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**Canada: Civil Society Parallel Assessment of Compliance with Sustainable Development Goal Indicator 16.10.2**

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# Introduction

This report provides a parallel civil society assessment of the extent to which Canada, at least at the federal level, has complied with Sustainable Development Goal Indicator 16.10.2, which is: “Adoption and implementation of constitutional, statutory and/or policy guarantees for public access to information”. The Freedom of Information Advocates Network (FOIAnet) has developed a basic methodology to undertake this assessment.[[1]](#footnote-1) The goal is to ensure that the assessment of compliance with this Indicator is accurate and fair, and benefits from civil society input. The FOIAnet methodology focuses only on the second part of the Indicator, namely implementation of guarantees. Information on the adoption of laws on this, known as right to information (RTI) laws, as well as the strength of those laws, is already available on the RTI Rating developed by the Centre for Law and Democracy and Access Info Europe.[[2]](#footnote-2)

The core part of the methodology involves selecting five to ten public authorities and then assessing them across three areas of implementation, namely: (i) the extent to which they proactively disclose key information; (ii) the institutional measures they have put in place to implement RTI; and (iii) the manner in which they respond to access to information requests.

For purposes of this exercise, the following ten public authorities have been selected:

* Business Development Bank of Canada
* Canadian Security Intelligence Service (CSIS)
* Elections Canada
* Environment and Climate Change Canada
* Canadian Human Rights Commission
* Health Canada
* Indigenous and Northern Affairs Canada
* Parole Board of Canada
* Public Safety Canada
* Status of Women Canada

The selection of these particular public authorities was designed to ensure testing of a range of different types of authorities. One factor was the volume of requests they receive annually (with an emphasis on assessing both high volume and low volume authorities). Another was the type of body (for example, some are ministries, some regulatory/oversight bodies and some specialised service bodies).

The three evaluation criteria described above are referred to in this report as: Proactive Disclosure, Institutional Measures and Responding to Requests. *Proactive Disclosure* refers to the extent to which vital institutional information is made publicly available regardless of whether or not there has been a request for it. *Institutional Measures* refers to the formal measures public authorities have taken to implement the Access to Information Act. There are two elements to this, namely central measures and measures taken by individual authorities.

The third section – *Responding to Requests* – involves more action-oriented research. Specifically, it involves submitting one to three requests for information under the Access to Information Law to each authority. Authorities are then assessed for how quickly they respond to requests, whether responses otherwise comply with the Law, and the completeness of the information actually provided (requests were specifically designed so as not to fall within the scope of exceptions to the right of access).

# Overall Analysis

Table 1 provides an overview of the overall performance of each of the ten public authorities that were evaluated as part of this exercise. It provides a short synopsis of how the authority performed on each of the three main evaluation criteria. While it does not allocate an overall score or grade to each authority, this is done for each of the three individual criteria (see below).

###### Table 1: Overall Analysis of Implementation

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation** | **Proactive Disclosure** | **Institutional Measures** | **Requests for Information** |
| *Business Development Bank of Canada (BDC)* | Overall, the BDC scored highly with most of the categories having Full or almost Full disclosure. However, key organisational information is missing, but there is adequate disclosure, including of information relating to RTI and requests. | Satisfactory, but lacking consistent staff training. | Requests were easily submitted via an online form and the standard application fee of $5 was waived. Both questions were answered within the 30-day period. |
| *Canadian Security Intelligence Service* | CSIS engages in partial disclosure of information but full transparency is lacking with respect to information about requests and there is no information about procurement. | Satisfactory, but does not conduct formal training for staff. | Responses to requests were not made on time. Provided material was riddled with exemptions (perhaps warranted) and in one case a response was provided but the material did not correspond to the request. |
| *Elections Canada* | Elections Canada proactively disclosed RTI requests well, but lacked robust disclosure in other areas. | Good. Almost all of the implementation measures are in place. | Results were not provided in time. |
| *Environment and Climate Change Canada* | Environment and Climate Change Canada achieved almost full disclosure in all categories except for procurement and information on requests. | Very good. Has almost all of the necessary measures in place and has even produced a detailed plan for implementing the government’s recent Directive on Open Data. | One of three requests was provided in time. However, extensions were requested for the other requests – one for 210-days and one for 120-days – neither of which we deemed to be reasonable. |
| *Health Canada* | Health Canada achieved almost full proactive disclosure, including releasing an annual report on requests. However, it is missing information on procurement. | Good. Has almost all the implementation measures in place. | Provided access to some of the requested information via an online link, and requested a 45-day extension within the statutory 30-day timeframe but did not then meet that timeframe. |
| *Canadian Human Rights Commission* | The Canadian Human Rights Commission is missing key information on requests, including how to make requests, the cost, and information on past requests. In addition, the majority of other types of information are only partially disclosed. | Satisfactory, but does not conduct formal training for staff. | All materials were received within the statutory 30-day timeframe and provided in full. |
| *Indigenous and Northern Affairs Canada* | Indigenous and Northern Affairs Canada partially to fully discloses information. Overall, it scored well both on disclosure of institutional information and information about RTI. | Good. Has almost all of the implementation measures in place. | Provided information within the statutory 30-day timeframe for two of the three requests. The third question was not responded to, and no explanation was given as to why. |
| *Parole Board of Canada* | Overall the Parole Board of Canada had good proactive disclosure. It is missing some procurement information and requires the public to request access to its decision registry instead of proactively disclosing it. | Satisfactory. Some implementation measures are in place and a detailed plan for implementing the Directive on Open Data has been published. However, annual reports are not published online and PBC does not conduct formal training for its staff. | Provided information in full within the statutory 30-day timeframe. |
| *Public Safety Canada* | Generally Public Safety Canada had adequate proactive disclosure. It is missing some contact information, procurement details, ways for the public to participate, and detailed information on completed requests. | Very Good. Has almost all implementation measures in place and has issued an implementation plan for the government’s Directive on Open Data. | Partial results provided with some information redacted. Hard to assess legitimacy of redactions. In one case, they claimed no responsive records were found, which we deemed to be highly improbable. |
| *Status of Women Canada* | Status of Women Canada showed a marked difference in the proactive disclosure of institutional, information versus information about RTI. Although the latter was generally available, the organisation scored “none to partial” on disclosure of other information. | Satisfactory. Has most of the implementation measures in place, but lacks formal training for staff. | Two of three requests were completed within the statutory timeframe and were provided in full. However, the third request involved an unacceptable 120-day extension and we were not informed of this extension prior to the expiry of the initial 30-day deadline. |

# Specific Analysis

## Proactive Disclosure

“Proactive disclosure” refers to the extent to which a public authority automatically and pre-emptively discloses information to the public. This circumvents the need for members of the public to make requests for this information, which emphasises and reinforces the idea that the public has a right to access information held by public authorities.

This section looks at both the extent to which the ten public authorities proactively disclose key institutional, organisational and operational information, as well as information about the right to information. In line with the FOIAnet methodology, the report focused on disclosure of the following types of information:

* Information regarding the organisation itself
* Operational details
* Links to relevant legislation
* Information on service delivery
* Budget details
* Public Procurement and contracts
* Registers
* Information regarding access to information generally
* Guidance on how to make access to information requests
* Costs of publications
* Lists of previously fulfilled access to information requests

Table 2 provides a summary of the proactive disclosure performance of each public authority. Detailed results can be found in Appendix 1.

###### Table 2: Overall Results for Proactive Disclosure

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation** | **Availability of institutional, organisational, operational and contact information (None/Partial/Full)** | **Availability of information about the fight to information (None/Partial/Full)** | **Overall Assessment** |
| *Business Development Bank of Canada* | Partial to Full  close to Full except:  -lacking full contact information for key organisational members (e.g. Board of Directors)  -lacking full procurement information | Full  -one of the authorities that releases an annual report with detailed information on requests | * some operational information is missing (for example, contact information, transparency in the disclosure process) * good transparency on RTI |
| *Canadian Security Intelligence Service* | Partial  -partial for most categories  -legislation and institutional information were fully disclosed  -no information on the procurement process | Partial to Full  -only high level summary information about requests | * missing procurement information * lacking full transparency on requests * otherwise information at least partially disclosed |
| *Elections Canada* | Partial to Full  -legislation and institutional information were both fully disclosed | Full  -one of the few authorities that releases an annual report with detailed information on requests | * good transparency on RTI * could disclose more institutional information |
| *Environment and Climate Change Canada* | (almost) Full  -missing full procurement disclosure  -stands out for releasing:  (1) Administrative Burden Baseline Update (outlining burdens on businesses)  (2) service standards (i.e. what Canadians can expect from businesses) for high volume regulatory authorisations (i.e. the more common environmental authorisations) | Partial to Full  -missing detailed information on requests, including time to process and refusals  -included extra information on a number of areas | * achieved almost Full proactive disclosure * missing detailed information on requests |
| *Health Canada* | (almost) Full  -missing full disclosure on procurement | Full  -including releasing an annual report on requests | * achieved almost full proactive disclosure |
| *Canadian Human Rights Commission* | Partial  -the majority of the information is only partially disclosed  -missing procurement information | None to Partial  -how to make a request and the cost is disclosed  -Missing information on past requests | * missing key information on requests for information |
| *Indigenous and Northern Affairs Canada* | Partial to Full  -almost full disclosure  -authority spread over many different acts | Partial to Full  -missing time taken to respond to requests  -shows requests since 2010 | * scored well on both institutional information and RTI information |
| *Parole Board of Canada* | Partial to Full  -missing some procurement information | (Almost) Full  -have to request access to the registry of requests instead of it being available online  -RTI information is there, but the format is harder to read | * generally good proactive disclosure in both key categories |
| *Public Safety Canada* | Partial to Full  -missing full contact information, procurement details, ways to participate | (Almost) Full  -only released summary information on completed requests | * generally good proactive disclosure in both key categories |
| *Status of Women Canada* | None to Partial  -missing key institutional, operational and legislative information | Partial to Full  -completes annual report to Parliament which contains RTI information | * RTI information was generally available * missing proactive disclosure of key institutional, operational, and legislative information |

## (2) Institutional Measures

This section looks at institutional measures to implement the Access to Information Act put in place both centrally and by the selected public authorities.

#### 2(a) Overall Framework for Implementation

This part of the methodology assessed whether there is a central nodal agency with responsibility for implementation, as well as an oversight body (information commission). In Canada, two government agencies are mandated with central implementation of access to information namely the Department of Justice and the Treasury Board Secretariat (TBS). The Information Commissioner of Canada is responsible for oversight of the Act and, in particular, for investigating complaints regarding requests. The mandate and framework of the nodal agencies are outlined in Table 3 while the mandate of the Information Commissioner is outlined in Table 4.

In general, while the Department of Justice is formally responsible for the administration of the Act, the lion’s share of oversight and implementation is undertaken by TBS, which is responsible for the effective and efficient use of government resources generally. The TBS undertakes annual reviews of RTI implementation in Canada, proactively discloses central information, and formulates specific policies for effective implementation of the Act.

Where a complaint is made under the Act, the Information Commissioner has the power to undertake an investigation and make recommendations, but is not given authority to make binding orders (although this is currently being reviewed and requesters may lodge appeals with the Federal Court).

