



Military Police  
Complaints Commission  
of Canada

Commission d'examen des plaintes  
concernant la police militaire  
du Canada

## **Access to Information Act**

Annual Report

April 1, 2022 – March 31, 2023

For an electronic version of the publication, please consult the Military Police Complaints Commission of Canada's website at [mpcc-cppm.gc.ca](http://mpcc-cppm.gc.ca).

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## 1. Introduction

The Military Police Complaints Commission of Canada (the Commission) is pleased to submit to Parliament its Annual Report on the administration of the [Access to Information Act](#) for the fiscal year 2022-23 (April 1, 2022 to March 31, 2023). This report was prepared and tabled in accordance with [section 94 of the Access to Information Act](#) and [section 20\(1\) of the Service Fees Act](#).

The purpose of the *Access to Information Act* is to enhance the accountability and transparency of federal institutions in order to promote an open and democratic society and to enable public debate on the conduct of those institutions.

The *Access to Information Act* gives Canadian citizens, permanent residents or any individuals and corporation present in Canada, a right to access information contained in government records, subject to certain specific and limited exceptions. Providing access to government records is a cornerstone of transparency and accountability and a pillar of Canada's democracy.

The Commission is a civilian, quasi-judicial oversight agency that operates at arm's length from the Government of Canada. As a federal institution, it is part of the Defence portfolio for reporting purposes.

The Commission reviews and investigates complaints concerning Military Police conduct and investigates allegations of interference in Military Police investigations. The Commission also makes recommendations and reports its findings directly to the Military Police and National Defence leadership.

The mission of the Commission is to:

- promote and ensure the highest standards of conduct of Military Police in the performance of policing duties; and
- discourage interference in any Military Police investigation.

## 2. Organizational Structure to Fulfill the Commission Access to Information Act Responsibilities

The Commission is a micro-organization of 28 employees. To fulfil its *Access to Information Act* requirements, access to information including proactive publication is a shared responsibility; however, the Access to Information and Privacy (ATIP) mandate resides with the Corporate Services Sector.

The Senior Director, Corporate Services, is identified as the Commission's ATIP Coordinator; he is supported by both the Manager, Corporate Reporting, ATIP and Administration, and the Administrative Services Officer who each dedicate an average of 10% of their time to fulfil the Commission's obligations under both the *Access to Information Act* and the *Privacy Act*. The Commission also hires one ATIP consultant, as required.

The ATIP coordinator is responsible for implementing and managing programs and services relating to the Commission's administration of the *Access to Information Act* and the *Privacy Act*.

Act, as well as for providing advice to its employees as they fulfil their obligations under both Acts.

Responding to Access to Information requests is a shared responsibility between the delegated request processing team and the Offices of Primary Interest.

The main activities involved in processing requests for Access to Information are:

- Analyze purpose/history of requests, interpret legislation, and determine information that may be disclosed, exempted, or excluded.
- Provide advice and consultation to requesters, third-party stakeholders and the Commission's management and employees, respond to questions and concerns, ensure that they have a clear understanding of the legislation, the Commission's policies and procedures for handling requests, and other Access to Information related issues, including document security classification.
- Conduct research and consultations with other departments and third parties to prepare responses to requests.
- Provide recommendations for the preparation of evidence to be disclosed during a Public Interest Hearing in accordance with the *Access to Information Act*, Open Court Principles and other applicable policies and procedures.
- Prepare reports for the Commission's management on Access to Information requests and statistical reports, Annual Reports for submission to Parliament and information required by Info Source.

The Commission did not provide services related to access to information to other government institutions and was not party to any service agreements with other government institutions under [section 96 of the Access to Information Act](#).

The responsibility for proactive publication of information falls within the Commission's Corporate Services Sector. Corporate Services, by reviewing and approving all monthly proactive disclosure reports, ensures that each proactive publication requirement is met.

