



First Nations Tax Commission
Commission de la fiscalité des premières nations

2019-2020 Annual Report on the *Access to Information Act*

© First Nations Tax Commission, 2020

This document is also available in alternate formats on request.

Table of Contents

1. Introduction	4
(i) Purpose of the <i>Access to Information Act</i>	4
(ii) Preparation of the Annual Report	4
(iii) Tabling of the Annual Report	4
(iv) Mandate of the First Nations Tax Commission	4
2. Administration/Structure	5
3. Delegation Order	5
4. Interpretation of the Statistical Report 2019-2020	5
(i) Requests under the <i>Access to Information Act</i>	6
(ii) Requests closed during the reporting period	6
(iii) Extensions	7
(iv) Fees	7
(v) Consultations received from other institutions and organizations	7
(vi) Completion time of consultations on Cabinet confidences	7
(vii) Complaints and investigations	7
(viii) Court action	7
(ix) Resources related to the <i>Access to Information Act</i>	7
(x) Impacts of COVID-19	8
5. Access to Information Training and Education	8
6. Policies, Guidelines and Procedures	8
7. Key Issues Raised as a Result of Complaints and/or Investigations	8
8. Monitoring of Time to Process Access to Information Requests	8
Appendix A. First Nations Tax Commission Delegation of Authority	9
Appendix B. Statistical Report on the <i>Access to Information Act</i>	10

1. Introduction

(i) Purpose of the *Access to Information Act*

The purpose of the *Access to Information Act* is to provide a legal and enforceable right of public access to records that are under the control of those government institutions that are listed in its Schedule 1. The First Nations Tax Commission (FNTC) was added to that Schedule as part of the process that led to the adoption of the *First Nations Fiscal Management Act* (FMA) on March 23, 2005. The *Access to Information Act* is intended to complement and not replace existing procedures for access to government information. It is not intended to limit in any way access to the type of government information that is normally available to the general public.

(ii) Preparation of the Annual Report

This annual report has been prepared in accordance with section 94 of the *Access to Information Act*, and outlines how FNTC has fulfilled its responsibilities under the *Access to Information Act* for the reporting period from April 1, 2019 to March 31, 2020.

(iii) Tabling of the Annual Report

The FNTC's 2019-2020 Annual Report on the *Access to Information Act* will be tabled in Parliament in accordance with section 94 of the *Access to Information Act*.

(iv) Mandate of the First Nations Tax Commission

The FNTC was established by federal legislation, the *First Nations Fiscal Management Act* (FMA), to provide for the regulation of First Nation property taxation. This Act, Bill C-20, was passed on March 23, 2005, and also created two other institutions: the First Nations Financial Management Board (FNFMB) and the First Nations Finance Authority (FNFA). At this time consequential amendments were made to the *Access to Information Act* to allow its application to the FNTC and the FNFMB. As such, the FNTC maintains openness, promotes transparency and assists any Canadian citizen in the exercise of the right to access FNTC's information.

In 1988, amendments to the *Indian Act* extended the taxing powers of First Nations to their interests in conditionally surrendered or "designated" lands. This First Nation-led change to the *Indian Act* gave First Nations broad new powers to tax the interests within the reserve, thereby establishing their jurisdiction, creating economic development opportunities and providing a basic tool for self-government. The FMA builds upon this work.

The FNTC's primary objective is to ensure that the First Nation property tax system is administratively efficient, harmonized with the various regions in the country, and considers the

interests of on-reserve taxpayers. The FMA establishes the FNTC as a statute-based service agency for First Nations exercising the approval of local revenue laws.

The FNTC represents the collective interests of First Nations and taxpayers and promotes economic development by enhancing the administrative efficiency and stability of the First Nation property tax system. The FNTC's chief aims are to expand First Nation taxation jurisdiction and increase investment on First Nations lands. It also ensures the effective administration of the tax system while protecting its integrity by reconciling the interests of First Nation tax authorities and taxpayers, thus creating benefits to all.

