0	0	0	16

### 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
15	7	8	0	0

#### 2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline Where An Extension Was Taken	Total
1 to 15 days	1	0	1
16 to 30 days	0	7	7
31 to 60 days	0	6	6
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
<b>Total</b>	1	14	15

### 2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	0	0	0

### Part 3: Extensions

#### 3.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	1
Disclosed in part	0	0	0	13
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
<b>Total</b>	0	0	0	14

#### 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	0	0	0	12
31 to 60 days	0	0	0	2
61 to 120 days	0	0	0	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
<b>Total</b>	0	0	0	14

### Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	17	\$85	0	\$0
Search	0	\$0	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
<b>Total</b>	17	\$85	0	\$0

**Part 5: Consultations Received From Other Institutions and Organizations**

**5.1 Consultations received from other Government of Canada institutions and organizations**

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	2	68	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	2	68	0	0
Closed during the reporting period	2	68	0	0
Pending at the end of the reporting period	0	0	0	0

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

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	1	1	0	0	0	0	0	2
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
<b>Total</b>	1	1	0	0	0	0	0	2

**5.3 Recommendations and completion time for consultations received from other organizations**

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	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
<b>Total</b>	0	0	0	0	0	0	0	0

**Part 6: Completion Time of Consultations on Cabinet Confidences**

**6.1 Requests with Legal Services**

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

**6.2 Requests with Privy Council Office**

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

**Part 7: Complaints and Investigations**

Section 32	Section 35	Section 37	Total
0	0	0	0

**Part 8: Court Action**

Section 41	Section 42	Section 44	Total
0	0	0	0

**Part 9: Resources Related to the Access to Information Act**

**9.1 Costs**

Expenditures		Amount
Salaries		\$30 669
Overtime		\$0
Goods and Services		\$24 126
• Professional services contracts	\$0	
• Other	\$24 126	
<b>Total</b>		<b>\$54 795</b>

**9.2 Human Resources**

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0,31
Part-time and casual employees	0,00
Regional staff	0,00
Consultants and agency personnel	0,00
Students	0,00
<b>Total</b>	<b>0,31</b>

**Note:** Enter values to two decimal places.