1. **Purpose of the Act**

The purpose of the *Access to Information Act* (R.S.C., 1985, c. A-1) (the “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.

2. **Annual report**

This report is prepared and tabled in Parliament in accordance with section 72 of the Act.

3. **BDC’s mandate**

BDC’s mandate, as set out in the *Business Development Bank of Canada Act* (S.C. 1995, c. 28), is to support Canadian entrepreneurship by providing financial and management services and by issuing securities or otherwise raising funds or capital in support of those services. BDC’s investments may be held in the name of BDC Capital, a wholly owned subsidiary of BDC. All administration of such investments is performed by BDC employees, using BDC resources and facilities. All relevant records relating to BDC Capital are under the control of BDC.

4. **Organization of Access to Information Activities, Policies and Procedures**

Procedures are in place for directing formal access requests to the Access to Information Coordinator who ensures that they are processed in accordance with the provisions of the Act. The Coordinator is normally occupied part-time at BDC’s Montreal Head Office in carrying out her responsibilities pursuant to the Act, although she is available at all times together with other administrative staff, to process requests as the volume of the activity may warrant.

Delegated by the President & CEO, the Assistant Vice President, Compliance and Information Management (the Coordinator), the Assistant Vice President, Legal Affairs, the Counsel and Assistant Corporate Secretary and the Senior Vice President, Legal Affairs and Corporate Secretary are currently exercising the powers, duties and functions under the Act and report to BDC’s President & CEO on access to information matters.

BDC receives requests from various sources and for all types of information throughout the year. Decisions on waiving of application and of processing fees permitted under the Act are made on a case-by-case basis.
5. **Delegation**

A copy of the Delegation Order is attached.

6. **Statistical Report**

As outlined in the attached statistical report, BDC received nine new formal requests in this reporting period. In relation to the formal requests, eight were completed during the reporting period. The relevant records were completely disclosed in three cases, partially disclosed in three other cases, one request was abandoned and no relevant records were found in the last instance. In addition, there were fourteen formal consultations received from other departments and agencies of Government of Canada concerning requests they treated in which some BDC-related records were involved. All fourteen consultations were completed during the reporting period.

It should be noted that the number of requests remains constant throughout the years at below ten, while the number of pages processed varies greatly depending on the subject matter. Exemptions applied by BDC are limited to sections 18 (a), 19 (1), 21(1) (a) and 24 (1) of the Act and no exclusions were claimed. Two formal requests required an extension of the time limit to be answered. All formal requests and all consultations were completed in the prescribed timeframe.

The breakdown for the source of the new formal requests received during this reporting period is as follows:

- Academia 22 % (2);
- Business 22 % (2);
- Public 56 % (5).

7. **Training**

During the reporting period, no training activities were performed.

8. **Policies, Directives, Procedures and Initiatives**

During the reporting period, BDC implemented or revised the following directive and procedure in order to ensure compliance with the Act:

- Information Management Corporate Directive;
- Procedure on Managing Requests for Information from Outside Parties.

9. **Complaints and Investigations**

Three complaints originating from previous reporting periods were concluded during this reporting period. One new complaint was received in 2016 for which additional documents were requested in addition to those communicated by BDC. After investigation, the Office of the Information Commissioner of Canada considered the complaint not to be well founded. This new complaint was therefore concluded during the reporting period. No complaint was carried over to the next reporting period.
10. **Monitoring of the time to process access to information requests**

As BDC does not receive a large number of access to information requests, no formal monitoring of time is conducted.
Delegation Order - Access to Information Act and Access to Information Regulations

The President and Chief Executive Officer of the Business Development Bank of Canada (the “BDC”), pursuant to section 73 of the Access to Information Act (the “Act”) as the head of a government institution for the purpose of the Act, hereby:

i. designates the BDC Director, Corporate Compliance as BDC’s Access to Information Coordinator;
ii. delegates the persons holding the positions set out in schedule A hereto, to exercise the powers, duties and functions, under the provisions of the Act and related regulations as set out in schedule A in relation to BDC.

These designation and delegation replace all previous delegation orders.

Dated, at the City of Montreal, this _______ day of __________ 20__.

