



Canadian Tourism
Commission

Commission canadienne
du tourisme

2011 - 2012

ANNUAL REPORTS TO PARLIAMENT

*Access to Information Act
and Privacy Act*

Canada 

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Part I - *Access to Information Act*

Preface

The *Access to Information Act* (Revised Statutes of Canada, Chapter A-1, 1985) was proclaimed on July 1, 1983.

Section 2 of the *Access to Information Act* gives Canadian citizens and permanent residents a broad right of access to information contained in government records, subject to certain specific and limited exceptions.

According to Section 72 of the *Access to Information Act*, the head of every government institution shall prepare for submission to Parliament, an annual report on the administration of the Act within the institution during each financial year.

This annual report describes how the Canadian Tourism Commission administered its responsibilities under the *Access to Information Act* from April 1, 2011 to March 31, 2012.

Corporate Profile

Our role

The Canadian Tourism Commission (CTC) is a federal Crown corporation wholly owned by the Government of Canada and accountable to Canada's Parliament through the Minister of Industry. In partnership with the Canadian tourism industry, we work to promote Canada as an internationally competitive, premier four-season tourism destination where travellers have access to extraordinary experiences. We provide a consistent voice for Canada in the international tourism marketplace.

Our legislated mandate

- To sustain a vibrant and profitable tourism industry
- To market Canada as a desirable tourism destination
- To support a cooperative relationship between the private sector and the governments of Canada, the provinces and the territories with respect to Canadian tourism
- To provide information about tourism to the Canadian private sector, the governments of Canada, the provinces and the territories.

Our markets

We are active in 11 international key geographic markets: the United States (US), the United Kingdom (UK), Germany, France, Mexico, Japan, China, South Korea, Australia, India and Brazil. According to our strategic research tool which assesses the tourism market potential for 22 selected markets, all the markets (except the US) that the CTC focuses on represent the top ten markets for optimal tourism performance. In 2011, all 11 markets accounted for 90% of international overnight travel to Canada and 81% of all international tourism receipts.

Our partners

Our partners include provincial and territorial governments, other federal departments and agencies, destination marketing organizations, the Canadian private sector and international travel trade and meeting professionals.

Our values

Innovation, collaboration and respect.

The Organization

Board of Directors

The Board of Directors oversees the business of the Canadian Tourism Commission, which operates in partnership with the public and private sectors. Its role is to provide strategic leadership and stewardship, and approve the allocation of resources. The Chair of the Board and the President & CEO are appointed by the Governor-in-Council. The remaining directors are appointed by the Minister of Industry with the approval of the Governor-in-Council. The *CTC Act* names the Deputy Minister of Industry as an *ex officio* director on the Board.

The President and CEO is accountable to the Board of Directors for the management and performance of the organization. The Board is accountable to Parliament through the Minister of Industry. The primary vehicles for reporting to the Crown are the Annual Report and the five-year Corporate Plan.

Headquartered in Vancouver, the Commission maintains a small governmental relations office in Ottawa.

Overall Staff

- 116 total FTEs: 86 located in Canada (including two in Ottawa) and 30 overseas.
- Under the direction of the regional Managing Directors, General Sales Agents (GSAs) implement the Commission's activities in several of its 11 international markets.

Further information on the Commission is contained on its business Web site at www.corporate.canada.travel

Administration of the *Access to Information Act*

Implementation of the *Access to Information Act* (the Act) at the Canadian Tourism Commission (CTC) is within the division of the Senior Vice-President, Corporate Affairs and Corporate Secretary. The Manager of Government Relations is the Coordinator, and is responsible for all of the day-to-day activities related to administration of the Act.

Delegation of Authority

Pursuant to Section 3 of the *Access to Information Act* (the Act), the President and CEO is the designated head of the Canadian Tourism Commission. While for the purpose of the Act the head retains authority, all of the day-to-day activities related to the administration of the Act are the responsibility of the Access to Information Coordinator and other officials who have full knowledge of the legislation and jurisprudence, including the Commission's in-house counsel.

