



Veterans Review and
Appeal Board Canada

Tribunal des anciens combattants
(révision et appel) Canada

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



2014-2015

Canada 

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as represented by the Minister of Veterans Affairs, 2015

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Message from the Chair



On behalf of the Veterans Review and Appeal Board, I am pleased to present the 2014-15 annual report to Parliament on the administration of the *Access to Information Act*.

This legislation gives Canadian citizens the right to access information in records held by the Government of Canada. It exists to protect the rights of individuals and to promote accountability and dialogue between citizens and their government. In 2014-15, the Board continued to receive and process requests under the *Access to Information Act* for individuals exercising their rights under this legislation.

This year was a busy one for the Board, as our Access to Information and Privacy (ATIP) Unit released more documents under the *Access to Information Act* and dealt with more requests under the *Privacy Act*. Our goal in processing these requests is to provide accurate, complete and timely responses to Canadians in accordance with the law. The ATIP Unit continued to provide leadership on privacy matters at the Board by assessing the impacts of new ideas and initiatives to ensure they meet basic privacy requirements.

In 2014-15, we continued to build and promote a privacy culture at the Board through operational improvements, training and communications. We implemented the Treasury Board Secretariat's new Directive on Privacy Practices to ensure sound privacy management practices, and established a peer-review process for accurate hearing documentation. We marked our first annual Privacy Month in May to put a spotlight on the appropriate use and protection of Veterans' personal information. And in July, we learned that our efforts are making a difference through positive results in the privacy audit conducted by the Office of the Comptroller General in 2013-14.

In 2014-15, the Board continued to provide applicants with an independent avenue of redress for their disability pension, disability award and War Veterans Allowance decisions. In fulfilling this mandate, we are committed to protecting individual rights by upholding the legislation and developing our capacity in matters of access to information and privacy.

A handwritten signature in black ink, appearing to be 'T. Jarmyn', written in a cursive style with a long horizontal stroke extending to the right.

Thomas W. Jarmyn
Acting Chair

The Veterans Review and Appeal Board

Our Objective

The Veterans Review and Appeal Board is an independent, administrative tribunal created in 1995. The Board provides an appeal program for service-related disability decisions made by Veterans Affairs Canada (VAC, the Department). This program gives applicants two levels of redress for disability pension and disability award decisions and the final level of appeal for War Veterans Allowance claims.

The Board's objective is to ensure that Canada's traditional Veterans, Canadian Armed Forces members and Veterans, Royal Canadian Mounted Police applicants, qualified civilians and their families receive the disability pensions, disability awards and other benefits to which they are entitled under the law.

How We Work

The Board operates at arm's-length from the Department to ensure a fair appeal process for applicants. Our work is governed by the *Veterans Review and Appeal Board Act* and delivered by up to 25 permanent Members appointed by the Governor in Council and approximately 80 staff in 2014-2015. Our daily work involves conducting hearings in locations across Canada and issuing written decisions for applicants based on evidence and according to the legislation governing disability benefits.

Our Hearing Program

The Board provides applicants with two levels of redress: a review hearing and a subsequent appeal hearing if they remain dissatisfied. Our hearings are non-adversarial, which means no one argues against the Veteran. Applicants have access to free case preparation and representation at their hearing by the Bureau of Pensions Advocates (a unique organization of lawyers within VAC) or by Service Officers from Veterans' organizations. As independent adjudicators, Board Members are not bound by previous decisions and have authority to change them to benefit applicants if there is credible evidence.

The review hearing is the first and only opportunity in the disability adjudication process for applicants to appear before the decision makers and tell their story (provide testimony). We hold review hearings in locations across Canada and by video conference, where applicants give oral testimony, bring forward witnesses and new information, and present arguments in support of their case. If applicants are not satisfied with their review decision they can request an appeal hearing. While the legislation does not permit oral testimony at the appeal level, the hearing is a further opportunity for applicants, through their representative, to submit new information and arguments. Appeal hearings are usually held at the Board's Head Office in Charlottetown, Prince Edward Island.

Our Commitment

The Board is committed to upholding the principles of the *Access to Information Act* while providing applicants with a fair and timely appeal process for disability benefits decisions.

