



**Canadian Dairy
Commission**

**Commission
canadienne du lait**

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

2018 - 2019

**Annual Report of the Minister of Agriculture and Agri-Food Canada
to Parliament on the administration of
the *Access to Information Act***

April 1, 2018, to March 31, 2019

1. Introduction

The *Access to Information Act* was proclaimed on July 1, 1983. The purpose of the *Access to Information Act* is to provide Canadian citizens or permanent residents the right of access to information contained in government records subject to certain specific and limited exceptions.

As per section 72 (1) of the *Access to Information Act*, the head of every government institution is required to prepare an annual report on the administration of this *Act* within the institution during each fiscal year and table it to Parliament.

The Canadian Dairy Commission (CDC), a federal Crown corporation, plays a central facilitating role for the multi-billion dollar Canadian dairy industry. The CDC was established in 1966 with the proclamation of the *Canadian Dairy Commission Act* and reports to Parliament through the Minister of Agriculture and Agri-Food. Funded by the federal government, producers and the marketplace, the CDC strives to balance and serve the interests of all dairy stakeholders: provincial marketing boards and agencies, producers, processors, further processors, exporters, consumers and governments.

As per the *Canadian Dairy Commission Act*, the CDC's legislated objectives are:

- to provide efficient producers of milk and cream with the opportunity to obtain a fair return for their labour and investment; and
- to provide consumers of dairy products with a continuous and adequate supply of dairy products of high quality.

2. Organizational Structure

At the CDC, the Corporate Secretary, who is also the ATIP Advisor, is responsible for administering all access to information and privacy requests. The Corporate Secretary reports to the Chief Executive Officer. Delegated signing authority for access to information requests is assigned to the Corporate Secretary.

The Corporate Secretary is responsible for coordinating and implementing ATIP related policies, guidelines and procedures at the CDC to ensure compliance with the *Access to Information Act* and the *Privacy Act*. In addition, the Corporate Secretary provides guidance on ATIP related matters and, when required, consults with other federal and provincial government institutions.

3. Delegation Order

The CDC's Chief Executive Officer has delegated to the Corporate Secretary the authority to oversee the administration of the *Access to Information Act* and the *Privacy Act* for the CDC and to ensure compliance with the legislation. A copy of the approved delegation order can be found in the appendix A.

4. Highlights of Statistical Report 2018-2019

A copy of the CDC's Statistical Report on the *Access to Information Act* for the reporting period of April 1, 2018, to March 31, 2019, can be found in the appendix B.

- Statistics on the total number of requests: Two requests were received in 2018-2019. One closed during the reporting period and the other carried over to the next reporting period. Please see the appendix C for multi-year trends.
- Consultations from Other Government Institutions: There were no consultations from other Government of Canada institutions received during the reporting period.
- Exemptions Applied: Sections 20(1)(c) and 20(1)(d) were applied once each.
- Extensions: One extension for 31 to 60 days was required for third-party notice.
- Completion Time: One request was completed between 31 to 60 days. Section 9(1)(c) was the reasons for the extension.
- Fees: During this reporting period, a total of \$10 was collected for application fees.
- Reporting on New Exemptions: Please see the appendix D for reporting on new exemptions.

5. Training and Awareness

The Corporate Secretary attends, from time to time, ATIP community meetings hosted by Treasury Board Secretariat of Canada. During the 2018-2019 reporting period, the Corporate Secretary worked closely with the ATIP Office at Agriculture and Agri-Food Canada where continued training and advice was provided.

6. Policies, Guidelines, Procedures and Initiatives

The CDC Policy on Access to Information and Privacy (ATIP) and the procedures on responding to ATIP requests are available to all employees and are posted on the CDC's Intranet. Slight amendments were made to the CDC's ATIP policy and to the procedures to include the proactive publication requirements which will come into force upon the Royal Assent of Bill C-58.

7. Summary of Key Issues and Actions Taken on Complaints or Audits

No complaints or investigations to the Information Commissioner were received or submitted in 2018-2019.

8. Monitoring Compliance

For each request, the Corporate Secretary notes the search time of each individual involved in responding to the request. Once the Corporate Secretary receives all the documentation, she keeps track of her time consulting staff members and reviewing the documents for applying exemptions. This information is kept for statistical purposes and is available to Agriculture and Agri-Food Canada's ATIP Office.