2. Administration/Structure

To fulfill the FNTC's responsibilities with respect to the *Access to Information Act*, the FNTC has developed an infrastructure (information management, security and Access to Information and Privacy policies and procedures) to support the FNTC's general operations and the administration of its Access to Information program.

The FNTC Access to Information and Privacy (ATIP) Office is part of the Corporate Services business line. There are three full-time employees who are dedicated part-time to Access to Information activities and one consultant who provides assistance and guidance when required.

3. Delegation Order

FNTC's Delegation Order for the *Access to Information Act* and *Privacy Act* authorizes certain officers and employees of the FNTC to exercise signing authorities or to perform certain of the Chief Commissioner's powers, duties or functions under the Acts. A copy of the FNTC's Delegation of Authority is included in this report as Appendix A.

4. Interpretation of the Statistical Report 2019-2020

The FNTC's Statistical Report on the *Access to Information Act* for 2019-2020 can be found in Appendix B.

During the reporting period, the FNTC received one formal request under the *Access to Information Act* and one informal request.

The key data for the past five reporting periods is presented in the summary table below (Figure 1).

Figure 1 – Summary of key data

Details	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Formal requests received under the <i>Access to Information Act</i>	0	0	0	3	1
Requests completed during the reporting period	1	0	0	3	1
Number of pages processed	0	0	0	591	0
Informal requests	0	4	0	2	1
Consultations received from other Government of Canada institutions and organizations	0	1	3	3	3
Complaints and Investigations	0	0	0	0	0

Further interpretation of the FNTC’s 2019-2020 statistical report is as follows:

i) **Requests under the *Access to Information Act***

One formal request was received during the reporting period under the *Access to Information Act*. The formal request was from business (private sector) which was abandoned and closed during the reporting period. One informal request was received and completed within 121 to 180 days during this reporting period.

(ii) **Requests closed during the reporting period**

One formal request was abandoned and closed during the reporting period.

Disposition and completion time

During this reporting period one request was closed within 16 to 30 days after being abandoned by the requester.

Exemptions

During this reporting period no exemptions were claimed.

Relevant pages processed and disclosed

During the reporting period one formal request was received with 0 pages processed prior to the abandonment of the request.

(iii) Extensions

No extensions were taken during the reporting period.

(iv) Fees

During the reporting period no fees were collected.

(v) Consultations received from other institutions and organizations

During the reporting period, the FNTC received three consultation requests from other Government of Canada institutions and organizations. 64 pages were reviewed and disclosed. Two consultation requests were completed within 1 to 15 days and disclosed entirely. One consultation request was completed from 16 to 30 days and disclosed in part.

(vi) Completion time of consultations on Cabinet confidences

There were no consultations on Cabinet confidences during the reporting period.

(vii) Complaints and investigations

FNTC received no complaints and no investigations during the reporting period.

(viii) Court action

There were no court actions during the reporting period.

(ix) Resources related to the *Access to Information Act*

During the reporting period, the costs related to the administration of the *Access to Information Act* incurred by the ATIP Office totalled \$43,520. \$21,863 was paid for salaries of three full-time

employees dedicated part-time to ATI activities, and \$ 21,657 for goods and services that included training and policy and procedures development.

(x) Impact of COVID-19

In March 2020, the FNTC took measures to mitigate the impact of COVID -19. During this period, the FNTC was operating with a significantly reduced on-site workforce. The majority of the workforce transitioned to remote work and all staff were setup with secure access to the FNTC's networks. As a result, there was no impact on the delivery of ATIP during the period where the majority of staff were working remotely.

5. Access to Information Training and Education

During the reporting period, two employees attended the Canadian Access and Privacy Association's Annual Conference in Ottawa on matters relating to both the *Access to Information Act* and *Privacy Act*.

6. Policies, Guidelines and Procedures

During the reporting period, the process of developing new institution-specific policies, procedures and guidelines was undertaken, with new policies, procedures and guidelines to be implemented in the next reporting period. No new or revised institution-specific policies, guidelines or procedures were implemented during the reporting period.