1. Introduction

The *Access to Information Act* gives Canadian citizens and individuals present in Canada a broad right of access to information contained in government records under control of the institution, subject to certain specific and limited exceptions. It maintains that government information should be available to the public and should complement and not replace existing procedures for access to government information.

Section 72 of the *Access to Information Act* requires that the head of every government institution prepare an Annual Report on the administration of the Act for submission to Parliament during each fiscal year.

Mandate

The Veterans Review and Appeal Board has full and exclusive jurisdiction to hear, determine and deal with all applications for review and appeal that may be made to the Board under the *Pension Act*, the *Canadian Forces Members and Veterans Re-establishment and Compensation Act - Part 3*, the *War Veterans Allowance Act* and other Acts of Parliament. All matters related to appeals under this legislation are authorized under the *Veterans Review and Appeal Board Act*.

This Board also adjudicates duty related pension applications under the authority of the *Royal Canadian Mounted Police Pension Continuation Act* and the *Royal Canadian Mounted Police Superannuation Act*.

2. Fulfilling its responsibilities under the *Access to Information Act*

The Access to Information and Privacy (ATIP) Office is under the Director, Strategic and Corporate Services, who acts on behalf of the Chairperson of the Board to oversee the administration of the *Access to Information Act*.

The ATIP Office consists of a Coordinator, a Deputy Coordinator, an ATIP Officer and an ATIP Coordination Officer.

The Board has full responsibility for the administration of the *Access to Information Act*.

Duties of the ATIP Coordinator's Office include:

- Process requests for information submitted under the *Access to Information Act* in accordance with the legislation, regulations and Treasury Board of Canada Secretariat (TBS) policies, guidelines and directives;
- Provide VRAB managers and staff with advice and guidance regarding the interpretation and application of the *Access to Information Act* and related TBS policies, guidelines and directives;
- Develop policies, procedures and guidelines for the administration of the Act and related TBS policies, guidelines and directives;
- Coordinate the resolution of any complaints against VRAB made to the Information Commissioner under the *Access to Information Act*;
- Promote awareness to ensure employees understand their roles and responsibilities and the Board fulfills its obligations under the Act;
- Respond to Parliamentary written questions on access;
- Support VRAB's commitment to openness and transparency through proactive disclosures and informal releases of information;
- Posting summaries of completed ATI requests on VRAB's web site in accordance with TBS directive;
- Review contracts with third parties using TBS guidance documents;
- Prepare and post VRAB's chapter of Info Source on the VRAB web site in accordance with TBS directive on decentralization; and
- Prepare annual report to the TBS and Parliament on the *Access to Information Act*.

3. Delegation Order

Delegation Order – Access to Information Act and Access to Information Regulations

The Chairperson, Veterans Review and Appeal Board, pursuant to section 73 of the *Access to Information Act*, hereby designates the persons holding the positions 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 Chairperson as the head of the Veterans Review and Appeal Board, under the provisions of the Act and related regulations set out in the schedule opposite each position. This designation replaces all previous delegation orders.

Delegation of authority under the Access to Information Act

Provision	Description	Title of Position(s)
4(2.1)	Responsibility of government institutions	ATIP Coordinator Deputy Coordinator ATIP Officer
7(a)	Notice when access requested	ATIP Coordinator Deputy Coordinator ATIP Officer
7(b)	Giving access to the record	ATIP Coordinator Deputy Coordinator
8(1)	Transfer of request	ATIP Coordinator Deputy Coordinator ATIP Officer
9	Extension of time limits	ATIP Coordinator Deputy Coordinator ATIP Officer
11(2)(3)(4)(5)(6)	Additional fees	ATIP Coordinator Deputy Coordinator ATIP Officer
12(2)(b)	Language of access	ATIP Coordinator Deputy Coordinator ATIP Officer
12(3)(b)	Access in an alternative format	ATIP Coordinator Deputy Coordinator ATIP Officer
13	Exemption - Information obtained in confidence	ATIP Coordinator Deputy Coordinator
14	Exemption - Federal-provincial affairs	Director General
15	Exemption – International affairs and defence	Director General

