

Annual Report on the Access to Information Act 2024-2025

From April 1, 2024 to March 31, 2025

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Introduction

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

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

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

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

The Commissioner is an independent Agent of Parliament.

Description of the institution's structure

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

Delegation

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

Interpretation of the annual statistical report

Appendix B provides a statistical report on the ATIA applications processed by the Office between April 1, 2024, and March 31, 2025.

One formal request was received by email and closed during this reporting period. Of the 224 pages processed, 102 pages were released for this request. The request was processed within the legal timeframe and only section 16.4(1) was required to be applied. The request originated from the Public.

No informal request was received and closed during this reporting period.

No application fee was collected for the request received and no translations were required to respond to the request.

No request of a vexatious, bad faith or abusive of right nature was received.

Two consultations consisting of 7 pages in total were received from other federal government institutions and processed within the allocated timeframe. No exemptions were recommended to be applied under the ATIA. No consultation requests were received from other sources including consultations on Cabinet Confidences.

No *Notice of Intention to Investigate* (section 32) was received from the Office of the Information Commissioner and none for judiciary recourse.

The Office spent some \$10.400 in resources administering the ATIA.

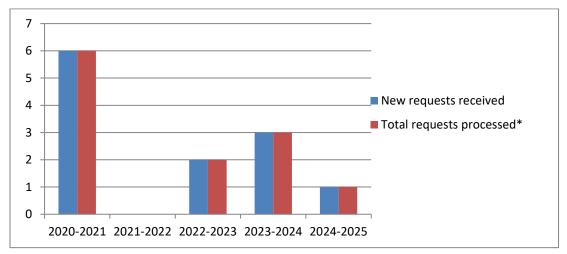


Table 1 – Five-year trend of access requests

Interpretation of the supplemental statistical report

Appendix C provides an additional statistical report on the processing of requests by the Office between April 1, 2024, and March 31, 2025.

Education and training activities

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

Overview of new or revised institutional policies and procedures

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

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

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

No complaint was received from the Office of the Information Commissioner during this reporting period.

Time monitoring for processing access to information requests

The Office continues to experience a low volume of formal access to information requests, which is consistent with its specialized mandate and the proactive disclosure of key information on its website. By tracking this manually, on a case-by-case basis, this approach succeeds in assisting the Access to Information and Privacy Coordinator, as well as the contractor, dedicated to this function in monitoring timelines to ensure compliance with the legislated deadlines.

While the number of requests remains minimal, the Office remains committed to maintaining full compliance with the *Access to Information Act* and ensuring readiness to respond to any increase in demand. Continuous improvement efforts include monitoring best practices across government institutions and maintaining internal awareness of legislative and policy developments.

Looking ahead, the Office will focus on the following priorities to address this approach as well as strengthen its access to information program:

- Enhanced Training: In addition to the annual training session, explore e-learning
 options to ensure all employees remain informed of their obligations under the
 Access to Information Act.
- Digital Readiness: Assess the feasibility of implementing a case management system should request volumes increase, to ensure timely and accurate processing.
- Policy Review: Conduct an internal review of ATIP-related procedures on a biennial basis to confirm alignment with Treasury Board Secretariat guidance and evolving best practices.
- Accessibility Compliance: Ensure that all published reports, including appendices,

meet accessibility standards (e.g., *Web Content Accessibility Guidelines* version 2.1) by providing text-based tables and alternative text for images, where feasible.

Appendix A

Delegation Order





Commissariat à l'intégrité du secteur public du Canada

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

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

Position	Sections of Access to Information Act		
Executive Director and Chief Financial Officer	Full Authority		

I hereby name Alexandre Roitman as the Access to Information and Privacy Executive.

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

Poste	Articles de la Loi sur l'accès à l'information
Directeur exécutif et Dirigeant principal des finances	Autorité absolue

Je nomme Alexandre Roitman à titre de Responsable de l'accès à l'information et de la protection des renseignements personnels.