7. Key Issues Raised as a Result of Complaints and/or Investigations

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

8. Monitoring of Time to Process Access to Information Requests

During the reporting period, the FNTC did not conduct any monitoring of time to process access to information requests.

Appendix A.
First Nations Tax Commission Delegation of Authority

FIRST NATIONS TAX COMMISSION

**COMMISSION DE LA FISCALITÉ
DES PREMIÈRES NATIONS**

December 8, 2014

DELEGATION OF AUTHORITY

**ACCESS TO INFORMATION ACT
AND PRIVACY ACT**

DÉLÉGATION DE POUVOIRS

**LOI SUR L'ACCÈS À L'INFORMATION
ET LOI SUR LA PROTECTION DES
RENSEIGNEMENTS PERSONNELS**

I, the undersigned, Chief Commissioner, pursuant to Section 73 of the *Access to Information Act* and Section 73 of the *Privacy Act*, hereby authorize those officers and employees of the First Nations Tax Commission occupying the positions identified within the attached schedule to exercise signing authorities or perform any of the Chief Commissioner's powers, duties or functions specified therein.

Je, soussignée, Commissaire en Chef, conformément à l'article 73 de la *Loi sur l'accès à l'information*, et à l'article 73 de la *Loi sur la protection des renseignements personnels*, autorise par la présente les agents et les employés de la Commission de la fiscalité des Premières nations occupant les postes identifiés dans l'annexe ci-jointe à assumer au nom du Commissaire en Chef les pouvoirs de signature et les attributions, fonctions et pouvoirs qui y sont spécifiés.

Dated at Ottawa this 9th day of Dec, 2014.

Fait à Ottawa ce jour de 2014.



Chief Commissioner

*First Nations Tax Commission - Commission de la fiscalité des Premières nations
Delegation Instrument / Document officiel de délégation*

Delegation of Authority Under the Access to Information Act							
Subject	ATI Act Section	Position / Title					
		Chief Executive Officer	Deputy Chief Commis- sioner	Chief Operating Officer	ATIP Coordi- nator		
Notice where access granted	7	●	●	●	●		
Transfer of request	8(1)	●	●	●	●		
Extension of Time Limits	9(1)	●	●	●	●		
Notice of extension to Commissioner	9(2)	●	●	●	●		
Notice where access refused	10(1) & (2)	●	●	●			
Payment of additional fees	11(2)	●	●	●	●		
Payment of fees for EDP record	11(3)	●	●	●	●		
Deposit	11(4)	●	●	●	●		
Notice of fee payment	11(5)	●	●	●	●		
Waiver or refund of fees	11(6)	●	●	●	●		
Translation	12(2)	●	●	●	●		
Conversion to alternate format	12(3)	●	●	●	●		
Refuse access - Information obtained in confidence from another government	13 (1)	●	●	●	●		
Grant access – information obtained in confidence from another government	13 (2)	●	●	●			
Refuse access - federal-provincial affairs	14	●	●	●			
Refuse access - international affairs, defence	15(1)	●	●	●			
Refuse access - law enforcement and investigation	16(1)	●	●	●			
Refuse access - security information	16(2)	●	●	●			
Refuse access - policing services for provinces or municipalities	16(3)	●	●	●			
Refuse access - safety of individuals	17	●	●	●			
Refuse access - economic interests of Canada	18	●	●	●			
Refuse access - another person's information	19(1)	●	●	●			
Disclose personal information	19(2)	●	●	●			
Refuse access - third party information	20(1)	●	●	●			
Disclose testing methods	20(2)&(3)	●	●	●			
Disclose third party information	20(5)	●	●	●			
Disclose in public interest	20(6)	●	●	●			
Refuse access - advice etc.	21	●	●	●			
Refuse access - tests and audits	22	●	●	●			

*First Nations Tax Commission - Commission de la fiscalité des Premières nations
Delegation Instrument / Document officiel de délégation*