Canadian Dairy Commission
Building 55, NCC Driveway
Central Experimental Farm
960 Carling Avenue
Ottawa, Ontario
K1A 0Z2
(613) 792-2000
Fax: (613) 792-2009
E-Mail: cdc-ccl@cdc-ccl.gc.ca
Internet: www.cdc-ccl.gc.ca

Commission canadienne du lait
Édifice 55, Promenade de la CCN
Ferme expérimentale centrale
960, avenue Carling
Ottawa (Ontario)
K1A 0Z2
(613) 792-2000
Télec : (613) 792-2009
Courriel: cdc-ccl@cdc-ccl.gc.ca
Internet : www.ccl-cdc.gc.ca

Date: June 5, 2018

ACCESS TO INFORMATION AND PRIVACY DELEGATION ORDER

TO: Danie Cousineau, Corporate Secretary and ATIP Advisor

FROM: Serge Riendeau, Chief Executive Officer

The Chief Executive Officer, pursuant to section 73 of the *Access to Information Act* and section 73 of the *Privacy Act*, hereby designates the Corporate Secretary to exercise the powers, duties and functions of the Chief Executive Officer of the Canadian Dairy Commission.

This designation replaces all previous delegation orders.

Schedule Position: Corporate Secretary
***Access to Information Act*: Full authority**
***Privacy Act*: Full authority**

Signed in Ottawa on the 7th day of June 2018.

A handwritten signature in blue ink, appearing to read "Serge Riendeau".

Serge Riendeau
Chief Executive Officer



Statistical Report on the *Access to Information Act*

Name of institution: Canadian Dairy Commission

Reporting period: 2018-04-01 to 2019-03-31

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

1.1 Number of requests

	Number of Requests
Received during reporting period	2
Outstanding from previous reporting period	0
Total	2
Closed during reporting period	1
Carried over to next reporting period	1

1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	0
Business (private sector)	1
Organization	1
Public	0
Decline to Identify	0
Total	2

1.3 Informal 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	
0	0	0	0	0	0	0	0

Note: All requests previously recorded as “treated informally” will now be accounted for in this section only.

Part 2: Requests Closed During the Reporting Period

2.1 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	1	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
Total	0	0	1	0	0	0	0	1

2.2 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)	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	24(1)	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	1		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	1		
16(1)(a)(iii)	0	17	0				
16(1)(b)	0						
16(1)(c)	0						
16(1)(d)	0						

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

2.3 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

2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	0	0	0
Disclosed in part	0	1	0
Total	0	1	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	0	0	0
Disclosed in part	8	2	1
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 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
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	1	2	0	0	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
Total	1	2	0	0	0	0	0	0	0	0

2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	1	0	0	0	1
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	1	0	0	0	1

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline 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

2.7 Requests for translation

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

Part 3: Extensions

3.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations	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	1
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	0	0	0	1

3.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations	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	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	0	1

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	2	\$10	0	\$0
Search	0	\$0	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
Total	2	\$10	0	\$0

Part 5: Consultations Received From Other Institutions and Organizations

5.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during 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
Pending at the end of the reporting period	0	0	0	0

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

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

5.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of Days Required to Complete Consultation Requests							
	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
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

Part 6: Completion Time of Consultations on Cabinet Confidences

6.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 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

6.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 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

Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
0	0	0	0

Part 8: Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0

Part 9: Resources Related to the *Access to Information Act*

9.1 Costs

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

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.00
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	0.00

Note: Enter values to two decimal places.

Appendix C

Reporting period	# of requests during reporting period	# of extensions and reason	Completion time	Exemptions applied	Fees
2018-2019	2 ¹	1/9(1)(c)	1/31 to 60 days	19(1) 20(1)(c) 20(1)(d)	\$10
2017-2018	1	1/9(1)(c)	2/121 to 180 days	14(a) 16(2)(c) 19(1) 20(1)(b) 20(1)(c) 20(1)(d) 21(1)(a) 21(1)(b) 21(1)(c) 23	\$5
2016-2017	5 ²	0	2/1 to 15 days 1/16 to 30 days	19(1), 20(1)(c)	\$25
2015-2016	2	1/9(1)(a)	1/16 to 30 days 1/61 to 120 days	15(1) – I.A. 16(2)(c) 19(1) 20(1)(b) 21(1)(a) 21(1)(b) 21(1)(c) 23	\$10
2014-2015	5 ³	1/9(1)(b)	1/1 to 15 days 1/16 to 30 days 1/61 to 120 days	16(2)(c) 20(1)(b) 21(1)(a) 21(1)(b) 21(1)(c) 21(1)(d) 23	\$15

¹ 1 carried over to next reporting period

² 2 carried over to next reporting period, and 1 subsequently abandoned

³ 2 requests abandoned

Canadian Dairy Commission**Annual Report on the administration of
the *Access to Information Act*****April 1, 2018 to March 31, 2019****Report on new exemptions**

<i>Access to Information Act</i>	
Section	Number of requests
16.31 Investigation under the Elections Act	0
16.6 National Security and Intelligence Committee	0
3.1 Patent or Trademark privilege	0