



2023–24

A N N U A L   R E P O R T   T O  
P A R L I A M E N T   -  
A C C E S S   T O  
I N F O R M A T I O N

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# 1. INTRODUCTION

This Annual Report is intended to describe how the Canada-Newfoundland and Labrador Offshore Petroleum Board administered its responsibilities in the operation of the **Access to Information Act**.

The **Access to Information Act** was proclaimed on July 1, 1983.

2. (1) The purpose of this Act is to extend the present laws of Canada to provide a right of access to information in records under the control of a government institution in accordance with the principles that government information should be available to the public, that necessary exceptions to the right of access should be limited and specific and that decisions on the disclosure of government information should be reviewed independently of government.

This report has been prepared pursuant to section 94 of the **Access to Information Act**.

94. (1) Every year the head of every government institution shall prepare a report on the administration of this Act within the institution during the period beginning on April 1 of the preceding year and ending on March 31 of the current year.

## a. C-NLOPB OVERVIEW

The Canada-Newfoundland and Labrador Offshore Petroleum Board (C-NLOPB) is the independent regulatory agency created in 1986 under the **Atlantic Accord Implementation Acts** (Accord Acts), with a mandate that includes offshore safety, environmental protection, resource management and industrial benefits. Safety and environmental protection are paramount in all Board decisions.

## b. C-NLOPB MANDATE

To interpret, assess and oversee compliance with the provisions of the **Atlantic Accord**, the **Atlantic Accord Implementation Acts** and relevant regulations for applicable activities in the Canada-Newfoundland and Labrador Offshore Area.

# 2. ORGANIZATION AND IMPLEMENTATION OF THE ACT

The C-NLOPB's **Access to Information Act** responsibilities are assigned to the Exploration and Information Resources Department. The Information Resources Manager (designated as the Access to Information and Privacy Coordinator) co-ordinates and processes requests as received in the Information Resources Centre. Information Resources staff, and when required, Legal Counsel have been tasked with the responsibility of reviewing and assisting with the processing of requests received under the **Access to Information Act**, and other staff of the C-NLOPB are consulted as required when completing requests.

The C-NLOPB's Proactive Publication responsibilities pursuant to the ***Access to Information Act*** are assigned to the Communications and Public Engagement department. The Director ensures that the appropriate information is posted to [www.cnlopb.ca](http://www.cnlopb.ca) within the legislated timelines.

The C-NLOPB did not enter any service agreements under section 96 of the ***Access to Information Act*** during the reporting period.

The C-NLOPB's enabling legislation, ***Canada-Newfoundland and Labrador Atlantic Accord Implementation Act, S.C. 1987, c.3.***, contains a provision (s.119) and ***Canada-Newfoundland and Labrador Atlantic Accord Implementation Newfoundland and Labrador Act, RSNL1990, c.2.***, contains a provision (s.115) that prohibits the C-NLOPB from releasing confidential information obtained from companies operating in the Canada-Newfoundland and Labrador Offshore Area without the consent of the party which provided it. The Access to Information and Privacy Coordinator is diligent in responding to access requests to ensure that the C-NLOPB's s.119 and s.115 obligations are not compromised and undertakes appropriate notification or consultation with interested parties before disclosing these records.

The Coordinator is responsible for providing updates of the C-NLOPB's information holdings to the Treasury Board Secretariat for inclusion in the Info Source publication. The Info Source publication is available on the C-NLOPB website ([www.cnlopb.ca](http://www.cnlopb.ca)) and includes a listing of the types of records that are held within the C-NLOPB.

#### **a. PROCESSING OF FORMAL REQUESTS**

To ensure effective and consistent administration of the legislation, the C-NLOPB maintains a system for processing requests aimed at disclosing the maximum information possible to the requestor which is not injurious to the public and private interest. The process also ensures that all representations from mandatory consultations, deliberations, and decisions expressed concerning each request are respected and responded to in the most timely and consistent manner given the nature and scope of the request.