Refuse access - solicitor-client privilege	23	•	•	•			
Refuse access - prohibited information	24(1)	•	•	•			
Disclose information not subject to exemption or exclusion	25	•	•	•	•		
Refuse access - information to be published	26	•	•	•			
Notice to third parties	27(1)	•	•	•	•		
Extension of time limit	27(4)	•	•	•	•		
Notice of third party disclosure	28(1)	•	•	•			
Waiving obligation for third party to make representations in writing	28(2)	•	•	•	•		
Disclosure of record	28(4)	•	•	•			
Disclosure on Commissioner's recommendation	29(1)	•	•	•			
Notice of intention to investigate	32	•	•	•			
Notice to third party	33	•	•	•			
Right to make representations	35(2)	•	•	•	•		
Findings and recommendations of the Information Commissioner	37(1)(b)	•	•	•			
Access given to complainant	37(4)	•	•	•			
Notice to third party of court action	43(1)	•	•	•			
Notice to person who requested record	44(2)	•	•	•	•		
Special rules for hearings	52(2)	•	•	•			
Ex parte representations	52(3)	•	•	•			
Excluded information	69	•	•	•			
Exempt information severed from manuals made available to the public	71(2)	•	•	•			

**Delegation of Authority Under the
Access to Information Regulations**

Subject	ATI Regulations Section	Position / Title					
		Chief Executive Officer	Deputy Chief Commissioner	Chief Operating Officer	ATIP Coordinator		
Transfer of requests	6	•	•	•	•		
Examination of records	8	•	•	•	•		

Délégation de pouvoirs en vertu de la Loi sur l'accès à l'information							
Sujet	Article de la LAI	Poste / Titre					
		Chef de la direction	Vice- président	Chef des opéra- tions	Coordon- nateur AIPRP		
Notification de communication accordée	7	•	•	•	•		
Transmission de la demande	8(1)	•	•	•	•		
Prorogation du délai	9(1)	•	•	•	•		
Avis au Commissaire concernant la prorogation	9(2)	•	•	•	•		
Refus de communication	10(1) & (2)	•	•	•			
Versement de frais supplémentaires	11(2)	•	•	•	•		
Versement de frais pour document informatisé	11(3)	•	•	•	•		
Acompte	11(4)	•	•	•	•		
Avis de versement	11(5)	•	•	•	•		
Dispense/remboursement de frais	11(6)	•	•	•	•		
Traduction	12(2)	•	•	•	•		
Transfert sur un support de substitution	12(3)	•	•	•	•		
Refus de divulgation - Renseignements obtenus à titre confidentiel d'un autre gouvernement	13(1)	•	•	•	•		
Divulgation - Renseignements obtenus à titre confidentiel d'un autre gouvernement	13(2)	•	•	•			
Refus de divulgation – affaires fédérales-provinciales	14	•	•	•			
Refus de divulgation – affaires internationales et défense	15(1)	•	•	•			
Refus de divulgation – enquêtes, application de la Loi	16(1)	•	•	•			
Refus de divulgation – renseignements sur la sécurité	16(2)	•	•	•			
Refus de divulgation- fonctions de police provinciale ou municipale	16(3)	•	•	•			
Refus de divulgation – sécurité des individus	17	•	•	•			
Refus de divulgation – intérêts économiques du Canada	18	•	•	•			
Refus de divulgation – renseignements personnels d'un tiers	19(1)	•	•	•			
Divulgation de renseignements personnels	19(2)	•	•	•			
Refus de divulgation – renseignements de tiers	20(1)	•	•	•			
Divulgation des méthodes pour les essais	20(2)&(3)	•	•	•			

*First Nations Tax Commission - Commission de la fiscalité des Premières nations
Delegation Instrument / Document officiel de délégation*

