



National Security  
and Intelligence  
Review Agency

Office de surveillance des  
activités en matière de sécurité  
nationale et de renseignement

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**2023 - 2024**

**Annual Report to Parliament on  
the *Access to Information Act***

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**National Security and Intelligence Review Agency Secretariat**

April 1, 2023 to March 31, 2024

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## Introduction

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The *Access to Information Act* (ATIA) gives Canadian citizens and permanent residents, as well as any person or corporation present in Canada, the right of access to information under the control of a government institution, subject to certain specific and limited exemptions and exclusions.

Section 94 of the ATIA requires the head of each government institution to prepare an annual report on the administration of the ATIA within the institution that is to be tabled in both Houses of Parliament. In addition, section 20 of the *Service Fees Act* requires the responsible authority to report to Parliament each fiscal year on all statutory fees processed during the reporting period.

This report to Parliament, which is prepared and tabled pursuant to section 94 of the ATIA and section 20 of the *Service Fees Act*, describes the activities of the National Security and Intelligence Review Agency Secretariat in administering these Acts during the period of April 1, 2023 to March 31, 2024 (the reporting period).

If you require more information or wish to make a request under the ATIA or the *Privacy Act*, please direct your inquiries to the following:

Access to Information and Privacy Office  
National Security and Intelligence Review Agency Secretariat  
P.O. Box 2430, Station “D”  
Ottawa, Ontario, K1P 5W5  
Email: [ATIP@nsira-ossnr.gc.ca](mailto:ATIP@nsira-ossnr.gc.ca)

## Who We Are

Established in July 2019, the National Security and Intelligence Review Agency (NSIRA) is an independent agency that reports to Parliament and conducts investigations and reviews of the federal government’s national security and intelligence activities.

The NSIRA Secretariat (the Secretariat) assists NSIRA in fulfilling its mandate. The Secretariat headed by an Executive Director, is designated as the government institution for the purposes of administering the ATIA and the *Privacy Act*.

## Mandate

The Secretariat supports NSIRA in its dual mandate to conduct reviews and investigations in relation to Canada’s national security or intelligence activities.

## Reviews

NSIRA's review mandate is broad, as outlined in subsection 8(1) of the *National Security and Intelligence Review Agency Act (NSIRA Act)*. This mandate includes reviewing the activities of both the Canadian Security Intelligence Service (CSIS) and the Communications Security Establishment (CSE), as well as the national security or intelligence-related activities of any other federal department or agency. This includes, but is not limited to, the national security or intelligence activities of the Royal Canadian Mounted Police (RCMP), the Canada Border Services Agency (CBSA), the Department of National Defence (DND) and Canadian Armed Forces (CAF), Global Affairs Canada (GAC), and the Department of Justice. Further, NSIRA may review any national security or intelligence matter that a Minister of the Crown refers to NSIRA.

NSIRA's reviews assess whether Canada's national security and intelligence activities comply with relevant laws, policies, and ministerial directions, as well as whether they are reasonable and necessary. In conducting its reviews, NSIRA can make any findings or recommendations it considers appropriate.

## Investigations

NSIRA is also responsible for investigating national security or intelligence-related complaints from members of the public. As outlined in paragraph 8(1)(d) of the *NSIRA Act*, NSIRA has the mandate to investigate complaints about:

- any activity of CSIS or of CSE;
- decisions to deny or revoke certain federal government security clearances;
- any complaint referred under subsection 45.53(4.1) or 45.67(2.1) of the *Royal Canadian Mounted Police Act*,
- reports made under section 19 of the *Citizenship Act*, and
- matters referred under section 45 of the *Canadian Human Rights Act*.

## Access to Information and Privacy Office – Organizational Structure

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The Secretariat’s ATIP Office is accountable for the development and implementation of effective policies, guidelines, systems, and procedures to ensure that the Secretariat meets its responsibilities under the ATIA and the *Privacy Act*.

For the reporting period, the Secretariat’s ATIP Office consisted of:

- 1 full-time Access to Information Consultant;
- 1 part-time Privacy Consultant;
- 1 full-time ATIP Coordinator, who managed the Secretariat’s ATIP Office, and fulfilled the normal duties as Manager of Administrative Services for the Secretariat and NSIRA Members; and
- the Secretariat’s Senior Counsel, Internal Services as well as Senior General Counsel supported the Secretariat’s ATIP Office when required.

The Secretariat’s ATIP Office is responsible for the following:

- monitoring compliance with ATIP legislation and relevant procedures and policies;
- processing requests under both the ATIA and the *Privacy Act*;
- developing and maintaining policies, procedures, and guidelines to ensure that the Secretariat respects the ATIA and the *Privacy Act*;
- maintaining Personal Information Banks and conducting privacy impact assessments;
- preparing annual reports to Parliament and other statutory reports, as well as other materials that might be required by central agencies; and
- representing the Secretariat in dealings with the Treasury Board of Canada Secretariat (TBS), the information and privacy commissioners, and other government departments and agencies in matters pertaining to the ATIA and the *Privacy Act*.

During the reporting period, the Secretariat was a party to a service agreement under section 96 of the ATIA in which the Secretariat received administrative support from the Privy Council Office related to the tabling of the Annual Report in Parliament. The Secretariat was also a party to a service agreement under section 92 of the ATIA, in which the Secretariat received ATIP Online services from TBS.

## Part 2: Proactive Publications

The Secretariat ensured that the following proactive publication legislative requirements were met during the reporting period with the assistance of its Finance division:

- travel expenses;
- hospitality expenses;
- reports tabled in Parliament; and
- contracts over \$10,000.00

To assist the Secretariat’s ATIP Office in meeting its overall legislative obligations, the Secretariat relied on a collaborative internal group of subject matter experts from all divisions.

