

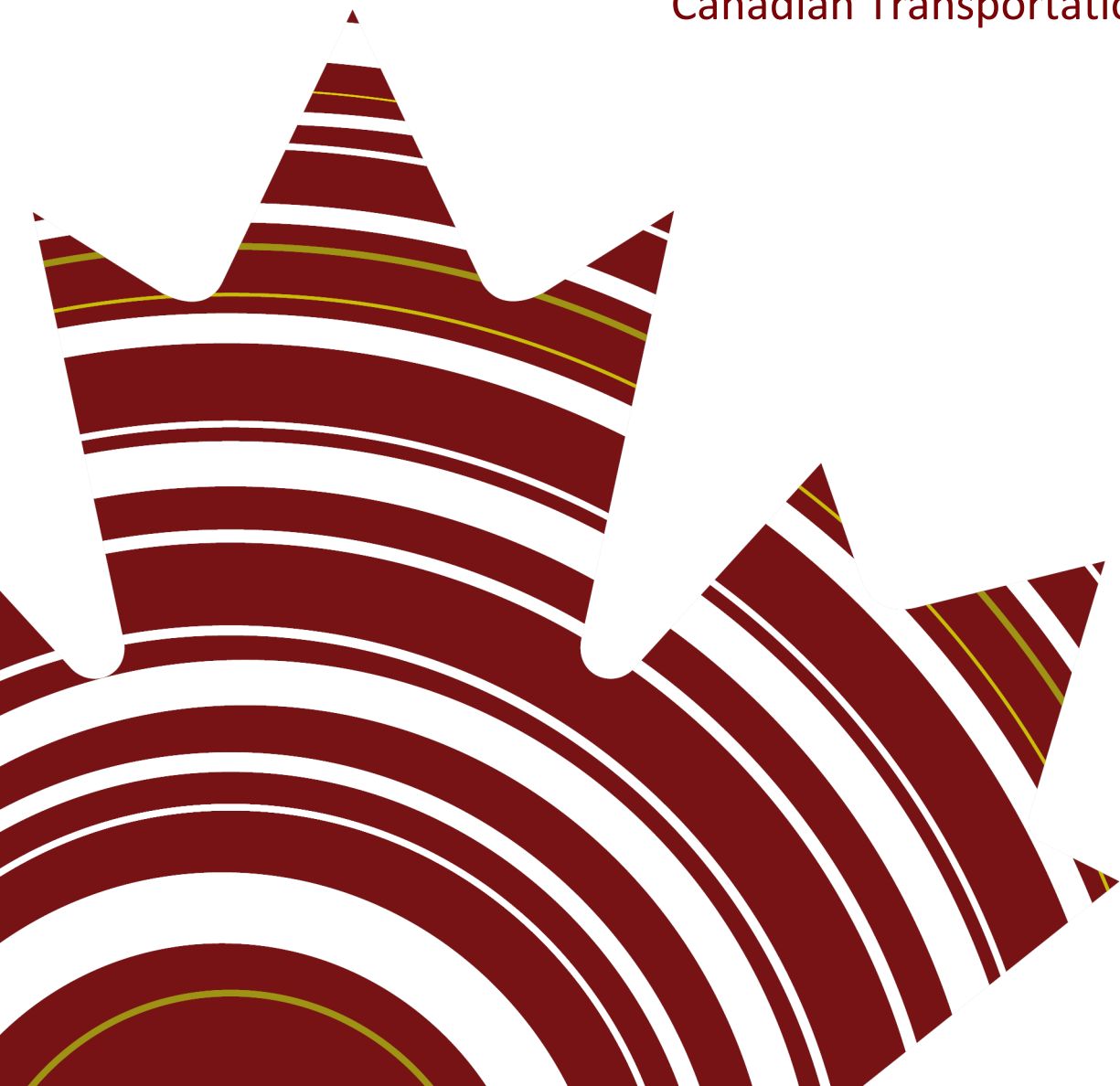


Canadian  
Transportation  
Agency

Office  
des transports  
du Canada

# 2021-2022 Annual Report on the administration of the *Access to Information Act*

Canadian Transportation Agency



Canada 

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# Introduction

The *Access to Information Act* (ATIA), enacted in 1983, grants Canadian citizens, permanent residents and any person or corporation present in Canada the right to access the records of federal institutions subject to the ATIA. This right enables individuals to access or obtain copies of records of a government institution, subject to specific and limited circumstances under the ATIA. The ATIA complements other policies and procedures to make government information available to the public, such as open-government initiatives and proactive disclosure.

