Office of the Public Sector Integrity Commissioner of Canada



Commissariat à l'intégrité du secteur public du Canada

Annual Report on the Access to Information Act 2023-2024

From April 1, 2023 to March 31, 2024

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Introduction

The Access to Information Act (ATIA – the Act) gives Canadians the broad legal right to information contained in federal government records.

The Act provides government institutions with 30 days to respond to access requests. Additional time may be granted if there are many records to examine, other government agencies to be consulted, or third parties to be notified. Access rights are subject to specific and limited exemptions.

This annual report to Parliament is submitted by the Public Sector Integrity Commissioner of Canada (the Commissioner) pursuant to section 72 of the ATIA. On April 15, 2007, the *Public Servants Disclosure Protection Act* (PSDPA) came into force. It created the Office of the Public Sector Integrity Commissioner of Canada (the Office). The new legislation replaced the Treasury Board *Policy on the Internal Disclosure of Information Concerning Wrongdoing in the Workplace*.

The Office is mandated to establish a safe, independent and confidential process for public servants and members of the public to disclose potential wrongdoing in the federal public sector. The Office also deals with reprisal complaints from public servants coming from their disclosures or their participation in related investigations.

The Commissioner is an independent Agent of Parliament.

Description of the institution's structure

The Access to Information and Privacy (ATIP) Coordinator is the only employee dedicated, on a part-time basis, to fulfil the *Access to Information Act* responsibilities. The Coordinator is assisted by a contractor for the processing of the requests, for training and education, and for reporting activities.

Delegation

The Commissioner, as the head of the government institution, has designated, pursuant to section 73 of the ATIA, the persons holding the positions set out in the delegation order, or the persons occupying on an acting basis those positions, to exercise the powers, duties or functions of the Commissioner as specified therein. A copy of the delegation order is included in Appendix A for the past and current ATIP Coordinator.

Interpretation of the annual statistical report

Appendix B provides a statistical report on the ATIA applications processed by the Office between April 1, 2023 and March 31, 2024.

Two formal requests were received via the online application and closed during this reporting period. A total of 122 pages were processed as e-records for these. No records were released for these two requests, however, since they were abandoned. One informal request was also received by email and closed during this reporting period. No records were released for this request. All these requests were processed within the legal timeframe and the only exemption applied was section 16(1)(c) to the informal request. The requests originated from the Public.

The application fee was collected for each formal request but no translations were required to respond to these.

No requests of a vexatious, bad faith or abusive of right nature were received.

Two consultations consisting of 8 pages in total were received from other federal government institutions and processed within the allocated timeframe. No exemptions were recommended to be applied under the ATIA. No consultation requests were received from other sources including consultations on Cabinet Confidences.

One Section 32 Notice of Intention to Investigation was received from the Office of the Information Commissioner but none for judiciary recourse.

The Office spent some \$2,000 in resources administering the ATI Act.

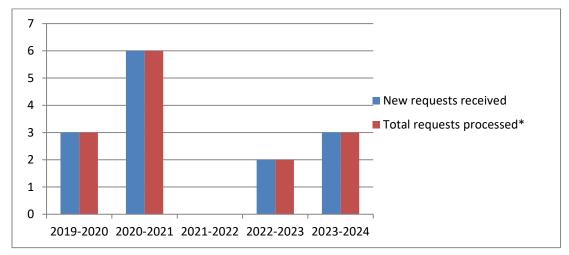


Table 1 – Five-year trend of access requests

*Total requests processed includes any requests carried over from previous reporting periods.

Interpretation of the supplemental statistical report

Appendix C provides a statistical report on the COVID-19 measures applied by the Office between April 1, 2023 and March 31, 2024.

Education and training activities

One formal briefing session covering the provisions of the ATIA was delivered to PSIC employees as a group during this reporting period. Advice was also provided on an individual basis as required.

Overview of new or revised institutional policies and procedures

No new or revised institutional policies or procedures were implemented during this reporting period which would have had an impact on access to information.

Key issues relating to access to information complaints and/or investigations

One complaint was received from the Office of the Information Commissioner during this reporting period.

Time monitoring for processing access to information requests

Though no formal time monitoring was conducted during this reporting period, the Office uses a case management system to track processing times regarding access to information requests. This tool assists the Access to Information and Privacy Coordinator and the contractor dedicated to this function in monitoring timelines to ensure compliancy with legislated deadlines.

