



National Security  
and Intelligence  
Review Agency

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

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**2022 - 2023**

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

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**National Security and Intelligence Review Agency Secretariat**

**April 1, 2022 to March 31, 2023**

# 1. Table of Contents

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Introduction .....	2
Who We Are .....	2
Mandate .....	2
Reviews .....	3
Investigations .....	3
Access to Information and Privacy Office – Organizational Structure .....	4
Delegation Order.....	5
Performance 2022-2023.....	5
Performance in Processing Access Requests .....	5
Statistical Reports for 2022-2023 .....	6
Extensions and Completion Time of Closed Requests .....	6
Consultations .....	6
Requests Treated Informally.....	7
Impact of COVID-19 measures .....	7
Complaints and Investigations of Access Requests .....	7
Training and Awareness .....	7
Policies, Guidelines, and Procedures.....	8
Proactive Publication under Part 2 of the ATIA.....	8
Initiatives and Projects to Improve Access to Information .....	8
Summary of Key Issues and Actions Taken on Complaints.....	9
<i>Access to Information Act Fees for the Purposes of the Service Fees Act</i> .....	9
Monitoring Compliance .....	9
Appendix A: Delegation Order .....	11
Appendix B: 2022–23 Statistical Report on the <i>Access to Information Act</i> .....	12
Appendix C: Supplemental Statistical Report on the <i>Access to Information Act</i> and <i>Privacy Act</i> .	17

## Introduction

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The *Access to Information Act* gives Canadian citizens and permanent residents, as well as any person or corporation present in Canada, a right of access to information contained in government records, subject to certain specific and limited exceptions.

Section 94 of the Act requires the head of each government institution to prepare an annual report on the administration of the Act within the institution that is to be tabled in 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 in accordance with section 94 of the *Access to Information Act* and section 20 of the *Service Fees Act*, describes the activities of the National Security and Intelligence Review Agency (NSIRA) Secretariat in administering these Acts during the period of April 1, 2022 to March 31, 2023.

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

Access to Information and Privacy Office  
National Security and Intelligence Review Agency  
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, 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 assists NSIRA in fulfilling its mandate. It is the NSIRA Secretariat, headed by an Executive Director, that is the government institution for the purposes of the *Access to Information Act* and the *Privacy Act*.

### Mandate

The NSIRA 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 matters that a minister of the Crown refers to NSIRA.

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

## Investigations

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

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

- 1 Full-time Access to Information Consultant;
- 1 Part-time Privacy Consultant; and
- 1 Full-time ATIP Manager who fulfilled the duties that would normally be carried out by an ATIP Coordinator, as well as managed the ATIP Office, in addition to fulfilling normal duties as Manager of Administrative Services for the Secretariat and Agency Members.

NSIRA Secretariat Corporate Legal Counsel and Senior General Counsel supported the ATIP office on an as required basis.

The ATIP Office is responsible for the following:

- monitoring compliance with ATIP legislation and relevant procedures and policies;
- processing requests under both the *Access to Information Act* and the *Privacy Act*;
- developing and maintaining policies, procedures, and guidelines to ensure that the NSIRA Secretariat respects the *Access to Information Act* 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 material that might be required by central agencies; and
- representing the NSIRA Secretariat in dealings with the Treasury Board of Canada Secretariat, the information and privacy commissioners, and other government departments and agencies in matters pertaining to the *Access to Information Act* and the *Privacy Act*.

The NSIRA Secretariat was a party to a service agreement under section 96 of the *Access to Information Act* during the reporting period, pursuant to which it received administrative services from the Privy Council Office related to the tabling of the *Access to Information Act* annual report in Parliament. The NSIRA Secretariat was also a party to a service agreement under section 92 of the Act, pursuant to which it received ATIP Online services from the Treasury Board of Canada Secretariat.

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

- Travel expenses;
- Hospitality expenses;
- Reports tabled in Parliament; and
- Contracts over \$10,000.

To assist the ATIP Office in meeting its overall legislative obligations, the NSIRA Secretariat relied on a collaborative internal group of subject matter points of contact from all its branches.

