

**Office of the Administrator of the
Ship-source Oil Pollution Fund**

Annual Report to Parliament
on the *Access to Information Act*

2022-2023

Canada^{*}

Published by the Administrator of the
Ship-source Oil Pollution Fund
Suite 830, 180 Kent
Ottawa, Ontario, Canada
K1A 0N5

Tel.: (613) 991-1726

Fax: (613) 990-5423

www.sopf.gc.ca

Table of contents

- 1. Introduction 4
 - 1.1 Our mandate 4
- 2. Organizational structure 5
- 3. Delegation order 6
- 4. Performance 2022-2023 6
 - 4.1 Section 1 – Requests under the ATIA..... 6
 - 4.2 Section 2 – Informal requests 7
 - 4.3 Section 3 – Applications to the Information Commissioner on declining to act on requests 7
 - 4.4 Section 4 – Requests closed during the reporting period 7
 - 4.5 Section 5 – Extensions 9
 - 4.6 Section 6 – Fees 9
 - 4.7 Section 7 – Consultations received from other institutions and organizations 9
 - 4.8 Section 8 – Completion time of consultations on Cabinet confidences..... 10
 - 4.9 Section 9 – Complaints and investigations 10
 - 4.10 Section 10 – Court action..... 10
 - 4.11 Section 11 – Resources related to the ATIA 10
 - 4.12 Impact of COVID-19 10
- 5. Training and Awareness..... 11
- 6. Policies, guidelines, and procedures..... 11
- 7. Proactive publication under Part 2 of the ATIA 11
- 8. Initiatives and projects to improve access to information 12
- 9. Summary of key issues and actions taken on complaints 12
- 10. Monitoring compliance..... 12
- Appendix A: Delegation order 13
- Appendix B: Statistical report 17
- Appendix C: Supplemental statistical report 34

1. Introduction

The Office of the Administrator of the Ship-source Oil Pollution Fund is pleased to submit to Parliament its annual report on the administration of the *Access to Information Act* (ATIA) for the fiscal year commencing on April 1, 2022, and ending March 31, 2023. This report is submitted in accordance with section 94 of the ATIA. The report is tabled in Parliament through the Minister of Transport.

The purpose of the ATIA 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. In furtherance of that purpose:

- Part 1 extends the present laws of Canada to provide a right of access to information in records under the control of a government institution in accordance with the principles that government information should be available to the public, that necessary exceptions to the right of access should be limited and specific, and that decisions on the disclosure of government information should be reviewed independently of government
- Part 2 sets out requirements for the proactive publication of information

1.1 Our mandate

The Ship-source Oil Pollution Fund (the Fund) is a specified purpose account established in the accounts of Canada. The Fund compensates victims of oil pollution for damages caused by any type of oil, from any ship or boat, anywhere in Canadian waters. Then, all reasonable steps are taken to recover costs from polluters.

The Fund is governed by Part 7 of the *Marine Liability Act* (MLA). Canada is also a contracting State in the international regime, thereby aligning the Canadian regime to international conventions.

The amount held in the Fund comes from the accumulated balance of the Maritime Pollution Claims Fund (MPCF), which was transferred to the Fund in 1989, and subsequent interest generated on that balance. The MPCF was funded by a levy paid by oil receivers and shippers to and from Canada between 1972 and 1976.

The Fund is managed by an independent Administrator, who reports to Parliament through the Minister of Transport. The Administrator, appointed by the Governor-in-Council:

- Acts as an independent authority to investigate and assess all claims submitted to the Fund, subject to appeal to the Federal Court of Canada;
- Has the powers of a Commissioner under Part 1 of the *Inquiries Act*;