#### **b. PUBLIC ACCESS FACILITIES**

The C-NLOPB maintains Access Reading Rooms at its offices in The Tower Corporate Campus in St. John's, Newfoundland and Labrador, which are available for the purpose of examining records which can be disclosed.

### **3. DELEGATION ORDER**

The C-NLOPB's Information Resources Manager has been designated as the Access to Information and Privacy Coordinator and exercises the powers delegated pursuant to the legislation (Appendix A).

## 4. SUMMARY OF INFORMATION REQUESTS

The C-NLOPB received four new requests during the 2023-2024 reporting period. Over the past five years, the C-NLOPB has received on average four requests per year.

A total of four requests were closed during the reporting period, all four had information which was “Disclosed in Part” (1563 pages disclosed) resulting in 100% of requests being “Disclosed in Part” during the reporting period. The five year average indicates that 83% of requests result in information being “All Disclosed” or “Disclosed in Part.” No requests are being carried to the next reporting period.

Responses were provided to requestors within 31 to 60 days for one request and 61 to 120 days for three requests.

Three of the closed requests required extensions pursuant to section 9(1)(c), in order to complete third party consultations; all extensions were 60 days in length, no extensions were taken in response to the other request. Responsive records were provided to the requestor within the legislated timeframe for response in all requests, resulting in 100% of the requests being closed within the legislated timeframes.

Informal Requests are not processed under the **Access to Information Act** and, as no fees apply, there is no deadline for response and the requestor has no statutory right to complain to the Information Commissioner of Canada. During the reporting period the C-NLOPB received no informal requests; the five year average for responding to informal requests is five requests annually.

During the reporting period, the C-NLOPB reviewed and commented on two consultations from a Federal Government Institution (15 pages reviewed), and one from a Provincial Government Institution (334 pages reviewed). In both cases, the C-NLOPB recommended “Disclose entirely”. The five year average for consultation requests received is five annually. The highest number of consultation requests were received in the 2012-2013 reporting period, when 23 were received.

The C-NLOPB instituted a work from home policy during a previous reporting period, as a result of the COVID 19 pandemic. This did not impede **Access to Information Act** activities during the reporting period.

### a. FEDERAL COURT SUBMISSION

One Federal Court review is ongoing, from a previous reporting period, pursuant to section 41(1) of the **Access to Information Act**.

### b. STATISTICAL REPORT

The C-NLOPB’s statistical report on the **Access to Information Act** is presented in Appendix B and the Supplemental Statistical Report on the **Access to Information Act** and **Privacy Act** is presented in Appendix C.

## 5. EDUCATION ACTIVITIES

Information Resources staff have completed ATIP Online Request Services Onboarding training.

## 6. POLICY PROCEDURES IMPLEMENTED

The C-NLOPB did not implement any new policies or procedures relating to Access to Information.

## 7. PROACTIVE PUBLICATION

The C-NLOPB is required to proactively publish the travel and hospitality expenses of Board Members and the Chief Executive Officer (CEO) within 30 days of reimbursement. This information is available at [www.cnlopbc.ca](http://www.cnlopbc.ca).

## 8. ACCESS TO INFORMATION INITIATIVES

The C-NLOPB is currently using the [ATIP Online Request Service](#), to receive requests and communicate with requestors as required.

## 9. COMPLAINTS AND INVESTIGATIONS

During the reporting period, the Information Commissioner of Canada did not receive any complaints related to **Access to Information Act** requests processed by the C-NLOPB.

## 10. MONITORING OF REQUESTS

The C-NLOPB Access to Information and Privacy Coordinator continues to update metadata within the C-NLOPB document management system to allow the tracking of the receipt date and the legislated completion date (including extensions) of the requests to ensure compliance with the **Access to Information Act**. Notifications are being used as a reminder that the closing date is nearing. In the event that the timeframes extend past the legislated timeframe, the CEO and the Chief Legal Officer for the organization will be notified.