## Delegation Order

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As the Head of the Secretariat, the Executive Director is responsible for the administration of the ATIA within the institution. Pursuant to section 95 of the ATIA, the Executive Director has delegated the ATIP Manager and ATIP Officer, as well as individuals acting in these positions, to perform certain and specific powers, duties, and functions for the administration of the ATIA. These positions have limited delegation of authority under the ATIA and the *Privacy Act*, in accordance with the delegation of authority instrument approved by the Executive Director in August 2022. The Delegation Order can be found in Appendix A (page 13).

## Performance 2023-2024

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### Performance in Processing Access Requests

In addition to 5 requests that were outstanding from previous reporting periods, the Secretariat’s ATIP Office received 16 formal requests during the current reporting period, bringing the total number of formal requests to 21. Of these, the Secretariat’s ATIP Office closed 16 requests and processed approximately 15,323 pages during the reporting period. 5 requests were carried over to the following reporting period, 3 of the carried over requests were received during the reporting period.

## Statistical Reports for 2023-2024

The Secretariat's 2023-2024 Statistical Report on the ATIA and Supplemental ATIP Statistical Report for 2023-2024 were both previously validated by TBS.

### Extensions and Completion Time of Closed Requests

During the reporting period, the Secretariat's ATIP Office invoked extensions while processing 7 formal requests: 5 extensions of 31 to 60 days, 0 extensions of 61 to 120 days, 1 extension of 121 to 180 days, 0 extensions of 181 to 365 days, and 1 extension of 365 days or more, all of which required extensions to consult with third parties.

Of the requests completed during the reporting period:

- 1 request, or 6.25% of the requests completed, was disclosed in its entirety. This request was completed within 181 to 365 days;
- 5 requests, or 31.25% of the requests completed, were **disclosed in part**. 1 request was completed within 16 to 30 days, 1 request was completed within 61 to 120 days, 1 request was completed within 121 to 180 days, and 2 requests were completed after 365 days;
- 0 requests, or 0% of the requests completed, were all exempted;
- 10 requests, or 62.50% of the requests completed, resulted in no records. 1 request was completed within 16 to 30 days, 2 request were completed within 31 to 60 days, and 7 requests were completed within 61 to 120 days;
- 0 requests, or 0% of the requests completed, were abandoned and completed; and
- 0 requests, or 0% of the requests completed, were neither confirmed nor denied.

The responses to many requests required an intensive review of complex records, including extensive internal and external consultations due to a significant portion of the Secretariat's information holdings consisting of sensitive and classified records created or originally received by other government institutions owing to NSIRA's mandate. During the reporting period, the Secretariat's on-time response rate decreased to 18.7% from 33.3% in the 2022-2023 reporting year due to a significant increase in the number of pages processed for formal requests.

## Consultations

During the reporting period, the Secretariat's ATIP Office received 20 consultation requests from other government institutions. 3 requests were completed within 0 to 15 days, 3 requests were completed within 16 to 30 days, 5 requests were completed within 31 to 60 days, 8 requests were completed within 61 to 120 days, and 1 request was completed within 121 to 180 days. The Secretariat's ATIP Office closed all 20 consultations during the reporting period and processed approximately 549 pages.

## Requests Treated Informally

During the reporting period, the Secretariat's ATIP Office received 18 informal requests for records previously released under the ATIA, closed 6 informal requests, and carried over 12 informal requests into the 2024-2025 reporting period.

## Complaints and Investigations of Access Requests

Subsection 30(1) of the ATIA describes how the Office of the Information Commissioner (OIC) receives and investigates complaints from individuals regarding the processing of requests under the ATIA. The Secretariat's ATIP Office received 3 access complaints during the reporting period. 1 of these complaints was discontinued during the reporting period, while the other 2 complaints remained active on March 31, 2024.

## Training and Awareness

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The Secretariat took a customized approach to training subject matter experts on their legislative requirements, roles, and responsibilities. The Secretariat's ATIP Office encouraged employees to take the ATIP training courses offered by the Canada School of Public Service (CSPS). The Executive Director held an awareness session for the Secretariat's management team on the new *Directive on Proactive Publication* in the Fall of 2023 and senior management was briefed on *Amending the Access to Information Regulations* in June 2023. In addition, new employees were required to complete an online training session entitled *Fundamentals of Access to Information and Privacy* within six months of joining the Secretariat and in January 2024, an internal ATIP training session was held.



## Policies, Guidelines, and Procedures

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The Secretariat's ATIP Office implemented certain efficiency-enhancing measures, such as online tracking tools, and continued to seek new opportunities to improve the efficiency and timeliness of request processing. For example, the Executive Director designated two officials within the Secretariat who were responsible for supporting the Executive Director's accountability for proactive publication under various policies and guidelines specified under the ATIA.

The Secretariat continued to engaged with Library and Archives Canada on obtaining institution-specific disposition authorities.