Section 94 of ATIA requires that at the end of each fiscal year, the head of every federal government institution prepare a report to Parliament on the administration of the ATIA within the institution.

Under section 20 of the *Service Fees Act*, the appropriate authority must have a report tabled in Parliament on the fees within the jurisdiction of the responsible authority that are payable.

This Annual Report is tabled in Parliament under section 94 of the ATIA and section 20 of the *Service Fees Act*. This report describes how the Canadian Transportation Agency (Agency) fulfilled its responsibilities under these acts for the period beginning April 1, 2021 and ending March 31, 2022, the second year of the COVID-19 pandemic.

## About the Agency

The Agency is an independent, quasi-judicial tribunal and regulator that has, with respect to all matters necessary for the exercise of its jurisdiction, all the powers of a superior court.

The Agency oversees the very large and complex [Canadian transportation system](#), which is essential to the economic and social well-being of Canadians.

The Agency's decision makers are regular [Members](#) appointed by the Governor-in-Council (GIC) and temporary Members appointed by the Minister of Transport from a GIC-approved roster. Members' key functions include making adjudicative rulings, regulations, and regulatory determinations, as well as designating Agency staff to exercise the role of enforcement officers.

### **The Agency has three core mandates:**

- To help ensure that the national transportation system runs efficiently and smoothly in the interests of all Canadians: those who work and invest in it; the producers, shippers, travellers and businesses who rely on it; and the communities where it operates.
- To protect the human right of persons with disabilities to an accessible transportation network.
- To provide consumer protection for air passengers.

### **To help advance these mandates, the Agency has three tools at its disposal:**

- **Rule-making:** The Agency develops and applies ground rules that establish the rights and responsibilities of transportation service providers and users and that level the playing field among competitors. These rules can take the form of binding regulations or less formal guidelines, codes of practice or interpretation notes.
- **Dispute resolution:** The Agency resolves disputes that arise between transportation service providers on the one hand, and their clients and neighbours on the other, using a range of tools from facilitation and mediation to arbitration and adjudication.
- **Information provision:** The Agency provides information on the transportation system, the rights and responsibilities of transportation service providers and users, and the Agency's legislation and services.

Additional information on the Agency's mandate is available at the following link:  
[Canadian Transportation Agency - Canada.ca](https://www.cra.gc.ca).

## **Open court principle**

In its role as a quasi-judicial tribunal, the Agency operates like a court when adjudicating disputes and is therefore bound by the open court principle. This means that the Agency's proceedings must be open and accessible to all Canadians.

Any submission or document filed with the Agency as part of its formal adjudication process will be made part of the public record without redaction, unless a claim for confidentiality has been made to and accepted by the Agency. Requests for information about decisions issued in a dispute proceeding are processed informally, and records are released in their entirety unless a request for confidentiality was granted.

While requests for information on the public record are processed informally by other areas of the Agency, the Access to Information and Privacy (ATIP) Division must also apply the open court principle when these records form part of a response to a request made under the ATIA.

## Organizational structure of the ATIP Division

During this reporting period, the ATIP Division was part of the Secretariat, Registrar Services and Information Management Directorate (SRSIMD). The ATIP Division consists of an ATIP coordinator reporting to the director, SRSIMD, and an ATIP analyst.

The ATIP coordinator is responsible for the daily activities related to the administration and enforcement of the ATIA and the *Privacy Act* (PA), and for ensuring compliance with the requirements of legislation, policies and directives, as well as of any other ATIP policy instruments issued by the Treasury Board of Canada Secretariat (TBS).

Activities of the ATIP Division include:

- processing requests for information submitted under the ATIA and the PA in accordance with legislation, regulations, policies and TBS guidelines;
- providing advice and guidance to Agency managers and employees on the interpretation and application of the ATIA and the PA;
- developing and offering to Agency managers and employees training and awareness sessions on how to meet their obligations under the ATIA and the PA;
- developing policies, procedures and guidelines on how to enforce the ATIA and the PA, in accordance with the instructions issued by the TBS;

- collaborating with the Office of the Information Commissioner and with the Office of the Privacy Commissioner on the resolution of complaints filed against the Agency;
- coordinating the updating of the Agency's Info Source publication;
- ensuring that the proactive publication requirements of Bill C-58 are met; and
- preparing statistical and annual reports for tabling in Parliament with respect to the administration and enforcement of the ATIA and the PA.