## APPENDIX A – DELEGATION ORDER



MEMO TO: Scott Tessier  
Chief Executive Officer

FROM: Trevor Bennett  
Information Resources Manager

DATE: February 25, 2020

SUBJECT: Designation of Privacy and Information Officer

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Pursuant to section 3 of the *Access to Information Act*, R.S.C., 1985, c. A-1 (*ATIA Act*) and the *Privacy Act*, R.S.C., 1985, c. P-21 (*Privacy Act*) the head, in respect of the Canada-Newfoundland and Labrador Offshore Petroleum Board (C-NLOPB), means the Chief Executive Officer;

- (a) in the case of a department or ministry of state, the member of the Queen's Privy Council for Canada who presides over the department or ministry, or
- (b) in any other case, either the person designated under subsection 3.2(2) to be the head of the institution for the purposes of this Act or, if no such person is designated, the chief executive officer of the institution, whatever their title;**

And pursuant to section 95(1) of the *ATIA Act* and 73 of the *Privacy Act*;

95(1) The head of a government institution may, by order, delegate any of their powers, duties or functions under this *Act* to one or more officers or employees of that institution.

73(1) The head of a government institution may, by order, delegate any of their powers, duties or functions under this *Act* to one or more officers or employees of that institution.

Therefore, please indicate your approval to have myself designated the Privacy and Information Officer on behalf of the C-NLOPB by signing the attached form and returning same to myself or John Crocker for further handling.



## DELEGATION ORDER

### **Pursuant to section 95 of the *Access to Information Act* and section 73 of the *Privacy Act***

The head of the Canada-Newfoundland and Labrador Offshore Petroleum Board, Scott Tessier, Chief Executive Officer, pursuant to section 95 of the *Access to Information Act* and section 73 of the *Privacy Act*, hereby designates the person holding the position set out in the Schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Chief Executive Officer of the Canada-Newfoundland and Labrador Offshore Petroleum Board, under the provisions of the Acts and related regulations set out in the schedule opposite each position. This designation replaces all previous delegation orders and appointments.

### **Schedule**

| <i>Position</i>                      | <i>Access to Information Act and Regulations</i> | <i>Privacy Act and Regulations</i> |
|--------------------------------------|--------------------------------------------------|------------------------------------|
| <b>Information Resources Manager</b> | <b>Full Authority</b>                            | <b>Full Authority</b>              |

Dated this 25 day of February, 2020

Scott Tessier  
Chief Executive Officer

## APPENDIX B – 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:** Canada-Newfoundland and Labrador Offshore Petroleum Board (C-NLOPB)

**Reporting period** 04/01/2023 to 3/31/2024

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

##### 1.1 Number of requests

|                                                   |   | Number of Requests |
|---------------------------------------------------|---|--------------------|
| Received during reporting period                  |   | 4                  |
| Outstanding from previous reporting periods       |   | 0                  |
| • Outstanding from previous reporting period      | 0 |                    |
| • Outstanding from more than one reporting period | 0 |                    |
| <b>Total</b>                                      |   | 4                  |
| Closed during reporting period                    |   | 4                  |
| Carried over to next reporting period             |   | 0                  |
| • Carried over within legislated timeline         | 0 |                    |
| • Carried over beyond legislated timeline         | 0 |                    |

##### 1.2 Sources of requests

| Source                    | Number of Requests |
|---------------------------|--------------------|
| Media                     | 0                  |
| Academia                  | 0                  |
| Business (private sector) | 3                  |
| Organization              | 0                  |
| Public                    | 1                  |
| Decline to Identify       | 0                  |
| <b>Total</b>              | 4                  |

##### 1.3 Channels of requests

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

## Section 2: Informal Requests

### 2.1 Number of informal requests

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

### 2.2 Channels of informal requests

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

### 2.3 Completion time of informal requests

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

### 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 |
| 0                            | 0              | 0                      | 0              | 0                       | 0              | 0                        | 0              | 0                             | 0              |

