



## ANNUAL REPORTS TO PARLIAMENT:

### **Administration of the *Access to Information Act***

and

### **Administration of the *Privacy Act* 2016-2017**

Canada<sup>🇨🇦</sup>

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# PART A:

## Report on the Administration of the *Access to Information Act*

### INTRODUCTION

#### *Access to Information Act*

Proclaimed on July 1, 1983, the *Access to Information Act* (Revised Statutes of Canada, Chapter A-1, 1985) (the “**Act**”) gives Canadian citizens and permanent residents of Canada a broad right of access to information contained in records that are under the control of a government institution. This access is in accordance with the principle that government information should be available to the public, subject to certain specific and limited exceptions.

According to Section 72 of the *Act* the head of every government institution shall prepare an annual report on its administration of the *Act* during each government fiscal year for submission to Parliament.

This annual report describes how the Canadian Tourism Commission administered its responsibilities under the *Act* from April 1, 2016 to March 31, 2017.

#### *Corporate Profile*

Destination Canada, the operating name for the Canadian Tourism Commission, is Canada's national tourism marketing organization. We work in partnership with our tourism industry in 11 countries around the world to promote Canada as a premier travel and meeting destination.

Tourism is one of the world's fastest-growing sectors and is vital in generating value for Canada's economy. The work of Destination Canada alongside our partners supports local tourism businesses to reach the international marketplace and stimulates demand for Canada's tourism economy. It is this growth in international tourism revenue that helps to create jobs and support the livelihoods of the many Canadians working in tourism from coast to coast to coast.

## *Mandate*

A federal Crown corporation wholly owned by the Government of Canada, Destination Canada reports to Parliament through the Minister of Innovation, Science, and Economic Development. Our legislated mandate is to:

- Sustain a vibrant and profitable Canadian tourism industry;
- Market Canada as a desirable tourism destination;
- Support a cooperative relationship between the private sector and the governments of Canada, the provinces and the territories with respect to Canadian tourism; and
- Provide information about Canadian tourism to the private sector and to the governments of Canada, the provinces and the territories.

## *Board of Directors*

The *Canadian Tourism Commission Act* states that Destination Canada's Board of Directors consists of not more than 12 directors, including a Chairperson and a President. Destination Canada is currently led by a 12-member Board of Directors that provide strategic leadership and effective oversight of the organization's business. Directors are appointed based on the full range of skills, experience and competencies required to add value to Destination Canada's decisions on strategic opportunities and risks.

## **ORGANIZATIONAL STRUCTURE TO FULFILL ACCESS TO INFORMATION ACT RESPONSIBILITIES**

Responsibilities associated with the administration of the *Act* are housed under Destination Canada's Corporate Secretary's Office. Within this office, the General Counsel & Corporate Secretary maintains accountability for the administration of and the compliance with the *Act*. Also within this office is the Board & Governance Liaison who is the Access to Information and Privacy ("ATIP") Coordinator and is responsible for the day-to-day activities related to the administration of the *Act*.

## **DELEGATION ORDER**

Pursuant to Section 3 of the *Act*, the President and Chief Executive Officer of Destination Canada is the designated organizational head. The President and Chief Executive Officer has not formally delegated any of his or her powers and responsibilities under the *Act*. However, while for the purpose of the *Act* the head retains authority, all of the day-to-day activities related to the administration of the *Act* fall under the responsibility of the Corporate Secretary's Office which has full knowledge of applicable legislation and jurisprudence.

## **INTERPRETATION OF STATISTICAL REPORT**

Destination Canada received nine (9) access to information requests and two (2) consultations from other government institutions between April 1, 2016 and March 31, 2017. Of these nine (9) formal requests all were closed within the reporting period.

Types of requests:

Of the nine (9) access to information requests received during this reporting period: 22% were from academia, 22% were from organizations, 33% were from the public and 22% of the requesters declined to identify themselves.

Completion time:

Destination Canada's completion time for 88% of its requests were closed within the legislative requirement of 30 days.