16	Exemption – Law enforcement and investigations	ATIP Coordinator Deputy Coordinator
16.5	Exemption – <i>Public Servants Disclosure Protection Act</i>	Director General
17	Exemption – Safety of Individuals	ATIP Coordinator Deputy Coordinator
18	Exemption – Economic interests of Canada	Director General
18.1	Exemption – Economic interest of certain government institutions	Director General
19	Exemption – Personal Information	ATIP Coordinator Deputy Coordinator
20	Exemption – Third party information	ATIP Coordinator Deputy Coordinator
21	Exemption – Operations of government	ATIP Coordinator Deputy Coordinator
22	Exemption – Testing procedures, tests and audits	ATIP Coordinator Deputy Coordinator
22.1	Exemption - Internal audits	ATIP Coordinator Deputy Coordinator
23	Exemption – Solicitor-client privilege	ATIP Coordinator Deputy Coordinator
24	Exemption – Statutory prohibitions	ATIP Coordinator Deputy Coordinator
25	Severability	ATIP Coordinator Deputy Coordinator
26	Refusal of access where information is to be published	ATIP Coordinator Deputy Coordinator
27(1),(4)	Third party notification	ATIP Coordinator Deputy Coordinator
28(1)(b),(2),(4)	Third party notification	ATIP Coordinator Deputy Coordinator
29(1)	Where the Information Commissioner recommends disclosure	ATIP Coordinator Deputy Coordinator
33	Notice to Information Commissioner of third party notification	ATIP Coordinator Deputy Coordinator
35(2)(b)	Right to make representations	ATIP Coordinator Deputy Coordinator

37(1)	Notice of actions to implement recommendations of Commissioner	ATIP Coordinator Deputy Coordinator
37(4)	Access to be given to complainant	ATIP Coordinator Deputy Coordinator
43(1)	Notice to third party of application to Federal Court for review	ATIP Coordinator Deputy Coordinator
44(2)	Notice to requester of application for review by third party	ATIP Coordinator Deputy Coordinator
52(2)(b)	Special rules for hearings	ATIP Coordinator Deputy Coordinator
52(3)	<i>Ex parte</i> representations	ATIP Coordinator Deputy Coordinator
71(1)	Facilities for inspection of manuals	ATIP Coordinator Deputy Coordinator
72(1)	Report to Parliament	ATIP Coordinator Deputy Coordinator

Delegation of authority under the *Access to Information Regulations*

Provision	Description	Title of Position(s)
6(1)	Transfer of request	ATIP Coordinator Deputy Coordinator ATIP Officer
7(2)	Search and preparation fees	ATIP Coordinator Deputy Coordinator ATIP Officer
7(3)	Production and programming fees	ATIP Coordinator Deputy Coordinator ATIP Officer
8	Method of access	ATIP Coordinator Deputy Coordinator
8.1	Limitations in respect of format	ATIP Coordinator Deputy Coordinator

Dated, at the city of Charlottetown, this thirty-first day of March, 2014



John Larlee
Chairperson, Veterans Review and Appeal Board

4. Statistical Report - Interpretation

The Statistical Report (Annex 1) provides a summary of the formal *Access to Information Act* requests processed between the reporting period of April 1, 2014, and March 31, 2015.

PART 1 Requests under the *Access to Information Act*

1.1 Number of Requests

During the reporting period VRAB received eight (8) requests under the *Access to Information Act*. Six (6) requests were completed within the reporting period and two (2) requests were carried over to the next fiscal year.

1.2 Sources of request

Of the eight (8) requests received two (2) were from the media and six (6) were from the public.

1.3 Informal requests

During the reporting period VRAB completed five (5) informal requests. Two (2) within 16 to 30 days and three (3) within 31 to 60 days.

PART 2 Requests closed during the reporting period

2.1 Disposition and completion time

This section demonstrates the disposition of the requests closed and the length of time to process them. During the reporting period six (6) requests were completed. All six (6) requests had a disposition of disclosed in part.

One (1) request was completed within 15 days, four (4) within 16 to 30 days, and one (1) within 61 to 120 days.

2.2 Exemptions

This section identifies the number of requests where specific types of exemptions have been invoked to deny access to government records. During the reporting period VRAB invoked subsection 19(1) six (6) times and section 22 one (1) time.

2.3 Exclusions

Pursuant to sections 68 and 69 of the *Access to Information Act*, the *Act* does not apply to published material, material available for purchase by the public, material placed in the Library and Archives of Canada or confidences of the Queen's Privy Council. During the reporting period VRAB did not invoke section 68 or 69.