## Proactive Publication under Part 2 of the ATIA

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In accordance with subsection 81(b) of the ATIA, the Secretariat is listed as a government entity subject to the following proactive publication requirements:

- Travel expenses (section 82);
- Hospitality expenses (section 83);
- Reports tabled in Parliament (section 84);
- Contracts over \$10,000.00 (section 86);
- Grants and Contributions over \$25,000.00 (section 87); and
- Briefing materials (section 88)

During the reporting period, the Secretariat's proactive publications were published on open.canada.ca. of the total proactive publication requirements that were due during the reporting period, 80% were published within the legislated timelines.

| Legislative Requirement   | Section | Publication Timeline   | Institutional Requirement |
|---|---------|--|---------------------------|
| <b>All Government Institutions as defined in section 3 of the <i>Access to Information Act</i></b>  |         |  |                           |
| Travel Expenses   | 82      | Within 30 days after the end of the month of reimbursement                     | open.canada.ca            |
| Hospitality Expenses  | 83      | Within 30 days after the end of the month of reimbursement                     | open.canada.ca            |
| Reports tabled in Parliament  | 84      | Within 30 days after tabling   | open.canada.ca            |
| <b>Government entities or Departments, agencies, and other bodies subject to the Act and listed in Schedules I, I.1, or II of the <i>Financial Administration Act</i></b> |         |  |                           |
| Contracts over \$10,000   | 86      | Q1-3: Within 30 days after the quarter<br>Q4: Within 60 days after the quarter | open.canada.ca            |
| Grants & Contributions over \$25,000  | 87      | Within 30 days after the quarter   | N/A                       |
| Packages of briefing materials prepared for new or incoming deputy heads or equivalent  | 88(a)   | Within 120 days after appointment  | N/A                       |
| Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office  | 88(b)   | Within 30 days after the end of the month received                             | N/A                       |

|   |       |  |     |
|---|-------|--|-----|
| Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament   | 88(c) | Within 120 days after appearance                   | N/A |
| <b>Government institutions that are departments named in Schedule I to the <i>Financial Administration Act</i> or portions of the core public administration named in Schedule IV to that Act (i.e. government institutions for which Treasury Board is the employer)</b> |       |  |     |
| Reclassification of positions   | 85    | Within 30 days after the quarter                   | N/A |
| <b>Ministers</b>  |       |  |     |
| Packages of briefing materials prepared by a government institution for new or incoming ministers   | 74(a) | Within 120 days after appointment                  | N/A |
| Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office   | 74(b) | Within 30 days after the end of the month received | N/A |

|  |       |   |     |
|--|-------|---|-----|
| Package of question period notes prepared by a government institution for the minister and in use on the last sitting day of the House of Commons in June and December | 74(c) | Within 30 days after last sitting day of the House of Common in June and December | N/A |
| Packages of briefing materials prepared by a government institution for a minister's appearance before a committee of Parliament                                       | 74(d) | Within 120 days after appearance  | N/A |
| Travel Expenses  | 75    | Within 30 days after the end of the month of reimbursement                        | N/A |
| Hospitality Expenses   | 76    | Within 30 days after the end of the month of reimbursement                        | N/A |
| Contracts over \$10,000  | 77    | Q1-3: Within 30 days after the quarter<br>Q4: Within 60 days after the quarter    | N/A |
| Ministers' Offices Expenses  | 78    | Within 120 days after the fiscal year   | N/A |

## Initiatives and Projects to Improve Access to Information

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During the reporting period, the Secretariat's Information Technology division continued to improve our ATIP software tool for the Secretariat's classified and unclassified systems.

## Summary of key issues and actions taken on complaints

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During the reporting period, 3 complaints were received. 1 complaint was discontinued during the reporting period, while the other 2 complaints remained active on March 31, 2024.

## *Access to Information Act Fees for the Purposes of the Service Fees Act*

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The *Service Fees Act* requires a responsible authority to report annually to Parliament on the fees collected by the institution.

With respect to fees collected under the ATIA, the information below is reported in accordance with the requirements of section 20 of the *Service Fees Act*:

- **Enabling authority:** *Access to Information Act*
- **Fee payable:** \$5.00 application fee is the only fee charged for an ATI request
- **Total revenue:** \$65.00
- **Fees waived:** \$15.00
- **Cost of operating the program:** \$360,421.00

## Monitoring Compliance

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Legislative deadlines for access to information requests were strictly monitored by using several Microsoft Lists trackers, as were proactive publication requirements. The ATIP Manager organized ad hoc meetings to discuss request-related activities (such as whether internal consultations were necessary), determine deadlines, and ensure that all division members were informed of the status of requests. At bi-weekly team meetings with the Senior General Counsel and Senior Counsel, Internal Services, the ATIP Manager raised and discussed compliance with legislative and policy obligations. The Executive Director was also briefed on all ATIP compliance issues.

During the reporting period, the Secretariat also continued to assess the feasibility of making information previously released under the ATIA available on its public-facing website.

## Appendix A: Delegation Order

### *Access to Information Act Delegation Order*

The Executive Director of the National Security and Intelligence Review Agency Secretariat, pursuant to section 95 of the *Access to Information Act*\*, hereby delegates the persons holding the positions or acting in the positions set out in the schedule hereto to exercise the powers and perform the duties and functions of the Executive Director of the National Security and Intelligence Review Agency Secretariat as the head of a government institution under the provision of the *Access to Information Act* or the *Access to Information Regulations* set out in the schedule opposite each position.

#### SCHEDULE

| POSITION   | PROVISION OF THE ACCESS TO INFORMATION ACT OR THE ACCESS TO INFORMATION REGULATIONS  |
|--|--|
| Executive Director<br>National Security and Intelligence Review Agency Secretariat | <u><i>Access to Information Act</i></u><br>4(2.1), 6.1(1), 6.1(1.3), 6.1(1.4), 6.1(2), 7, 8(1), 9, 10, 11(2), 12(2)(b), 12(3)(b), 13, 14, 15, 16, 16.5, 17, 18, 18.1, 19, 20, 21, 22, 22.1, 23, 23.1, 24, 25, 26, 27(1), 27(4), 28(1)(b), 28(2), 28(4), 33, 35(2)(b), 37(4), 41(2), 43(2), 44(2), 52(2), 52(3), 94(1), 94(4), 96(3), 96(4), 96(5)<br><u><i>Access to Information Regulations</i></u><br>6(1), 8, 8.1 |
| Office Manager<br>National Security and Intelligence Review Agency Secretariat     | <u><i>Access to Information Act</i></u><br>4(2.1), 7, 8(1), 9, 11(2), 12(2)(b), 12(3)(b), 19, 27(1), 27(4), 28(1)(b), 28(2), 28(4), 33, 35(2)(b), 94(1), 94(4)<br><u><i>Access to Information Regulations</i></u><br>6(1), 8, 8.1  |
| ATIP Officer<br>National Security and Intelligence Review Agency Secretariat       | <u><i>Access to Information Act</i></u><br>4(2.1), 7, 8(1), 9, 11(2), 12(2)(b), 12(3)(b), 19, 27(1), 27(4), 28(1)(b), 28(2), 28(4), 33, 35(2)(b), 94(1), 94(4)<br><u><i>Access to Information Regulations</i></u><br>6(1), 8, 8.1  |