### **3. Delegation Order**

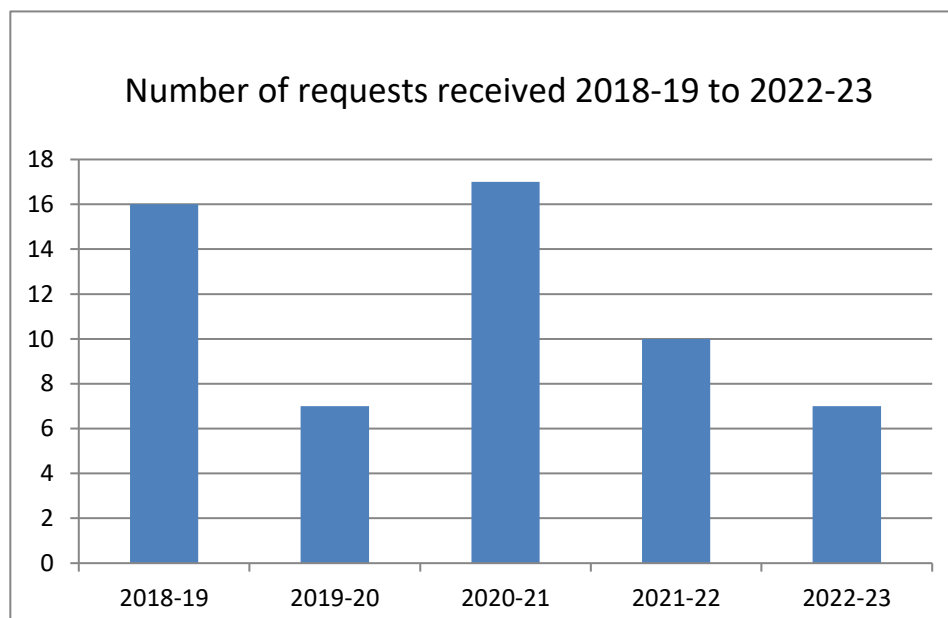
Pursuant to [section 95\(1\) of the Access to Information Act](#), the Chairperson has delegated certain of her powers, duties and functions under the *Access to Information Act* and related regulations to the Senior Director, Corporate Services, the Manager, Corporate Reporting, ATIP and Administration, and, the Administrative Services Officer. The Delegation Order in effect on March 31, 2023, found in [Appendix A](#) was signed in May 2019. Please note that [section 73 of the Access to Information Act](#) indicated in the Order was replaced on June 21, 2019, with section 95(1) of the *Access to Information Act*.

### **4. Performance 2022-23**

During this review period, the Commission responded to 100% of the request received within the legislative timeline. This year the Commission completed 7 requests, which represented 344 pages processed: 1 was received from academia, 5 from the public and 1 could not be identified. Of the 7 requests received by the Commission this fiscal year: 1 request received

partial disclosure, 4 requests were transferred to another government department and 2 were requests for which no records existed.

The graphic below shows, for 2018-19 to 2022-23, the numbers of access to information request the Commission completed each year. In 2019-20, the number of requests had decreased significantly from 2018-19. In 2020-21, the number of requests increased slightly from the 2018-19 level. In 2021-22 and in 2022-23, the number of requests again decreased.



The Commission's ability to fulfil its *Access to Information Act* obligations and responsibilities during this reporting period were not affected by COVID-19. Therefore, no specific measures were implemented relating to COVID-19.

No extension was applied under [section 9\(1\) of the Access to Information Act](#).

The Commission received and closed 11 consultations relating to the *Access to Information Act* from other federal institutions, all within the 30-day timeframe.

The Commission invoked exemptions pursuant to section 16(2) (security), section 19(1) (personal information), section 20(1) (third-party information) and section 21(1) (operations of government).

For additional information, please refer to [Appendix B](#) and [Appendix C](#).