## Delegation Order

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

## Performance 2022-2023

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### **Performance in Processing Access Requests**

During the reporting period, from April 1, 2022 to March 31, 2023, the NSIRA Secretariat received 11 formal requests in addition to 10 requests that were outstanding from previous reporting periods, bringing the total number of requests to 21. Of these, the NSIRA Secretariat closed 15 requests in 2022-23, and 6 were carried over to the next reporting period. Five of the carried-over requests were received during the 2022-23 reporting period, of which two open requests are within the legislated timelines as of March 31, 2023, and four are beyond the legislated timelines, including one request that was received during the 2018-19 reporting period.

## **Statistical Reports for 2022-2023**

The institution's 2022-2023 Statistical Report on the *Access to Information Act* and Supplemental ATIP Statistical Report for 2022-2023 are found in Appendices B and C.

### **Extensions and Completion Time of Closed Requests**

During the reporting period, the NSIRA Secretariat invoked extensions in processing 10 requests: 1 extension of 31 to 60 days, 3 extensions of 61 to 120 days, 2 extensions of 121 to 180 days, 2 extensions of 181 to 365 days, and 2 extensions of 365 days or more, all of which included extensions necessary to consult with third parties.

Of the requests completed during the reporting period,

- 2 requests, or 13.33% of the requests completed, were disclosed in its entirety. 1 request completed within 16 to 30 days, and 1 request completed within 181 to 365 days.
- 7 requests, or 46.66% of the requests completed, were disclosed in part. 3 requests completed within 61 to 120 days, 2 requests completed within 181 to 365 days, and 2 requests completed more than 365 days.
- 2 requests, or 13.33% of the requests completed, were all exempted. 1 request completed within 1 to 15 days, and 1 request completed within 31 to 60 days.
- 1 request, or 6.66% of the requests completed, resulted in no records. This request was completed within 16 to 30 days.
- 1 request, or 6.66% of the requests completed was abandoned and completed within 1 to 15 days.
- 2 requests, or 13.33% of the requests completed, were neither confirmed nor denied. 1 request completed within 16 to 30 days, and 1 request completed within 31 to 60 days.

The NSIRA Secretariat's responses to many requests required intensive review of complex records, including extensive internal and external consultations due to a significant portion of our information holdings consisting of sensitive and classified records created or originally received by other government institutions owing to NSIRA's mandate. In 2022-23, the NSIRA Secretariat's on-time response rate decreased extensively to 33% from 80% in the previous reporting year.

### **Consultations**

The NSIRA Secretariat was consulted on 4 requests this fiscal year. All 4 requests were completed within 61 to 120 days. The NSIRA Secretariat closed all consultations and carried over none into 2023-2024.

## **Requests Treated Informally**

In 2022-2023, the NSIRA Secretariat responded to 2 informal requests for records previously released under the *Access to Information Act* and carried over one into 2023-2024.

## **Impact of COVID-19 measures**

During the reporting period, the NSIRA Secretariat was not affected by measures related to the COVID-19 pandemic.

## **Complaints and Investigations of Access Requests**

Subsection 30(1) of the Act describes how the Office of the Information Commissioner receives and investigates complaints from individuals regarding the processing of requests under the Act. The NSIRA Secretariat received three new complaints during the reporting period. One of these complaints was discontinued during the reporting period, while the other two complaints remained active on March 31, 2023.

Moreover, one complaint received in fiscal year 2021-2022 was closed as “well-founded” during this reporting period. This complaint concerned the NSIRA Secretariat's delay in providing a fulsome response to a large request that was made to NSIRA's predecessor, the Security Intelligence Review Committee (SIRC), before the established legislative deadline. The delay was largely due to extended external consultations.

## **Training and Awareness**

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During the reporting period, access to information training requirements were identified for all NSIRA Secretariat employees, as well as for those with functional or delegated responsibility for the administration of the *Access to Information Act*, in accordance with the *Directive on Access to Information Requests*. The Canada School of Public Service course *Access to Information and Privacy Fundamentals* (COR502) was included as mandatory training in all employees' training curriculum.

## Policies, Guidelines, and Procedures

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The NSIRA Secretariat updated the Delegation Order during the reporting period. We also engaged with Library and Archives Canada on obtaining institution-specific disposition authorities, as we are currently operating under the former SIRC's disposition authorities.

## Proactive Publication under Part 2 of the ATIA

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In accordance with paragraph 81(b) of the *Access to Information Act*, the NSIRA Secretariat is 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 (section 86)
- Grants and Contributions over \$25,000 (section 87)
- Briefing materials (section 88)

During the reporting period, NSIRA Secretariat proactive publications were published on [open.canada.ca](https://open.canada.ca).