## 2.5 Pages re-released informally

| Less Than 100<br>Pages Re-released |                       | 100-500<br>Pages Re-released |                          | 501-1000<br>Pages Re-released |                          | 1001-5000<br>Pages Re-released |                          | More Than 5000<br>Pages Re-released |                          |
|------------------------------------|-----------------------|------------------------------|--------------------------|-------------------------------|--------------------------|--------------------------------|--------------------------|-------------------------------------|--------------------------|
| Number of<br>Requests              | Pages Re-<br>released | Number of<br>Requests        | Pages<br>Re-<br>released | Number of<br>Requests         | Pages<br>Re-<br>released | Number of<br>Requests          | Pages<br>Re-<br>released | Number of<br>Requests               | Pages<br>Re-<br>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>                                                     | 0                  |
| 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 |                  |                  |                   |                    |                    |                             |       |
|----------------------------------------------------------------------|-----------------|------------------|------------------|-------------------|--------------------|--------------------|-----------------------------|-------|
|                                                                      | 0 to 15<br>Days | 16 to 30<br>Days | 31 to 60<br>Days | 61 to 120<br>Days | 121 to 180<br>Days | 181 to 365<br>Days | More<br>Than<br>365<br>Days | Total |
| All disclosed                                                        | 0               | 0                | 0                | 0                 | 0                  | 0                  | 0                           | 0     |
| Disclosed in part                                                    | 0               | 0                | 1                | 3                 | 0                  | 0                  | 0                           | 4     |
| 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               | 0                | 0                | 0                 | 0                  | 0                  | 0                           | 0     |
| Neither confirmed nor denied                                         | 0               | 0                | 0                | 0                 | 0                  | 0                  | 0                           | 0     |
| Declined to act with the approval of the<br>Information Commissioner | 0               | 0                | 0                | 0                 | 0                  | 0                  | 0                           | 0     |
| <b>Total</b>                                                         | 0               | 0                | 1                | 3                 | 0                  | 0                  | 0                           | 4     |

## 4.2 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)   | 3                  | 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)      | 4                  | 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)   | 3                  | 23.1     | 0                  |
| 15(1) - S.A.* | 0                  | 16.4(1)(a) | 0                  | 20(1)(b.1) | 0                  | 24(1)    | 0                  |
| 16(1)(a)(i)   | 0                  | 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)      | 0                  | 17         | 0                  |            |                    |          |                    |
| 16(1)(c)      | 0                  |            |                    |            |                    |          |                    |
| 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     | 4          | 0        | 0     | 0     | 0     |

## 4.5 Complexity

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

| Number of Pages Processed | Number of Pages Disclosed | Number of Requests |
|---------------------------|---------------------------|--------------------|
| 1563                      | 1563                      | 4                  |

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

| Disposition                                                       | Less Than 100 Pages Processed |                 | 100-500 Pages Processed |                 | 501-1000 Pages Processed |                 | 1001-5000 Pages Processed |                 | More Than 5000 Pages Processed |                 |
|-------------------------------------------------------------------|-------------------------------|-----------------|-------------------------|-----------------|--------------------------|-----------------|---------------------------|-----------------|--------------------------------|-----------------|
|                                                                   | Number of Requests            | Pages Processed | Number of Requests      | Pages Processed | Number of Requests       | Pages Processed | Number of Requests        | Pages Processed | Number of Requests             | Pages Processed |
| All disclosed                                                     | 0                             | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| Disclosed in part                                                 | 1                             | 39              | 0                       | 0               | 3                        | 1524            |                           | 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               |
| Declined to act with the approval of the Information Commissioner | 0                             | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| <b>Total</b>                                                      | 1                             | 39              | 0                       | 0               | 3                        | 1524            | 0                         | 0               | 0                              | 0               |