Fees:

In the reporting period, net fees of \$15 were collected.

Costs:

The total costs incurred by the ATIP unit regarding access to information were approximately \$16,000. This amount includes \$12,000 in salary, \$4,000 in consultant fees.

Human resources:

As for human resources, it has been estimated that 0.10 FTE (full time employee) was dedicated to access to information activities.

The statistical report submitted to the Treasury Board Secretariat on the administration of the Act for the 2016-2017 reporting period is appended to this report as Annex A.

## TRAINING

No training was provided to Destination Canada staff on access to information during the reporting period.

## NEW OR REVISED ACCESS TO INFORMATION POLICIES, GUIDELINES AND PROCEDURES

No new access to information related policies or procedures were established during the reporting period.

## COMPLAINTS

We received an inquiry from the Information Commissioner regarding a request we had received in 2015 regarding a former employee's file from a third party. Destination Canada provided all the applicable documents requested by the Information Commissioner and has not received any further inquiries.

## MONITORING TIME TO PROCESS

Given the minimal number of requests for access to information received by Destination Canada, a formal practice to monitor processing time is not necessitated. As such, no monitoring of processing time was conducted during the reporting period.

## ANNEX A:

### 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:** Canadian Tourism Commission

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

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

#### 1.1 Number of requests

	Number of Requests
Received during reporting period	9
Outstanding from previous reporting period	0
<b>Total</b>	<b>9</b>
Closed during reporting period	9
Carried over to next reporting period	0

#### 1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	2
Business (private sector)	0
Organization	2
Public	3
Decline to Identify	2
<b>Total</b>	<b>9</b>

#### 1.3 Informal requests

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

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

TBS/SCT 350-63 (Rev. 2011/03)



## Part 2: Requests Closed During the Reporting Period

### 2.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	2	0	0	0	0	0	0
Disclosed in part	0	1	0	0	0	1	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	6	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	0	9	0	0	0	1	0	9

### 2.2 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)	1	20.2	0
13(1)(c)	1	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)	1
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	1
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)	0	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	0
15(1) - Def.*	0	16.3	0	20(1)(b)	1	24(1)	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	1		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	17	0				
16(1)(b)	0						
16(1)(c)	0						
16(1)(d)	0						

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

## 2.3 Exclusions

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

## 2.4 Format of information released

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

## 2.5 Complexity

### 2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	5	5	2
Disclosed in part	44	44	1
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	6
Neither confirmed nor denied	0	0	0

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

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	2	5	0	0	0	0	0	0	0	0
Disclosed in part	1	44	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	6	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	9	49	0	0	0	0	0	0	0	0

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### 2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	0	0	0	0	0
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	6	0	0	6
Neither confirmed nor denied	0	0	0	0	0
<b>Total</b>	0	6	0	0	6

## 2.6 Deemed refusals

### 2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
1	0	1	0	0

### 2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline Where An Extension Was Taken	Total
1 to 15 days	0	1	1
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
<b>Total</b>	0	0	1

## 2.7 Requests for translation

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

## Part 3: Extensions

### 3.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	0	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
<b>Total</b>	0	0	0	0

### 3.2 Length of extensions

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

## Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	3	\$15	0	\$0
Search	0	\$0	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
<b>Total</b>	3	\$15	0	\$0

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

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

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	2	304	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	2	304	0	0
Closed during the reporting period	2	304	0	0
Pending at the end of the reporting period	0	0	0	0

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

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

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

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

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

### 6.1 Requests with Legal Services

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



## 6.2 Requests with Privy Council Office

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

### Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
0	0	0	0

### Part 8: Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0

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

#### 9.1 Costs

Expenditures		Amount
Salaries		\$12,000
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	>\$4,000	
• Other	\$0	
<b>Total</b>		<b>\$16,000</b>

## 9.2 Human Resources

<b>Resources</b>	<b>Person Years Dedicated to Access to Information Activities</b>
Full-time employees	0.10
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
<b>Total</b>	<b>0.10</b>

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

# PART B:

## Report on the Administration of the *Privacy Act*

### INTRODUCTION

#### *Privacy Act*

Proclaimed on July 1, 1983, the *Privacy Act* (Revised Statutes of Canada, Chapter A-1, 1985) extends the present laws of Canada that protect the privacy of individuals with respect to personal information about themselves held by a government institution and that provide individuals with a right of access to that information.