Official Vehicles of Communication

Besides formal Access to Information requests, information on the CTC is available to Canadians through its official vehicles of communication as follows:

www.canada.travel – the CTC's official Web portal – is the call to action for all of the CTC's Web site activities, including:

www.explore.canada.travel features Canadian destinations, experiences and getaway ideas for the traveller.

www.corporate.canada.travel houses corporate reports, research publications, market information, corporate news release, backgrounders and fact sheets, resources and tools to help industry leverage Canada's tourism brand. *CTC News* is also available on this Web site; subscribers receive regular updates on CTC research and statistics, market programs, tourism issues and industry trends.

www.mediacentre.canada.travel, a site where international media and broadcasters (journalists and tourism industry partners) can find travel stories and information about Canada's tourism industry. The **Brand Canada Library** contains videos and photos that are rights-ready and free-to-use.

www.meetings.canada.travel contains information on planning meetings, conventions, or incentive travel, in Canada.

<http://us.explorecanadalikealocal.com> is a new website built on user-generated content and ideal for trip planning.

Social media is an important element of CTC's overall marketing strategy. The channels by which CTC interacts with customers include *Facebook*, *Twitter*, *Youtube* and *Flickr*.

Info Source

Additional information on the CTC may be found in the annual federal government publications: Info source – Sources of Federal Government Information; and, Info Source – Sources of Federal Employee Information at <http://www.infosource.gc.ca/inst/1521/1521-fedemp00-eng.asp>.

Education and Training

On March 15, 2012 the CTC provided three all-staff formal training sessions at its headquarters in Vancouver. A total of 61 staff members participated both in person and via WebEx from our international markets.

New Access to Information Related Policies and Procedures

To comply with the Directive from Treasury Board Secretariat, effective January 2012, the Canadian Tourism Commission's (CTC) has implemented the monthly posting of completed access to information requests on its corporate Web site.

Summary of Key Activities

During the period under review, the CTC received four requests under the *Access to Information Act* – up one from the previous reporting period.

Of the four requests received, two were completed, one was abandoned, and no records were available for the fourth request.

I. Exemptions Invoked

As noted in the Statistical Report (attached), exemptions pursuant to Sections 13, 14, 15 (International), 18, 19, 20 and 21 were invoked in respect to one request.

II. Completion Time and Extensions

Two requests were completed - one within 60 days and the other within 30 days. Extensions under the Act to allow external consultation with third parties and other institutions were taken for both requests.

III. Fees

The only fees collected during this reporting period were the application fees to cover four requests which totaled \$20.00.

IV. Costs

Total costs associated with *Access to Information Act* activities for the period under review are estimated at \$4,377.00. In terms of staff resources, one full-time employee is dedicated, on a part-time basis, to the access to information activities

Complaints

Applicants have the right of complaint pursuant to the Act and may exercise this right at any time during the processing of their request. There were no complaints during this reporting period.

Other Business

In this reporting period, the CTC responded to 7 consultations from other government institutions (6) and organizations (1).

Statistical Report - Access to Information Act



Statistical Report on the Access to Information Act

Name of institution: Canadian Tourism Commission

Reporting period: 4/1/2011 to 31-Mar-12

PART 1 – Requests under the Access to Information Act

1.1 Requests

	Number of Requests
Received during reporting period	4
Outstanding from previous reporting period	0
Total	4
Closed during reporting period	4
Carried over to next reporting period	0

1.2 Sources of requests

Source	Number of Requests
Media	1
Academia	1
Business (Private Sector)	0
Organization	1
Public	1
Total	4

PART 2 – Requests closed during the reporting period

2.1 Disposition and completion time

Disposition of requests	Completion Time							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	1	0	1	0	0	0	2
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	1	0	0	0	0	0	0	1
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	1	0	0	0	0	1
Treated informally	0	0	0	0	0	0	0	0
Total	1	1	1	1	0	0	0	4