Date: September 4, 2025 / Le 4 septembre 2025

Solloway, Harriet Digitally signed by Solloway, Harriet DN: C=CA, C=CC, OU-PSIC-ISPC, CN-"Solloway, Harriet" Reason: I am the author of this document Location: your signing location here Date: 2075/07/04 16:08:03-04/00" Foot? DP: Editor Venico: 11.2.6

Harriet Solloway

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

Appendix B

Annual Statistical Report

Statistical Report on the Access to Information Act

Name of institution:	Office of the Public Sector Integrit	Office of the Public Sector Integrity Commissioner of Canada				
Reporting period:	2024-04-01	to	2025-03-31			

Section 1: Requests Under the Access to Information Act

1.1 Number of requests

	Number of Requests		
Received during reporting period	1		
Outstanding from previous reporting periods	0		
 Outstanding from previous reporting period 			
 Outstanding from more than one reporting period 			
Total			1
Closed during reporting period			1
Carried over to next reporting period			0
Carried over within legislated timeline			
 Carried over beyond legislated timeline 	0		

1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	0
Business (private sector)	0
Organization	0
Public	1
Decline to Identify	0
Total	1

1.3 Channels of requests

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

Section 2: Informal Requests

2.1 Number of informal requests

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

2.2 Channels of informal requests

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

2.3 Completion time of informal requests

Completion Time										
0 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total			
0	0	0	0	0	0	0	0			

2.4 Pages released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1000 Pages Released		1001-5000 Pages Released		More Than 5000 Pages Released	
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released
0	0	0	0	0	0	0	0	0	0

2.5 Pages re-released informally

Less Than 100 Pages Re-released			-500 e-released		-1000 e-released		-5000 e-released	More Th Pages Re	an 5000 -released
Number of Requests	Pages Re- released	Number of Requests	Pages Re- released						
0	0	0	0	0	0	0	0	0	0

Section 3: Applications to the Information Commissioner on Declining to Act on Requests

	Number of Requests
Outstanding from previous reporting period	0
Sent during reporting period	0
Total	0
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	0
Withdrawn during reporting period	0
Carried over to next reporting period	0

Section 4: Requests Closed During the Reporting Period

4.1 Disposition and completion time

		Completion Time							
Disposition of Requests	0 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total	
All disclosed	0	0	0	0	0	0	0	0	
Disclosed in part	0	1	0	0	0	0	0	1	
All exempted	0	0	0	0	0	0	0	0	
All excluded	0	0	0	0	0	0	0	0	
No records exist	0	0	0	0	0	0	0	0	
Request transferred	0	0	0	0	0	0	0	0	
Request abandoned	0	0	0	0	0	0	0	0	
Neither confirmed nor denied	0	0	0	0	0	0	0	0	
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0	
Total	0	1	0	0	0	0	0	1	

4.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	0	18(a)	0	20,1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20,2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20,4	0
13(1)(d)	0	16(2)(c)	0	18(d)	0	21(1)(a)	0
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	0
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	0	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	0
15(1) - Def.*	0	16,3	0	20(1)(b)	0	23,1	0
15(1) - S.A.*	0	16.4(1)(a)	1	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(b)	1	20(1)(c)	0	26	0
16(1)(a)(ii)	0	16,5	0	20(1)(d)	0		
16(1)(a)(iii)	0	16,6	0			•	
16(1)(b)	0	17	0]			
16(1)(c)	0			•			
16(1)(d)	0	* I.A.: Intern	national Affairs Def.	: Defence of Canada S.A.:	Subversive Activities		

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

4.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	0	69(1)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(a)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	0
68.1	0	69(1)(c)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(d)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

4.4 Format of information released

Barre de formule

Paper	E-record	Data set	Video	Audio	Other
1	0	0	0	0	0

4.5 Complexity

4.5.1 Relevant pages processed and disclosed for paper, e-record and dataset formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
224	102	1

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

				-500 rocessed			1001-5000 Pages Processed		More Than 5000 Pages Processed	
Disposition	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	1	224	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0	0	0
Total	0	0	1	224	0	0	0	0	0	0

4.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

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

	Less Than	60 Minutes Processed	60 - 120	Minutes Processed	More than 120 Minutes Processed		
Disposition	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	
All disclosed	0	0	0	0	0	0	
Disclosed in part	0	0	0	0	0	0	
All exempted	0	0	0	0	0	0	
All excluded	0	0	0	0	0	0	
Request abandoned	0	0	0	0	0	0	
Neither confirmed nor denied	0	0	0	0	0	0	
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	
Total	0	0	0	0	0	0	