###### Table 3: Nodal Agencies

|  |  |
| --- | --- |
| **Department of Justice** | **Treasury Board Secretariat** |
| **Key Department**: Access to Information and Privacy Office  **Mandate**: The Access to Information and Privacy Office deals directly with the public in all matters related to access to information requests and is involved in policy matters with respect to implementing the Act itself.  **Responsibilities Include**:   * Recommending amendments to the *Access to Information Act* and *Access to Information Regulations* (see: <http://laws-lois.justice.gc.ca/eng/regulations/SOR-83-507/index.html)> * Designating, by order-in-council, the head of a public authority for the purposes of the Act (see s 3(b) of the Act) * Authorising or approving requests for information by non-citizens or non-permanent residents (see s 4(2) of the Act) * Adding bodies that will be subject to the Act (see s. 77(2) of the Act) | **Main Office**: Treasury Board Secretariat of Canada  **Mandate**: TBS is tasked with providing advice and support to ministers in their role of ensuring value-for-money as well as providing oversight of the financial management functions in ministries and public authorities. The Secretariat makes recommendations and provides advice on policies, directives, regulations and programme expenditure proposals with respect to the management of the government's resources (see: <https://www.canada.ca/en/treasury-board-secretariat/corporate/mandate.html>)  **Access to Information Mandate:** responsible for issuing direction and guidance to public authorities with respect to the administration of the Act and interpretation of the government’s Policy on Access to Information.   **Responsibilities Include**:   * Recommending amendments to the Act and Regulations (see: <http://laws-lois.justice.gc.ca/eng/regulations/SOR-83-507/index.html)> * Overseeing the government-wide administration of the Act * Publishing: descriptions of federal institutions, the records they hold, manuals used by employees to facilitate implementation of the Act, and the title and address of the information officers for each institution (see s. 5 of the Act) * Keeping under review the manner in which records are maintained and managed * Collecting statistics on RTI * Prescribing the form of, and what is to be included in, reports on RTI to Parliament (see s. 70(1) of the Act) * Proposing regulations related to:   + - Information delivery formats     - Procedures to be followed for requests     - Conditions for transfer of requests     - Fees     - Criteria for adding bodies that will be subject to the Act * Preparing directives and guidelines that concern the operation of Act (see s. 70(1)(c) of the Act) |
|  | **Policy Instruments and Evaluative Tools:**   1. *Policy on Access to Information* **–** provides direction and guidance to public authorities for effectively and consistently administering the Act (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12453)> 2. *Interim Directive on the Administration of the Access to Information Act* **–** provides direction to public authorities on efficiently and consistently processing access to information and privacy requests (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=18310)> 3. *Management Accountability Framework* (MAF) – a key tool of oversight used by TBS to assess management practices and performances in most departments and agencies of the government (see <https://www.canada.ca/en/treasury-board-secretariat/services/management-accountability-framework/maf-methodologies/maf-2016-2017-information-management-information-technology-management-methodology.html?=undefined&wbdisable=true> and <https://www.canada.ca/en/treasury-board-secretariat/services/management-accountability-framework.html>) |

###### Table 4: Oversight Body

|  |  |  |
| --- | --- | --- |
| **Name** | **Mandate** | **Details** |
| *Information Commissioner of Canada* Incumbent: Suzanne Legault | The Commissioner’s primary role is to investigate complaints about federal public authorities’ handling of access to information requests (see: <http://www.oic-ci.gc.ca/eng/abu-ans_what-we-do_ce-que-nous-faisons.aspx>). | * Selected by the Prime Minister after consultation with the leader of every recognised party in the Senate and House of Commons and approval by resolution of the House (see s. 54(1) of the Act) * Tenure of seven years but may be removed for cause (see s. 54(2) of the Act) * Carrying out investigations of complaints under the Act (see s. 32 of the Act) * In carrying out investigations, the Information Commissioner has the following powers: * to summon witnesses and compel testimony * to administer oaths * to enter government premises and interviewing persons therein * to examine or obtain government records (even those which are confidential) (see s. 36 of the Act). * Make recommendations to public authorities where complaints are substantiated (see s. 37 of the Act) * Provides an annual report to Parliament on the activities of the Office (see s. 38 of the Act) |

#### 2(b) Implementation by Individual Public Authorities

Table 5 provides an overview of whether individual public authorities have put in place measures in place to effectively implement the Act. Specifically, each authority was evaluated on the basis of whether it: (a) had an access to information coordinator (information officer) responsible for implementing the Act; (b) published annual reports on what it has done to implement the Act; (c) has policies or detailed plans in place for implementing the Act, including a requesting protocol; and (d) provides training to its staff. The full results of the assessment can be found in Appendix 2. Note that most public authorities in Canada simply follow the central TBS documents for (c) so that individual assessment here was not necessary.

###### Table 5: Overall Results for Institutional Measures by Individual Public Authorities

|  |  |
| --- | --- |
| **Organisation** | **Implementation by Individual Public Authorities**  **(Full/Partial/ No)** |
| *Business Development Bank of Canada* | **Full**. Has an access to information coordinator, publishes up-to-date annual reports on ATI implementation, and has provided training to employees in the past, but failed to do so in the past year. |
| *Canadian Security Intelligence Service* | **Partial**. Has an access to information coordinator, publishes up-to-date annual reports on ATI implementation, but does not conduct formal training for staff. |
| *Elections Canada* | **Full.** Has an access to information coordinator, publishes up-to-date annual reports on ATI implementation, and conducts formal training sessions for staff. |
| *Environment and Climate Change Canada* | **Full.** Has an access to information coordinator, publishes up-to-date annual reports on ATI implementation, conducts formal training for staff and has also produced a detailed action plan for implementing the government’s Directive on Open Data. |
| *Health Canada* | **Full**. Has an access to information coordinator, publishes up-to-date annual reports on ATI implementation, and conducts formal and informal training for staff. |
| *Canadian Human Rights Commission* | **Partial.** Has an access to information coordinator, publishes up-to-date annual reports on ATI implementation, but does not conduct formal training for staff. |
| *Indigenous and Northern Affairs Canada* | **Full.** Has an access to information coordinator, publishes up-to-date annual reports on ATI implementation, and conducts formal training for staff. |
| *Parole Board of Canada* | **Partial**. Has an access to information coordinator and has a detailed policy on implementing Canada’s Directive on Open Data. However, annual reports on ATI implementation are not made public and it does not conduct training for staff. |
| *Public Safety Canada* | **Full**. Has an access to information coordinator, publishes up-to-date annual reports on ATI implementation, and conducts formal training for staff. Has also released a detailed plan on implementing the government’s Directive on Open Data. |
| *Status of Women Canada* | **Partial**. Has an access to information coordinator, publishes up-to-date annual reports on ATI implementation, but does not conduct formal training for staff (only informal). |

## (3) Responding to Requests

This part of the methodology relied on the provisions of the Access to Information Act, along with the FOIAnet methodology, to assess performance. The main criteria are: that a request is responded to within 30-days (unless a reasonable extension was requested) and otherwise in accordance with the Act; and the result was “acceptable” in terms of the information which was provided. What is considered acceptable is explained in Appendix 4.

The key features of the Act regarding the processing of requests are as follows:

* Written notice of receipt provided within 30 days
* Access to the requested records or a justified refusal within 30 days
* If a transfer request is made, this should take place within 15 days and written notice should be provided
* An extension is available only where complying within the original time limit would unreasonably interfere with operations of the public authority because of the large number of records, consultations with other public authorities are necessary, or it is necessary to consult with a third-party who has interests in the information
* If access is refused, the person who made the request should be informed of the reasons and of the right to make a complaint to the Information Commissioner

Three different grades have been allocated to public authorities here, namely:

1. **Excellent** - for at least one of the criteria, the authority went beyond the minimal pass effort.
2. **Pass** - the authority successfully met the criteria.
3. **Fail** - the authority did not successfully meet the criteria.

Table 6 shows the overall results of the testing exercise for each public authority. Further details are provided in Appendix 3.

###### Table 6: Overall Results for Requests for Information

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation** | **Within 30 days – Yes; 30-60 days – Yes/No; over 60 days[[3]](#footnote-3) – No** | **Information provided? (Yes/No)** | **Overall Grade – Excellent / Pass / Fail** |
| *Business Development Bank of Canada* | **Yes** | **Yes** | **Excellent – waived fee and called to confirm details of request** |
| *Canadian Human Rights Commission* | **Yes** | **Yes** | **Excellent** |
| *Canadian Security Intelligence Service (CSIS) #1* | **No** | **No** | **Fail** |
| *CSIS #2* | **No** | **No** | **Fail** |
| *CSIS #3* | **No** | **No** | **Fail** |
| *Elections Canada #1* | **Yes** | **Yes** | **Pass** |
| *Elections Canada #2* | **No** | **No** | **Fail** |
| *Elections Canada #3* | **No** | **No** | **Fail** |
| *Environment and Climate Change Canada (Environment Canada) #1* | **No** | **No** | **Fail** |
| *Environment Canada #2* | **No** | **No** | **Fail** |
| *Environment Canada #3* | **No** | **No** | **Fail** |
| *Health Canada* | **Yes / No** | **Yes / No** | **Fail** |
| *Indigenous and Northern Affairs Canada* | **Yes** | **No** | **Fail** |
| *Parole Board of Canada #1* | **Yes** | **Yes** | **Excellent** |
| *Parole Board of Canada #2* | **Yes** | **Yes** | **Excellent** |
| *Public Safety Canada #1* | **Yes** | **No** | **Fail** |
| *Public Safety Canada #2* | **Yes** | **No** | **Fail** |
| *Public Safety Canada #3* | **Yes** | **Yes** | **Pass** |
| *Status of Women Canada #1* | **Yes** | **Yes** | **Pass** |
| *Status of Women Canada #2* | **Yes** | **Yes** | **Pass** |
| *Status of Women Canada #3* | **No** | **No** | **Fail** |

# Recommendations:

* Proactive disclosure of the core institutional, organisational, operational and RTI information that the methodology is looking for should be an area where Canada excels. While almost no ratings of ‘None’ were recorded, far too many public authorities only got ‘Partial’ ratings, instead of the desired ‘Full’. Providing information on procurement is a particular weakness in Canada.
* More consistency is needed with respect to training for staff members, with not all public authorities providing training.
* The default method of delivery of information should match how the request was made (i.e. email the information if the request was made by email). The practice of sending electronic information in flash drives by regular mail rather than by email should be reviewed.
* The current practice (of many public authorities) of requiring the $5 application fee to be sent via cheque and through the mail is outdated. All public authorities should subscribe to the pilot one-stop website that allows requesters to submit access to information requests online and pay via credit card.
* Although many public authorities met the time limits and others asked for extensions that we deemed to be reasonable, there are still too many problems with delays, especially given the simple nature of the requests we were posing.