- Offers compensation to claimants for whatever portion of the claim the Administrator finds to be established and, where a claimant accepts an offer, the Administrator directs payment to the claimant out of the Fund;
- Must take recourse action against third parties to recover the amount paid out of the Fund to a claimant and may also take action to obtain security, either prior to or after receiving a claim;
- Becomes a party by statute to any proceedings commenced by a claimant against the owner of a ship, its insurer, or the International Oil Pollution Compensation (IOPC) Funds, as the case may be after having been served with the document commencing the proceedings;
- Directs payments out of the Fund for all Canadian contributions to the IOPC Funds (such contributions are based on oil receipts in Canada reported by the Administrator to the Director of the IOPC Funds);
- Participates with the Canadian delegation at meetings of the Executive Committee and the Assembly of the IOPC Funds;
- Is consulted by the Minister of Transport with regard to the release of necessary emergency funding of up to \$10 million per fiscal year (or additional funds to a maximum of \$50 million per fiscal year, if required) to the Minister of Fisheries and Oceans (DFO), to respond to a significant incident involving the discharge of oil from a ship;
- Has inspection and inquiry powers with respect to oil shippers' data reporting obligations, infringement of which may cause Administrative Monetary Penalties (AMPs);
- Prepares an annual report on the operations of the Fund, which is laid before Parliament by the Minister of Transport.

2. Organizational structure

The Information Management Officer is the designated Access to Information and Privacy (ATIP) Coordinator of our institution. She is responsible for ensuring that the institution meets its responsibilities under the ATIA by administering the Act and overseeing all related activities.

She is supported by the Research and Program Support Officer, who has about 20% of his time dedicated to ATIP activities. Additionally, the Payroll and Finance Officer and the Executive Assistant are responsible for preparing and posting travel and hospitality expenses as per our proactive publication requirements.

There are no regional ATIP staff.

A consultant provides expert assistance in the area of ATIP on an as required basis.

3. Delegation order

Under the ATIA, the Administrator is the designated head of our institution for the purpose of administering the legislation. Section 95(1) of the ATIA authorizes the head of the institution to designate, by order, one or more officers or employees of the institution to exercise or perform any powers, duties or functions of the head of the institution that are specified in the order. The Information Management Officer fulfills the role of Access to Information and Privacy (ATIP) Coordinator and has been delegated all authorities in relation to the ATIA.

The Delegation Order was signed on September 2, 2020, and a copy is included in Appendix A.

4. Performance 2022-2023

We did not receive any new requests under the ATIA during the reporting year and one request was outstanding from the previous period. A total of 1953 pages was processed during this reporting period. Our compliance rate is 0% for the reporting year.

The following sections provide highlights and interpretations of the 2022-2023 statistical report as well as the 2022-2023 supplemental report. The complete reports are included in Appendices B and C.

4.1 Section 1 – Requests under the ATIA

Subsection 1.1 - Number of requests

We did not receive any new requests under the ATIA during the reporting year. One request was outstanding from previous reporting periods. This request was closed. Therefore, no requests were carried over to the next reporting year.

Subsection 1.2 - Sources of requests

We did not receive any new requests under the ATIA during the reporting year.

Subsection 1.3 - Channels of requests

We did not receive any new requests under the ATIA during the reporting year.

4.2 Section 2 – Informal requests

Subsection 2.1 - Number of informal requests

We received one informal request during the reporting year.

Subsection 2.2 - Channels of informal requests

The new informal request was received by email.

Subsection 2.3 - Completion time of informal requests

The informal request was completed between 181 to 365 days.

Subsection 2.4 - Pages released informally

No new pages were released informally during the reporting year.

Subsection 2.5 - Pages re-released informally

A total of 1,347 pages were re-released informally during the reporting year.

4.3 Section 3 – Applications to the Information Commissioner on declining to act on requests

We did not submit to the Information Commissioner any applications on declining to act on vexatious, made in bad faith or abuse or right requests.

4.4 Section 4 – Requests closed during the reporting period

Subsection 4.1 - Disposition and completion time

One request was closed during the reporting year. The request was closed between 181 to 365 days, with information disclosed in part to the requestor.

Subsection 4.2 – Exemptions

In cases in which access to certain information was denied, the following exemptions were cited:

Reasons	Incidences
Personal Information s. 19(1)	1

Operations of Government s. 21(1)(a)	1
Operations of Government s. 21(1)(b)	1
Operations of Government s. 21(1)(c)	1
Solicitor-Client Privilege s.23	1

Subsection 4.3 – Exclusions

No information was denied under exclusions.