4.5.5 Relevant minutes processed and disclosed for $\underline{\text{video}}$ formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

4.5.6 Relevant minutes processed per request disposition for video formats by size of requests

	Less Than	60 Minutes Processed	60 - 120	Minutes Processed	More than 120 Minutes Processed		
Disposition	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	
All disclosed	0	0	0	0	0	0	
Disclosed in part	0	0	0	0	0	0	
All exempted	0	0	0	0	0	0	
All excluded	0	0	0	0	0	0	
Request abandoned	0	0	0	0	0	0	
Neither confirmed nor denied	0	0	0	0	0	0	
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	
Total	0	0	0	0	0	0	

4.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0
Disclosed in part	0	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	0	0	0	0

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	1
Percentage of requests closed within legislated timelines (%)	100

4.7 Deemed refusals

4.7.1 Reasons for not meeting legislated timelines

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

4.7.2 Requests closed beyond legislated timelines (including any extension taken)

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

4.8 Requests for translation

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

Section 5: Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an	9(1)(a) Interference With	9(´ Const	9(1)(c)	
Extension Was Taken	Operations/ Workload	Section 69	Other	Third-Party Notice
All disclosed	0	0	0	0
Disclosed in part	0	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
No records exist	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	0	0	0	0

5.2 Length of extensions

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

Section 6: Fees

	F	ee Collected		Fee Waived	Fee Refunded		
Fee Type	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount	
Application	0	\$0,00	1	\$5,00	0	\$0,00	
Other fees	0	\$0,00	0	\$0,00	0	\$0,00	
Total	0	\$0,00	1	\$5,00	0	\$0,00	

Section 7: Consultations Received From Other Institutions and Organizations

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

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	2	7	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	2	7	0	0
Closed during the reporting period	2	7	0	0
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

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

	Number of Days Required to Complete Consultation Requests							
Recommendation	0 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
Disclose entirely	2	0	0	0	0	0	0	2
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	2	0	0	0	0	0	0	2

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

		Number of Days Required to Complete Consultation Requests						
Recommendation	0 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

Section 8: Completion Time of Consultations on Cabinet Confidences

8.1 Requests with Legal Services

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

8.2 Requests with Privy Council Office

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

Section 9: Investigations and Reports of finding

9.1 Investigations

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

9.2 Investigations and Reports of finding

	Section 37(1) Initial Reports		Section 37(2) Final Reports		
Received	Containing recommendations issued by the Information Commissioner	Containing an intent to issue an order by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
0	0	0	0	0	0

Section 10: Court Action

10.1 Court actions on complaints

	Section 41			
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

10.2 Court actions on third party notifications under paragraph 28(1)(b)

Section 44 - under paragraph 28(1)(b)
0

Section 11: Resources Related to the Access to Information Act

11.1 Allocated Costs

Expenditures	Amount	
Salaries		\$5 000
Overtime		\$0
Goods and Services	\$5 400	
Professional services contracts	\$5 400	
• Other	\$0	
Total	\$10 400	

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities	
Full-time employees	0,100	
Part-time and casual employees	0,000	
Regional staff	0,000	
Consultants and agency personnel	0,150	
Students	0,000	
Total	0,250	

Appendix C

Supplemental Statistical Report

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

Name of institution:	Office of the Public Sector Inte	grity Commiss	sioner of Canada
Reporting period:	2024-04-01	_ to	2025-03-31

Section 1: Requests Carried Over and Active Complaints Under the Access to Information Act

1.1 Requests carried over to next reporting period, broken down by reporting period received

Reporting Period Requests Carried Over Were Received	Requests Carried Over that are <i>Within</i> Legislated Timelines as of March 31, 2025	Requests Carried Over that are <i>Beyond</i> Legislated Timelines as of March 31, 2025	Total
Received in 2024-25	0	0	0
Received in 2023-24	0	0	0
Received in 2022-23	0	0	0
Received in 2021-22	0	0	0
Received in 2020-21	0	0	0
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16 or earlier	0	0	0
Total	0	0	0

1.2 Active complaints with the Information Commissioner of Canada, broken down by reporting period received

Reporting Period Active Complaints Were Received by Institution	Number of Active Complaints
Received in 2024-25	0
Received in 2023-24	0
Received in 2022-23	0
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16 or earlier	0
Total	0