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)(a)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(b)	0	18(b)	1	20.2	0
13(1)(c)	1	16(2)(c)	0	18(c)	0	20.4	0
13(1)(d)	0	16(3)	0	18(d)	0	21(1)(a)	1
13(1)(e)	0	16.1(1)(a)	0	18.1(1)(a)	0	21(1)(b)	1
14(a)	1	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	0
15(1) - I.A.*	1	16.1(1)(d)	0	18.1(1)(d)	0	22	0
15(1) - Def.*	0	16.2(1)	0	19(1)	1	22.1(1)	0
15(1) - S.A.*	0	16.3	0	20(1)(a)	0	23	0
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(b)	1	24(1)	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(b.1)	0	26	0
16(1)(a)(iii)	0	16.5	0	20(1)(c)	1		
16(1)(b)	0	17	0	20(1)(d)	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)(a)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(b)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(c)	0	69(1)(g) re (c)	0
68.1	0	69(1)(d)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(e)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(f)	0	69(1)(g) re (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	0	0
Total	2	0	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of requests	Number of pages processed	Number of pages disclosed	Number of requests
All disclosed	0	0	0
Disclosed in part	109	109	2
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	1

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	
	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	1	2	1	107	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Abandoned	1	0	0	0	0	0	0	0	0	0
Total	2	2	1	107	0	0	0	0	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	1	0	1	1	3
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
Total	1	0	1	1	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
0	0	0	0	0

2.6.2 Number of days past deadline

Number of days past deadline	Number of requests past deadline where no extension was taken	Number of requests past deadline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	0	0

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
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	0	0	2	1
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	0	0	2	1

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	1	0
31 to 60 days	0	0	1	1
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	2	1

PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	# of Requests	Amount	# of Requests	Amount
Application	4	\$20	0	\$0
Search	0	\$0	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
Total	4	\$20	0	\$0

PART 5 – Consultations received from other institutions and organizations

5.1 Consultations received from other government institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during reporting period	6	153	1	31
Outstanding from the previous reporting period	0	0	0	0
Total	6	153	1	31
Closed during the reporting period	6	153	1	31
Pending at the end of the reporting period	0	0	0	0

5.2 Recommendations and completion time for consultations received from other government 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	than 365 days	
Disclose entirely	4	0	0	0	0	0	0	4
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	2	0	0	0	0	0	2
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	4	2	0	0	0	0	0	6

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	than 365 days	
Disclose entirely	0	1	0	0	0	0	0	1
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	1	0	0	0	0	0	1

PART 6 – Completion time of consultations on Cabinet confidences

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	0	0
16 to 30	0	0
31 to 60	0	0
61 to 120	0	0
121 to 180	0	0
181 to 365	0	0
More than 365	0	0
Total	0	0

PART 7 – Resources related to the Access to Information Act

7.1 Costs

Expenditures		Amount
Salaries		\$4,232
Overtime		\$0
Goods and Services		\$145
• Professional services contracts	\$145	
• Other	\$0	
Total		\$4,377

7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	0	1	1
Part-time and casual employees	0	0	0
Regional staff	0	0	0
Consultants and agency personnel	0	0	0
Students	0	0	0
Total	0	1	1

Part II - *Privacy Act*

Preface

The *Privacy Act* (Revised Statutes of Canada, Chapter A-1, 1985) was proclaimed on July 1, 1983.

The purpose of the *Privacy Act* "is to extend the present laws of Canada that protect the privacy of individuals with respect to personal information about themselves held by a government institution and to provide individuals with a right of access to that information" (Section 2 of the Act). The law also protects an individual's privacy by preventing others from having access to that personal information and allows an individual specific rights concerning the collection and use of his/her information.

Section 72 of the *Privacy Act* requires that the head of every government institution prepare for submission to Parliament an annual report on the administration of this Act within the institution during each financial year.

This annual report describes how the Canadian Tourism Commission administered its responsibilities under the *Privacy Act* from April 1, 2011 to March 31, 2012.

Corporate Profile

Our role

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Headquartered in Vancouver, the Commission maintains a small governmental relations office in Ottawa.