Appendix A

Delegation Order



Office of the Public Sector

Integrity Commissioner

of Canada

Commissariat à l'intégrité du secteur public du Canada

Access to Information Act Delegation Order

Loi sur l'accès à l'information Arrêté sur la délégation

The Public Sector Integrity Commissioner of Canada, as the head of the government institution, hereby designates pursuant to section 95(1) of the Access to Information Act, the person holding the position set out below, or the persons occupying on an acting basis those positions, to exercise the powers, duties or functions of the Public Sector Integrity Commissioner as specified below.

Positions	Sections of Access to Information Act
 Deputy Commissioner ATIP Coordinator 	Full Authority – pre and post C-58 Full Authority – pre and post C-58

I hereby name Denis Bilodeau as Access to Information and Privacy Coordinator.

En vertu de l'article 95(1) de la *Loi sur l'accès à l'information*, le commissaire à l'intégrité du secteur public du Canada, en sa qualité de responsable de l'institution, délègue aux titulaires des postes mentionnés ci-dessous ou aux personnes occupant à titre intérimaire les dits postes, les pouvoirs et attributions du commissaire à l'intégrité du secteur public tels que décrits cidessous.

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Postes	Articles de la Loi sur l'accès à l'information
 Sous-commissaire Coordonnateur AIPRP 	Autorité absolue - pré et post C-58 Autorité absolue - pré et post C-58

Je nomme Denis Bilodeau comme coordonnateur de l'Accès à l'information et à la Protection des renseignements personnels.

Date: February 12, 2020 / le 12 février 2020

Joe Friday Public Sector Integrity Commissioner Commissaire/à l'intégrité du secteur public

Appendix A Delegation Order

Public Sector Integrity Commissioner



Commissaire à l'intégrité du secteur public

Ottawa, Canada K1P 5Y7

Access to Information Act Delegation Order Loi sur l'accès à l'information Arrêté autorisant la délégation de pouvoirs

The Public Sector Integrity Commissioner of Canada, as the head of the government institution, hereby designates, pursuant to section 73 of the Access to Information Act, the person holding the position set out below, or the persons occupying on an acting basis those positions, to exercise the powers, duties or functions of the Public Sector Integrity Commissioner as specified below.

Position	Sections of Access to Information Act			
Deputy Commissioner	Full Authority			
ATIP Coordinator	Full Authority			

I hereby name Nicolas Palanque as the Access to Information and Privacy Coordinator.

Le commissaire à l'intégrité du secteur public du Canada, en sa qualité de responsable de l'institution, conformément à l'article 73 de la *Loi sur l'accès à l'information*, délègue aux titulaires des postes mentionnés ci-dessous ou aux personnes occupant à titre intérimaire les dits postes, les pouvoirs et attributions du commissaire à l'intégrité du secteur public tel que décrits ci-dessous.

Poste	Articles de la Loi sur l'accès à l'information			
Sous-commissaire	Autorité absolue			
Coordonnateur AIPRP	Autorité absolue			

Je nomme Nicolas Palanque à titre de coordonnateur de l'accès à l'information et de la protection des renseignements personnels.

Date: January 25, 2024 / Le 25 janvier 2024

Harriet Solloway Public Sector Integrity Commissioner Commissaire à l'intégrité du secteur public Appendix B

Annual Statistical Report

Statistical Report on the Access to Information Act

Name of institution:	Office of the Public Sector Integrity Commissioner of Canada			
Reporting period:	2023-04-01	to	2024-03-31	

Section 1: Requests Under the Access to Information Act

1.1 Number of requests

		Number of Requests
Received during reporting period		3
Outstanding from previous reporting periods		0
 Outstanding from previous reporting period 	0	
 Outstanding from more than one reporting period 	0	
Total		3
Closed during reporting period		3
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)	0
Organization	0
Public	3
Decline to Identify	0
Total	3

1.3 Channels of requests

Source	Number of Requests		
Online	2		
E-mail	0		
Mail	1		
In person	0		
Phone	0		
Fax	0		
Total	3		

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	
Total		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
Total	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 Th Pages R			-500 Released		-1000 Released	1001-5000 Pages Released			an 5000 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		100-500		501-1000		1001-5000		More Than 5000	
Pages Re-released									
Number of	Pages Re-								
Requests	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
Total	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