2.4 Format of information released

In the six (6) requests that were disclosed in part, four (4) were provided electronically

on CD and two (2) were provided on paper.

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

During the reporting period, the six (6) requests processed and disclosed in part totalled 7025 pages.

2.5.2 Relevant pages processed and disclosed by size of requests

One (1) request was less than 100 pages processed with 46 pages disclosed. There were two (2) requests between 101 and 500 pages processed with a total of 489 pages disclosed. There was one (1) request between 501 and 1000 pages processed with 777 pages disclosed and two (2) requests between 1001 and 5000 pages processed with 5713 pages disclosed.

2.5.3 Other complexities

The other factor that increased the complexity in three (3) cases was processing audio recordings.

2.6 Deemed refusals

During the reporting period VRAB had one (1) request that was closed past the statutory deadline.

2.6.1 Reasons for not meeting statutory deadline

The principal reason for not meeting the statutory deadline in one (1) request was due to an increase in workload within the ATIP office.

2.6.2 Number of days past deadline

In the one (1) request that was past the statutory deadline where an extension was taken, it was past the deadline by four (4) days.

2.7 Requests for translation

During the reporting period VRAB had zero (0) requests for translation.

PART 3 Extensions

During the reporting period VRAB made one (1) request for an extension.

3.1 Reasons for extensions and disposition of requests

In the one (1) request where an extension was taken the reason for the extension was due to interference with operations. This request had a disposition of disclosed in part.

3.2 Length of extensions

In the one (1) request where an extension was taken the length of the extension was 60 days.

PART 4 Fees

In accordance with section 11 of the *Access to Information Act* and section 7 of the *Access to Information Regulations*, the fees collected during the reporting period were application fees totalling \$25.00. VRAB waived the application fee associated with one (1) request in the amount of \$5.00. VRAB did not refund any fees for requests received during the reporting period.

PART 5 Consultations received from other institutions and organizations

5.1 Consultations received from other Government of Canada institutions and organizations

VRAB received four (4) consultations during the reporting period from other Government of Canada institutions with a total of 48 pages reviewed.

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

The recommendation for the four (4) consultations received was to disclose entirely. Three (3) were processed in less than 15 days and one (1) within 16-30 days.

5.3 Recommendations and completion time for consultations received from other organizations

There were no consultations received from other organizations.

PART 6 Completion time of consultations on Cabinet confidences

During the reporting period VRAB had zero (0) consultations on Cabinet confidences.

6.1 Requests with Legal Services

Not applicable.

6.2 Requests with Privy Council Office

Not applicable.

PART 7 Complaints and Investigations

During the reporting period VRAB received one (1) complaint pursuant to section 31 from the Office of the Information Commissioner. The VRAB in turn made representation to the Information Commissioner pursuant to section 35 for this one (1) complaint. At fiscal year end, the VRAB had not received a report of finding or recommendation from the Information Commissioner pursuant to section 37. These findings will be reported in next year's annual report.

PART 8 Court Action

The VRAB had no complaints in which the requester, the Information Commissioner or a third party applied to the Federal court for a review.

PART 9 Resources related to the *Access to Information Act*

9.1 Costs

During the reporting period VRAB spent a total of \$60,779.00 administering the *Access to Information Act*. Staff salaries accounted for \$55,293.00, Overtime \$3,936.00 and Goods and Services amounted to \$1,550.00.

9.2 Human Resources

During the reporting period VRAB had 0.70 person years dedicated to Access to Information activities.

5. Training

The ATIP office conducted mandatory Board wide training in 2013-14. During the 2014-15 reporting period the ATIP office continued to offer ATIP training sessions to new employees. The training sessions dealt with the appropriate use and protection of personal information, steps to take if a privacy breach occurs, and to reinforce employee obligations under the *Access to Information Act* and the *Privacy Act*. Two (2) sessions were held with fourteen (14) participants.

Twenty-one (21) employees also participated in security briefing sessions that included an overview of both access to information and privacy legislation.