Divulgence des renseignements de tiers	20(5)	•	•	•		
Divulgence dans l'intérêt public	20(6)	•	•	•		
Refus de divulgation – avis etc.	21	•	•	•		
Refus de divulgation – examens et vérifications	22	•	•	•		
Refus de divulgation – secret professionnel des avocats	23	•	•	•		
Refus de divulgation – renseignements interdits	24(1)	•	•	•		
Divulgence de renseignements prélevés	25	•	•	•	•	
Refus de divulgation – pour publication	26	•	•	•		
Avis aux tiers	27(1)	•	•	•	•	
Prorogation de délai	27(4)	•	•	•	•	
Avis concernant la divulgation des renseignements de tiers	28(1)	•	•	•		
Observations écrites	28(2)	•	•	•	•	
Divulgence du document	28(4)	•	•	•		
Divulgence suite à la recommandation du Commissaire	29(1)	•	•	•		
Avis d'enquête	32	•	•	•		
Avis au tiers	33	•	•	•		
Secret des enquêtes / Droit de présenter des observations	35(2)	•	•	•	•	
Conclusions et recommandations du Commissaire à l'Information	37(1)b)	•	•	•		
Divulgence accordée	37(4)	•	•	•		
Avis aux tiers concernant le recours à la Cour	43(1)	•	•	•		
Avis à la personne qui a fait la demande	44(2)	•	•	•	•	
Règles spéciales pour l'audition	52(2)	•	•	•		
Présentation d'arguments en l'absence d'une partie	52(3)	•	•	•		
Renseignements exclus	69	•	•	•		
Exclusion des renseignements protégés	71(2)	•	•	•		

*First Nations Tax Commission - Commission de la fiscalité des Premières nations
Delegation Instrument / Document officiel de délégation*

Délégation de pouvoirs en vertu du Règlement sur l'accès à l'information							
Sujet	Article du Règlement	Poste / Titre					
		Chef de la direction	Vice-président	Chef des opérations	Coordonnateur AIPRP		
Transmission de la demande	6	●	●	●	●		
Consultation des documents	8	●	●	●	●		

*First Nations Tax Commission - Commission de la fiscalité des Premières nations
Delegation Instrument / Document officiel de délégation*

Delegation of Authority Under the <i>Privacy Act</i>							
Subject	Privacy Act Section	Position / Title					
		Chief Executive Officer	Deputy Chief Commissioner	Chief Operating Officer	ATIP Coordinator		
Disclosure to investigative bodies	8(2)(e)	•	•	•	•		
Disclosure for research and statistics	8(2)(j)	•	•	•	•		
Disclosure in public interest, benefit of individual	8(2)(m)	•	•				
Record of disclosure for investigations	8(4)	•	•	•	•		
Notify Privacy Commissioner of 8(2)(m)	8(5)	•	•				
Record of consistent uses	9(1)	•	•	•			
Notify Privacy Commissioner of consistent uses	9(4)	•	•	•	•		
Personal information in banks	10(1)	•	•	•	•		
Notice where access is granted	14	•	•	•	•		
Extension of time limits	15	•	•	•	•		
Notice where access is refused	16	•	•	•			
Decision regarding translation	17(2)(b)	•	•	•	•		
Conversion to alternate format	17(3)(b)	•	•	•	•		
Refuse access - exempt bank	18(2)	•	•	•			
Refuse access - confidential information obtained from another government	19(1)	•	•	•			
Disclose confidential information obtained from another government	19(2)	•	•	•			
Refuse access - federal-provincial affairs	20	•	•	•			
Refuse access - international affairs, defence	21	•	•	•			
Refuse access - law enforcement and investigation	22	•	•	•			
Refuse access - security clearance	23	•	•	•			
Refuse access - person under sentence	24	•	•	•			
Refuse access - safety of individuals	25	•	•	•			
Refuse access - another person's information	26	•	•	•	•		
Refuse access - solicitor-client privilege	27	•	•	•			
Refuse access - medical record	28	•	•	•			
Receive notice of investigation	31	•	•				
Representation to Privacy Commissioner	33(2)	•	•	•	•		
Information previously exempted	35(1)(b)	•	•	•			
Access given to complainant	35(4)	•	•	•	•		
Response to review of exempt banks	36(3)(b)	•	•	•			
Response to review of compliance	37(3)	•	•	•	•		