According to Section 72 of the *Privacy Act*, the head of every government institution shall prepare an annual report on its administration of the *Privacy Act* during each government fiscal year for submission to Parliament.

This annual report describes how the Canadian Tourism Commission administered its responsibilities under the *Privacy Act* from April 1, 2016 to March 31, 2017.

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## Mandate

A federal Crown corporation wholly owned by the Government of Canada, Destination Canada reports to Parliament through the Minister of Innovation, Science, and Economic Development. Our legislated mandate is to:

- Sustain a vibrant and profitable Canadian tourism industry;
- Market Canada as a desirable tourism destination;
- Support a cooperative relationship between the private sector and the governments of Canada, the provinces and the territories with respect to Canadian tourism; and
- Provide information about Canadian tourism to the private sector and to the governments of Canada, the provinces and the territories.

## Board of Directors

The *Canadian Tourism Commission Act* states that Destination Canada's Board of Directors consists of not more than 12 directors, including a Chairperson and a President. Destination Canada is currently led by a 12-member Board of Directors that provide strategic leadership and effective oversight of the organization's business. Directors are appointed based on the full range of skills, experience and competencies required to add value to Destination Canada's decisions on strategic opportunities and risks.

## ORGANIZATIONAL STRUCTURE TO FULFILL *PRIVACY ACT* RESPONSIBILITIES

Responsibilities associated with the administration of the *Privacy Act* are housed under Destination Canada's Corporate Secretary's Office. Within this office, the General Counsel & Corporate Secretary maintains accountability for the administration of and the compliance with the *Privacy Act*. Also within this office is the Board & Governance Liaison who is the Access to Information and Privacy ("**ATIP**") Coordinator and is responsible for the day-to-day activities related to the administration of the *Privacy Act*.

## DELEGATION ORDER

Pursuant to Section 3 of the *Privacy Act*, the President and Chief Executive Officer of Destination Canada is the designated organizational head. The President and Chief Executive Officer has not formally delegated any of his or her powers and responsibilities under the *Privacy Act*. However, while for the purpose of the *Privacy Act* the head retains authority, all of the day-to-day activities related to the administration of the *Privacy Act* fall under the responsibility of the Corporate Secretary's Office which has full knowledge of applicable legislation and jurisprudence.

## INTERPRETATION OF STATISTICAL REPORT

During the 2016-2017 reporting period, Destination Canada:

- Received zero privacy requests (down from one received the previous year).
- Received no consultation requests from other institutions.
- Received no complaints.

The statistical report submitted to the Treasury Board Secretariat on the administration of the *Privacy Act* for the 2016-2017 reporting period is appended to this report as Annex B.

## TRAINING

No training was provided to Destination Canada staff on privacy during the reporting period.

## NEW OR REVISED PRIVACY POLICIES, GUIDELINES AND PROCEDURES

No new privacy related policies or procedures were established during the reporting period.

## COMPLAINTS

No complaints were received during the reporting period, nor were any audits or investigations concluded during the reporting period.

## MONITORING TIME TO PROCESS

Given the minimal number of privacy requests received by Destination Canada, a formal practice to monitor processing time is not necessitated. As such, no monitoring of processing time was conducted during the reporting period.

## PRIVACY BREACHES

No material privacy breaches occurred during the reporting period.

## PRIVACY IMPACT ASSESSMENT

Destination Canada did not complete any privacy impact assessments during the reporting period.

## DISCLOSURES

No disclosures were made pursuant to paragraph 8(2)(m) of the *Privacy Act* during the reporting period.