# Analysis of Ten Canadian Organisations – Proactive Disclosure, Institutional Measures, and Requests for Information

# Appendix 1: Proactive Disclosure

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Business Development Bank of Canada <https://www.bdc.ca/en/pages/home.aspx> | | | | | | | | |
| ***Availability of institutional, organisational, operative and contact information*** | | | | | | | | |
| **Type of information** | **Section of the law which requires disclosure** | | | **Indicator** | | **Published  (Full/ Partial/ None)** | **Data Source  (website or location of information)** | |
| **Institutional** | Business Development Bank of Canada Act (S.C. 1995, c. 28) | | | Are functions of the ministry/authority and its powers published? | | Full | <http://lois-laws.justice.gc.ca/PDF/B-9.9.pdf> | |
| **Organisational** |  | | | Is Information on personnel, names and contacts of public officials published? | | Partial to Full   1. Board of Directors 2. Management Team 3. Committees | 1. <https://www.bdc.ca/en/about/corporate_governance/board_of_directors/pages/default.aspx> 2. <https://www.bdc.ca/en/about/corporate_governance/management_team/pages/management_team.aspx> 3. <https://www.bdc.ca/en/about/corporate_governance/pages/governance_committees.aspx> | |
| **Operational** |  | | | Are any authority strategies, plans or policies published? | | Full   1. CHAIRPERSON OF THE BOARD OF DIRECTORS BUSINESS DEVELOPMENT BANK OF CANADA (“BDC”) POSITION DESCRIPTION 2. Mandate of the president and chief executive officer 3. Board of directors profile 4. Director orientation and continuing education policy 5. BOARD CODE OF CONDUCT 6. Audit Committee Terms of Reference 7. Board Investment Committee Terms of Reference 8. Board Risk Committee Terms of Reference 9. Governance/Nominating Committee Terms of Reference 10. Human Resources Committee Terms of Reference | 1. <https://www.bdc.ca/en/documents/other/Chairperson-Position-Description-EN.PDF> 2. <https://www.bdc.ca/en/Documents/other/president_ceo_mandate_02-10-2016-EN.pdf> 3. <https://www.bdc.ca/en/Documents/other/board_profile.pdf> 4. <https://www.bdc.ca/en/documents/other/director_orientation_continuing_education_policy.pdf> 5. <https://www.bdc.ca/en/documents/about/corporategovernance/board_code_of_conduct.pdf> 6. <https://www.bdc.ca/en/documents/about/corporategovernance/TofRef_Audit_EN.pdf> 7. <https://www.bdc.ca/en/documents/about/corporategovernance/TofRef_BIC_ENG.pdf> 8. <https://www.bdc.ca/en/documents/about/corporategovernance/TofRef_BCRC_EN.pdf> 9. <https://www.bdc.ca/en/documents/about/corporategovernance/TofRef_GovNom_EN.pdf> 10. <https://www.bdc.ca/en/documents/about/corporategovernance/TofRef_HRC_EN.pdf> | |
| **Legislation** | Business Development Bank of Canada Act (S.C. 1995, c. 28)Financial Administration Act (R.S.C., 1985, c. F-11) | | | Are the laws governing the institutions’ operations published? | | Full | 1. <http://laws-lois.justice.gc.ca/eng/acts/b-9.9/index.html> 2. <http://laws-lois.justice.gc.ca/eng/acts/F-11/index.html> | |
| **Service Delivery** |  | | | Are the descriptions of services offered, including forms required to be filled out and deadlines for application published? | | Full | <https://www.bdc.ca/en/about/what-we-do/pages/default.aspx> | |
| **Budget** |  | | | Is information about the projected budget, actual income and expenditure, and/or audit reports published? | | Full  Annual Report  And quarterly reports | <https://www.bdc.ca/EN/Documents/annualreport/BDC_AR2016_EN_Final.pdf>  <https://www.bdc.ca/en/about/corporate_governance/financial_results/pages/default.aspx> | |
| **Public Procurement and Contracts** |  | | | Is detailed information on public procurement processes, criteria, outcomes of tenders, copies of contracts, and reports on completion of contracts published? | | Partial   1. Procurement and Contracting Policy 2. Procurement opportunities regarding:  * Goods and services of more than $500,000 * Construction projects of more than $5,000,000 | 1. <https://www.bdc.ca/EN/Documents/supplier/Policy_Procurement_Contracting.pdf#search=%22procurement%22> 2. <https://www.bdc.ca/en/i_am/supplier/pages/default.aspx> | |
| **Registers** |  | | | Are any registers mandated by law for the Agency to create available online? | | None required by Business Development Bank of Canada Act (S.C. 1995, c. 28) |  | |
| ***Availability of information about the Right to Information*** | | | | | | | | |
| Type of information | Section of law that requires disclosure | | | Indicator | | Published  (Full/ Partial/ None) | Data Source  (website or location of information) | |
| **RTI information** |  | | | Is an annual report on the status of implementation of the RTI law published including number of requests granted, refused and time taken to respond? | | Full  ANNUAL REPORT on the ACCESS TO INFORMATION ACT | <http://open.canada.ca/en/search/ati?f%5b0%5d=ss_ati_organization_en:Business%20Development%20Bank%20of%20Canada>  <https://www.bdc.ca/en/transparency/pages/access_information.aspx>  <https://www.bdc.ca/en/transparency/pages/reports-administration-access-information-act.aspx> | |
| **How to make an RTI request** |  | | | Is information on how to make an RTI request published, including contact details? | | Full | <https://www.bdc.ca/en/transparency/pages/infosource.aspx#responsibilities> | |
| **Costs for publications** |  | | | Is information about the costs/fees for paying for photocopies of information? | | Full | <https://www.bdc.ca/en/transparency/pages/infosource.aspx#responsibilities> | |
| **List of information requested** |  | | | Is information related to RTI requests which were granted published? | | Full | <https://www.bdc.ca/en/transparency/pages/reports-administration-access-information-act.aspx> | |
|  |  | | |  | |  |  | |
| 2. CSIS <https://www.csis.gc.ca/index-en.php> | | | | | | | | |
| **Availability of institutional, organisational, operative and contact information** | | | | | | | | |
| Type of information | Section of the law which requires disclosure | | Indicator | | Published (Full/ Partial/ None) | | | Data Source (website or location of information) | |
| **Institutional** | Canadian Security Intelligence Service Act (R.S.C., 1985, c. C-23) | | Are functions of the ministry/authority and its powers published? | | Full | | | **Canadian Security Intelligence Service Act (R.S.C., 1985, c. C-23)** | |
| **Organisational** |  | | Is Information on personnel, names and contacts of public officials published? | | Partial  -the director | | | <https://www.csis.gc.ca/bts/drctr-en.php> | |
| **Operational** |  | | Are any authority strategies, plans or policies published? | | (very) Partial  -Security Intelligence Cycle | | | <https://www.csis-scrs.gc.ca/bts/ccl-en.php> | |
| **Legislation** | 1. Canadian Security Intelligence Service Act (R.S.C., 1985, c. C-23) [main one] 2. Immigration and Refugee Protection Act 3. Anti-terrorism Act (S.C. 2001, c. 41) 4. Security of Information Act (R.S.C., 1985, c. O-5) 5. Public Safety Act, 2002 (S.C. 2004, c. 15) | | Are the laws governing the institutions’ operations published? | | Full | | | 1. <http://laws-lois.justice.gc.ca/eng/acts/c-23/index.html> 2. <http://laws-lois.justice.gc.ca/eng/acts/I-2.5/index.html> 3. <http://lois-laws.justice.gc.ca/eng/acts/A-11.7/index.html> 4. <http://laws-lois.justice.gc.ca/eng/acts/O-5/index.html> 5. <http://laws-lois.justice.gc.ca/eng/acts/P-31.5/> | |
| **Service Delivery** |  | | Are the descriptions of services offered, including forms required to be filled out and deadlines for application published? | | Partial  (no forms etc) | | | <https://www.csis-scrs.gc.ca/bts/role-en.php>  <https://www.csis-scrs.gc.ca/bts/ccl-en.php>  <https://www.csis-scrs.gc.ca/bts/ntllgnc-en.php> | |
| **Budget** | None | | Is information about the projected budget, actual income and expenditure, and/or audit reports published? | | Partial  -annual report that lists summary information on expenditures | | | Under “financial resources”  <https://www.csis-scrs.gc.ca/pblctns/nnlrprt/2014-2016/index-en.php#atippop> | |
| **Public Procurement and Contracts** |  | | Is detailed information on public procurement processes, criteria, outcomes of tenders, copies of contracts, and reports on completion of contracts published? | | None | | |  | |
| **Registers** | None mandated by law | | Are any registers mandated by law for the Agency to create available online? | | None | | |  | |
| **Participation** |  | | Is information about the mechanisms and procedures for consultation and public participation published? | | Partial | | | <https://www.csis-scrs.gc.ca/bts/shrngpblc-en.php> | |
| ***Availability of information about the Right to Information*** | | | | | | | | | |  | Is information about the mechanisms and procedures for consultation and public participation published? | Partial | <https://www.csis-scrs.gc.ca/bts/shrngpblc-en.php> |
| Type of information | Section of law that requires disclosure | Indicator | | | Published (Full/ Partial/ None) | | | Data Source (website or location of information) |
| **RTI information** |  | Is an annual report on the status of implementation of the RTI law published including number of requests granted, refused and time taken to respond? | | | Partial to Full | | | Summary information of:  -privacy act requests  -access to information requests  -informal requests  <https://www.csis-scrs.gc.ca/pblctns/nnlrprt/2014-2016/index-en.php#atippop> |
| **How to make an RTI request** |  | Is information on how to make an RTI request published, including contact details? | | | Full | | | <https://www.csis.gc.ca/tp/index-en.php> |
| **Costs for publications** |  | Is information about the costs/fees for paying for photocopies of information? | | | Full | | | <https://www.csis.gc.ca/tp/index-en.php> |
| **List of information requested** |  | Is information related to RTI requests which were granted published? | | | Full | | | Archived report on access to information act  <https://www.csis-scrs.gc.ca/tp/pblctns/2014-2015/nnlrprt-tp20142015-en.php>  <http://open.canada.ca/en/search/ati?f%5B0%5D=ss_ati_organization_en%3ACanadian%20Security%20Intelligence%20Service> |

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| 3 Elections Canada <http://elections.ca/home.aspx> | | | | | | |
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| Type of information | Section of the law which requires disclosure | | Indicator | Published (Full/ Partial/ None) | Data Source (website or location of information) | |
| **Institutional** | Canada Elections Act | | Are functions of the ministry/authority and its powers published? | Full  -Act  -Mandate  -Briefing Book for the Minister of Democratic Institutions (January 2017)  -The Role and Structure of Elections Canada | <http://laws.justice.gc.ca/PDF/E-2.01.pdf>  <http://elections.ca/content.aspx?section=abo&dir=mis&document=index&lang=e>  <http://elections.ca/abo/oec/pdf/OEC_e.pdf>  <http://elections.ca/content.aspx?section=abo&dir=role&document=index&lang=e> | |
| **Organisational** |  | | Is Information on personnel, names and contacts of public officials published? | Full to Partial  -Chief Electoral Officer of Canada until 2016  -Acting CEO right now | <http://elections.ca/content.aspx?section=abo&dir=ceo&document=index&lang=e>  <http://elections.ca/content.aspx?section=abo&dir=oec&document=p1&lang=e#a6> | |
| **Operational** |  | | Are any authority strategies, plans or policies published? | Partial to Full  -Strategic Plan 2007-2013 (no updated one is published)  -Briefing Book for the Minister of Democratic Institutions (January 2017) | <http://elections.ca/content.aspx?section=abo&dir=stra&document=index&lang=e>  <http://elections.ca/abo/oec/pdf/OEC_e.pdf> | |
| **Legislation** | Canada Elections Act | | Are the laws governing the institutions’ operations published? | Full | <http://laws.justice.gc.ca/PDF/E-2.01.pdf>  <http://www.elections.ca/content.aspx?section=res&dir=loi/fel&document=index&lang=e> | |
| **Service Delivery** |  | | Are the descriptions of services offered, including forms required to be filled out and deadlines for application published? | Partial to Full  -Elections Canada does not really fit into this mold?  -Duties and Powers of the Chief Electoral Officer and Briefing book | <http://elections.ca/content.aspx?section=abo&dir=role&document=index&lang=e>  <http://elections.ca/abo/oec/pdf/OEC_e.pdf> | |
| **Budget** |  | | Is information about the projected budget, actual income and expenditure, and/or audit reports published? |  |  | |
| **Public Procurement and Contracts** |  | | Is detailed information on public procurement processes, criteria, outcomes of tenders, copies of contracts, and reports on completion of contracts published? | Partial to Full  -procurement reports; some detail | <http://www.elections.ca/contracts/default.asp?lang=e&action=report> | |
| **Registers** | Canada Elections Act | | Are any registers mandated by law for the Agency to create available online? | None mandated to be online  Mandates Register of Electors and other registers but no online mandate |  | |
| **Participation** |  | | Is information about the mechanisms and procedures for consultation and public participation published? | Partial  -participate in consultations  -participate in research | <http://elections.ca/content.aspx?section=res&dir=rec&document=index&lang=e>  <http://elections.ca/content.aspx?section=res&dir=cons&document=index&lang=e> | |
| ***Availability of information about the Right to Information*** | | | | | | |
| Type of information | | Section of law that requires disclosure | Indicator | | Published (Full/ Partial/ None) | Data Source (website or location of information) |
| **RTI information** | |  | Is an annual report on the status of implementation of the RTI law published including number of requests granted, refused and time taken to respond? | | Full  -Yes | <http://www.elections.ca/content.aspx?section=abo&dir=atip/pub/access16&document=p3&lang=e#a3> |
| **How to make an RTI request** | |  | Is information on how to make an RTI request published, including contact details? | | Full  -Yes | <http://www.elections.ca/content.aspx?section=abo&dir=atip&document=03atip&lang=e> |
| **Costs for publications** | |  | Is information about the costs/fees for paying for photocopies of information? | | Full  -Yes, $5 | <http://www.elections.ca/content.aspx?section=abo&dir=atip&document=03atip&lang=e> |
| **List of information requested** | |  | Is information related to RTI requests which were granted published? | | Full  -Yes | <http://www.elections.ca/content.aspx?section=abo&dir=atip/summary&document=index&lang=e> |