En vertu de l'article 73 de la Loi sur l'accès à l'information (la << Loi >>), le Président et Chef de la direction de la Banque de Développement du Canada (la <<BDC >>) à titre de responsable d'une institution fédérale selon la Loi :

i. désigne la Directrice, Conformité de l'entreprise, à titre de Coordonnateur de l'accès à l'information pour la BDC (le << Coordonnateur >>);
ii. délègue aux titulaires des postes mentionnés à l'annexe A, les pouvoirs, tâches et fonctions concernant la BDC, selon les dispositions de la Loi et de ses règlements tel que décrits à l'annexe A.

Le présent document remplace et annule tout arrêté antérieur.

Daté, en la ville de Montréal, le __ jour de __________ 20__.

President and Chief Executive Officer, Business Development Bank of Canada
Président et chef de la direction de la Banque de développement du Canada
Delegation under Access to Information Act and Regulations

Schedule A

Legend / Légende

DCC / DCE: Director, Corporate Compliance / Directrice Conformité de l’entreprise.
CACS / ASGA: Counsel and Assistant Corporate Secretary / Avocat et Secrétaire générale adjointe.
AVP Legal / VPA Légal: Assistant Vice-President, Legal Affairs / Vice-Président adjoint, Affaires juridiques.
SVP Legal / PVP Légal: Senior Vice President, Legal Affairs and Corporate Secretary / Première vice-présidente, Affaires juridiques et secrétaire générale.

All of the above titles include their equivalent under any future renaming of such titles.
Tous les titres des postes susmentionnés incluent leurs équivalents en vertu de nouvelles désignations.

(* ) Subject to obtain proper approvals from the BDC legal department, when required.
Sous réserve d’obtenir, si requis, les approbations des services juridiques de la BDC.

<table>
<thead>
<tr>
<th>Provision / Article</th>
<th>Description</th>
<th>Positions / Postes</th>
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<tr>
<td>4(2.1)</td>
<td>Responsibility of head of institution / Responsable de l’institution fédérale</td>
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<td>Notice when access requested / Notification de l’auteur de la demande</td>
<td>DCC * AVP Legal CACS SVP Legal</td>
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<td>Giving access to the record / Communication du document</td>
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<td>8(1)</td>
<td>Transfer of request / Transmission de la demande</td>
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<td>Extension of time limits / Prorogation du délai</td>
<td>DCC * AVP Legal CACS SVP Legal</td>
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<td>11(2)(3)(4)(5)(6)</td>
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<td>12(3)(b)</td>
<td>Language of access / Version de la communication</td>
<td>DCC * AVP Legal CACS SVP Legal</td>
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<td>Information obtained in confidence / Renseignements obtenus à titre confidentiel</td>
<td>AVP Legal CACS SVP Legal</td>
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<td>14</td>
<td>Federal-provincial affairs / Affaires fédéro-provinciales</td>
<td>AVP Legal CACS SVP Legal</td>
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<td>15</td>
<td>International affairs and defence / Affaires internationales et défense</td>
<td>AVP Legal CACS SVP Legal</td>
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<td>16</td>
<td>Law enforcement and investigations / Application de la loi et enquêtes</td>
<td>AVP Legal CACS SVP Legal</td>
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<td>16.5</td>
<td>Public Servants Disclosure Protection Act / Loi sur la protection des fonctionnaires divulgateurs d’actes répréhensibles</td>
<td>AVP Legal CACS SVP Legal</td>
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<td>Safety of individuals / Sécurité des individus</td>
<td>AVP Legal CACS SVP Legal</td>
</tr>
<tr>
<td>18</td>
<td>Economic interests of Canada / Intérêts économiques du Canada</td>
<td>AVP Legal CACS SVP Legal</td>
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<td>Personal information</td>
<td>AVP Legal</td>
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<td>20</td>
<td>Third party notification</td>
<td>AVP Legal</td>
</tr>
<tr>
<td>21</td>
<td>Operations of Government</td>
<td>AVP Legal</td>
</tr>
<tr>
<td>22</td>
<td>Testing procedures, tests and audits</td>
<td>AVP Legal</td>
</tr>
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<td>23</td>
<td>Solicitor-client privilege</td>
<td>AVP Legal</td>
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<tr>
<td>24</td>
<td>Statutory prohibitions</td>
<td>AVP Legal</td>
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<tr>
<td>25</td>
<td>Severability</td>
<td>AVP Legal</td>
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<td>26</td>
<td>Refusal of access where information is to be published</td>
<td>AVP Legal</td>
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<td>Third party notification</td>
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<td>28(1)(b), (2), (4)</td>
<td>Third party notification</td>
<td>DCC *</td>
</tr>
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<td>Notice to decision to disclose</td>
<td>DCC *</td>
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<td>33</td>
<td>Notice to Information Commissioner of notices to third parties</td>
<td>DCC *</td>
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<td>35(2)(b)</td>
<td>Right to make representations</td>
<td>AVP Legal</td>
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<td>37(1)</td>
<td>Notice of actions to implement recommendations of Commissioner</td>
<td>DCC *</td>
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<td>37(4)</td>
<td>Access to be given to complaining Communication accordée au plaignant</td>
<td>DCC *</td>
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<td>43(1)</td>
<td>Notice to third party of application to Federal Court for review</td>
<td>DCC *</td>
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<td>44(2)</td>
<td>Notice to requester of application for review by third party</td>
<td>DCC *</td>
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<td>52(2)(b), 52(3)</td>
<td>Special rules for hearings</td>
<td>AVP Legal</td>
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<td>71(1)</td>
<td>Facilities for inspection of manuals</td>
<td>DCC *</td>
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<td>72</td>
<td>Annual report to Parliament</td>
<td>DCC *</td>
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**Regulation / Réglement**