\*1980-81-82-83, c. 111, Sch. I; R.S.C., 1985, c. A-1

### *Privacy Act Delegation Order*

The Executive Director of the National Security and Intelligence Review Agency Secretariat, pursuant to section 73 of the *Privacy Act*\*, hereby delegates the persons holding the positions or acting in the positions set out in the schedule hereto to exercise the powers and perform the duties and functions of the Executive Director of the National Security and Intelligence Review Agency Secretariat as the head of a government institution under the provision of the *Privacy Act* or the *Privacy Regulations* set out in the schedule opposite each position.

#### SCHEDULE

| POSITION   | PROVISION OF THE PRIVACY ACT OR THE PRIVACY REGULATIONS  |
|--|--|
| Executive Director<br>National Security and Intelligence Review Agency Secretariat | <u><i>Privacy Act</i></u><br>8(2)(j), 8(2)(m), 8(4), 8(5), 9(1), 9(4), 10, 14, 15, 16, 17(2)(b), 17(3)(b), 18(2), 19(1), 19(2), 20, 21, 22,<br><br>22.3, 23, 24, 25, 26, 27, 27.1, 28, 33(2), 35(4), 51(2)(b), 72(1), 72(4)<br><u><i>Privacy Regulations</i></u><br>9, 11(2), 11(4), 13(1), 14 |
| Office Manager<br>National Security and Intelligence Review Agency Secretariat     | <u><i>Privacy Act</i></u><br>9(4), 10, 14, 15, 17(2)(b), 17(3)(b), 18(2), 26, 33(2), 72(1), 72(4)<br><u><i>Privacy Regulations</i></u><br>9  |
| ATIP Officer<br>National Security and Intelligence Review Agency Secretariat       | <u><i>Privacy Act</i></u><br>9(4), 10, 14, 15, 17(2)(b), 17(3)(b), 18(2), 26, 33(2), 72(1), 72(4)<br><u><i>Privacy Regulations</i></u><br>9  |

\*1980-81-82-83, c. 111, Sch. II; R.S.C., 1985, c. P-21

Davies,  
John

Digitally signed by  
Davies, John  
Date: 2022.08.04  
15:35:35 -04'00'

John Davies  
Executive Director  
National Security and Intelligence Review Agency Secretariat

Date



## Appendix B: 2023-2024 Statistical Report on the *Access to Information Act*



Government  
of Canada

Gouvernement  
du Canada

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

**Name of institution:** National Security and Intelligence Review Agency Secretariat

**Reporting period:** 2023-04-01 to 2024-03-31

#### Section 1: Requests Under the *Access to Information Act*

##### 1.1 Number of requests

|   |   | Number of Requests |
|---|---|--------------------|
| Received during reporting period                  |   | 16                 |
| Outstanding from previous reporting periods       |   | 5                  |
| • Outstanding from previous reporting period      | 3 |                    |
| • Outstanding from more than one reporting period | 2 |                    |
| <b>Total</b>                                      |   | 21                 |
| Closed during reporting period                    |   | 16                 |
| Carried over to next reporting period             |   | 5                  |
| • Carried over within legislated timeline         | 3 |                    |
| • Carried over beyond legislated timeline         | 2 |                    |

##### 1.2 Sources of requests

| Source                    | Number of Requests |
|---------------------------|--------------------|
| Media                     | 2                  |
| Academia                  | 3                  |
| Business (private sector) | 2                  |
| Organization              | 1                  |
| Public                    | 8                  |
| Decline to Identify       | 0                  |
| <b>Total</b>              | 16                 |

##### 1.3 Channels of requests

| Source       | Number of Requests |
|--------------|--------------------|
| Online       | 12                 |
| E-mail       | 0                  |
| Mail         | 4                  |
| In person    | 0                  |
| Phone        | 0                  |
| Fax          | 0                  |
| <b>Total</b> | 16                 |

**Section 2: Informal Requests**

**2.1 Number of informal requests**

|   |   | Number of Requests |
|---|---|--------------------|
| Received during reporting period                  |   | 18                 |
| Outstanding from previous reporting periods       |   | 0                  |
| • Outstanding from previous reporting period      | 0 |                    |
| • Outstanding from more than one reporting period | 0 |                    |
| <b>Total</b>                                      |   | 18                 |
| Closed during reporting period                    |   | 6                  |
| Carried over to next reporting period             |   | 12                 |

**2.2 Channels of informal requests**

| Source       | Number of Requests |
|--------------|--------------------|
| Online       | 11                 |
| E-mail       | 7                  |
| Mail         | 0                  |
| In person    | 0                  |
| Phone        | 0                  |
| Fax          | 0                  |
| <b>Total</b> | 18                 |