*First Nations Tax Commission - Commission de la fiscalité des Premières nations
Delegation Instrument / Document officiel de délégation*

Request court hearing in the National Capital Region	51(2)(b)	•	•	•			
Ex-parte representation to court	51(3)	•	•	•			

**Delegation of Authority
Under the Privacy Regulations**

Subject	Privacy Regulations Section	Position / Title					
		Chief Executive Officer	Deputy Chief Commissioner	Chief Operating Officer	ATIP Coordinator		
Examination of records	9	•	•	•	•		
Correction of personal information	11(2)	•	•	•	•		
Notification of refusal to correct personal information	11(4)	•	•	•			
Disclosure - medical information	13(1)	•	•	•			
Disclosure - medical information	14	•	•	•			

*First Nations Tax Commission - Commission de la fiscalité des Premières nations
Delegation Instrument / Document officiel de délégation*

**Délégation de pouvoirs en vertu de la
Loi sur la protection des renseignements personnels**

Sujet	Article LPRP	Poste / Titre					
		Chef de la direction	Vice-président	Chef des opérations	Coordonnateur AIPRP		
Divulgence aux organismes d'enquête	8(2)(e)	•	•	•	•		
Communication pour travaux de recherches ou statistiques	8(2)(j)	•	•	•	•		
Communication dans l'intérêt public, avantage de l'individu	8(2)(m)	•	•				
Copie des renseignements communiqués pour enquête	8(4)	•	•	•	•		
Préavis au Commissaire à la protection de la vie privée - 8(2)m)	8(5)	•	•				
Relevé d'usages compatibles	9(1)	•	•	•			
Avis au Commissaire à la protection de la vie privée des usages compatibles	9(4)	•	•	•	•		
Renseignements personnels dans les fichiers	10(1)	•	•	•	•		
Notification de communication accordée	14	•	•	•	•		
Prorogation de délai	15	•	•	•	•		
Notification de communication refusée	16	•	•	•			
Décision concernant le traduction	17(2)(b)	•	•	•	•		
Transfert sur un support de substitution	17(3)(b)	•	•	•	•		
Refus de communication – fichiers inconsultables	18(2)	•	•	•			
Refus de communication – renseignements confidentiels	19(1)	•	•	•			
Notification des renseignements confidentiels	19(2)	•	•	•			
Refus de communication – affaires fédérales-provinciales	20	•	•	•			
Refus de communication – affaires internationales et défense	21	•	•	•			
Refus de communication – enquêtes et respect des lois	22	•	•	•			
Refus de communication – enquête de sécurité	23	•	•	•			
Refus de communication – individus condamnés	24	•	•	•			
Refus de communication – sécurité des individus	25	•	•	•			
Refus de communication – renseignements personnels d'un autre individu	26	•	•	•	•		

*First Nations Tax Commission - Commission de la fiscalité des Premières nations
Delegation Instrument / Document officiel de délégation*

Refus de communication – secret professionnel des avocats	27	•	•	•			
Refus de communication – dossiers médicaux	28	•	•	•			
Avis d'enquête	31	•	•				
Présentation au Commissaire à la protection de la vie privée	33(2)	•	•	•	•		
Réponse à la demande du Commissaire à la protection de la vie privée de communiquer des renseignements désignés inconsultables	35(1)(b)	•	•	•			
Communication accordée au plaignant	35(4)	•	•	•	•		
Mesure relative à l'examen de fichiers inconsultables	36(3)(b)	•	•	•			
Mesure relative au contrôle d'application	37(3)	•	•	•	•		
Demande d'audition de la Cour dans la Région de la capitale nationale	51(2)(b)	•	•	•			
Présentation d'arguments en l'absence d'une partie	51(3)	•	•	•			