## Delegation order

[Delegation orders](#) set out the powers, duties and functions for the administration of the ATIA that have been delegated by the head of the institution, and specify to whom they have been delegated.

On June 1, 2021, France Pégeot was appointed Chair and Chief Executive Officer of the Agency. This appointment required a review of the 2016 Delegation Order.

In March 2022, the Chair and Chief Executive Officer, as head of the Agency, delegated full authority for the administration of the ATIA and the PA to the persons holding the positions of director of SRSIMD and of chief corporate ATIP officer, as well as partial authority to the persons holding the positions of ATIP coordinator and of ATIP analyst.

A copy of the signed delegation instrument is included in [Appendix A](#).

## Highlights of 2021–2022

### COVID-19: Impact on operations

During the second year of the pandemic, working from home became a continued reality for federal public servants in order to continue to deliver critical government operations and services to Canadians.

In accordance with TBS' *ATIP Implementation Notice 2020-2021: [Guidance on delays resulting from measures to mitigate the impact of novel Coronavirus \(COVID-19\) on federal workplaces](#)*, the Agency has continued to deliver all its services remotely. The ATIP employees were provided with the necessary equipment and tools to optimize

telework and electronic processes. The ATIP Division has continued its operations, respected citizens' right of access and met its obligations under the ATIA and the PA.

To optimize the Agency's internal processes and client services in the administration of the ATIA and the PA, the ATIP Division undertook the following initiatives in the last reporting period:

### **Enabling employees to stay productive:**

- ATIP employees have been working from home since the beginning of the COVID-19 pandemic.
- ATIP employees have been provided with the necessary equipment to work from home: laptops, mobile devices, work surfaces, keyboards, headphones, computer peripherals, chairs etc., access to the Agency's Virtual Private Network (VPN) and a help-line service with the Information Technology (IT) Unit to remedy any technical problems and difficulties with the equipment or systems, AccessPro Case Management (APCM) system, AccessPro Redaction (APR) system and GoAnywhere Secure Mail for the disclosure of the records to requesters.
- ATIP employees have been provided with additional resources to respond to workload increases: an ATIP consultant was hired to work on the backlog of requests, on the review of the APCM administration listing and to update ATIP template emails and letters into APCM; and two administrative resources were hired to perform administrative tasks and the importing of electronic records into the APR system. These resources were required to maintain the workflow in the electronic processing of requests and responding to the requesters within the established timelines.
- ATIP employees have maintained their services and activities by using different channels to communicate with their internal Agency clients, requesters and external requesters. The internal communications were done by email, instant messaging (Skype and Microsoft Teams), mobile phone, video conferencing; and the external communications with the requesters were done by email or mobile phone.

### **Running effective operations:**

- The ATIP Division has ensured transparency in the ATIP process in relation to the "Duty to Assist" requirements, by maintaining proactive communication with the requesters in order to provide timely and complete responses.

- The ATIP Division has worked remotely with partial capacity to process ATIP requests and meet the ATIA and PA obligations. Again, this year the TBS acknowledged the ongoing impact of COVID-19 on the ATIP process capacity of institutions and collected data on their processing situations to disclose to the public. The TBS sent weekly questionnaires to all of the institutions subject to the ATIA and collected data on their ATIP request capacity during the COVID-19 pandemic, which included a monthly questionnaire on the capacity to receive and process consultation requests from other government institutions. The results of the data collected from the two questionnaires are published on the Open Government website: [Results of the ATIP Request Capacity Questionnaire - Open Government Portal \(canada.ca\)](#) and are included in [Appendix C](#) – Supplemental Statistical Report of this report.
- The ATIP Division has transitioned to an electronic processing of ATIA and PA requests. The ATIP Division also provided ongoing support and guidance to Agency employees and management with regards to the electronic processing and the application of the ATIA and the PA.
- The ATIP Division has continued the in-depth review of the ATIP electronic process and the related materials in collaboration with the ATIP Liaison Officers (LOs), the Legal Services Division and the Communications Division. The electronic ATIP process and the related materials are in final stage of review.
- The ATIP Division has continued to coordinate the processing of the Agency's proactive disclosure of information under Bill C-58 on the Open Canada website.
- The ATIP Division has continued the review of the APCM administration list to delete obsolete information and is at the halfway point of completing this project. This streamlining of the APCM will facilitate the tracking and the processing of the ATIP requests and provide ATIP employees and senior management with up-to-date information on the status of the ATIA and PA requests received. It is worth mentioning that this will enable the system to automatically generate data for the Agency's statistical annual reporting as opposed to having to generate it manually as in the previous years.
- The ATIP Division along with other government institutions' ATIP offices, have been actively participating in TBS's Online Request Service Pilot Project (ATIP Online Request Service [AORS]). This initiative simplifies the process of requesting government records by providing a convenient solution, which enables Canadians to submit their ATIP requests and application fees online. In 2021-2022, all 47 (100%) of the ATIA requests received by the Agency were received through AORS.