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| 4. Environment and Climate Change Canada <https://www.ec.gc.ca/cc/> | | | | | | | |
| ***Availability of institutional, organisational, operative and contact information*** | | | | | | | |
| Type of information | | Section of the law which requires disclosure | | Indicator | Published (Full/ Partial/ None) | Data Source (website or location of information) | |
| **Institutional** | |  | | Are functions of the ministry/authority and its powers published? | Full  -within the many different acts  -Comprehensive About section | <https://www.ec.gc.ca/default.asp?lang=En&n=E826924C-1>  <https://www.ec.gc.ca/default.asp?lang=En&n=BD3CE17D-1> | |
| **Organisational** | |  | | Is Information on personnel, names and contacts of public officials published? | Full  -contact information of minister  -list of key roles | <https://www.canada.ca/en/government/ministers/catherine-mckenna.html>  <https://www.ec.gc.ca/default.asp?lang=En&n=65D4D436-1> | |
| **Operational** | |  | | Are any authority strategies, plans or policies published? | Full  -Forward Regulatory Plan  -Regulatory Interpretation Plan  (extra) - Administrative Burden Baseline Update | <https://www.ec.gc.ca/default.asp?lang=En&n=DF9C1A4C>  <https://www.ec.gc.ca/default.asp?lang=En&n=D65DCA74-1>  <https://www.ec.gc.ca/default.asp?lang=En&n=001854AC-1> | |
| **Legislation** | | Many, see link | | Are the laws governing the institutions’ operations published? | Full  -list of acts  -list of regulations | <https://www.ec.gc.ca/default.asp?lang=En&n=E826924C-1>  <https://www.ec.gc.ca/default.asp?lang=En&n=4E972B4F-1> | |
| **Service Delivery** | |  | | Are the descriptions of services offered, including forms required to be filled out and deadlines for application published? | Full  -Services  -Service standards for high volume regulatory authorisations | <https://www.ec.gc.ca/default.asp?lang=En&n=D0D4F4C5-1>  <https://www.ec.gc.ca/default.asp?lang=En&n=85530A85-1> | |
| **Budget** | |  | | Is information about the projected budget, actual income and expenditure, and/or audit reports published? | Full  -Quarterly Financial Reports  -departmental plans (future) - spending and HR  -future oriented spending | <https://www.ec.gc.ca/default.asp?lang=En&n=A8A44AF7-1>  <https://www.ec.gc.ca/default.asp?lang=En&n=A3B6C81F-1&offset=7&toc=show>  <https://www.ec.gc.ca/default.asp?lang=En&n=EB540461-1> | |
| **Public Procurement and Contracts** | |  | | Is detailed information on public procurement processes, criteria, outcomes of tenders, copies of contracts, and reports on completion of contracts published? | Partial to Full  -Disclosure of contracts over $10,000  -Disclosure of Grant and Contribution Awards Over $25,000  -Report on Annual Expenditures for Travel, Hospitality and Conferences | <http://open.canada.ca/en/search/contracts?f%5B0%5D=org_name_en%3AEnvironment%20and%20Climate%20Change%20Canada>  <https://www.ec.gc.ca/transparence-transparency//default.asp?lang=En&n=9068A34E-1>  <https://www.ec.gc.ca/transparence-transparency/default.asp?lang=En&n=C9DB2F11-1> | |
| **Registers** | | (1) *Canadian Environmental Protection Act, 1999*, Section 12  (2) *Species at Risk Act* | | Are any registers mandated by law for the Agency to create available online? | Yes  -CEPA Environmental Registry  -Species at Risk Public Registry | <https://www.ec.gc.ca/lcpe-cepa/default.asp?lang=En&n=D44ED61E-1>  <http://www.registrelep-sararegistry.gc.ca/default.asp?lang=En&n=BEDADDA3-1> | |
| **Participation** | |  | | Is information about the mechanisms and procedures for consultation and public participation published? | Full  -Public Consultation | <https://www.ec.gc.ca/consultation/default.asp?lang=En&n=DB76C34E-1>  <https://www.ec.gc.ca/lcpe-cepa/eng/participation/default.cfm> | |
| ***Availability of information about the Right to Information*** | | | | | | | |
| Type of information | | Section of law that requires disclosure | | Indicator | | Published (Full/ Partial/ None) | Data Source (website or location of information) |
| **RTI information** | |  | | Is an annual report on the status of implementation of the RTI law published including number of requests granted, refused and time taken to respond? | | Partial  -summary information, no time fulfillment or refused ones  \*extra - general proactive disclosure | <http://open.canada.ca/en/search/ati?f%5B0%5D=ss_ati_organization_en%3AEnvironment%20and%20Climate%20Change%20Canada>  <https://www.ec.gc.ca/transparence-transparency/default.asp?lang=En&n=3C401D5C-1> |
| **How to make an RTI request** | |  | | Is information on how to make an RTI request published, including contact details? | | Full | <https://www.ec.gc.ca/Transparence-Transparency/default.asp?lang=En&n=1DB521F7-1> |
| **Costs for publications** | |  | | Is information about the costs/fees for paying for photocopies of information? | | Full  -$5 | <https://www.ec.gc.ca/Transparence-Transparency/default.asp?lang=En&n=1DB521F7-1> |
| **List of information requested** | |  | | Is information related to RTI requests which were granted published? | | Full  -summary information | <http://open.canada.ca/en/search/ati?f%5B0%5D=ss_ati_organization_en%3AEnvironment%20and%20Climate%20Change%20Canada> |

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| 5. Health Canada <https://www.canada.ca/en/health-canada.html> | | | | | | |
| ***Availability of institutional, organisational, operative and contact information*** | | | | | | |
| Type of information | Section of the law which requires disclosure | | Indicator | Published (Full/ Partial/ None) | Data Source (website or location of information) | |
| **Institutional** | 1. Food and Drugs Act 2. Agriculture and Agri-Food Administrative Monetary Penalties Act 3. Assisted Human Reproduction Act 4. Canada Health Act 5. Canada Consumer Product Safety Act 6. Canadian Environmental Protection Act, 1999 7. Controlled Drugs and Substances Act 8. Department of Health Act 9. Financial Administration Act 10. Food and Drugs Act 11. Hazardous Products Act 12. Patent Act 13. Pest Control Products Act 14. Pesticide Residue Compensation Act 15. Radiation Emitting Devices Act 16. Tobacco Act   (and related regulations for each of these Acts) | | Are functions of the ministry/authority and its powers published? | Full (across many different Federal Acts)  -powers of the minister of health | 1. <http://laws-lois.justice.gc.ca/PDF/F-27.pdf> 2. <http://laws-lois.justice.gc.ca/PDF/A-8.8.pdf> 3. <http://laws-lois.justice.gc.ca/PDF/A-13.4.pdf> 4. <http://laws-lois.justice.gc.ca/PDF/C-6.pdf> 5. <http://laws-lois.justice.gc.ca/PDF/C-1.68.pdf> 6. <http://laws-lois.justice.gc.ca/PDF/C-15.31.pdf> 7. <http://laws-lois.justice.gc.ca/PDF/C-38.8.pdf> 8. <http://laws-lois.justice.gc.ca/PDF/H-3.2.pdf> 9. <http://laws-lois.justice.gc.ca/PDF/F-11.pdf> 10. <http://laws-lois.justice.gc.ca/PDF/F-27.pdf> 11. <http://laws-lois.justice.gc.ca/PDF/H-3.pdf> 12. <http://laws-lois.justice.gc.ca/PDF/P-4.pdf> 13. <http://laws-lois.justice.gc.ca/PDF/P-9.01.pdf> 14. <http://laws-lois.justice.gc.ca/PDF/P-10.pdf> 15. <http://laws-lois.justice.gc.ca/PDF/R-1.pdf> 16. <http://laws-lois.justice.gc.ca/PDF/T-11.5.pdf> | |
| **Organisational** |  | | Is Information on personnel, names and contacts of public officials published? | Full  List of Branches and Agencies in Health Portfolio  Names of:  -Minister of Health Canada  -Deputy Minister of Health Canada  -Associate Deputy Minister of Health Canada  Health Canada’s organisational structure | <https://www.canada.ca/en/health-canada/corporate/about-health-canada/branches-agencies.html>  <https://www.canada.ca/en/health-canada/corporate/honourable-jane-philpott.html>  <https://www.canada.ca/en/health-canada/corporate/organizational-structure.html> | |
| **Operational** |  | | Are any authority strategies, plans or policies published? | Full | Departmental Plan 2017-2018 for Health Canada  <https://www.canada.ca/content/dam/hc-sc/documents/corporate/transparency/corporate-management-reporting/report-plans-priorities/2017-2018-report-plans-priorities.pdf>  For all years:  <https://www.canada.ca/en/health-canada/corporate/transparency/corporate-management-reporting/report-plans-priorities.html> | |
| **Legislation** | Same as institutional? | | Are the laws governing the institutions’ operations published? | Full | Same as institutional? | |
| **Service Delivery** |  | | Are the descriptions of services offered, including forms required to be filled out and deadlines for application published? | Full  -the portfolio of what they do is shown | <https://www.canada.ca/en/health-canada/corporate/health-portfolio.html> | |
| **Budget** |  | | Is information about the projected budget, actual income and expenditure, and/or audit reports published? | Full  In Yearly departmental plans | <https://www.canada.ca/en/health-canada/corporate/transparency/corporate-management-reporting/report-plans-priorities.html> | |
| **Public Procurement and Contracts** |  | | Is detailed information on public procurement processes, criteria, outcomes of tenders, copies of contracts, and reports on completion of contracts published? | Partial to Full   1. Contracts under $10,000   2. Contracts over $25,000 | <http://www.contracts-contrats.hc-sc.gc.ca/cfob/mssid/contractdisc.nsf/webGetbyperiod?OpenView&Count=1000&ExpandAll&lang=eng&> | |
| **Registers** |  | | Are any registers mandated by law for the Agency to create available online? | Partial  -Register of patent agents to be kept at the Patent Office (but not the responsibility of the Minister of Health)  -Register of Pest Control Products: at least partially available online | <http://laws-lois.justice.gc.ca/PDF/P-4.pdf>  <http://laws-lois.justice.gc.ca/PDF/P-9.01.pdf>  <https://www.canada.ca/en/health-canada/services/consumer-product-safety/pesticides-pest-management/public/protecting-your-health-environment/public-registry.html#ppid> | |
| **Participation** |  | | Is information about the mechanisms and procedures for consultation and public participation published? | Full  -consultations and how to get involved information | <http://www1.canada.ca/consultingcanadians/currentconsultationsbydepartment> | |
| ***Availability of information about the Right to Information*** | | | | | | |
| Type of information | | Section of law that requires disclosure | Indicator | | Published (Full/ Partial/ None) | Data Source (website or location of information) |
| **RTI information** | |  | Is an annual report on the status of implementation of the RTI law published including number of requests granted, refused and time taken to respond? | | Full  Access to Information Act- Annual Report | <https://www.canada.ca/en/health-canada/corporate/about-health-canada/reports-publications.html#atip> |
| **How to make an RTI request** | |  | Is information on how to make an RTI request published, including contact details? | | Full  -contact info  -online or via mail | <https://www.canada.ca/en/health-canada/corporate/about-health-canada/activities-responsibilities/access-information-privacy/how-make-access-information-privacy-request.html> |
| **Costs for publications** | |  | Is information about the costs/fees for paying for photocopies of information? | | Full  -$5 | <https://www.canada.ca/en/health-canada/corporate/about-health-canada/activities-responsibilities/access-information-privacy/how-make-access-information-privacy-request.html> |
| **List of information requested** | |  | Is information related to RTI requests which were granted published? | | Full  -shows the different sections | <https://www.canada.ca/en/health-canada/corporate/about-health-canada/reports-publications/access-information-privacy/health-canada-access-information-act-annual-report-2015-2016.html#a42> |