| 6(1) | Transfer of request | DCC * | AVP Legal | CACS | SVP Legal |
| 7(2) | Search and preparation fees | DCC * | AVP Legal | CACS | SVP Legal |
| 7(3) | Production and programming fees | DCC * | AVP Legal | CACS | SVP Legal |
| 8 | Method of access | DCC * | AVP Legal | CACS | SVP Legal |
| 8.1 | Limitations in respect of format | DCC * | AVP Legal | CACS | SVP Legal |
Statistical Report on the *Access to Information Act*

**Name of institution:** Business Development Bank of Canada

**Reporting period:** 2016-04-01 to 2017-03-31

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

#### 1.1 Number of requests

<table>
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<th>Source</th>
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<td>Received during reporting period</td>
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<tr>
<td>Outstanding from previous reporting period</td>
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<tr>
<td><strong>Total</strong></td>
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<tr>
<td>Closed during reporting period</td>
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<tr>
<td>Carried over to next reporting period</td>
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#### 1.2 Sources of requests

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<td>Academia</td>
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<tr>
<td>Business (private sector)</td>
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<td><strong>Total</strong></td>
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#### 1.3 Informal requests

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<th>Completion Time</th>
<th>1 to 15 Days</th>
<th>16 to 30 Days</th>
<th>31 to 60 Days</th>
<th>61 to 120 Days</th>
<th>121 to 180 Days</th>
<th>181 to 365 Days</th>
<th>More Than 365 Days</th>
<th>Total</th>
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**Note:** All requests previously recorded as “treated informally” will now be accounted for in this section only.
### 2.1 Disposition and completion time

<table>
<thead>
<tr>
<th>Disposition of Requests</th>
<th>Completion Time</th>
<th>1 to 15 Days</th>
<th>16 to 30 Days</th>
<th>31 to 60 Days</th>
<th>61 to 120 Days</th>
<th>121 to 180 Days</th>
<th>181 to 365 Days</th>
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<th>Total</th>
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<tbody>
<tr>
<td>All disclosed</td>
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### 2.2 Exemptions

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<th>Number of Requests</th>
<th>Section</th>
<th>Number of Requests</th>
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* I.A.: International Affairs  
Def.: Defence of Canada  
S.A.: Subversive Activities
2.3 Exclusions

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<tr>
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2.4 Format of information released

<table>
<thead>
<tr>
<th>Disposition</th>
<th>Paper</th>
<th>Electronic</th>
<th>Other Formats</th>
</tr>
</thead>
<tbody>
<tr>
<td>All disclosed</td>
<td>0</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Disclosed in part</td>
<td>0</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>0</td>
<td>6</td>
<td>0</td>
</tr>
</tbody>
</table>