Subsection 4.4 – Format of information released

In response to the request, the information was released electronically to the requestor.

Subsection 4.5 – Complexity

4.5.1 - Relevant pages processed and disclosed

For the request closed during the reporting year, we processed a total of 1,953 pages and disclosed in full or partially a total of 1,953 pages.

4.5.2 – Relevant pages processed and disclosed by size of requests

Our request required processing between 1,001-5,000 pages, and a total of 1,953 pages were disclosed.

4.5.3 to 4.5.6 - Relevant minutes processed for audio and video files

No audio or video files were processed during the reporting year.

4.5.7 - Other complexities

The request disclosed in part required consultations with other government institutions or third parties.

Subsection 4.6 – Closed requests

4.6.1 – Requests closed within legislated timelines

Our request was closed past the legislated timelines. Therefore, our compliance rate is 0% for the reporting year.

Subsection 4.7 – Deemed refusals

4.7.1 – Reasons for not meeting legislated timelines

We had difficulty retrieving and processing documents because of operational requirements and workload. We continue to improve our internal processes of responding to requests and our information management practices, which will result in less conflict between operational workload and the response to requests.

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

One request was closed 121 to 180 days beyond legislated timelines.

Subsection 4.8 - Requests for translation

No translations were prepared during the reporting year.

4.5 Section 5 – Extensions

Subsection 5.1 – Reasons for extensions and disposition of requests

This reporting year, we found it necessary to extend the timeframe of one request that was outstanding from the previous reporting period. The request was extended under paragraph 9(1)(b) in order to consult another government institution and under paragraph 9(1)(c) to consult with a third party.

Subsection 5.2 – Length of extensions

The request in which paragraph 9(1)(b) and paragraph 9(1)(c) were applied was extended for 60 days.

4.6 Section 6 – Fees

No fees were collected during this reporting year.

4.7 Section 7 – Consultations received from other institutions and organizations

No consultations were received from other federal institutions or other organizations during the reporting year.

4.8 Section 8 – Completion time of consultations on Cabinet confidences

We did not process any Cabinet confidences in relation to requests under the ATIA during the reporting year.

4.9 Section 9 – Complaints and investigations

We made no representations to the Information Commissioner of Canada pursuant to section 35 of the ATIA during the reporting year. We have no active complaints outstanding from previous reporting years.

4.10 Section 10 – Court action

There was no new or outstanding court action underway during the reporting year.

4.11 Section 11 – Resources related to the ATIA

Subsection 11.1 – Costs

For 2022-2023, the costs directly associated with the administration of the ATIA are \$51,090. Of this amount, \$23,640 (46%) are the salary costs of individuals working on access to information activities, and \$27,450 (54%) covered contract costs for professional services in access to information.

Subsection 11.2 – Human Resources

The associated full-time equivalency (FTE) human resources for administering the ATIA during 2022-2023 are 0.400 person years.

4.12 Impact of COVID-19

COVID-19 related measures were in place throughout the end of June 2022, as ATIP staff continued to work limited hours in the office. Afterwards, following the implementation of remote work tools and increased presence in the office of ATIP staff, we had a full complement to process records in response to requests under the ATIA.

5. Training and Awareness

All new staff are provided with a one-on-one introduction to ATIP when they start their position at our institution.

Additional advice and recommendations were provided by a consultant on an as required basis to management and staff.

6. Policies, guidelines, and procedures

No new formal policies, guidelines, or procedures were reviewed or updated during the reporting year.

7. Proactive publication under Part 2 of the ATIA

For the purposes of Part 2 of the ATIA, we are a government institution. The following table lists all the proactive publication requirements to which we are subject.