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Administration of the *Privacy Act*

Implementation of the *Privacy Act* (the Act) at the CTC is within the division of the Senior Vice-President, Corporate Affairs and Corporate Secretary. The Manager, Government Relations is the Coordinator, and is responsible for all of the day to day activities related to administration of the Act.

Delegation of Authority

Pursuant to Section 3 of the *Privacy Act* (the Act), the President and CEO is the designated head of the Canadian Tourism Commission. While for the purpose of the Act the head retains authority, all of the day-to-day activities related to the administration of the Act are the responsibility of the Access to Information and Privacy Coordinator and other officials who have full knowledge of the legislation and jurisprudence, including the Commission's in-house counsel.

Privacy Impact Assessment Policy (PIA)

No privacy impact assessments were carried out during this reporting period.

Training and Education

On March 15, 2012 the CTC provided three all-staff formal training sessions at its headquarters in Vancouver. A total of 61 staff members participated both in person and via WebEx from our international markets.

New Privacy Related Policies and Procedures

No new Privacy related policies or procedures were established.

Disclosures made pursuant to paragraph 8(2)(m) of the *Privacy Act* during the reporting period

No disclosures were made under paragraph 8(2)(m) during the reporting period.

Summary of Key Activities

As noted on the Statistical Report (attached) no requests were received by the CTC under the *Privacy Act* during the period under review.

Complaints

None

Statistical Report – Privacy Act



Government of Canada / Gouvernement du Canada

Statistical Report on the Privacy Act

Name of institution: Canadian Tourism Commission

Reporting period: 4/1/2011 to 31-Mar-12

PART 1 – Requests under the Access to Information Act

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

PART 2 – Requests closed during the reporting period

2.1 Disposition and completion time

Disposition of requests	Completion Time							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

2.2 Exemptions

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

2.3 Exclusions

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

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	0	0	0
Disclosed in part	0	0	0
Total	0	0	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of requests	Number of pages processed	Number of pages disclosed	Number of requests
All disclosed	0	0	0
Disclosed in part	0	0	0
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0

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	
	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Abandoned	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

2.5.3 Other complexities

Disposition	Consultation required	Legal advice sought	Interwoven Information	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	0	0	0	0	0
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
Total	0	0	0	0	0

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
0	0	0	0	0

2.6.2 Number of days past deadline

Number of days past deadline	Number of requests past deadline where no extension was taken	Number of requests past deadline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	0	0

2.7 Requests for translation

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

PART 3 – Disclosures under subsection 8(2)

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

PART 4 – Requests for correction of personal information and notations

	Number
Requests for correction received	0
Requests for correction accepted	0
Requests for correction refused	0
Notations attached	0

PART 5 – Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of requests where an extension was taken	15(a)(i) Interference with operations	15(a)(ii) Consultation		15(b) Translation or coversation
		Section 70	Other	
All disclosed	0	0	0	0
Disclosed in part	0	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	0	0	0	0

5.2 Length of extensions

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

PART 6 – Consultations received from other institutions and organizations

6.1 Consultations received from other government institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during reporting period	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	0	0	0	0
Closed during the reporting period	0	0	0	0
Pending at the end of the reporting period	0	0	0	0

6.2 Recommendations and completion time for consultations received from other government 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	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

6.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	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 7 – Completion time of consultations on Cabinet confidences

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	0	0
16 to 30	0	0
31 to 60	0	0
61 to 120	0	0
121 to 180	0	0
181 to 365	0	0
More than 365	0	0
Total	0	0

PART 8 – Resources related to the *Privacy Act*

8.1 Costs

Expenditures		Amount
Salaries		\$0
Overtime		\$0
Goods and Services		\$0
• Contracts for privacy impact assessments	\$0	
• Professional services contracts	\$0	
• Other	\$0	
Total		\$0

8.2 Human Resources

Resources	Dedicated full-time	Dedicated part-time	Total
Full-time employees	0	0	0
Part-time and casual employees	0	0	0
Regional staff	0	0	0
Consultants and agency personnel	0	0	0
Students	0	0	0
Total	0	0	0