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

<table>
<thead>
<tr>
<th>Disposition of Requests</th>
<th>Number of Pages Processed</th>
<th>Number of Pages Disclosed</th>
<th>Number of Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>All disclosed</td>
<td>573</td>
<td>573</td>
<td>3</td>
</tr>
<tr>
<td>Disclosed in part</td>
<td>5979</td>
<td>5884</td>
<td>3</td>
</tr>
<tr>
<td>All exempted</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>All excluded</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Request abandoned</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Neither confirmed nor denied</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

2.5.2 Relevant pages processed and disclosed by size of requests

<table>
<thead>
<tr>
<th>Disposition</th>
<th>Less Than 100 Pages Processed</th>
<th>101-500 Pages Processed</th>
<th>501-1000 Pages Processed</th>
<th>1001-5000 Pages Processed</th>
<th>More Than 5000 Pages Processed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number of Requests</td>
<td>Pages Disclosed</td>
<td>Number of Requests</td>
<td>Pages Disclosed</td>
<td>Number of Requests</td>
</tr>
<tr>
<td>All disclosed</td>
<td>2</td>
<td>8</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Disclosed in part</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>346</td>
<td>1</td>
</tr>
<tr>
<td>All exempted</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>All excluded</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Request abandoned</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Neither confirmed nor denied</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>3</td>
<td>8</td>
<td>1</td>
<td>346</td>
<td>2</td>
</tr>
</tbody>
</table>
2.5.3 Other complexities

<table>
<thead>
<tr>
<th>Disposition</th>
<th>Consultation Required</th>
<th>Assessment of Fees</th>
<th>Legal Advice Sought</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>All disclosed</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Disclosed in part</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>All exempted</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>All excluded</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Request abandoned</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Neither confirmed nor</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

<table>
<thead>
<tr>
<th>Number of Requests Closed Past the Statutory Deadline</th>
<th>Workload</th>
<th>External Consultation</th>
<th>Internal Consultation</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

2.6.2 Number of days past deadline

<table>
<thead>
<tr>
<th>Number of Days Past Deadline</th>
<th>Number of Requests Closed Past Deadline Where No Extension Was Taken</th>
<th>Number of Requests Closed Past Deadline Where An Extension Was Taken</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 15 days</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>16 to 30 days</td>
<td>0</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>31 to 60 days</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>61 to 120 days</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>121 to 180 days</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>181 to 365 days</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>More than 365 days</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>0</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

2.7 Requests for translation

<table>
<thead>
<tr>
<th>Translation Requests</th>
<th>Accepted</th>
<th>Refused</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>English to French</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>French to English</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
### Part 3: Extensions

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

<table>
<thead>
<tr>
<th>Disposition of Requests Where an Extension Was Taken</th>
<th>9(1)(a) Interference With Operations</th>
<th>9(1)(b) Consultation</th>
<th>9(1)(c) Third-Party Notice</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9(1)(a) Interference With Operations</td>
<td>9(1)(b) Consultation</td>
<td>9(1)(c) Third-Party Notice</td>
</tr>
<tr>
<td>All disclosed</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Disclosed in part</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>All exempted</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>All excluded</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>No records exist</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Request abandoned</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

#### 3.2 Length of extensions

<table>
<thead>
<tr>
<th>Length of Extensions</th>
<th>9(1)(a) Interference With Operations</th>
<th>9(1)(b) Consultation</th>
<th>9(1)(c) Third-Party Notice</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 days or less</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>31 to 60 days</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>61 to 120 days</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>121 to 180 days</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>181 to 365 days</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>365 days or more</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

### Part 4: Fees

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Fee Collected</th>
<th>Fee Waived or Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number of Requests</td>
<td>Amount</td>
</tr>
<tr>
<td>Application</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Search</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Production</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Programming</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Preparation</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Alternative format</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Reproduction</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Total</td>
<td>0</td>
<td>$0</td>
</tr>
</tbody>
</table>
### Part 5: Consultations Received From Other Institutions and Organizations