ANNEX B:

STATISTICAL REPORT ON THE *PRIVACY ACT*



Government of Canada / Gouvernement du Canada

**Statistical Report on the *Privacy Act***

**Name of institution:** Canadian Tourism Commission

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

**Part 1: Requests Under the *Privacy Act***

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

**Part 2: Requests Closed During the Reporting Period**

**2.1 Disposition and completion time**

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

## 2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
18(2)	0	22(1)(a)(i)	0	23(a)	0
19(1)(a)	0	22(1)(a)(ii)	0	23(b)	0
19(1)(b)	0	22(1)(a)(iii)	0	24(a)	0
19(1)(c)	0	22(1)(b)	0	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	0
19(1)(f)	0	22.1	0	27	0
20	0	22.2	0	28	0
21	0	22.3	0		

## 2.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
69(1)(a)	0	70(1)	0	70(1)(d)	0
69(1)(b)	0	70(1)(a)	0	70(1)(e)	0
69.1	0	70(1)(b)	0	70(1)(f)	0
		70(1)(c)	0	70.1	0

## 2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	0	0	0
Disclosed in part	0	0	0
<b>Total</b>	0	0	0

## 2.5 Complexity

### 2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	0	0	0
Disclosed in part	0	0	0
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0

<b>Total</b>	0	0	0
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### 2.5.2 Relevant pages processed and disclosed by size of requests

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

### 2.5.3 Other complexities

<b>Disposition</b>	<b>Consultation Required</b>	<b>Legal Advice Sought</b>	<b>Interwoven Information</b>	<b>Other</b>	<b>Total</b>
All disclosed	0	0	0	0	0
Disclosed in part	0	0	0	0	0
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
<b>Total</b>	0	0	0	0	0

## 2.6 Deemed refusals

### 2.6.1 Reasons for not meeting statutory deadline

<b>Number of Requests Closed Past the Statutory Deadline</b>	<b>Principal Reason</b>			
	<b>Workload</b>	<b>External Consultation</b>	<b>Internal Consultation</b>	<b>Other</b>
0	0	0	0	0



## 2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline Where An Extension Was Taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
<b>Total</b>	0	0	0

## 2.7 Requests for translation

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

## Part 3: Disclosures Under Subsections 8(2) and 8(5)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Subsection 8(5)	Total
0	0	0	0

## Part 4: Requests for Correction of Personal Information and Notations

Disposition for Correction Requests Received	Number
Notations attached	0
Requests for correction accepted	0
<b>Total</b>	0

## Part 5: Extensions

### 5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	15(a)(i) Interference With Operations	15(a)(ii) Consultation		15(b) Translation or Conversion
		Section 70	Other	
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
No records exist	0	0	0	0
Request abandoned	0	0	0	0
<b>Total</b>	0	0	0	0

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### 5.2 Length of extensions

Length of Extensions	15(a)(i) Interference with operations	15(a)(ii) Consultation		15(b) Translation purposes
		Section 70	Other	
1 to 15 days	0	0	0	0
16 to 30 days	0	0	0	0
<b>Total</b>	0	0	0	0

## Part 6: Consultations Received From Other Institutions and Organizations

### 6.1 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	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	0	0	0	0
Closed during the reporting period	0	0	0	0
Pending at the end of the reporting period	0	0	0	0

## 6.2 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	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	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

## 6.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0

## Part 7: Completion Time of Consultations on Cabinet Confidences

### 7.1 Requests with Legal Services

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

### 7.2 Requests with Privy Council Office

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

## Part 8: Complaints and Investigations Notices Received

Section 31	Section 33	Section 35	Court action	Total
0	0	0	0	0

## Part 9: Privacy Impact Assessments (PIAs)

<b>Number of PIA(s) completed</b>	0
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**Part 10: Resources Related to the *Privacy Act***

**10.1 Costs**

<b>Expenditures</b>		<b>Amount</b>
Salaries		\$0
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
<b>Total</b>		<b>\$0</b>

**10.2 Human Resources**

<b>Resources</b>	<b>Person Years Dedicated to Privacy Activities</b>
Full-time employees	0.10
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
<b>Total</b>	<b>0.10</b>

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