## 5. Training and Awareness

The Commission's learning directive requires that all new employees complete 2 mandatory online courses related to Access to Information through the Canada School of Public Service portal i.e., Fundamentals of Information Management (COR501) and Access to Information and Privacy Fundamentals (COR502). A training session was also held for all employees of the

Commission in May 2022. The new Chairperson was briefed on her accountability regarding the *Access to Information Act* as part of her onboarding in January 2023.

## **6. Policies, Guidelines, and Procedures**

In July 2022, the Government of Canada launched a new version of the ATIP Online Request System Portal. This new version allows requesters to submit their Access to Information and Privacy requests and view their progress directly through the Portal. The Commission began receiving requests from this new Portal in mid-July 2022 and adjusted its internal procedures accordingly. Rather than receiving an email to the Commission's ATIP mailbox, the Commission's ATIP team members must now view and update the status of the requests directly in the Portal.

## **7. Proactive Publication of Information under Part 2 of the *Access to Information Act***

Part 2 of the *Access to Information Act* requires federal institutions and entities to proactively publish specific information known to be of interest to the public, such as: a variety of briefing materials prepared for ministers and deputy heads of institutions titles and tracking numbers of memoranda position reclassifications.

For the purposes of [Part 2 of the Access to Information Act](#), the Commission is a government institution as described in sections 3 and 81 of the *Access to Information Act*. The Senior Director, Corporate Services reviews and approves the monthly proactive disclosure reports. The reports are then published on the [Canada's Open Government Portal](#) within legislated timelines. The reports can also be accessed from the [Commission's website](#).

The Commission has the following proactive disclosure requirement under the *Access to Information Act*:

- section 82 (travel expenses),
- section 83 (hospitality expenses),
- section 84 (reports tabled in Parliament),
- section 85 (reclassification of positions),
- section 86(1) (contracts over \$10,000),
- section 87(1) (grants and contributions over \$25,000),
- section 88(a), (b) and (c) (briefing materials for deputy heads):
  - section 88(a) (within 120 days after the appointment of a deputy head or equivalent, the package of briefing materials prepared for the purposes of enabling the deputy head to assume the office powers, duties, and functions),
  - section 88(b) (within 30 days after the end of the month in which any memoranda is prepared for the deputy head or equivalent, the title and reference numbers of each memorandum that is received), and
  - section 88(c) (within 120 days after an appearance before a committee of Parliament, the package of briefing materials prepared for a deputy head equivalent for the purpose of that appearance).

During the review period, the Commission's Corporate Services proactively disclosed, within legislative timelines, the following information on its website and the Canada.ca website:

- [travel expenses](#): 12 travel expenses reports were published.
- [hospitality expenses](#): 12 hospitality expenses reports were published.
- [reclassifications of positions](#): 2 reclassifications reports were published.
- [contracts over \\$10,000](#): 12 contracts were published.
- [briefing note titles and numbers](#): 20 titles were published.

The Commission did not submit any proactive disclosure report concerning briefing materials for a deputy head's appearance before a committee of Parliament because the Commission was not called to appear. The Commission has no authority to make grants and contributions.

## **8. Initiatives and Projects to Improve Access to Information**

The following internal initiatives to improve Access to Information were implemented during the reporting period:

- Revision and modification of internal procedures for processing ATIP requests following the implementation of the ATIP Portal - Summer 2022;
- Collaboration with the Department of National Defence to review and modify the Commission's request transfer procedures - Fall 2022;
- Modification of procedures for responding to NIL requests - December 2022

## **9. Complaints, Audits and Investigations**

Over the period covered by this report, no complaints were filed against the Commission with the Office of the Information Commissioner of Canada, no audits were conducted and no appeals concerning access to information requests were filed in Federal Court.

## **10. Reporting on Access to Information Fees for the purposes of the *Services Fees Act***

The *Service Fees Act* requires a responsible authority to report annually to Parliament on the fees collected by the institution. With respect to fees collected under the *Access to Information Act*, the information below is reported in accordance with the requirements of [section 20\(1\) of the \*Services Fees Act\*](#).