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| 6. Human Rights Tribunal of Canada <http://www.chrt-tcdp.gc.ca/index-en.html> | | | | | | | |
| ***Availability of institutional, organisational, operative and contact information*** | | | | | | | |
| Type of information | | Section of the law which requires disclosure | | Indicator | Published (Full/ Partial/ None) | Data Source (website or location of information) | |
| **Institutional** | | Canadian Human Rights Act | | Are functions of the ministry/authority and its powers published? | Partial to Full  -Tribunal was established in the Canadian Human Rights Act | <http://laws-lois.justice.gc.ca/PDF/H-6.pdf>  <http://www.chrt-tcdp.gc.ca/resources/guide-to-understanding-the-chrt-en.html#section2-3> | |
| **Organisational** | |  | | Is Information on personnel, names and contacts of public officials published? | Patial  -names and biographies of members of tribunal, no contact info | <http://www.chrt-tcdp.gc.ca/about/tribunal-members-en.html> | |
| **Operational** | |  | | Are any authority strategies, plans or policies published? | Partial to Full  -guide to understanding chart  -rules of procedure | <http://www.chrt-tcdp.gc.ca/resources/guide-to-understanding-the-chrt-en.html#section2-3>  <http://www.chrt-tcdp.gc.ca/procedures/rules-of-procedure-en.html> | |
| **Legislation** | | Canadian Human Rights Act | | Are the laws governing the institutions’ operations published? | Full | <http://laws-lois.justice.gc.ca/PDF/H-6.pdf> | |
| **Service Delivery** | |  | | Are the descriptions of services offered, including forms required to be filled out and deadlines for application published? | Partial to Full  -Guide to Understanding the CHRT  -Rules for Procedure  -Public Hearings  \*\*hard to understand how to start a complaint with the tribunal | <http://www.chrt-tcdp.gc.ca/resources/guide-to-understanding-the-chrt-en.html>  <http://www.chrt-tcdp.gc.ca/procedures/rules-of-procedure-en.html>  <http://www.chrt-tcdp.gc.ca/operations/public-hearings-en.html> | |
| **Budget** | |  | | Is information about the projected budget, actual income and expenditure, and/or audit reports published? | Partial to Full  -Financial statements | <http://www.chrt-tcdp.gc.ca/transparency/FinancialStatements/financial-statements-en.html> | |
| **Public Procurement and Contracts** | |  | | Is detailed information on public procurement processes, criteria, outcomes of tenders, copies of contracts, and reports on completion of contracts published? | None |  | |
| **Registers** | |  | | Are any registers mandated by law for the Agency to create available online? | No  -there is a record of decisions posted online | <http://decisions.chrt-tcdp.gc.ca/chrt-tcdp/en/nav.do> | |
| **Participation** | |  | | Is information about the mechanisms and procedures for consultation and public participation published? | None to Partial  -contact information to find out about public hearings | <http://www.chrt-tcdp.gc.ca/operations/upcoming-hearings-en.html> | |
| ***Availability of information about the Right to Information*** | | | | | | | |
| Type of information | | Section of law that requires disclosure | | Indicator | | Published (Full/ Partial/ None) | Data Source (website or location of information) |
| **RTI information** | |  | | Is an annual report on the status of implementation of the RTI law published including number of requests granted, refused and time taken to respond? | | None |  |
| **How to make an RTI request** | |  | | Is information on how to make an RTI request published, including contact details? | | Full | <http://www.chrt-tcdp.gc.ca/transparency/ATIP/atip-en.html> |
| **Costs for publications** | |  | | Is information about the costs/fees for paying for photocopies of information? | | Full  -$5 | <http://www.chrt-tcdp.gc.ca/transparency/ATIP/atip-en.html> |
| **List of information requested** | |  | | Is information related to RTI requests which were granted published? | | None |  |

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| 7. Indigenous and Northern Affairs Canada <https://www.canada.ca/en/indigenous-northern-affairs.html> | | | | | | | |
| ***Availability of institutional, organisational, operative and contact information*** | | | | | | | |
| Type of information | | Section of the law which requires disclosure | | Indicator | Published (Full/ Partial/ None) | Data Source (website or location of information) | |
| **Institutional** | |  | | Are functions of the ministry/authority and its powers published? | Partial to Full  -mission and mandate  \*\*more challenging since spread over many different acts | <http://www.aadnc-aandc.gc.ca/eng/1100100010023/1100100010027> | |
| **Organisational** | |  | | Is Information on personnel, names and contacts of public officials published? | Partial to Full  -Minister of Indigenous and Northern Affairs  -regional offices with contact information | <https://www.canada.ca/en/government/ministers/carolyn-bennett.html>  <https://www.aadnc-aandc.gc.ca/eng/1100100016936/1100100016940> | |
| **Operational** | |  | | Are any authority strategies, plans or policies published? | Full  -departmental plans | <http://www.aadnc-aandc.gc.ca/eng/1359569600624/1359569658365> | |
| **Legislation** | | See link; many | | Are the laws governing the institutions’ operations published? | Full | <https://www.aadnc-aandc.gc.ca/eng/1100100032317/1100100032318> | |
| **Service Delivery** | |  | | Are the descriptions of services offered, including forms required to be filled out and deadlines for application published? | Partial to Full  -one page of forms to fill out  -service strategy  \*\*hard to navigate what services offered since it’s larger | <https://www.aadnc-aandc.gc.ca/eng/1100100010798/1100100010799>  <https://www.aadnc-aandc.gc.ca/eng/1377605925151/1377605981099>  <https://www.aadnc-aandc.gc.ca/eng/1498827455716/1498827482416> | |
| **Budget** | |  | | Is information about the projected budget, actual income and expenditure, and/or audit reports published? | Full  -Quarterly Financial Reports  -Financial Reporting Requirements | <https://www.aadnc-aandc.gc.ca/eng/1314729471053/1314729531836#rep2016_2017>  <https://www.aadnc-aandc.gc.ca/eng/1481719494487/1481719612116> | |
| **Public Procurement and Contracts** | |  | | Is detailed information on public procurement processes, criteria, outcomes of tenders, copies of contracts, and reports on completion of contracts published? | Partial to Full  -disclosure of contracts over $10,000 | <https://www.aadnc-aandc.gc.ca/prodis/cntrcts/index-eng.asp>  <https://www.aadnc-aandc.gc.ca/prodis/cntrcts/rprts-eng.asp> | |
| **Registers** | |  | | Are any registers mandated by law for the Agency to create available online? | Indian Land Registry System (ILRS)  First Nations Land Registry System  Self-Governing First Nations Land Register  Indian Registration System (IRS) / Certificate of Indian Status (CIS)  Indian Register | <https://www.aadnc-aandc.gc.ca/eng/1100100034803/1100100034804>  <https://www.aadnc-aandc.gc.ca/eng/1100100032463/1100100032464>  <https://www.aadnc-aandc.gc.ca/eng/1100100032475/1100100032476> | |
| **Participation** | |  | | Is information about the mechanisms and procedures for consultation and public participation published? | Partial to Full  -information about past and current engagement | <https://www.aadnc-aandc.gc.ca/eng/1307644732392/1307644769769> | |
| **Availability of information about the Right to Information** | | | | | | | |
| Type of information | | Section of law that requires disclosure | | Indicator | | Published (Full/ Partial/ None) | Data Source (website or location of information) |
| **RTI information** | |  | | Is an annual report on the status of implementation of the RTI law published including number of requests granted, refused and time taken to respond? | | Partial  -time taken to respond is not included | <https://www.aadnc-aandc.gc.ca/eng/1392740423294/1392740855490> |
| **How to make an RTI request** | |  | | Is information on how to make an RTI request published, including contact details? | | Full | <https://www.aadnc-aandc.gc.ca/eng/1392733596361/1392733814515> |
| **Costs for publications** | |  | | Is information about the costs/fees for paying for photocopies of information? | | Full  -$5 | <https://www.aadnc-aandc.gc.ca/eng/1392733596361/1392733814515> |
| **List of information requested** | |  | | Is information related to RTI requests which were granted published? | | Partial to Full  -high level information of all requests since 2010 | <https://www.aadnc-aandc.gc.ca/eng/1392740423294/1392740855490>  <http://www.aadnc-aandc.gc.ca/prodis/atip/faq-eng.asp> |

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| 8. Parole Board of Canada <https://www.canada.ca/en/parole-board.html> | | | | | | |
| ***Availability of institutional, organisational, operative and contact information*** | | | | | | |
| Type of information | Section of the law which requires disclosure | | Indicator | Published (Full/ Partial/ None) | Data Source (website or location of information) | |
| **Institutional** | Corrections and Conditional Release Act (S.C. 1992, c. 20) | | Are functions of the ministry/authority and its powers published? | Full | <http://laws-lois.justice.gc.ca/eng/acts/C-44.6/>  <https://www.canada.ca/en/parole-board/corporate/mandate-and-organization.html> | |
| **Organisational** |  | | Is Information on personnel, names and contacts of public officials published? | Partial to Full  -organisational structure is listed and a couple names of executives | <https://www.canada.ca/en/parole-board/corporate/organizational-structure.html>  <https://www.canada.ca/en/parole-board/corporate/our-executive.html>  <https://www.canada.ca/en/parole-board/services/board-members/list-of-parole-board-of-canada-board-members-by-region.html> | |
| **Operational** |  | | Are any authority strategies, plans or policies published? | Full | <https://www.canada.ca/en/parole-board/corporate/publications-and-forms.html> | |
| **Legislation** |  | | Are the laws governing the institutions’ operations published? | Full   1. Corrections and Conditional Release Regulations (SOR/92-620) 2. Criminal Records Regulations (SOR/2000-303) | 1. <http://laws.justice.gc.ca/PDF/SOR-92-620.pdf> 2. <http://laws.justice.gc.ca/PDF/SOR-2000-303.pdf> | |
| **Service Delivery** |  | | Are the descriptions of services offered, including forms required to be filled out and deadlines for application published? | Full  “Services and Information”  Parole in Canada  Victims and the parole process  Board members  Decision Registry  Record Suspensions  Clemency (Royal Prerogative of Mercy) | <https://www.canada.ca/en/parole-board.html> | |
| **Budget** |  | | Is information about the projected budget, actual income and expenditure, and/or audit reports published? | Full   1. Financial Statements up to 2015/2016 2. Departmental Plan | 1. <https://www.canada.ca/en/parole-board/corporate/transparency/reporting-to-canadians/departmental-performance-report/departmental-performance-report-2015-16/financial-statements-2015-2016.html> 2. <https://www.canada.ca/content/dam/canada/parole-board/migration/rprts/rpp/17-18/DP-PM%202017-18-en.pdf> | |
| **Public Procurement and Contracts** | Access to Information Act  Privacy Act | | Is detailed information on public procurement processes, criteria, outcomes of tenders, copies of contracts, and reports on completion of contracts published? | Partial to Full [lacking information on contracts awarded over $25,000 - just shows up under Public Safety Canada ]   1. Contracts over $25,000 2. Contracts under $25,000 3. Guidelines on the Proactive Disclosure of Contracts 4. Buy and Sell (Government of Canada) 5. Contracting Policy (Government of Canada) | 1. <http://open.canada.ca/en/search/grants?_ga=2.91498462.570530693.1497277602-1875779878.1496088906&f%5B0%5D=org_name_en%3APublic%20Safety%20Canada> 2. <http://open.canada.ca/en/search/contracts?_ga=2.120914764.570530693.1497277602-1875779878.1496088906&f%5B0%5D=org_name_en%3AParole%20Board%20of%20Canada> 3. <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14676> 4. <https://buyandsell.gc.ca/> 5. <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494> | |
| **Registers** | **Corrections and Conditional Release Act**  Registry of decisions 144 (1) The Board shall maintain a registry of the decisions rendered by it under this Part or under paragraph 746.1(2)(c) or (3)(c) of the Criminal Code and its reasons for those decisions. | | Are any registers mandated by law for the Agency to create available online? | Partial to Full  \*access to the registry is obtained via a request -> not proactively disclosed? | <http://laws-lois.justice.gc.ca/PDF/C-44.6.pdf>  <https://www.canada.ca/en/parole-board/services/decision-registry.html> | |
| **Participation** |  | | Is information about the mechanisms and procedures for consultation and public participation published? | Partial  -Observing PBC Hearings  -Attending a Hearing in a Federal Institution | <https://www.canada.ca/en/parole-board/corporate/publications-and-forms/fact-sheets.html> | |
| ***Availability of information about the Right to Information*** | | | | | |
| Type of information | Section of law that requires disclosure | Indicator | | Published (Full/ Partial/ None) | Data Source (website or location of information) |
| **RTI information** |  | Is an annual report on the status of implementation of the RTI law published including number of requests granted, refused and time taken to respond? | | Partial  -completed access to information requests are listed  -missing information: number of requests granted, time taken to respond to requests | <http://open.canada.ca/en/search/ati?f%5B0%5D=ss_ati_organization_en%3AParole%20Board%20of%20Canada> |
| **How to make an RTI request** | Access to Information Act? (confirm) | Is information on how to make an RTI request published, including contact details? | | Full | <https://www.canada.ca/en/parole-board/corporate/transparency/access-to-information-and-privacy/how-to-make-an-access-to-information-request.html> |
| **Costs for publications** |  | Is information about the costs/fees for paying for photocopies of information? | | Full   1. $5 to make an access to information request 2. Free to view a completed access to information request | 1. <https://www.canada.ca/en/parole-board/corporate/transparency/access-to-information-and-privacy/how-to-make-an-access-to-information-request.html> 2. <https://www.canada.ca/en/parole-board/corporate/transparency/access-to-information-and-privacy/completed-ati-requests.html> |
| **List of information requested** |  | Is information related to RTI requests which were granted published? | | Full  - hard to read but the data is there | <https://www.canada.ca/en/parole-board/corporate/transparency/access-to-information-and-privacy/completed-ati-requests.html> |