Legislative Requirement	Section	Publication Timeline
Travel Expenses	82	Within 30 days after the end of the month of reimbursement
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement
Reports tabled in Parliament	84	Within 30 days after tabling

Travel and hospitality expenses are posted on the Open Government portal: <https://open.canada.ca/>. Reports tabled in Parliament are published to our website: <https://sopf.gc.ca>. Seventy-eight percent of proactive publication requirements were posted within legislated timelines.

Draft procedures are in place to define the responsibility and process for ensuring proactive publication in a timely manner. Procedures will continue to be refined in the coming year.

8. Initiatives and projects to improve access to information

We successfully onboarded to version 3 of ATIP Online, as part of the rollout to government institutions led by the Treasury Board of Canada Secretariat. The new ATIP Online Management Tool allows us to retrieve ATIP requests to our institution and to provide responses to requestors. We completed the configuration of the new system, and adjusted our processes to account for its use.

New information security training was rolled out to all staff, thereby improving information protection practices. Additionally, optional monthly training sessions are offered throughout the year to promote and facilitate adoption of information management practices. This ensures the appropriate capture of corporate records, and improves efficiency and ease of retrieval of the information. This in turn assists the processing of requests under the ATIA. Overall, these sessions were attended by an average of six staff members (about a quarter of the complement) per month.

We continue to improve our information management and information technology practices, which are expected to significantly improve ATIP processes and activities, notably the response to requests. New equipment was provided to staff, and additional IT security measures have been adopted, thereby increasing the protection of the personal and sensitive information held by our institution. We also successfully completed an update to our electronic document and records management system, which is a first step towards the adoption of electronic record-keeping and remote access to office records. This will improve the capture, access, discovery, retrieval, and management of our information.

9. Summary of key issues and actions taken on complaints

Applicants have the right to file a complaint pursuant to the ATIA and may exercise this right at any time during the processing of their request. No complaints or requests for investigation were received during the reporting year.

10. Monitoring compliance

There were no activities conducted during the reporting year to monitor compliance.

Appendix A: Delegation order

Ship-source Oil Pollution Fund

Access to Information Act
Delegation Order


The Administrator of the Ship-source Oil Pollution Fund, pursuant to section 94 of the *Access to Information Act* (the *Act*) hereby designates the persons holding the positions set out herein or the persons occupying those positions on an acting basis, to exercise the powers, duties or functions of the Administrator as the head of a government institution, under the section or sections of the *Act* set out hereunder opposite each position.

Position	<i>Access to Information Act</i>	
ATIP Coordinator	4(2.1)	Responsibility of government institutions
ATIP Coordinator	7(a)	Notice where access requested
ATIP Coordinator	7(b)	Giving access to record
ATIP Coordinator	8(1)	Transfer of request to another government institution
ATIP Coordinator	9	Extension of time limits
ATIP Coordinator	11(2)	Additional fees
ATIP Coordinator	12(2)(b)	Language of access
ATIP Coordinator	12(3)(b)	Access in an alternative format
ATIP Coordinator	13	Exemption - Information obtained in confidence
ATIP Coordinator	14	Exemption - Federal-provincial affairs
ATIP Coordinator	15	Exemption - International affairs and defence
ATIP Coordinator	16	Exemption - Law enforcement and investigations
ATIP Coordinator	16.5	Exemption - <i>Public Servants Disclosure Protection Act</i>
ATIP Coordinator	17	Exemption - Safety of individuals
ATIP Coordinator	18	Exemption - Economic interests of Canada
ATIP Coordinator	18.1	Exemption—Economic interest of the Canada Post Corporation, Export Development Canada, the Public Sector Pension Investment Board and VIA Rail Canada Inc.
ATIP Coordinator	19	Exemption—Personal information
ATIP Coordinator	20	Exemption—Third party information
ATIP Coordinator	21	Exemption—Operations of Government
ATIP Coordinator	22	Exemption—Testing procedures, tests and audits