In accordance with the changes to the *Access to Information Act* that came into force on June 21, 2019, the Commission may only charge an application fee of \$5.00, as set out in section 7(1)(a) of the *Regulations*. Pursuant to the Directive on the Administration of the *Access to Information Act*, issued on May 5, 2016, institutions can waive this fee as deemed appropriate.

During the reporting period, the Commission received 7 Access to Information requests. It charged a fee of \$5.00 for 6 Access to Information requests for a total revenue of \$30.00. The Commission waived the \$5.00 fee for 1 Access to Information requests.

During this reporting period, the cost of administering the Act totalled \$24,673.00. This excludes costs incurred throughout the Commission for the search, retrieval, and preparation of recommendations to enable and inform the processing of requests in accordance with the Act, as well as legal costs to consultation or advice.

## **11. Monitoring Compliance**

Given the size of the organization and the limited number of requests received annually, no formal audit was conducted during the reporting period. However, from the receipt to the closure of all Access to Information requests, the Commission monitors processing times by promptly entering all actions and activities in its internal ATIP status report (which includes both Access to Information and Privacy requests), legislated timelines are also entered into the report to prevent any delays in the processing of the requests received and to ensure that requests are dealt with in a timely manner.

Throughout the year, the Senior Director, Corporate Services / ATIP Coordinator submits the ATIP Status reports to the Executive Committee as an information item on their meeting agendas. These also include draft *Access to Information Act* and *Privacy Act* Annual Reports and Statistical Reports. The Executive Committee consists of the Chairperson (Deputy Head), the Senior General Counsel & Director General, the Senior Director, Corporate Services/ATIP Coordinator and the General Counsel & Senior Director of Operations.



**APPENDIX A**

***Access to Information Act Delegation Order***



Military Police  
Complaints Commission  
of Canada

Commission d'examen des plaintes  
concernant la police militaire  
du Canada

**Access to Information Act and Privacy  
Act Delegation Order**

**Arrêté de délégation en vertu de la  
Loi sur l'accès à l'information et de la  
Loi sur la protection des  
renseignements personnels**

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The Chairperson of the Military Police Complaints Commission of Canada, pursuant to [section 73 of the Access to Information Act](#) and [section 73 of the Privacy Act](#), hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Chairperson as the head of Military Police Complaints Commission of Canada, under the provisions of the Act and related regulations set out in the schedule opposite each position. This designation replaces all previous delegation orders.

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En vertu de l'[article 73 de la Loi sur l'accès à l'information](#) et de l'[article 73 de la Loi sur la protection des renseignements personnels](#), la présidente de la Commission d'examen des plaintes concernant la police militaire du Canada délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont le/la président(e) est, en qualité de responsable de Commission d'examen des plaintes concernant la police militaire du Canada, investi[e] par les dispositions de la Loi ou de son règlement mentionnées en regard de chaque poste. Le présent document remplace et annule tout arrêté antérieur.

La présidente de  
La Commission d'examen des plaintes concernant la police militaire du Canada

Hilary C. McCormack  
Chairperson  
Military Police Complaints Commission of Canada

Signed in Ottawa, Ontario, Canada this 15<sup>th</sup> day of May, 2019  
Signé à Ottawa, Ontario, Canada le 15<sup>ème</sup> jour de mai 2019

### **Access to Information Act Delegation Order**

The Chairperson of the Military Police Complaints Commission of Canada, pursuant to [section 73 of the Access to Information Act](#), hereby designates the persons holding the positions set out in the schedule hereto or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Chairperson as the head of the Military Police Complaints Commission of Canada, under the provisions of the Act and related regulations set out in the schedule opposite each position. This designation replaces all previous designation orders.