6. Policies, Guidelines and Procedures

May 2014 marked the first annual Privacy Month at the Board. Throughout the month the ATIP office displayed posters in key area throughout the Board, sent out weekly e-mail tips that were accompanied by cartoon graphics and revised and distributed the following memoranda to remind all employees and members of best practices when handling information:

- Privacy and Protection of Client Information
- ABCs of Protected Information
- Clean Desk Policy
- Need to Know Principle
- Safe Disposal of Protected and Classified Information

These memos, posters, and e-mail tips foster a privacy culture at the Board and ensure continual awareness of employees' roles and responsibilities when handling information and include procedures on the protection and disposal of information.

The Board revised its Privacy Breach procedures to reflect the new mandatory reporting of material privacy breaches to the OPC and TBS. This mandatory reporting is in accordance with TBS' Directive on Privacy Practices.

Staff access to electronic client files is based on job functions and are reviewed and modified as position duties and roles change.

7. Complaints and/or Investigations

The Office of the Information Commissioner (OIC) received one (1) VRAB complaint during the 2014-15 reporting period. The complaint concerned the format of information received by the requester. Upon receiving notification of the complaint, the Board worked in collaboration with the OIC to resolve the issue by purchasing a device that allows for the conversion of analogue to digital. The requester was provided with the newly converted information and the Board looks forward to receiving the report of findings and recommendations from the OIC.

8. Monitoring of process time

The VRAB ATIP office monitors all requests for information in Access Pro Case Management. This software allows for the inputting and tracking of requests. The ATIP Officer monitors all requests received in the ATIP office and provides the Deputy Coordinator with a weekly status/progress report.

Annex 1 – Statistical Report on the *Access to Information Act*

Statistical Report on the *Access to Information Act*

Name of institution: Veterans Review and Appeal Board

Reporting period: 2014-04-01 to 2015-03-31

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

1.1 Number of requests

	Number of Requests
Received during reporting period	8
Outstanding from previous reporting period	0
Total	8
Closed during reporting period	6
Carried over to next reporting period	2

1.2 Sources of requests

Source	Number of Requests
Media	2
Academia	0
Business (private sector)	0
Organization	0
Public	6
Decline to Identify	0
Total	8

1.3 Informal requests

Completion Time							Total
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	Than 365 Days	
0	2	3	0	0	0	0	5

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

Part 2: Requests Closed During the Reporting Period

2.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	Than 365 Days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	1	4	0	1	0	0	0	6
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
Total	1	4	0	1	0	0	0	6

2.2 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	1
15(1)	0	16.1(1)(d)	0	19(1)	6	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	24(1)	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	0		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	17	0				
16(1)(b)	0						
16(1)(c)	0						
16(1)(d)	0						

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

2.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	0	69(1)	0	69(1)(g) re (a)	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

2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	0	0	0
Disclosed in part	2	4	0
Total	2	4	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	0	0	0
Disclosed in part	7025	7025	6
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	1	46	2	489	1	777	2	5713	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
Total	1	46	2	489	1	777	2	5713	0	0

2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	0	0	0	3	3
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor	0	0	0	0	0
Total	0	0	0	3	3

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

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

2.6.2 Number of days past deadline

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

2.7 Requests for translation

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

Part 3: Extensions

3.1 Reasons for extensions and disposition of requests

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

3.2 Length of extensions

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

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	5	\$25	1	\$5
Search	0	\$0	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
Total	5	\$25	1	\$5

Part 5: Consultations Received From Other Institutions and Organizations

5.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	4	48	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	4	48	0	0
Closed during the reporting period	4	48	0	0
Pending at the end of the reporting period	0	0	0	0

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

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	3	1	0	0	0	0	0	4
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
Total	3	1	0	0	0	0	0	4

5.3 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	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

Part 6: Completion Time of Consultations on Cabinet Confidences

6.1 Requests with Legal Services

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

6.2 Requests with Privy Council Office

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

Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
1	1	0	2

Part 8: Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0

Part 9: Resources Related to the Access to Information Act

9.1 Costs

Expenditures		Amount
Salaries		\$55,293
Overtime		\$3,936
Goods and Services		\$1,550
• Professional services contracts	\$0	
• Other	\$1,550	
Total		\$60,779

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.70
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	0.70

Note: Enter values to two decimal places.

This publication can be made available upon request. For further information or to obtain additional copies please contact:

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