Position	<i>Access to Information Act</i>	
ATIP Coordinator	22.1	Exemption—Audit working papers and draft audit reports
ATIP Coordinator	23	Exemption—Solicitor-client privilege
ATIP Coordinator	24	Exemption—Statutory prohibitions
ATIP Coordinator	25	Severability
ATIP Coordinator	26	Exception—Information to be published
ATIP Coordinator	27(1), (4)	Third-party notification
ATIP Coordinator	28(1)(b), (2), (4)	Third-party notification
ATIP Coordinator	33	Advising Information Commissioner of third-party involvement
ATIP Coordinator	35(2)(b)	Right to make representations
ATIP Coordinator	37(4)	Access to be given to complainant
ATIP Coordinator	43(1)	Notice to third party (application to Federal Court for review)
ATIP Coordinator	44(2)	Notice to applicant (application to Federal Court by third party)
ATIP Coordinator	52(2)(b), (3)	Special rules for hearings
ATIP Coordinator	71(1)	Facilities for inspection of manuals
ATIP Coordinator	94	Annual report to Parliament

Position	<i>Access to Information Regulations</i>	
ATIP Coordinator	6(1)	Transfer of request
ATIP Coordinator	7(2)	Search and preparation fees
ATIP Coordinator	7(3)	Production and programming fees
ATIP Coordinator	8	Providing access to record(s)
ATIP Coordinator	8.1	Limitations in respect of format

Dated at Ottawa on September 2, 2020



Anne Legars, LLM/CAE
Administrator

Appendix B: Statistical report



Statistical Report on the *Access to Information Act*

Name of institution: Ship-source Oil Pollution Fund

Reporting period: 4/1/2022 to 3/31/2023

Section 1: Requests Under the *Access to Information Act*

1.1 Number of requests

		Number of Requests
Received during reporting period		0
Outstanding from previous reporting periods		1
• Outstanding from previous reporting period	1	
• Outstanding from more than one reporting period	0	
Total		1
Closed during reporting period		1
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	0
Business (private sector)	0
Organization	0
Public	0
Decline to Identify	0

Total	0
--------------	---

1.3 Channels of requests

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

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	
Total		1
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
Total	1

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	0	0	0	0	1	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	0	0	0	0	0	0	0	0

2.5 Pages re-released informally

Less Than 100 Pages Re-released		100-500 Pages Re-released		501-1000 Pages Re-released		1001-5000 Pages Re-released		More Than 5000 Pages Re-released	
Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released
0	0	0	0	0	0	1	1347	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

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	1	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	0	0	0	0	1	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)	1
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	1
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	1
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	1
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)	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.: 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

Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	1	1953	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
Total	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
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	1	0	0	1
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	1	0	0	1

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	0
Percentage of requests closed within legislated timelines (%)	0

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
1	1	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	1	1
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	1	1

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

		9(1)(b) Consultation	
--	--	---------------------------------	--

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	1	1
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	1	1

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	1	1
61 to 120 days	0	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	0	0	1	1

Section 6: Fees

	Fee Collected	Fee Waived	Fee Refunded
--	---------------	------------	--------------

Fee Type	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	0	\$0.00	0	\$0.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	0	\$0.00	0	\$0.00	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	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	0	0	0	0
Closed during the reporting period	0	0	0	0
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	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

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

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

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
Total	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
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 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		\$23,640
Overtime		\$0
Goods and Services		\$27,450
• Professional services contracts	\$27,450	
• Other	\$0	
Total		\$51,090

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.242
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.158
Students	0.000
Total	0.400

Note: Enter values to three decimal places.

Appendix C: Supplemental statistical report

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

Name of institution: Ship-source Oil Pollution Fund

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	8	44	52
Protected B Paper Records	0	8	44	52
Secret and Top Secret Paper Records	52	0	0	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	8	44	52
Protected B Electronic Records	0	8	44	52
Secret and Top Secret Electronic Records	52	0	0	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
Total	0	0	0

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
Total	0

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
Total	0	0	0

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
Total	0

Section 5: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2022-2023?	No
--	----

Section 6: Universal Access under the Privacy Act

How many requests were received from confirmed foreign nationals outside of Canada in 2022-2023?	0
--	---

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*

Canada