### **Access to Information Act**

<b>Provision</b>	<b>Description</b>	<b>Chairperson*</b>	<b>Senior Director of Corporate Services</b>	<b>Senior Planning and Administration Coordinator</b>	<b>Administrative Services Officer</b>
4(2.1)	Responsibility of head of institution	•	•	•	•
7(a)	Notify where access requested	•	•	•	•
7(b)	Giving access to the record	•	•	•	•
8(1)	Transfer request	•	•	•	•
9	Extend time limits	•	•	•	•
10(1)(a) & (b)	Where access is refused	•	•		
11(1), (3), (4), (5), (6)	Additional Fees	•	•	•	•
12(2)(b)	Language of Access	•	•	•	•
12(3)(b)	Access in an alternative format	•	•	•	•
<b>Exemption Provisions of the Access to Information Act</b>					
<b>Provision</b>	<b>Description</b>	<b>Chairperson*</b>	<b>Senior Director of Corporate Services</b>	<b>Senior Planning and Administration Coordinator</b>	<b>Administrative Services Officer</b>
13	Exemption - Information obtained in confidence	•	•		
14	Exemption - Federal-provincial affairs	•	•		
15	Exemption - International affairs and defence	•	•		
16	Exemption - Law enforcement and investigations	•	•		
16.5	Exemption - <i>Public Servants Disclosure Protection Act</i>	•	•		
17	Exemption - Safety of Individuals	•	•		

18	Exemption - Economic interests of Canada	•	•		
19	Exemption - Personal Information	•	•		
20	Exemption - Third party information	•	•		
21	Exemption - Operations of Government	•	•		
22	Exemption - Testing procedures, tests and audits	•	•		
22.1	Exemption - Internal Audits	•	•		
23	Exemption - Solicitor-client privilege	•	•		
24	Exemption - Statutory prohibitions	•	•		
<b><i>Other Provisions of the Access to Information Act</i></b>					
<b>Provision</b>	<b>Description</b>	<b>Chairperson*</b>	<b>Senior Director of Corporate Services</b>	<b>Senior Planning and Administration Coordinator</b>	<b>Administrative Services Officer</b>
25	Severability	•	•	•	•
26	Refusal of access where information to be published	•	•	•	•
27(1), (4)	Third party notification	•	•	•	•
28(1)(b), (2), (4)	Third party notification	•	•	•	•
29(1)	Notice of decision to disclose	•	•	•	•
33	Notice to Information Commissioner of notices to third parties	•	•	•	•
35(2)(b)	Right to make representations	•	•		
37(1)(b)	Findings and recommendations of Information Commissioner	•	•	•	•
37(4)	Access to be given to complainant	•	•	•	•
43(1)	Notice to third party of application to Federal Court for review	•	•	•	•
44(2)	Notice to requester of application for review by third party	•	•	•	•

52(2)	Special rules for hearings	•	•		
53(3)	<i>Ex parte</i> representations	•	•		
71(1)	Facilities for inspection of manuals	•	•		
71(2)	Exempt information may be excluded	•	•		
72	Annual report to Parliament	•	•		
<b>Access to Information Regulations</b>					
<b>Provision</b>	<b>Description</b>	<b>Chairperson*</b>	<b>Senior Director of Corporate Services</b>	<b>Senior Planning and Administration Coordinator</b>	<b>Administrative Services Officer</b>
6(1)	Transfer of request	•	•		
7(2)	Search and preparation fees	•	•		
7(3)	Production and programming fees	•	•		
8	Method of access	•	•	•	•
8.1	Limitations in respect of format	•	•		

Dated at the City of Ottawa this 15<sup>th</sup> day of May 2019.

Hilary C. McCormack  
Chairperson  
Military Police Complaints Commission of Canada

**APPENDIX B**

**2022-23 Statistical Report on the *Access to Information Act***

**Statistical Report on the Access to Information Act****Name of institution:** Military Police Complaints Commission of Canada**Reporting period:** 2022-04-01 to 2023-03-31**Section 1: Requests Under the Access to Information Act****1.1 Number of requests**

		Number of Requests
Received during reporting period		7
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
<b>Total</b>		<b>7</b>
Closed during reporting period		7
Carried over to next reporting period		0
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