**2.3 Completion time of informal requests**

| Completion Time |               |               |                |                 |                 |                    |       |
|-----------------|---------------|---------------|----------------|-----------------|-----------------|--------------------|-------|
| 0 to 15 Days    | 16 to 30 Days | 31 to 60 Days | 61 to 120 Days | 121 to 180 Days | 181 to 365 Days | More Than 365 Days | Total |
| 0               | 2             | 0             | 4              | 0               | 0               | 0                  | 6     |

**2.4 Pages released informally**

| Less Than 100 Pages Released |                | 100-500 Pages Released |                | 501-1000 Pages Released |                | 1001-5000 Pages Released |                | More Than 5000 Pages Released |                |
|------------------------------|----------------|------------------------|----------------|-------------------------|----------------|--------------------------|----------------|-------------------------------|----------------|
| Number of Requests           | Pages Released | Number of Requests     | Pages Released | Number of Requests      | Pages Released | Number of Requests       | Pages Released | Number of Requests            | Pages Released |
| 2                            | 25             | 0                      | 0              | 0                       | 0              | 0                        | 0              | 0                             | 0              |

**2.5 Pages re-released informally**

| Less Than 100 Pages Re-released |                   | 100-500 Pages Re-released |                   | 501-1000 Pages Re-released |                   | 1001-5000 Pages Re-released |                   | More Than 5000 Pages Re-released |                   |
|---------------------------------|-------------------|---------------------------|-------------------|----------------------------|-------------------|-----------------------------|-------------------|----------------------------------|-------------------|
| Number of Requests              | Pages Re-released | Number of Requests        | Pages Re-released | Number of Requests         | Pages Re-released | Number of Requests          | Pages Re-released | Number of Requests               | Pages Re-released |
| 4                               | 93                | 0                         | 0                 | 0                          | 0                 | 0                           | 0                 | 0                                | 0                 |



**Section 3: Applications to the Information Commissioner on Declining to Act on Requests**

|  | Number of Requests |
|--|--------------------|
| Outstanding from previous reporting period                       | 0                  |
| Sent during reporting period                                     | 1                  |
| <b>Total</b>   | <b>1</b>           |
| Approved by the Information Commissioner during reporting period | 0                  |
| Declined by the Information Commissioner during reporting period | 1                  |
| Withdrawn during reporting period                                | 0                  |
| Carried over to next reporting period                            | 0                  |

**Section 4: Requests Closed During the Reporting Period**
**4.1 Disposition and completion time**

| Disposition of Requests   | Completion Time |               |               |                |                 |                 |                    | Total     |
|---|-----------------|---------------|---------------|----------------|-----------------|-----------------|--------------------|-----------|
|   | 0 to 15 Days    | 16 to 30 Days | 31 to 60 Days | 61 to 120 Days | 121 to 180 Days | 181 to 365 Days | More Than 365 Days |           |
| All disclosed   | 0               | 0             | 0             | 0              | 0               | 1               | 0                  | 1         |
| Disclosed in part   | 0               | 1             | 0             | 1              | 1               | 0               | 2                  | 5         |
| 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             | 2             | 7              | 0               | 0               | 0                  | 10        |
| 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         |
| Declined to act with the approval of the Information Commissioner | 0               | 0             | 0             | 0              | 0               | 0               | 0                  | 0         |
| <b>Total</b>  | <b>0</b>        | <b>2</b>      | <b>2</b>      | <b>8</b>       | <b>1</b>        | <b>1</b>        | <b>2</b>           | <b>16</b> |

**4.2 Exemptions**

| Section       | Number of Requests | Section    | Number of Requests | Section    | Number of Requests | Section  | Number of Requests |
|---------------|--------------------|------------|--------------------|------------|--------------------|----------|--------------------|
| 13(1)(a)      | 1                  | 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) | 2                  |
| 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)         | 1                  | 16.1(1)(d) | 0                  | 19(1)      | 2                  | 22.1(1)  | 0                  |
| 15(1) - I.A.* | 1                  | 16.2(1)    | 0                  | 20(1)(a)   | 0                  | 23       | 3                  |
| 15(1) - Def.* | 2                  | 16.3       | 0                  | 20(1)(b)   | 0                  | 23.1     | 0                  |
| 15(1) - S.A.* | 0                  | 16.4(1)(a) | 0                  | 20(1)(b.1) | 0                  | 24(1)    | 1                  |
| 16(1)(a)(i)   | 2                  | 16.4(1)(b) | 0                  | 20(1)(c)   | 0                  | 26       | 0                  |
| 16(1)(a)(ii)  | 0                  | 16.5       | 0                  | 20(1)(d)   | 0                  |          |                    |
| 16(1)(a)(iii) | 1                  | 16.6       | 0                  |            |                    |          |                    |
| 16(1)(b)      | 1                  | 17         | 0                  |            |                    |          |                    |
| 16(1)(c)      | 1                  |            |                    |            |                    |          |                    |
| 16(1)(d)      | 0                  |            |                    |            |                    |          |                    |

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

**4.3 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                  |

#### 4.4 Format of information released

| Paper | Electronic |          |       |       | Other |
|-------|------------|----------|-------|-------|-------|
|       | E-record   | Data set | Video | Audio |       |
| 1     | 5          | 0        | 0     | 0     | 0     |

#### 4.5 Complexity

##### 4.5.1 Relevant pages processed and disclosed for paper, e-record and dataset formats

| Number of Pages Processed | Number of Pages Disclosed | Number of Requests |
|---------------------------|---------------------------|--------------------|
| 15323                     | 15323                     | 6                  |