- The ATIP Division has participated actively in the virtual TBS ATIP Community meetings. These meetings aim to update the ATIP community on ATIP considerations with regard to the Acts, policies, guidelines, and to share best practices on processing requests during the COVID-19 pandemic.
- The ATIP Division has seen an increase of enquiries from Agency employees for the administrative review of documents and/or reports under the ATIA and the PA and also requests for advice and recommendations on questions about the application, disclosure, administration and processing of the ATIA and the PA. The ATIP Division has received and responded (by mobile phone or email) to at least 150 informal requests/enquiries from Agency employees, clients and the general public.
- The ATIP Division has redefined its business relations with the Legal Services Division in order to work more effectively on complex ATIA and PA requests and complaints. The Legal Services Division support the needs of ATIP employees during the processing of ATIA and PA requests and when responding to OIC and OPC complaint investigations, if necessary. This initiative has resulted in developing a collaborative team environment that directly impacts the ATIP Division's success in the administration of the ATIP activities.

## Performance 2021-2022

### The purpose of the statistical report

Statistical reporting on the administration of the ATIA and the PA has been in place since 1983. The statistical reports prepared by government institutions provide aggregate data on the application of the ATIA and the PA. This information is made public annually and is included with the annual report which are tabled in Parliament by each institution.

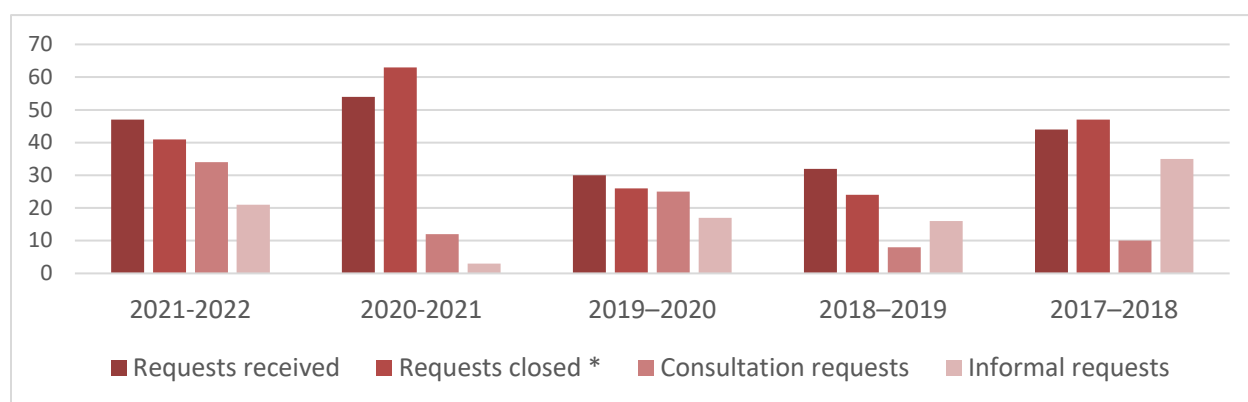
The statistical reports allow the Agency to monitor trends and to respond to enquiries from members of Parliament, the public and the media regarding the administration of the ATIA.

The following table and graphic will give an overview of the Agency's data for the last five years regarding requests received and closed under the ATIA (including the current fiscal year 2021-2022).

## Overview of requests received and closed over the last five years

Reporting year	Requests received	Requests closed *	Consultation requests	Informal requests
2021-2022	47	41	34	21
2020-2021	54	63	12	3
2019-2020	30	26	25	17
2018-2019	32	24	8	16
2017-2018	44	47	10	35

\* Includes outstanding requests from the previous fiscal year



## **Interpretation of the 2021-2022 Statistical Report**

The Agency's Statistical Report (Statistical Report) details the requests received and processed under the ATIA during the period of April 1, 2021 to March 31, 2022.

This report also provides an analysis of the Statistical Report and demonstrates the Agency's ability to meet its obligations under the ATIA during this reporting period.