	Completion Time							
Disposition of Requests	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
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	1	0	0	0	0	0	0	1
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	2	0	0	0	0	0	0	2
Neither confirmed nor denied	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
Total	3	0	0	0	0	0	0	3

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)	0	18(d)	0	21(1)(a)	0
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	0
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	0	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	0
15(1) - Def.*	0	16,3	0	20(1)(b)	0	23,1	0
15(1) - S.A.*	0	16.4(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)	1		·				
16(1)(d)	0	* I.A.: Intern	ational Affairs Def.	: Defence of Canada S.A.:	Subversive Activitie	S	

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	E-record	Data set	Video	Audio	Other
0	0	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
122	0	3

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

	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
Disposition	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	0	0	0	0	0	0	0	0	0	0
All exempted	0	0	1	110	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	2	12	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
Total	2	12	1	110	0	0	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

	Less Than	60 Minutes Processed	60 - 120	Minutes Processed		than 120 Minutes Processed
Disposition	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
Total	0	0	0	0	0	0

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

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

	Less Than 60 Minutes Processed		60 - 120	Minutes Processed	More than 120 Minutes Processed		
Disposition	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	
Total	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	1	0	1
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
Total	0	1	0	1

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	3
Percentage of requests closed within legislated timelines (%)	100

4.7 Deemed refusals

4.7.1 Reasons for not meeting legislated timelines

		Principal Reason					
Number of requests closed past the legislated timelines	Interference with operations/ Workload	External Consultation	Internal Consultation	Other			
0	0	0	0	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
Total	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
Total	0	0	0

Section 5: Extensions

5.1 Reasons for extensions and disposition of requests

		9(1 Consu		
Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations/ Workload	Section 69	Other	9(1)(c) Third-Party Notice
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
No records exist	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	0	0	0	0

5.2 Length of extensions

	9(1)(a)	9(1 Consu		
Length of Extensions	Interference With Operations/ Workload	Section 69	Other	9(1)(c) Third-Party Notice
30 days or less	0	0	0	0
31 to 60 days	0	0	0	0
61 to 120 days	0	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	0	0	0	0

Section 6: Fees

		Fee Collected		Fee Waived	Fee Refunded		
Fee Type	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount	
Application	0	\$0,00	0	\$10,00	0	\$0,00	
Other fees	0	\$0,00	0	\$0,00	0	\$0,00	
Total	0	\$0,00	0	\$10,00	0	\$0,00	

Section 7: Consultations Received From Other Institutions and Organizations

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

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	2	8	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	2	8	0	0
Closed during the reporting period	2	8	0	0
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

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

Recommendation	Number of Days Required to Complete Consultation Requests								
	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	
Disclose entirely	1	0	0	0	0	0	0	1	
Disclose in part	1	0	0	0	0	0	0	1	
Exempt entirely	0	0	0	0	0	0	0	0	
Exclude entirely	0	0	0	0	0	0	0	0	
Consult other institution	0	0	0	0	0	0	0	0	
Other	0	0	0	0	0	0	0	0	
Total	2	0	0	0	0	0	0	2	

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

	Number of Days Required to Complete Consultation Requests								
Recommendation	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	
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	

Section 8: Completion Time of Consultations on Cabinet Confidences

8.1 Requests with Legal Services

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

8.2 Requests with Privy Council Office

		lhan 100 rocessed		0 Pages essed		-1000 rocessed		-5000 rocessed		han 5000 rocessed
Number of Days	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Section 9: Investigations and Reports of finding

9.1 Investigations

Section 32 Notice of		
intention to	Subsection 30(5)	Section 35 Formal
investigate	Ceased to investigate	Representations
1	0	0

9.2 Investigations and Reports of finding

	Section 37(1) Initial Reports			Section 37(2) Final Reports		
Received	Containing recommendations issued by the Information Commissioner	Containing 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	\$40 000		
Overtime	\$0		
Goods and Services	\$15 000		
 Professional services contracts 	Professional services contracts \$15 000		
Other			
Total		\$55 000	

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1,000
Part-time and casual employees	0,000
Regional staff	0,000
Consultants and agency personnel	1,000
Students	0,000
Total	2,000

Appendix C

Supplemental Statistical Report

Supplemental Statistical Report on the Access to Information Act and the Privacy Act

Name of institution: Office of the Public Sector Integrity Commissioner of Canada

Reporting period: 2023-04-01 to 2024-03-31

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
Total	0	0	0

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	1
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	1

I