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| 9. Public Safety Canada <https://www.publicsafety.gc.ca/index-en.aspx> | | | | | | | |
| ***Availability of institutional, organisational, operative and contact information*** | | | | | | | |
| Type of information | | Section of the law which requires disclosure | | Indicator | Published (Full/ Partial/ None) | Data Source (website or location of information) | |
| **Institutional** | |  | | Are functions of the ministry/authority and its powers published? | Full  -Department of Public Safety and Emergency Preparedness Act (establishment of the department)  -Charities Registration (Security Information) Act [powers of the Minister]  -Emergency Management Act (minister’s responsibilities)  -Justice for Victims of Terrorism Act  -Safe Streets and Communities Act  -Firearms Act (policy development)  -Sex Offender Information Registration Act (policy development)  -Witness Protection Program Act (policy development) | <http://laws-lois.justice.gc.ca/PDF/P-31.55.pdf>  <http://laws-lois.justice.gc.ca/PDF/C-27.55.pdf>  <http://laws-lois.justice.gc.ca/PDF/E-4.56.pdf>  <http://laws-lois.justice.gc.ca/PDF/2012_1.pdf>  <http://laws-lois.justice.gc.ca/PDF/2012_1.pdf>  <http://laws-lois.justice.gc.ca/PDF/F-11.6.pdf>  <http://laws-lois.justice.gc.ca/PDF/S-8.7.pdf>  <http://laws-lois.justice.gc.ca/PDF/W-11.2.pdf> | |
| **Organisational** | |  | | Is Information on personnel, names and contacts of public officials published? | Partial to Full  -Minister of Public Safety Canada  -Deputy Minister of Public Safety Canada  -Associate Deputy Minister of Public Safety Canada | <https://www.publicsafety.gc.ca/cnt/bt/mnstr-en.aspx>  <https://www.publicsafety.gc.ca/cnt/bt/dpt-mnstr-en.aspx>  <https://www.publicsafety.gc.ca/cnt/bt/ssct-dpt-mnstr-en.aspx> | |
| **Operational** | |  | | Are any authority strategies, plans or policies published? | Partial to Full  -Forward Regulatory Plan  -Public Safety Portfolio  -Public Safety Canada Departmental Plan 2017–18 | <https://www.publicsafety.gc.ca/cnt/trnsprnc/cts-rgltns/frwrd-rgltr-pln/index-en.aspx>  <https://www.publicsafety.gc.ca/cnt/trnsprnc/cts-rgltns/frwrd-rgltr-pln/frwrd-rgltr-pln-en.aspx>  <https://www.publicsafety.gc.ca/cnt/bt/index-en.aspx> | |
| **Legislation** | | Department of Public Safety and Emergency Preparedness Act | | Are the laws governing the institutions’ operations published? | Full  -Acts and Regulations page | <http://laws-lois.justice.gc.ca/PDF/P-31.55.pdf>  <https://www.publicsafety.gc.ca/cnt/trnsprnc/cts-rgltns/index-en.aspx> | |
| **Service Delivery** | |  | | Are the descriptions of services offered, including forms required to be filled out and deadlines for application published? | Partial to Full  -Publications and Reports  \*extra - Administrative Burden Baseline: Update 2016 | <https://www.publicsafety.gc.ca/cnt/rsrcs/pblctns/index-en.aspx?t=dprtmntl>  <https://www.publicsafety.gc.ca/cnt/trnsprnc/cts-rgltns/dmnstrtv-brdn-bsln-2015-en.aspx> | |
| **Budget** | |  | | Is information about the projected budget, actual income and expenditure, and/or audit reports published? | Full  -Quarterly Financial Reports  -Departmental plan with planned spending  -audit reports | <https://www.publicsafety.gc.ca/cnt/rsrcs/pblctns/index-en.aspx?t=dprtmntl>  <https://www.publicsafety.gc.ca/cnt/rsrcs/pblctns/dprtmntl-pln-2017-18/index-en.aspx#a15>  <https://www.publicsafety.gc.ca/cnt/rsrcs/pblctns/index-en.aspx> | |
| **Public Procurement and Contracts** | |  | | Is detailed information on public procurement processes, criteria, outcomes of tenders, copies of contracts, and reports on completion of contracts published? | Partial to Full  -Disclosure of travel and hospitality expenses  -Disclosure of Contracts over $10,000  Disclosure of Grant and Contribution Awards Over $25,000 | <https://www.publicsafety.gc.ca/cnt/trnsprnc/trvl-hsptlt/index-en.aspx>  <https://www.publicsafety.gc.ca/cnt/trnsprnc/cntrcts/index-en.aspx>  <https://www.publicsafety.gc.ca/cnt/trnsprnc/grnts-cntrbtns/index-en.aspx> | |
| **Registers** | |  | | Are any registers mandated by law for the Agency to create available online? | \*not responsible for implementatio  Canadian Firearms Registry in Firearms Act | <http://laws-lois.justice.gc.ca/PDF/F-11.6.pdf> | |
| **Participation** | |  | | Is information about the mechanisms and procedures for consultation and public participation published? | Partial  -Consultations  -Consulting with Canadians | <https://www.publicsafety.gc.ca/cnt/trnsprnc/index-en.aspx>  <https://www1.canada.ca/consultingcanadians/> | |
| ***Availability of information about the Right to Information*** | | | | | | |
| Type of information | Section of law that requires disclosure | | Indicator | | Published (Full/ Partial/ None) | Data Source (website or location of information) |
| **RTI information** |  | | Is an annual report on the status of implementation of the RTI law published including number of requests granted, refused and time taken to respond? | | Full  -detailed annual report | <https://www.publicsafety.gc.ca/cnt/rsrcs/pblctns/nnl-rprt-ccss-nfrmtn-2015-16/index-en.aspx#s2> |
| **How to make an RTI request** |  | | Is information on how to make an RTI request published, including contact details? | | Full | <https://www.publicsafety.gc.ca/cnt/trnsprnc/ccss-nfrmtn-prvc/index-en.aspx> |
| **Costs for publications** |  | | Is information about the costs/fees for paying for photocopies of information? | | Yes  -$5 | <https://www.publicsafety.gc.ca/cnt/trnsprnc/ccss-nfrmtn-prvc/index-en.aspx> |
| **List of information requested** |  | | Is information related to RTI requests which were granted published? | | Partial to Full  -(summary information of) Completed Access to Information Requests | <https://www.publicsafety.gc.ca/cnt/trnsprnc/ccss-nfrmtn-prvc/cmpltd-rqsts/index-en.aspx> (before April 1, 2015)  <http://open.canada.ca/en/search/ati?f%5B0%5D=ss_ati_organization_en%3APublic%20Safety%20Canada> (after April 1, 2015) |

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| 10. Status of Women Canada <http://www.swc-cfc.gc.ca/index-en.html> | | | | | | | |
| ***Availability of institutional, organisational, operative and contact information*** | | | | | | | |
| Type of information | | Section of the law which requires disclosure | | Indicator | Published (Full/ Partial/ None) | Data Source (website or location of information) | |
| **Institutional** | |  | | Are functions of the ministry/authority and its powers published? | None to Partial  -mandate from *Royal Commission on the Status of Women* in 1970 | <http://www.swc-cfc.gc.ca/abu-ans/who-qui/index-en.html> | |
| **Organisational** | |  | | Is Information on personnel, names and contacts of public officials published? | Partial to Full  -name of minister + contact information  -deputy minister  -parliamentary secretary (outdated) | <https://www.canada.ca/en/government/ministers/maryam-monsef.html>  <http://www.swc-cfc.gc.ca/abu-ans/dm-sm/index-en.html>  <http://pm.gc.ca/eng/parliamentary-secretaries/terry-duguid> | |
| **Operational** | |  | | Are any authority strategies, plans or policies published? | Partial  -Mandate Letter  -Status of Women Canada Ministerial Transition Book  -Report on Plans and Priorities  -Future-Oriented Statement of Operations | <http://pm.gc.ca/eng/minister-status-women-mandate-letter>  <http://www.swc-cfc.gc.ca/transition/index-en.html>  <http://www.swc-cfc.gc.ca/rc-cr/index-en.html#pub>  <http://www.swc-cfc.gc.ca/trans/account-resp/pr/rpp/index-en.html>  <http://www.swc-cfc.gc.ca/trans/account-resp/pr/fos-erp/index-en.html> | |
| **Legislation** | |  | | Are the laws governing the institutions’ operations published? | None  -created because of a recommendation by the Royal Commission on the Status of Women in Canada | <http://www.swc-cfc.gc.ca/rc-cr/roycom/index-en.html> | |
| **Service Delivery** | |  | | Are the descriptions of services offered, including forms required to be filled out and deadlines for application published? | Partial  -Publications | <http://www.swc-cfc.gc.ca/rc-cr/index-en.html#pub> | |
| **Budget** | |  | | Is information about the projected budget, actual income and expenditure, and/or audit reports published? | Partial to Full | <http://www.swc-cfc.gc.ca/trans/account-resp/pr/dpr-rmr/1516/04-en.html> | |
| **Public Procurement and Contracts** | |  | | Is detailed information on public procurement processes, criteria, outcomes of tenders, copies of contracts, and reports on completion of contracts published? | Partial to Full  -Contracts over $10,000  -Disclosure of Grant and Contribution Awards  -Travel and Hospitality Expense Reports  -Report on Annual Expenditures for Travel, Hospitality and Conferences | <http://open.canada.ca/en/search/contracts?f%5B0%5D=org_name_en%3AStatus%20of%20Women%20Canada>  <http://www.swc-cfc.gc.ca/trans/account-resp/pd-dp/dgc-dsc/rep-rap-eng.html>  <http://www.swc-cfc.gc.ca/trans/account-resp/pd-dp/dthe-dfva/index-eng.html>  <http://www.swc-cfc.gc.ca/trans/account-resp/pd-dp/travel-voyage/index-eng.html> | |
| **Registers** | |  | | Are any registers mandated by law for the Agency to create available online? | None |  | |
| **Participation** | |  | | Is information about the mechanisms and procedures for consultation and public participation published? | None to Partial  -different resources are published but no calls for consultation/participation | <http://www.swc-cfc.gc.ca/rc-cr/index-en.html> | |
| ***Availability of information about the Right to Information*** | | | | | | |
| Type of information | Section of law that requires disclosure | | Indicator | | Published (Full/ Partial/ None) | Data Source (website or location of information) |
| **RTI information** |  | | Is an annual report on the status of implementation of the RTI law published including number of requests granted, refused and time taken to respond? | | Partial to Full  -Annual report to Parliament | <http://www.swc-cfc.gc.ca/trans/account-resp/pr/aip/index-eng.html> |
| **How to make an RTI request** |  | | Is information on how to make an RTI request published, including contact details? | | Full | <http://www.swc-cfc.gc.ca/trans/account-resp/ai/is/index-en.html#section_3_1> |
| **Costs for publications** |  | | Is information about the costs/fees for paying for photocopies of information? | | Yes  -$5 | <http://www.swc-cfc.gc.ca/trans/account-resp/ai/is/index-en.html#section_3_1> |
| **List of information requested** |  | | Is information related to RTI requests which were granted published? | | Full | <http://open.canada.ca/en/search/ati?_ga=2.28331068.1801479517.1500048102-1879256943.1495732910&f%5B0%5D=ss_ati_organization_en%3AStatus%20of%20Women%20Canada>  <http://www.swc-cfc.gc.ca/trans/account-resp/ai/index-en.html> |