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

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

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

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

#### 4.5.7 Other complexities

| Disposition                                                       | Consultation Required | Legal Advice Sought | Other | Total |
|-------------------------------------------------------------------|-----------------------|---------------------|-------|-------|
| All disclosed                                                     | 0                     | 0                   | 0     | 0     |
| Disclosed in part                                                 | 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         | 4   |
| Percentage of requests closed within legislated timelines (%) | 100 |

#### 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 |
| 0                                                       | 0                                      | 0                     | 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                                                                        | 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     |

#### 4.8 Requests for translation

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

### Section 5: Extensions

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

| Disposition of Requests Where an Extension Was Taken              | 9(1)(a)<br>Interference With Operations/<br>Workload | 9(1)(b)<br>Consultation |       | 9(1)(c)<br>Third-Party<br>Notice |
|-------------------------------------------------------------------|------------------------------------------------------|-------------------------|-------|----------------------------------|
|                                                                   |                                                      | Section 69              | Other |                                  |
| All disclosed                                                     | 0                                                    | 0                       | 0     | 0                                |
| Disclosed in part                                                 | 0                                                    | 0                       | 0     | 3                                |
| All exempted                                                      | 0                                                    | 0                       | 0     | 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                       | 0     | 3                                |

## 5.2 Length of extensions

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

## Section 6: Fees

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

## Section 7: Consultations Received From Other Institutions and Organizations

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

| Consultations                                     | Other Government of<br>Canada Institutions | Number of Pages to<br>Review | Other<br>Organizations | Number of Pages<br>to Review |
|---------------------------------------------------|--------------------------------------------|------------------------------|------------------------|------------------------------|
| Received during the reporting<br>period           | 2                                          | 15                           | 1                      | 334                          |
| Outstanding from the previous<br>reporting period | 0                                          | 0                            | 0                      | 0                            |
| <b>Total</b>                                      | 2                                          | 15                           | 1                      | 334                          |
| Closed during the reporting<br>period             | 2                                          | 15                           | 1                      | 334                          |
| Carried over within negotiated<br>timelines       | 0                                          | 0                            | 0                      | 0                            |
| Carried over beyond negotiated<br>timelines       | 0                                          | 0                            | 0                      | 0                            |

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

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

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

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

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

### 8.1 Requests with Legal Services

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

## 8.2 Requests with Privy Council Office

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

## Section 9: Investigations and Reports of finding

### 9.1 Investigations

| Section 32<br>Notice of<br>intention to<br>investigate | Subsection 30(5)<br>Ceased to<br>investigate | Section 35 Formal<br>Representations |
|--------------------------------------------------------|----------------------------------------------|--------------------------------------|
| 0                                                      | 0                                            | 0                                    |

### 9.2 Investigations and Reports of finding

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

## Section 10: Court Action

### 10.1 Court actions on complaints

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

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

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

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

### 11.1 Allocated Costs

| Expenditures                      |     | Amount           |
|-----------------------------------|-----|------------------|
| Salaries                          |     | \$112,660        |
| Overtime                          |     | \$0              |
| Goods and Services                |     | \$0              |
| • Professional services contracts | \$0 |                  |
| • Other                           | \$0 |                  |
| <b>Total</b>                      |     | <b>\$112,660</b> |

### 11.2 Human Resources

| Resources                        | Person Years Dedicated to Access to Information Activities |
|----------------------------------|------------------------------------------------------------|
| Full-time employees              | 0.900                                                      |
| Part-time and casual employees   | 0.000                                                      |
| Regional staff                   | 0.000                                                      |
| Consultants and agency personnel | 0.000                                                      |
| Students                         | 0.000                                                      |
| <b>Total</b>                     | <b>0.900</b>                                               |

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

## APPENDIX C – SUPPLEMENTAL STATISTICAL REPORT ON THE ACCESS TO INFORMATION ACT AND PRIVACY ACT

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

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

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

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

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

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

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

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

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

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

**Section 3: Social Insurance Number**

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

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

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

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