##### 4.5.2 Relevant pages processed per request disposition for paper, e-record and dataset formats by size of requests

| Disposition   | Less Than 100 Pages Processed |                 | 100-500 Pages Processed |                 | 501-1000 Pages Processed |                 | 1001-5000 Pages Processed |                 | More Than 5000 Pages Processed |                 |
|---|-------------------------------|-----------------|-------------------------|-----------------|--------------------------|-----------------|---------------------------|-----------------|--------------------------------|-----------------|
|   | Number of Requests            | Pages Processed | Number of Requests      | Pages Processed | Number of Requests       | Pages Processed | Number of Requests        | Pages Processed | Number of Requests             | Pages Processed |
| All disclosed   | 1                             | 40              | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| Disclosed in part   | 3                             | 185             | 1                       | 102             | 0                        | 0               | 0                         | 0               | 1                              | 14996           |
| 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               |
| Declined to act with the approval of the Information Commissioner | 0                             | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| <b>Total</b>  | <b>4</b>                      | <b>225</b>      | <b>1</b>                | <b>102</b>      | <b>0</b>                 | <b>0</b>        | <b>0</b>                  | <b>0</b>        | <b>1</b>                       | <b>14996</b>    |

##### 4.5.3 Relevant minutes processed and disclosed for audio formats

| Number of Minutes Processed | Number of Minutes Disclosed | Number of Requests |
|-----------------------------|-----------------------------|--------------------|
| 0                           | 0                           | 0                  |

##### 4.5.4 Relevant minutes processed per request disposition for audio formats by size of requests

| Disposition   | Less Than 60 Minutes Processed |                   | 60 - 120 Minutes Processed |                   | More than 120 Minutes Processed |                   |
|---|--------------------------------|-------------------|----------------------------|-------------------|---------------------------------|-------------------|
|   | Number of Requests             | Minutes Processed | Number of Requests         | Minutes Processed | Number of Requests              | Minutes Processed |
| All disclosed   | 0                              | 0                 | 0                          | 0                 | 0                               | 0                 |
| Disclosed in part   | 0                              | 0                 | 0                          | 0                 | 0                               | 0                 |
| All exempted  | 0                              | 0                 | 0                          | 0                 | 0                               | 0                 |
| All excluded  | 0                              | 0                 | 0                          | 0                 | 0                               | 0                 |
| Request abandoned   | 0                              | 0                 | 0                          | 0                 | 0                               | 0                 |
| Neither confirmed nor denied                                      | 0                              | 0                 | 0                          | 0                 | 0                               | 0                 |
| Declined to act with the approval of the Information Commissioner | 0                              | 0                 | 0                          | 0                 | 0                               | 0                 |
| <b>Total</b>  | <b>0</b>                       | <b>0</b>          | <b>0</b>                   | <b>0</b>          | <b>0</b>                        | <b>0</b>          |

**4.5.5 Relevant minutes processed and disclosed for video formats**

| Number of Minutes Processed | Number of Minutes Disclosed | Number of Requests |
|-----------------------------|-----------------------------|--------------------|
| 0                           | 0                           | 0                  |

**4.5.6 Relevant minutes processed per request disposition for video formats by size of requests**

| Disposition   | Less Than 60 Minutes Processed |                   | 60 - 120 Minutes Processed |                   | More than 120 Minutes Processed |                   |
|---|--------------------------------|-------------------|----------------------------|-------------------|---------------------------------|-------------------|
|   | Number of Requests             | Minutes Processed | Number of Requests         | Minutes Processed | Number of Requests              | Minutes Processed |
| All disclosed   | 0                              | 0                 | 0                          | 0                 | 0                               | 0                 |
| Disclosed in part   | 0                              | 0                 | 0                          | 0                 | 0                               | 0                 |
| All exempted  | 0                              | 0                 | 0                          | 0                 | 0                               | 0                 |
| All excluded  | 0                              | 0                 | 0                          | 0                 | 0                               | 0                 |
| Request abandoned   | 0                              | 0                 | 0                          | 0                 | 0                               | 0                 |
| Neither confirmed nor denied                                      | 0                              | 0                 | 0                          | 0                 | 0                               | 0                 |
| Declined to act with the approval of the Information Commissioner | 0                              | 0                 | 0                          | 0                 | 0                               | 0                 |
| <b>Total</b>  | 0                              | 0                 | 0                          | 0                 | 0                               | 0                 |

**4.5.7 Other complexities**

| Disposition   | Consultation Required | Legal Advice Sought | Other | Total |
|---|-----------------------|---------------------|-------|-------|
| All disclosed   | 0                     | 0                   | 0     | 0     |
| Disclosed in part   | 2                     | 4                   | 0     | 6     |
| All exempted  | 0                     | 0                   | 0     | 0     |
| All excluded  | 0                     | 0                   | 0     | 0     |
| Request abandoned   | 0                     | 0                   | 0     | 0     |
| Neither confirmed nor denied                                      | 0                     | 0                   | 0     | 0     |
| Declined to act with the approval of the Information Commissioner | 0                     | 0                   | 0     | 0     |
| <b>Total</b>  | 2                     | 4                   | 0     | 6     |

**4.6.1 Requests closed within legislated timelines**

|   |       |
|---|-------|
| Number of requests closed within legislated timelines         | 3     |
| Percentage of requests closed within legislated timelines (%) | 18.75 |

**4.7 Deemed refusals**
**4.7.1 Reasons for not meeting legislated timelines**

| Number of requests closed past the legislated timelines | Principal Reason                       |                       |                       |       |
|---|--|-----------------------|-----------------------|-------|
|   | Interference with operations/ Workload | External Consultation | Internal Consultation | Other |
| 13  | 12                                     | 1                     | 0                     | 0     |