Of the total proactive publication requirements that were due during the reporting period, 80% were published within the legislated timelines.

## Initiatives and Projects to Improve Access to Information

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The NSIRA Secretariat's IT team began work to develop an ATIP software tool for our classified and unclassified systems. The NSIRA Secretariat also signed a memorandum of understanding with TBS to make full use of ATIP online and implemented the tool during the reporting period.

## Summary of Key Issues and Actions Taken on Complaints

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The NSIRA Secretariat hired a consultant to help process the large aforementioned access request made to its predecessor; a request that was subsequently the subject of a delay complaint made in FY 2021-2022 and deemed well-founded by the Information Commissioner during the reporting period. The NSIRA Secretariat took concrete action during the reporting period to comply with the Commissioner's order to provide a fulsome response to the request "forthwith", including but not limited to streamlining the consultation process with another government institution and disclosing additional records to the requestor.

## *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 *Access to Information Act*, 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:** \$30
- **Fees waived:** \$25
- **Cost of operating the program:** \$294,640

## Monitoring Compliance

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In order to meet legislative deadlines for access to information requests, deadlines for individual requests are strictly monitored by using MS Outlook reminders. The ATIP Manager organizes ad hoc meetings to discuss request-related activities (such as whether inter-institutional consultations are necessary), determine deadlines and ensure that all team members are informed of the status of files. At bi-weekly team meetings with the Senior General Counsel and Corporate Counsel, the ATIP

Manager raises and discusses compliance with legislative and policy obligations. The Executive Director is also briefed on all ATIP compliance issues.

The NSIRA Secretariat has a document setting out the procedures to be followed in carrying out our monthly proactive disclosure, together with the associated expectations and timelines, in order to monitor the accuracy and completeness of the information proactively published under Part 2 of the Act.

During the reporting period, the NSIRA Secretariat also began assessing the feasibility of making information previously released under the *Access to Information Act* available on its public-facing website.

For contracts issued during the reporting period, the NSIRA Secretariat included a General Condition on Access to Information from Public Services and Procurement Canada's *Standard Acquisition Clauses and Conditions Manual*.

# 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 National Security and Intelligence Review Agency Secretariat	<u>Access to Information Act</u> 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) <u>Access to Information Regulations</u> 6(1), 8, 8.1
Office Manager National Security and Intelligence Review Agency Secretariat	<u>Access to Information Act</u> 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) <u>Access to Information Regulations</u> 6(1), 8, 8.1
ATIP Officer National Security and Intelligence Review Agency Secretariat	<u>Access to Information Act</u> 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) <u>Access to Information Regulations</u> 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 National Security and Intelligence Review Agency Secretariat	<u>Privacy Act</u> 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,
	22.3, 23, 24, 25, 26, 27, 27.1, 28, 33(2), 35(4), 51(2)(b), 72(1), 72(4) <u>Privacy Regulations</u> 9, 11(2), 11(4), 13(1), 14
Office Manager National Security and Intelligence Review Agency Secretariat	<u>Privacy Act</u> 9(4), 10, 14, 15, 17(2)(b), 17(3)(b), 18(2), 26, 33(2), 72(1), 72(4) <u>Privacy Regulations</u> 9
ATIP Officer National Security and Intelligence Review Agency Secretariat	<u>Privacy Act</u> 9(4), 10, 14, 15, 17(2)(b), 17(3)(b), 18(2), 26, 33(2), 72(1), 72(4) <u>Privacy Regulations</u> 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: 2022–23 Statistical Report on the Access to Information Act



## Statistical Report on the Access to Information Act

Name of institution: National Security and Intelligence Review Agency

Reporting period: 2022-04-01 to 2023-03-31

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

#### 1.1 Number of requests

		Number of Requests
Received during reporting period		11
Outstanding from previous reporting periods		10
	• Outstanding from previous reporting period	9
	• Outstanding from more than one reporting period	1
<b>Total</b>		<b>21</b>
Closed during reporting period		15
Carried over to next reporting period		6
	• Carried over within legislated timeline	2
	• Carried over beyond legislated timeline	4

#### 1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	0
Business (private sector)	0
Organization	0
Public	10
Decline to identify	1
<b>Total</b>	<b>11</b>

#### 1.3 Channels of requests

Source	Number of Requests
Online	10
E-mail	0
Mail	1
In person	0
Phone	0
Fax	0
<b>Total</b>	<b>11</b>