**Délégation de pouvoirs en vertu du
Règlement sur la protection des renseignements personnels**

Sujet	Article du Règlement	Poste / Titre					
		Chef de la direction	Vice-président	Chef des opérations	Coordonnateur AIPRP		
Consultation sur place des renseignements personnels	9	•	•	•	•		
Corrections aux fichiers de renseignements personnels	11(2)	•	•	•	•		
Refus – correction aux fichiers de renseignements personnels	11(4)	•	•	•			
Communication des renseignements médicaux	13(1)	•	•	•			
Communication des renseignements médicaux	14	•	•	•			

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



Statistical Report on the *Access to Information Act*

Name of institution: First Nations Tax Commission

Reporting period: 2019-04-01 to 2020-03-31

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

1.1 Number of requests

	Number of Requests
Received during reporting period	1
Outstanding from previous reporting period	0
Total	1
Closed during reporting period	1
Carried over to next reporting period	0

1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	0
Business (private sector)	1
Organization	0
Public	0
Decline to Identify	0
Total	1

1.3 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
0	0	0	0	1	0	0	1

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

TBS/SCT 350-62



Section 2: Decline to act on vexatious, made in bad faith or abuse of right requests

	Number of Requests
Outstanding from previous reporting period	0
Sent during reporting period	0
Total	0
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	0
Carried over to next reporting period	0

Section 3: Requests Closed During the Reporting Period

3.1 Disposition and completion time

	Completion Time

Disposition of 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
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 transferred	0	0	0	0	0	0	0	0
Request abandoned	0	1	0	0	0	0	0	1
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Decline to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	0	1	0	0	0	0	0	1

3.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	0	18(d)	0	21(1)(a)	0

13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	0
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	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)	0	23.1	0
15(1) - S.A.*	0	16.31	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(c)	0	26	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(d)	0		
16(1)(a)(iii)	0	16.5	0				
16(1)(b)	0	16.6	0				
16(1)(c)	0	17	0				
16(1)(d)	0						

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

3.3 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

3.4 Format of information released

Paper	Electronic	Other
0	0	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
0	0	1

3.5.2 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	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	1	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	1	0	0	0	0	0	0	0	0	0

3.5.3 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	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	0	0	0	0	0

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	1
Percentage of requests closed within legislated timelines (%)	100

3.7 Deemed refusals

3.7.1 Reasons for not meeting legislated timelines

	Principal Reason			
Number of Requests Closed Past the Legislated Timelines	Interference with Operations / Workload	External Consultation	Internal Consultation	Other
	0	0	0	0

3.7.2 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	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
Total	0	0	0

3.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

Section 4: Extensions

4.1 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
Total	0	0	0	0

4.2 Length of extensions

	9(1)(a)	9(1)(b) Consultation	9(1)(c)
--	---------	----------------------	---------

Length of Extensions	Interference With Operations	Section 69	Other	Third-Party Notice
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
Total	0	0	0	0

Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Requests	Amount	Requests	Amount
Application	0	\$0	0	\$0
Other fees	0	\$0	0	\$0
Total	0	\$0	0	\$0

Section 6: Consultations Received From Other Institutions and Organizations

6.1 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	3	64	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	3	64	0	0
Closed during the reporting period	3	64	0	0

Carried over to next 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	
Disclose entirely	2	0	0	0	0	0	0	2
Disclose in part	0	1	0	0	0	0	0	1
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
Total	2	1	0	0	0	0	0	3

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	

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
365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Section 8: Complaints and investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal representations	Section 37 Reports of finding received	Section 37 Reports of finding containing recommendations issued by the Information Commissioner	Section 37 Reports of finding containing orders issued by the Information Commissioner
0	0	0	0	0	0

Section 9: Court Action

9.1 Court actions on complaints received before June 21, 2019 and on-going

Section 41 (before June 21, 2019)	Section 42	Section 44
0	0	0

9.2 Court actions on complaints received after June 21, 2019

Section 41 (after June 21, 2019)				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

Section 10: Resources Related to the *Access to Information Act*

10.1 Costs

Expenditures		Amount
Salaries		\$21,863
Overtime		\$0
Goods and Services		\$21,657
• Professional services contracts	\$2,737	
• Other	\$18,920	
Total		\$43,520

10.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.18
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.25
Students	0.00
Total	0.43

Note: Enter values to two decimal places.