# Appendix 2: Institutional Measures

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| **Organisation** | **Appointed an Information Officer?** | **ATI Implementation Plan?** | **Issued Guidelines for Discharging Requests?** | **Prepare and publish annual reports?** | **Education and Training for Staff?** |
| **Parole Board of Canada** | Yes[[4]](#footnote-4) | Yes. See Plan for Implementation of Government Open Data Directive:   <http://open.canada.ca/en/content/open-government-implementation-plan-parole-board-canada> | All government departments follow the guidelines issued by the Treasury Board Secretariat’s Office. The two most important are:  1. *Policy on Access to Information* (See: <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12453)> )  2. *Interim Directive on the Administration of the Access to Information Act.* (See: <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=18310)> | Nothing found. | Nothing found. |
| **Status of Women Canada** | Yes | No | See Above. | Yes. Latest report = 2015-2016.  <http://www.swc-cfc.gc.ca/trans/account-resp/pr/aip/ai1516-en.html> | No. Only informal.  <http://www.swc-cfc.gc.ca/trans/account-resp/pr/aip/ai1516-en.html> |
| **CSIS** | Yes | No | See Above. | Yes. Latest Report = 2015 – 2016.  <https://www.csis-scrs.gc.ca/tp/pblctns/2015-2016/nnlrprt-tp20152016-en.php> | No. Not formal training sessions conducted during 2016, but new employees must view e-learning slides on Access to Information before starting. |
| **Business Development Bank of Canada** | Yes | No | See Above. | Yes. Latest Report = 2016-2017. <https://www.bdc.ca/EN/Documents/transparency/2016-2017_EN.pdf> | Conducted in previous years, but NO formal training sessions performed for year 2016 – 2017.   <https://www.bdc.ca/EN/Documents/transparency/2016-2017_EN.pdf> |
| **Canadian Human Rights Commission** | Yes | No | See Above. | Yes. Latest Report = 2016.  <http://www.chrc-ccdp.gc.ca/sites/default/files/annual_report_access_2016.pdf> | No formal training.  <http://www.chrc-ccdp.gc.ca/sites/default/files/annual_report_access_2016.pdf> |
| **Health Canada** | Yes |  | See Above. | Yes. Latest Report = 2015-2016.  <https://www.canada.ca/en/health-canada/corporate/about-health-canada/reports-publications/access-information-privacy/health-canada-access-information-act-annual-report-2015-2016.html> | Yes.   * Employed on a regular basis * In 2015 – 2016, delivered 234 “ATI 101” training sessions to 323 participants * Offers separate, targeted training for executives * 12 general awareness sessions were administered to 145 participants. |
| **Environment and Climate Change Canada** | Yes | Yes. See Plan for Implementation of Government Open Data Directive:   **http://open.canada.ca/en/content/open-government-implementation-plan-environment-canada** | See Above. | Yes. Latest Report = 2015-2016.  <https://www.ec.gc.ca/Content/2/C/E/2CEA6390-6F35-4E28-B120-CFC4F9792B98/ECCC%202015-2016_Annual%20ACCESS%20Report_EN.pdf> | Yes. 15 formal training and development sessions carried out for the year 2015 – 2016 with an attendance of 262. Employees.  <https://www.ec.gc.ca/Content/2/C/E/2CEA6390-6F35-4E28-B120-CFC4F9792B98/ECCC%202015-2016_Annual%20ACCESS%20Report_EN.pdf> |
| **Indigenous and Northern Affairs Canada** | Yes | No | See Above. | Yes. Latest Report = 2015-2016.   <https://www.aadnc-aandc.gc.ca/DAM/DAM-INTER-HQ-AI/STAGING/texte-text/15-16_Access_info_1479219483268_eng.pdf> | Yes. Several training sessions conducted on jurisprudence and administering several provisions of the Access to Information Act over the course of 2015 – 2016.  <https://www.aadnc-aandc.gc.ca/DAM/DAM-INTER-HQ-AI/STAGING/texte-text/15-16_Access_info_1479219483268_eng.pdf> |
| **Elections Canada** | Yes | No | See Above. | Yes. Latest Report = 2015-2016. <http://www.elections.ca/content.aspx?section=abo&dir>=atip/pub/access16&document=p1&lang=e#a2 | Yes. Conducted two formal training sessions for six employees on their responsibilities as liaisons between their sector and the ATIP Office.   <http://www.elections.ca/content.aspx?section=abo&dir>=atip/pub/access16&document=p1&lang=e#a2 |
| **Public Safety Canada** | Yes | Yes. See Plan for Implementation of Government Open Data Directive  [**http://open.canada.ca/en/content/open-government-implementation-plan-public-safety-canada**](http://open.canada.ca/en/content/open-government-implementation-plan-public-safety-canada) | See Above. | Yes. Latest Report = 2015-2016.  <https://www.publicsafety.gc.ca/cnt/rsrcs/pblctns/nnl-rprt-ccss-nfrmtn-2015-16/index-en.aspx> | Yes. Eight training sessions – with 103 participants – conducted over the period of 2015-2016.   <https://www.publicsafety.gc.ca/cnt/rsrcs/pblctns/nnl-rprt-ccss-nfrmtn-2015-16/index-en.aspx> |