**1.2 Sources of requests**

Source	Number of Requests
Media	0
Academia	1
Business (private sector)	0
Organization	0
Public	5
Decline to Identify	1
<b>Total</b>	<b>7</b>

**1.3 Channels of requests**

Source	Number of Requests
Online	6
E-mail	1
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	<b>7</b>

**Section 2: Informal Requests****2.1 Number of informal requests**

		Number of Requests
Received during reporting period		1
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
<b>Total</b>		<b>1</b>
Closed during reporting period		1

Carried over to next reporting period	0
---------------------------------------	---

## 2.2 Channels of informal requests

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

## 2.3 Completion time of informal requests

Completion Time							
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
0	1	0	0	0	0	0	1

## 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	1	276	0	0	0	0	0	0





## 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)	1
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)	1	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	0
15(1) - Def.*	0	16.3	0	20(1)(b)	0	23.1	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	1	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	1		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	0	17	0				
16(1)(c)	0						
16(1)(d)	0						

\* 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

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

## 4.5 Complexity

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

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
344	276	1

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

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	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	344	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
<b>Total</b>	0	0	1	344	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**

Disposition	Less Than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
	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
<b>Total</b>	0	0	0	0	0	0

**4.5.5 Relevant minutes processed and disclosed for video formats**

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

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

Disposition	Less Than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
	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
<b>Total</b>	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
<b>Total</b>	0	0	0	0

## 4.6 Closed requests

### 4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	7
Percentage of requests closed within legislated timelines (%)	100

## 4.7 Deemed refusals

### 4.7.1 Reasons for not meeting legislated timelines

Number of requests closed past the legislated timelines	Principal Reason			
	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
<b>Total</b>	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
<b>Total</b>	0	0	0

## Section 5: Extensions

### 5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	0	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
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
<b>Total</b>	0	0	0	0

### 5.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
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
<b>Total</b>	0	0	0	0

## Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	6	\$30.00	1	\$5.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
<b>Total</b>	6	\$30.00	1	\$5.00	0	\$0.00



## Section 8: Completion Time of Consultations on Cabinet Confidences

### 8.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	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
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

### 8.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	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
<b>Total</b>	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 orders issued 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		\$24,673
Overtime		\$0
Goods and Services		\$2,877
• Professional services contracts	\$2,877	
• Other		
<b>Total</b>		<b>\$27,550</b>

**11.2 Human Resources**

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.270
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.010
Students	0.000
<b>Total</b>	<b>0.280</b>

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

**APPENDIX C**

**2022-23 Supplemental Statistical Report on the  
*Access to Information Act* and the *Privacy Act***



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

Name of institution: Military Police Complaints Commission of Canada

Reporting period: 2022-04-01 to 2023-03-31

### Section 1: Capacity to Receive Requests under the Access to Information Act and the Privacy Act

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	52
Able to receive requests by email	52
Able to receive requests through the digital request service	52

### Section 2: Capacity to Process Records under the Access to Information Act and the Privacy Act

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	0	0	52	52
Protected B Paper Records	0	0	52	52
Secret and Top Secret Paper Records	0	0	52	52

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Electronic Records	0	0	52	52
Protected B Electronic Records	0	0	52	52
Secret and Top Secret Electronic Records	0	0	52	52

**Section 3: Open Requests and Complaints Under the Access to Information Act**

3.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	0	0	0
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Row 11, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the *Access to Information Act*

3.2 Enter the number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0

Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
<b>Total</b>	<b>0</b>

**Section 4: Open Requests and Complaints Under the Privacy Act**

4.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	0	0	0
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Row 11, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the *Privacy Act*

4.2 Enter the number of open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
<b>Total</b>	<b>0</b>

**Section 5: Social Insurance Number**

Has your institution begun a new collection or a new consistent use of the SIN in 2022-2023?	No
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**Section 6: Universal Access under the Privacy Act**

How many requests were received from confirmed foreign nationals outside of Canada in 2022-2023?	0
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Row 1, Col. 1 of Section 6 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the *Privacy Act*