### Section 2: Informal Requests

#### 2.1 Number of informal requests

		Number of Requests
Received during reporting period		3
Outstanding from previous reporting periods		0
	• Outstanding from previous reporting period	0
	• Outstanding from more than one reporting period	0
<b>Total</b>		<b>3</b>
Closed during reporting period		2
Carried over to next reporting period		1

#### 2.2 Channels of informal requests

Source	Number of Requests
Online	0
E-mail	3
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	<b>3</b>

#### 2.3 Completion time of informal requests

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

#### 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	65	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
0	0	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	0
<b>Total</b>	<b>0</b>
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	0
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
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	1	0	0	0	1	0	2
Disclosed in part	0	0	0	3	0	2	2	7
All exempted	1	0	1	0	0	0	0	2
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	1	0	0	0	0	0	0	1
Neither confirmed nor denied	0	1	1	0	0	0	0	2
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
<b>Total</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>2</b>	<b>15</b>

**4.2 Exemptions**

Section	of Requests	Section	Number of Requests	Section	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)	2	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	1
15(1) - Def.*	5	16.3	0	20(1)(b)	0	23.1	0
15(1) - S.A.*	1	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	1
16(1)(a)(i)	3	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)	0	16.6	0				
16(1)(b)	1	17	0				
16(1)(c)	4						
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	
0	9	0	0	0	0

**4.5 Complexity**

**4.5.1 Relevant pages processed and disclosed for paper and e-record formats**

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
856	856	14

**4.5.2 Relevant pages processed per request disposition for paper and e-record 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	7	1	322	0	0	0	0	0	0
Disclosed in part	6	247	1	280	0	0	0	0	0	0
All exempted	2	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	1	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	2	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>12</b>	<b>254</b>	<b>2</b>	<b>602</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</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 Request	Minutes Processed	Number of Requests	Minutes Processed	Number of Request	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

4.5.5 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 Request	Minutes Processed	Number of Requests	Minutes Processed	Number of Request	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	0	0	0	0
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>	0	0	0	0

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	5
Percentage of requests closed within legislated timelines (%)	33.33333333

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
10	0	10	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	0	0	0
31 to 60 days	0	2	2
61 to 120 days	0	3	3
121 to 180 days	0	0	0
181 to 365 days	0	3	3
More than 365 days	0	2	2
<b>Total</b>	0	10	10

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) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	2	0
Disclosed in part	0	0	7	0
All exempted	0	0	1	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
No records exist	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
<b>Total</b>	0	0	10	0

5.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	0	0	0	0
31 to 60 days	0	0	1	0
61 to 120 days	0	0	3	0
121 to 180 days	0	0	2	0
181 to 365 days	0	0	2	0
365 days or more	0	0	2	0
<b>Total</b>	0	0	10	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	6	\$30.00	5	\$0.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
<b>Total</b>	6	\$30.00	5	\$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 Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	4	189	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	4	189	0	0
Closed during the reporting period	4	189	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
	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	4	0	0	0	4
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	4	0	0	0	4

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
	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

**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
Total	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
Total	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
3	0	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 orders issued by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
1	1	1	1	1	1

**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	\$100,000
Overtime	\$0
Goods and Services	\$194,640
• Professional services contracts	\$194,640
• Other	\$0
<b>Total</b>	<b>\$294,640</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	1.000
<b>Total</b>	<b>3.000</b>

Note: Enter values to three decimal places.

# 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

Reporting period: 2022-04-01 to 2023-03-31

### Section 1: Capacity to Receive Requests under the Access to Information Act and the Privacy Act

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	52
Able to receive requests by email	52
Able to receive requests through the digital request service	52

### Section 2: Capacity to Process Records under the Access to Information Act and the Privacy Act

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records			52	52
Protected B Paper Records	0	0	52	52
Secret and Top Secret Paper Records	0	0	52	52

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Electronic Records	0	0	52	52
Protected B Electronic Records	0	0	52	52
Secret and Top Secret Electronic Records	0	0	52	52

### Section 3: Open Requests and Complaints Under the Access to Information Act

3.1 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	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	2	3	5
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	1	1
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
<b>Total</b>	<b>2</b>	<b>4</b>	<b>6</b>

Row 11, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the Access to Information Act

3.2 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 2022-2023	3
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
<b>Total</b>	<b>3</b>