Appendix C.
*2019-2020 Supplemental Statistical Report – Requests
affected by COVID-19 measures*

2019-2020 Supplemental Statistical Report – Requests affected by COVID-19 measures

In addition to completing the forms for the Statistical Reports on the ATIA and Privacy Act for 2019-20, institutions are asked to complete this Supplemental Report to help identify the impact of COVID-19 measures on institutional performance for 2019-20 and going forward. The data requirements are set out in the tables below.

Supplemental Statistical Report on the *Access to Information Act*

The following table reports the total number of formal requests received during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 1 – Requests Received

		Column (Col.) 1
		Number of requests
Row 1	Received from 2019-04-01 to 2020-03-13	0
Row 2	Received from 2020-03-14 to 2020-03-31	0
Row 3	Total¹	0

¹ – Total for Row 3 should equal the total in the ATI Statistical Report section 1.1 Row 1

The following table reports the total number of requests closed within the legislated timelines and the number of closed requests that were deemed refusals during two periods 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 2 – Requests Closed

		Col. 1	Col. 2
		Number of requests closed within the legislated timelines	Number of requests closed past the legislated timelines
Row 1	Received from 2019-04-01 to 2020-03-13 and outstanding from previous reporting periods	0	0
Row 2	Received from 2020-03-14 to 2020-03-31	0	0
Row 3	Total²	0	0

² – Total for Row 3 Col. 1 should equal the total in the ATI Statistical Report section 3.6.1 Row 1 -- Total for Row 3 Col. 2 should equal the total in the ATI Statistical Report section 3.7.1. Col. 1 Row 1

The following table reports the total number of requests carried over during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 3 – Requests Carried Over

		Col. 1
		Number of requests
Row 1	Requests received from 2019-04-01 to 2020-03-13 and outstanding from previous reporting period that were carried over to the 2020-2021 reporting period	0
Row 2	Requests received from 2020-03-14 to 2020-03-31 that were carried over to the 2020-2021 reporting period	0
Row 3	Total³	0

³ – Total for Row 3 should equal the total in the ATI Statistical Report section 1.1 Row 5

Supplemental Statistical Report on the *Privacy Act*

The following table reports the total number of formal requests received during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 4 – Requests Received

		Column (Col.) 1
		Number of requests
Row 1	Received from 2019-04-01 to 2020-03-13	0
Row 2	Received from 2020-03-14 to 2020-03-31	0
Row 3	Total¹	0

¹ – Total for Row 3 should equal the total in the Privacy Statistical Report Section 1.1 Row 1

The following table reports the total number of requests closed within the legislated timelines and the number of closed requests that were deemed refusals during two periods 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 5 – Requests Closed

	Col. 1	Col. 2
	Number of requests closed within the legislated timelines	Number of requests closed past the legislated timelines
Row 1	Received from 2019-04-01 to 2020-03-13 and outstanding from previous reporting periods	0
Row 2	Received from 2020-03-14 to 2020-03-31	0
Row 3	Total²	0

² – Total for Row 3 Col. 1 should equal the total in the Privacy Statistical Report Section 2.6.1 Row 1 -- Total for Row 3 Col. 2 should equal the total in the Privacy Statistical Report Section 2.7.1. Col. 1 Row 1

The following table reports the total number of requests carried over during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 6– Requests Carried Over

	Col. 1
	Number of requests
Row 1	Requests from 2019-04-01 to 2020-03-13 and outstanding from previous reporting period that were carried over to the 2020-2021 reporting period
Row 2	Requests from 2020-03-14 to 2020-03-31 that were carried over to the 2020-2021 reporting period
Row 3	Total³

³ – Total for Row 3 should equal the total in the Privacy Statistical Report Section 1.1 Row 5