# Appendix 3: Processing of Requests

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Number of Requests (added)** | **Date Request Submitted** | **How Request was Filed** | **Date Receipt Received** | **Submitted (Y/N)** | **Date, if any, of response** | **Result** | **How information provided** | **Fee charged, if any** | **Comments** |
| **Business Development Bank of Canada** | **1** |  |  |  |  |  |  |  |  |  |
| Business Development Bank of Canada, Question 1: Please provide the % of all loans that went to entrepreneurs working in the IT industry for the years 2010 – 2016. |  | June 9, 2017 | E-mail | June 14, 2017 | Yes | 14-Jul-2017 | **Disclosed in full.** | E-mail | None (fee waived) | Both requests for BDC bundled together into single request. |
| Business Development Bank of Canada, Question 2: Please provide the annual compensation for the following individuals over the course of the years 2014 – 2016 a. Michael Denham (President and Chief Executive Officer) b. Paul Buron (CFO) c. Pierre Dubreuil (Executive Vice President) |  | June 9, 2017 | E-mail | June 14, 2017 | Yes | 14-Jul-2017 | **Disclosed in full.** | E-mail | None (fee waived) |
| **CSIS** | **3** |  |  |  |  |  |  |  |  |  |
| CSIS, Question 1: Please provide the minutes of Director Michel Coulombe’s meeting with former FBI Director, James Comey on September 19th 2016. |  | 09-Jun-17 | Online Request Form | June 14, 2017 | Yes | 08-Aug-17 | **Partially disclosed.** Provided heavily redacted information. | Via Mail. CD Disk. | $5 | • Question #2 re-routed to Public Safety Canada. Public Safety Canada provided a receipt on June 29, 2017  • Treasury Board Secretariat manual makes it clear that transfers are to be done within 15 days of receipt of the original request. This timeline was met. However, the Treasury Board manual also states that the 30-day deadline still runs from the beginning of the ORIGINAL recipient institution’s receipt of the request – not the receipt the second institution provided (which in this case was June 29th). SEE s 7.2 https://www.canada.ca/en/treasury-board-secretariat/services/access-information-privacy/access-information/access-information-manual.html#cha7\_2  • Originally informed via telephone that response to question #2 was being refused by Public Safety Canada as it is currently the subject of a federal court appeal. PSC later provided materials – but the materials clearly did not answer the questions posed.  • CSIS split the bundled three questions into three separate requests. CSIS waived the additional $10 fee. Therefore, only $5 was charged. |
| CSIS, Question 2: How many Canadians are currently on the no-fly list under Canada’s Passenger Protect Program? How many Canadians were added to this list in 2016 – 2017 (present)? |  | 09-Jun-17 | (i) Online Request Form | June 14, 2017 | Yes | 19-Jul-2017 | **Not Disclosed. P**rovided with a heavily redacted manual on the processes used for listing Canadians. None of the requested information was provided, however. Information withheld under ss 15(1), 16(1)(a)(i), 16(a)(iii), 16(1)(c), 16(1)(c)(i) and 19(1) of the Act. These relate to: injurious to national defence, injurious to international relations, injurious to suppression of hostile activities, contains information obtained or prepared for detecting crime, contains info related to activities constituting a threat to the security of Canada, injurious to the enforcement of any law of Canada or province or the conduct of lawful investigations, injurious to the enforcement of any law of Canada, and contains personal information. | Via Mail. CD Disk. |
| CSIS, Question 3: Please provide the number of correspondences, as well as the correspondences themselves, between Director Coloumbe and Minister of Public Safety Ralph Goodale for the month of April, 2016. |  | 09-Jun-17 | (i) Online Request Form | June 14, 2017 | Yes | 03-Aug-17 | **Provided in part**. Did not provide the # of correspondences. Only released two correspondences with some content redacted. It is unclear what percentage these two correspondences makes up of the TOTAL number of correspondences between the two parties | Via mail. CD Disk. |
| **Elections Canada** | **3** |  |  |  |  |  |  |  |  |  |
| Elections Canada, Question 1: Please provide data on individual private donations to the: Conservative, Liberal, NDP, Green, Marxist-Leninist, Communist and Rhinoceros Party for the period of January 1st 2016 to April 30th 2017. |  | 31-Jul-2017 | Mail | 03-Aug-17 | Yes | 10-Aug-17 | Provided with info on where to find information online pursuant to s 68(a) of the Access to Information Act. | Mail. | $5 |  |
| Elections Canada, Question 2: Please provide the total amount of money spent by Elections Canada on the Canadian Federal Electoral Redistribution of 2012. |  | 31-Jul-2017 | Mail | 03-Aug-17 | Yes | No response within time limit | No response within time limit |  | $5 |  |
| Elections Canada, Question 3: Please provide a list of contracts awarded to external companies – i.e. private companies not associated with Elections Canada – for the period of 2015 – 2017 (April 30th). |  | 31-Jul-2017 | Mail | 03-Aug-17 | Yes | No response within time limit | No response within time limit |  | $5 |  |
| **Environment and Climate Change Canada** | **3** |  |  |  |  |  |  |  |  |  |
| Environment and Climate Change Canada, Question 1: Please provide the department’s memos, documents, and correspondence that reference the Trump administration’s decision to withdraw from the Paris Climate Agreement on the dates of June 1st - 2nd (2017). |  | 09-Jun-17 | Online Request Form | 12-Jun-17 | Yes | 21-Jul-17 (Date of Extension) | No response within time limit |  | $5 | Extension of 120-DAYS sought. Cited ss 9(1)(a) and 9(1)(b) - significant volume + government consultations required |
| Environment and Climate Change Canada, Question 2: Please provide all correspondence that references the flooding in Quebec for the period of May 10th – May 17th of this year |  | 14-Jun-17 | Online Request Form | 15-Jun-17 | Yes | 13-Jul-2017 (Date of Extension) | No response within time limit |  | $5 | Extension of 210-DAYS requested pursuant to ss 9(1)(a),(b) and (c) of the *Act*. These pertain to volume and time delays, consultations with other government departments, and third-party notices. |
| Environment and Climate Change Canada, Question 3: Please disclose all documents sent or received by the Minister during the month of May 2017 that reference the “idle no more” movement. |  | 14-Jun-17 | Online Request Form. | 15-Jun-17 | Yes | 05-Jul-17 | **Provided in full.** | Via Mail. | $5 | Nothing was found. This result nevertheless qualifies as a full answer to the posed question. |
| **Health Canada** | **1** |  |  |  |  |  |  |  |  |  |
| Health Canada, Question 1: Please provide the amount of funding annually for the years 2010 – 2016 that was devoted to the category of “Complementary and Alternative Health” products (Naturopathy, Aboriginal healing, acupuncture etc.) |  | 09-Jun-17 | Online Request Form. | 16-Jun-17 | Yes | 7-Jul-2017 (Date of Extension) | No response within time limit |  | $5 | All 3 requests submitted together as 1 request. Called for clarification with respect to requests. Informed that the answer to question #2 was online and was re-directed to the source of the information. Extension of 45-DAYS sought for questions # 1 and 3. |
| Health Canada,, Question 2: Please provide a list of external contracts the department has entered into for the years 2010 – 2016. |  | 09-Jun-17 | Online Request Form | 16-Jun-17 | Yes | “Within 30-days.” Directed to source of information via telephone. | **Provided in full.** | Via telephone |
| Health Canada,, Question 3: List all briefing notes prepared for the Minister over the period of 1 January – 30 April 2017. |  | 09-Jun-17 | Online Request Form | 16-Jun-17 | Yes | 7-Jul-17 (Date of Extension) | No response within time limit |  |
| **Canadian Human Rights Commission** | **1** |  |  |  |  |  |  |  |  |  |
| Human Rights Tribunal of Canada, Question 1: Please provide the # of hate speech complaints filed under the now repealed s 13 of the Act between the years 2000 – 2012. Please also provide the # of those complaints which resulted in a finding that the Act had been breached. |  | 09-Jun-17 / payment sent June 13, 2017 | Email | 12-Jun-17 | Yes | 29-Jun-17 | **Provided in full.** | Via Mail. CD Disk. | $5 | All 3 requests submitted together as 1 request. Called for clarification with respect to requests. Informed that the answer to question #2 was online and was re-directed to the source of the information. |
| Human Rights Tribunal of Canada, Question 2: With regard to all of the monetary damages awarded during the period of 2015 – 2016, please provide the % of these that were above $10,000. |  | 09-Jun-17 / payment sent June 13, 2017 | Email | 12-Jun-17 | Yes | 29-Jun-17 | Information accessible online. Re-directed to online source of the information. | Via telephone. |
| Human Rights Tribunal of Canada, Question 3: Please provide the names of the federal institutions most targeted for Human Rights complaints over the course of the following period: 2013 – 2017 (April 30th). |  | 09-Jun-17 / payment sent June 13, 2017 | Email | 12-Jun-17 | Yes | 29-Jun-17 | **Provided in full.** | Via Mail. CD Disk. |
| **Indigenous and Northern Affairs Canada** | **1** |  |  |  |  |  |  |  |  |  |
| Indigenous and Northern Affairs Canada, Question 1: Please provide me with the total number of aboriginal/indigenous/First Nations persons employed by Indigenous and Northern Affairs Canada, and the % this represents of all aboriginal/Indigenous/First Nations persons in Canada. |  | 9-Jun-17 | Online Request Form | 12-Jun-17 | Yes | 12-Jul-17 | **Provided in Full.** | Via mail. | $5 | • Provided answers to 2/3 questions. Response left it unclear as to the reasons why the third question was not answered (presumably because they did not have this info).  • All three questions bundled into single request.   * Later called – August 28th after I had sent an email asking for clarification– to explain that there was no info available on question #3. |
| Indigenous and Northern Affairs Canada, Question 2: Please provide the total amount spent by the federal government in the years 2014, 2015 and 2016 on water treatment systems to better supply clean water to aboriginal communities. |  | 9-Jun-17 | Online Request Form. | 12-Jun-17 | Yes | 12-Jul-17 | **Provided in Full.** | Via mail. |
| Indigenous and Northern Affairs Canada, Question 3: Please provide the total number of complaints the department received in the years 2014, 2015 and 2016 with respect to the problem of a lack of clean water in aboriginal/indigenous/First Nations communities. |  | 9-Jun-17 | Online Request Form | 12-Jun-17 | Yes | 28-Aug-17 (Via telephone after we sent an email asking why question was not answered) | **Not provided.** | N/A |
| **Parole Board of Canada** | **2** |  |  |  |  |  |  |  |  |  |
| Parole Board of Canada, Question 1: Please provide the % of Canadians convicted of second-degree murder who were paroled after serving the statutory minimum of 10-years for the years 2014, 2015, 2016. For example: of those convicted of 2nd degree murder who were first eligible for release in 2014, what percentage received parole? |  | 13-Jun-17 | Mail | 20-Jun-17 | Yes | 26-Jun-17 | **Provided in full.** | Via mail. | $5 | Engaged in email correspondence asking for clarification of request. |
| Parole Board of Canada, Question 2: Please provide the number of pardons or record suspensions that were processed during the period 2016 – 2017 (April 30th). |  | 13-Jun-17 | Mail | 20-Jun-17 | Yes | 10-Jul-17 | **Provided in full.** | Via mail. | $5 |  |
| **Public Safety Canada** | **3** |  |  |  |  |  |  |  |  |  |
| Public Safety Canada, Question 1: Please provide all internal notes, discussions, minutes of deliberations on the constitutionality of the new advocacy offence in the Anti-Terrorism Act that are not subject to solicitor-client privilege. I am specifically looking for discussions that took place during the month of May, 2015. |  | 31-Jul-17 | Mail | 08-Aug-17 | Yes | 21-Aug-17 | **Not provided.** Claimed no responsive records to request. |  | $5 |  |
| Public Safety Canada, Question 2: Please provide all Ministerial directives to CBSA, CSIS, and the RCMP in the calendar year of 2016. |  | 31-Jul-17 | Mail | 08-Aug-17 | Yes | 21-Aug-17 | **Provided in part.** Redacted on the basis of three commonly cited and general exceptions (advice, consultations and solicitor-client privilege | Via mail. CD disk. | $5 |  |
| Public Safety Canada, Question 3: Please provide the names of companies awarded external contracts by the Ministry – i.e. private companies not associated with the government – for the years 2015 – 2016. |  | 31-Jul-17 | Mail | 08-Aug-17 | Yes | 09-Aug-17 | **Provided in full.** | Re-directed via email to online source of information. | $5 | Sent email asking for clarification. Also provided link to online source once clarification made. |
| **Status of Women Canada** | **3** |  |  |  |  |  |  |  |  |  |
| Status of Women Canada, Question 1: Please provide the average income of women employed by Status of Women Canada and the average income of men employed by Status of Women Canada. |  | 13-Jun-17 | Mail | 21-Jun-17 | Yes | 20-Jul-17 | **Provided in full.** | Via mail. | $5 |  |
| Status of Women Canada, Question 2: Please provide any internal memos or correspondence issued by the Minister regarding the decision to fund “Safe City Mississauga” during the month of May, 2016. |  | 13-Jun-17 | Mail | N/A | Yes | 10-Jul-17 | **Provided in Full** (information not held). | Email | $5 | Response - "Following a thorough and complete search of records in response to your request, it is determined that no records could be located within Status of Women Canada." |
| Status of Women Canada, Question 3: Please provide a list of all briefing materials prepared for the Minister during the month of May, 2016. |  | 13-Jun-17 | Mail | 21-Jun-17 | Yes | 24-Aug-17 (after we sent personal follow-up inquiring as to the status of the request) | **No provided.** Simply did not answer the request |  | $5 | Clarification sought via email on 23-Jun. Informed that a 120-DAY extension has been sought. We were not given a notice of extension, however. Had to follow up ourselves on August 24th. Extension sought on the grounds that consultation with another government agency is required (s 9(b) of the Act) |

## Appendix 4: Acceptable Result – FOIAnet Methodology

The Result will be one of the following (explanations below):

1. Oral Refusal
2. Written Refusal
3. Transferred
4. Referred
5. Mute Refusal
6. Information received
7. Partial Access
8. Incomplete Answer
9. Information Not Held

From among these, (6) is a legitimate result, (2), (3), (4), (7) and (9) might be legitimate results and (1), (5) and (8) are never legitimate. Whether the response was timely (i.e. in accordance with the time limits set out in the law) and any fee charged was appropriate (again, in accordance with the limits in the law) should be recorded in the comments.

## Oral Refusal

This is when an official from the authority informs you orally (spoken word or telephone) that they refuse to provide the information. If any reasons are given orally for not accepting the request, these should be recorded under comments.

## Written Refusal

This is when a refusal to provide the information is given in any written form (e.g. letter, e-mail or fax). The grounds given for refusing should be recorded under comments.

## Transferred

This is when the authority transfers the request to another authority. Whether the authority informs you about this or not, and any reasons given, should be recorded under comments.

## Referred

This is when the authority informs you that you should lodge the request with another authority (as opposed to transferring it itself).

## Mute Refusal

This is where the authority simply fails to respond at all to a request or where answers are provided which are so vague that they cannot be classified in any other category listed here. A mute refusal is deemed to apply when the period in the access to information law for responding to requests has expired.

## Information Received

This is when access is granted and information which responds to the request and which is relatively complete is provided.

## Partial Access

This is where only part of the information is provided and part of the information is refused, based on an exception. In this case, information may be blacked-out or “severed” or you are provided with only some of the relevant documents. In this case, any reasons for refusing part of the information should be recorded in the comments.

## Incomplete Answer

Information is provided but it is incomplete, irrelevant or in some other way unsatisfactory. This is different from Partial Access inasmuch as the authority appears to be treating this as a complete response (even though it is not) and it has not indicated that it is refusing information.

## Information Not Held

This is where the authority responds claiming that it does not hold the information. Whether this seems to be credible or not should be recorded in the comments.

1. The methodology is available in English, French and Spanish at: http://foiadvocates.net/?page\_id=11036. [↑](#footnote-ref-1)
2. See www.RTI-Rating.org. [↑](#footnote-ref-2)
3. Once 60 days was reached, the public authority was given notice that this was part of a test of implementation of the Access to Information Law. [↑](#footnote-ref-3)
4. See: <https://www.tbs-sct.gc.ca/hgw-cgf/oversight-surveillance/atip-aiprp/coord-eng.asp> [↑](#footnote-ref-4)