**4.7.2 Requests closed beyond legislated timelines (including any extension taken)**

| Number of days past legislated timelines | Number of requests past legislated timeline where no extension was taken | Number of requests past legislated timeline where an extension was taken | Total |
|--|--|--|-------|
| 1 to 15 days                             | 0  | 0  | 0     |
| 16 to 30 days                            | 1  | 0  | 1     |
| 31 to 60 days                            | 2  | 5  | 7     |
| 61 to 120 days                           | 2  | 0  | 2     |
| 121 to 180 days                          | 0  | 1  | 1     |
| 181 to 365 days                          | 1  | 0  | 1     |
| More than 365 days                       | 0  | 1  | 1     |
| <b>Total</b>                             | 6  | 7  | 13    |

**4.8 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     |

**Section 5: Extensions**
**5.1 Reasons for extensions and disposition of requests**

| Disposition of Requests Where an Extension Was Taken              | 9(1)(a)<br>Interference With<br>Operations/ Workload | 9(1)(b)<br>Consultation |       | 9(1)(c)<br>Third-Party Notice |
|---|--|-------------------------|-------|-------------------------------|
|   |  | Section 69              | Other |                               |
| All disclosed   | 0  | 0                       | 0     | 0                             |
| Disclosed in part   | 3  | 3                       | 0     | 0                             |
| All exempted  | 0  | 0                       | 0     | 0                             |
| All excluded  | 0  | 0                       | 0     | 0                             |
| Request abandoned   | 0  | 0                       | 0     | 0                             |
| No records exist  | 0  | 1                       | 0     | 0                             |
| Declined to act with the approval of the Information Commissioner | 0  | 0                       | 0     | 0                             |
| <b>Total</b>  | 3  | 4                       | 0     | 0                             |

**5.2 Length of extensions**

| Length of Extensions | 9(1)(a)<br>Interference With<br>Operations/ Workload | 9(1)(b)<br>Consultation |       | 9(1)(c)<br>Third-Party Notice |
|----------------------|--|-------------------------|-------|-------------------------------|
|                      |  | Section 69              | Other |                               |
| 30 days or less      | 0  | 0                       | 0     | 0                             |
| 31 to 60 days        | 3  | 2                       | 0     | 0                             |
| 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  | 2                       | 0     | 0                             |
| <b>Total</b>         | 3  | 4                       | 0     | 0                             |

**Section 6: Fees**

| Fee Type     | Fee Collected      |         | Fee Waived         |        | Fee Refunded       |        |
|--------------|--------------------|---------|--------------------|--------|--------------------|--------|
|              | Number of Requests | Amount  | Number of Requests | Amount | Number of Requests | Amount |
| Application  | 13                 | \$65.00 | 3                  | \$0.00 | 0                  | \$0.00 |
| Other fees   | 0                  | \$0.00  | 0                  | \$0.00 | 0                  | \$0.00 |
| <b>Total</b> | 13                 | \$65.00 | 3                  | \$0.00 | 0                  | \$0.00 |

**Section 7: Consultations Received From Other Institutions and Organizations**
**7.1 Consultations received from other Government of Canada institutions and other organizations**

| Consultations                                  | Other Government of<br>Canada Institutions | Number of Pages to<br>Review | Other Organizations | Number of Pages to<br>Review |
|--|--|------------------------------|---------------------|------------------------------|
| Received during the reporting period           | 20   | 549                          | 0                   | 0                            |
| Outstanding from the previous reporting period | 0  | 0                            | 0                   | 0                            |
| <b>Total</b>                                   | 20   | 549                          | 0                   | 0                            |
| Closed during the reporting period             | 20   | 549                          | 0                   | 0                            |
| Carried over within negotiated timelines       | 0  | 0                            | 0                   | 0                            |
| Carried over beyond negotiated timelines       | 0  | 0                            | 0                   | 0                            |

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

| Recommendation            | Number of Days Required to Complete Consultation Requests |                  |                  |                   |                    |                    |                       | Total |
|---------------------------|---|------------------|------------------|-------------------|--------------------|--------------------|-----------------------|-------|
|                           | 0 to 15<br>Days   | 16 to 30<br>Days | 31 to 60<br>Days | 61 to 120<br>Days | 121 to 180<br>Days | 181 to 365<br>Days | More Than<br>365 Days |       |
| Disclose entirely         | 0   | 2                | 1                | 1                 | 0                  | 0                  | 0                     | 4     |
| Disclose in part          | 3   | 1                | 4                | 6                 | 1                  | 0                  | 0                     | 15    |
| 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                | 1                 | 0                  | 0                  | 0                     | 1     |
| Other                     | 0   | 0                | 0                | 0                 | 0                  | 0                  | 0                     | 0     |
| <b>Total</b>              | 3   | 3                | 5                | 8                 | 1                  | 0                  | 0                     | 20    |

**7.3 Recommendations and completion time for consultations received from other organizations outside the Government of Canada**

| Recommendation            | Number of Days Required to Complete Consultation Requests |               |               |                |                 |                 |                    | Total |
|---------------------------|---|---------------|---------------|----------------|-----------------|-----------------|--------------------|-------|
|                           | 0 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     |

**Section 8: Completion Time of Consultations on Cabinet Confidences**

**8.1 Requests with Legal Services**

| Number of Days | Fewer Than 100 Pages Processed |                 | 100-500 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               |

**8.2 Requests with Privy Council Office**

| Number of Days | Fewer Than 100 Pages Processed |                 | 100–500 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               |



**Section 9: Investigations and Reports of finding**

**9.1 Investigations**

| Section 32 Notice of intention to investigate | Subsection 30(5) Ceased to investigate | Section 35 Formal Representations |
|---|--|-----------------------------------|
| 2   | 1                                      | 0                                 |