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

<table>
<thead>
<tr>
<th>Consultations</th>
<th>Other Government of Canada Institutions</th>
<th>Number of Pages to Review</th>
<th>Other Organizations</th>
<th>Number of Pages to Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received during reporting period</td>
<td>14</td>
<td>223</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Outstanding from the previous reporting period</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>14</strong></td>
<td><strong>223</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
</tr>
<tr>
<td>Closed during the reporting period</td>
<td>14</td>
<td>223</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pending at the end of the reporting period</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Number of Days Required to Complete Consultation Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 to 15 Days</td>
</tr>
<tr>
<td>Disclose entirely</td>
<td>12</td>
</tr>
<tr>
<td>Disclose in part</td>
<td>1</td>
</tr>
<tr>
<td>Exempt entirely</td>
<td>0</td>
</tr>
<tr>
<td>Exclude entirely</td>
<td>0</td>
</tr>
<tr>
<td>Consult entirely</td>
<td>0</td>
</tr>
<tr>
<td>Consult other institution</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

#### 5.3 Recommendations and completion time for consultations received from other organizations

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Number of Days Required to Complete Consultation Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 to 15 Days</td>
</tr>
<tr>
<td>Disclose entirely</td>
<td>0</td>
</tr>
<tr>
<td>Disclose in part</td>
<td>0</td>
</tr>
<tr>
<td>Exempt entirely</td>
<td>0</td>
</tr>
<tr>
<td>Exclude entirely</td>
<td>0</td>
</tr>
<tr>
<td>Consult entirely</td>
<td>0</td>
</tr>
<tr>
<td>Consult other institution</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

---

6
## Part 6: Completion Time of Consultations on Cabinet Confidences

### 6.1 Requests with Legal Services

<table>
<thead>
<tr>
<th>Number of Days</th>
<th>Fewer Than 100 Pages Processed</th>
<th>101-500 Pages Processed</th>
<th>501-1000 Pages Processed</th>
<th>1001-5000 Pages Processed</th>
<th>More Than 5000 Pages Processed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number of Requests</td>
<td>Pages Disclosed</td>
<td>Number of Requests</td>
<td>Pages Disclosed</td>
<td>Number of Requests</td>
</tr>
<tr>
<td>1 to 15</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>16 to 30</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>31 to 60</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>61 to 120</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>121 to 180</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>181 to 365</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>More than 365</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### 6.2 Requests with Privy Council Office

<table>
<thead>
<tr>
<th>Number of Days</th>
<th>Fewer Than 100 Pages Processed</th>
<th>101–500 Pages Processed</th>
<th>501-1000 Pages Processed</th>
<th>1001-5000 Pages Processed</th>
<th>More Than 5000 Pages Processed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number of Requests</td>
<td>Pages Disclosed</td>
<td>Number of Requests</td>
<td>Pages Disclosed</td>
<td>Number of Requests</td>
</tr>
<tr>
<td>1 to 15</td>
<td>3</td>
<td>37</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>16 to 30</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>31 to 60</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>61 to 120</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>121 to 180</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>181 to 365</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>More than 365</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>3</td>
<td>37</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

## Part 7: Complaints and Investigations

<table>
<thead>
<tr>
<th>Section</th>
<th>1</th>
<th>0</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
</table>

## Part 8: Court Action

<table>
<thead>
<tr>
<th>Section</th>
<th>0</th>
<th>0</th>
<th>0</th>
<th>0</th>
</tr>
</thead>
</table>
Part 9: Resources Related to the Access to Information Act

9.1 Costs

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$96,243</td>
</tr>
<tr>
<td>Overtime</td>
<td>$0</td>
</tr>
<tr>
<td>Goods and Services</td>
<td>$0</td>
</tr>
<tr>
<td>• Professional services contracts</td>
<td>$0</td>
</tr>
<tr>
<td>• Other</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$96,243</strong></td>
</tr>
</tbody>
</table>

9.2 Human Resources

<table>
<thead>
<tr>
<th>Resources</th>
<th>Person Years Dedicated to Access to Information Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time employees</td>
<td>0.00</td>
</tr>
<tr>
<td>Part-time and casual employees</td>
<td>3.00</td>
</tr>
<tr>
<td>Regional staff</td>
<td>0.00</td>
</tr>
<tr>
<td>Consultants and agency personnel</td>
<td>0.00</td>
</tr>
<tr>
<td>Students</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3.00</strong></td>
</tr>
</tbody>
</table>

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