**9.2 Investigations and Reports of finding**

| Section 37(1) Initial Reports |   |  | Section 37(2) Final Reports |   |  |
|-------------------------------|---|--|-----------------------------|---|--|
| Received                      | Containing recommendations issued by the Information Commissioner | Containing an intent to issue an order by the Information Commissioner | Received                    | Containing recommendations issued by the Information Commissioner | Containing orders issued by the Information Commissioner |
| 0                             | 0   | 0  | 2                           | 0   | 0  |

**Section 10: Court Action**

**10.1 Court actions on complaints**

| Section 41      |                 |                 |                          |       |
|-----------------|-----------------|-----------------|--------------------------|-------|
| Complainant (1) | Institution (2) | Third Party (3) | Privacy Commissioner (4) | Total |
| 0               | 0               | 0               | 0                        | 0     |

**10.2 Court actions on third party notifications under paragraph 28(1)(b)**

| Section 44 - under paragraph 28(1)(b) |
|---------------------------------------|
| 0                                     |

**Section 11: Resources Related to the *Access to Information Act***

**11.1 Allocated Costs**

| Expenditures                      | Amount           |
|-----------------------------------|------------------|
| Salaries                          | \$90,000         |
| Overtime                          | \$0              |
| Goods and Services                | \$270,421        |
| • Professional services contracts | \$270,421        |
| • Other                           | \$0              |
| <b>Total</b>                      | <b>\$360,421</b> |

**11.2 Human Resources**

| Resources                        | Person Years Dedicated to Access to Information Activities |
|----------------------------------|--|
| Full-time employees              | 0.000  |
| Part-time and casual employees   | 1.000  |
| Regional staff                   | 0.000  |
| Consultants and agency personnel | 1.000  |
| Students                         | 0.500  |
| <b>Total</b>                     | <b>2.500</b>   |

## Appendix C: Supplemental Statistical Report on the *Access to Information Act* and *Privacy Act*



### Supplemental Statistical Report on the *Access to Information Act* and the *Privacy Act*

Name of institution: National Security and Intelligence Review Agency Secretariat

Reporting period: 2023-04-01 to 2024-03-31

#### Section 1: Open Requests and Complaints Under the *Access to Information Act*

1.1 Enter the number of open requests that are outstanding from previous reporting periods.

| Fiscal Year Open Requests Were Received | Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2024 | Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024 | Total    |
|---|--|--|----------|
| Received in 2023-24                     | 3  | 0  | 3        |
| Received in 2022-23                     | 0  | 1  | 1        |
| Received in 2021-22                     | 0  | 0  | 0        |
| Received in 2020-21                     | 0  | 1  | 1        |
| Received in 2019-20                     | 0  | 0  | 0        |
| Received in 2018-19                     | 0  | 0  | 0        |
| Received in 2017-18                     | 0  | 0  | 0        |
| Received in 2016-17                     | 0  | 0  | 0        |
| Received in 2015-16                     | 0  | 0  | 0        |
| Received in 2014-15 or earlier          | 0  | 0  | 0        |
| <b>Total</b>                            | <b>3</b>   | <b>2</b>   | <b>5</b> |

1.2 Enter the number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods.

| Fiscal Year Open Complaints Were Received by Institution | Number of Open Complaints |
|--|---------------------------|
| Received in 2023-24                                      | 0                         |
| Received in 2022-23                                      | 0                         |
| Received in 2021-22                                      | 0                         |
| Received in 2020-21                                      | 0                         |
| Received in 2019-20                                      | 0                         |
| Received in 2018-19                                      | 0                         |
| Received in 2017-18                                      | 0                         |
| Received in 2016-17                                      | 0                         |
| Received in 2015-16                                      | 0                         |
| Received in 2014-15 or earlier                           | 0                         |
| <b>Total</b>   | <b>0</b>                  |



**Section 2: Open Requests and Complaints Under the *Privacy Act***

2.1 Enter the number of open requests that are outstanding from previous reporting periods.

| Fiscal Year Open Requests Were Received | Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2024 | Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024 | Total    |
|---|--|--|----------|
| Received in 2023-24                     | 2  | 0  | 2        |
| Received in 2022-23                     | 0  | 0  | 0        |
| Received in 2021-22                     | 0  | 0  | 0        |
| Received in 2020-21                     | 0  | 0  | 0        |
| Received in 2019-20                     | 0  | 0  | 0        |
| Received in 2018-19                     | 0  | 0  | 0        |
| Received in 2017-18                     | 0  | 0  | 0        |
| Received in 2016-17                     | 0  | 0  | 0        |
| Received in 2015-16                     | 0  | 0  | 0        |
| Received in 2014-15 or earlier          | 0  | 0  | 0        |
| <b>Total</b>                            | <b>2</b>   | <b>0</b>   | <b>2</b> |

2.2 Enter the number of open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods.

| Fiscal Year Open Complaints Were Received by Institution | Number of Open Complaints |
|--|---------------------------|
| Received in 2023-24                                      | 0                         |
| Received in 2022-23                                      | 7                         |
| Received in 2021-22                                      | 0                         |
| Received in 2020-21                                      | 0                         |
| Received in 2019-20                                      | 0                         |
| Received in 2018-19                                      | 0                         |
| Received in 2017-18                                      | 0                         |
| Received in 2016-17                                      | 0                         |
| Received in 2015-16                                      | 0                         |
| Received in 2014-15 or earlier                           | 0                         |
| <b>Total</b>   | <b>7</b>                  |

**Section 3: Social Insurance Number**

|  |    |
|--|----|
| Has your institution begun a new collection or a new consistent use of the SIN in 2023-24? | No |
|--|----|

**Section 4: Universal Access under the *Privacy Act***

|  |   |
|--|---|
| How many requests were received from foreign nationals outside of Canada in 2023-24? | 0 |
|--|---|