## **Requests received during the reporting period**

### **Requests received under the ATIA, consultations and informal requests**

#### **ATIA requests**

During the reporting period, the Agency had a total of 52 active requests. As detailed in Appendix C, 5 requests were outstanding from the 2020-2021 reporting period and 47 new ATIA requests were received in 2021-2022. This is a decrease of 13 % (7 requests) from the 54 requests it received in the previous year 2020-2021. The Agency closed 41 (79%) requests within the prescribed timelines and carried over 11 (21%) requests within the legislated timelines to the 2022-2023 reporting period.

The 47 ATIA requests received by the Agency were submitted by the following sources: 4 requests (9%) received from the Media, 14 requests (30%) received from businesses and private sector; 8 requests (17%) received from organizations ; 20 requests (42%) received from the public; and 1 request (2%) from an unidentified source. All 47 requests (100%) received were submitted through the [TBS ATIP Online Request system](#).

#### **Consultation requests (with other Government institutions)**

In addition, the Agency received 34 consultation requests under the ATIA from other government institutions involving records of potential interest to the Agency. The consultation requests were mainly from Transport Canada (TC) and TBS. The Agency responded to 32 (94%) of the 34 consultation requests and carried over 2 (6%) consultation requests to the next fiscal year. The Agency reviewed 1,253 pages for the 32 consultation requests received and provided institutions with the following recommendations on the disclosure of its information: 23 (72%) consultation requests were disclosed entirely and 9 (28%) consultation requests were disclosed in part. All 32

consultation requests (100%) were completed within the 15 days requested and/or negotiated with the institutions.

The ATIP Division has sought legal advice in two of the ATIA requests in regards to the confirmation of the application of section 69 of the ATIA, cabinet confidences. The Legal Services Division reviewed a total of 2,615 pages. One request was less than 100 pages and was processed in 30 days and the second request was categorized as 1001 to 5,000 pages and was processed within 121 to 180 days.

## **Informal requests**

During this reporting period, the Agency received 21 informal requests. The requests were for a copy of the Agency's previously released records of a completed ATIA request. For these requests, application fees are not charged under the ATIA and there are no timelines for the Agency to respond. There is also no statutory right of complaint to the Information Commissioner of Canada. The summaries of the Agency's ATIA completed requests are published online at [Completed Access to Information Requests | Open Government, Government of Canada](#).

The Agency responded to 20 (95%) of the 21 informal requests received and carried over 1 (5%) to the next fiscal year. Of the 21 informal requests received, 18 (86%) were submitted using the online system and 3 (14%) were submitted by email. The 20 informal requests responded during the reporting period were completed within the timelines established with the requesters. Of the 20 informal requests responded, 19 (95%) were completed within 15 days and 1 (5%) was completed within 30 days. In response to the 20 informal requests, the Agency has re-released a total of 2,228 pages to requesters.

## Requests closed during the reporting period

The following table provides an overview of the Agency's performance on closing requests over a five year period.

Reporting year	Requests Closed during the reporting	Requests closed within Legislated timeline	Performance & percentage %
2021-2022	41	39	95%
2020-2021	63	49	77.8%
2019-2020	26	21	80.8%
2018-2019	24	22	96.66%
2017-2018	47	47	100%

### Percentage of requests closed within legislated timeline

The Agency closed 41 requests during the reporting period and was successful in meeting its obligations under the ATIA. Of the 41 requests closed, 39 were closed within the legislated timelines. The Agency has obtained a completion rate of 95% for processing 13,276 pages and disclosing 6,762 pages to requesters.

In the last reporting year 2020-2021, the Agency had a success rate of 77.8% for processing 68,038 pages and disclosing 12,344 pages to requesters. The reduction in the number of pages processed in 2021-2022 is the result of transitioning to an electronic process. These modifications to the process were necessary and the work was lengthy and intensive. These modifications allowed the Offices of Primary Interests (OPI) to gain a better understanding and usage of the electronic tools for effective retrievals of the records requested. These modifications also helped in assessing the relevancy of the records collected prior to submitting them to the ATIP Division. The OPIs have reduced the number of duplicate records and records that are not relevant for processing by the ATIP Division in relation to an ATIA request.

### Percentage of requests closed past legislated timeline

The Agency was unable to close 2 (5%) of the 41 requests within the legislated timelines. For these 2 requests, the Agency took extensions of time to complete their processing

because of interference with operations due to the workload issues. 1 request was closed in less than 180 days and the other request was closed in less than 365 days.

## Disposition of closed requests

The Agency disposed of the 41 closed requests as follows: 6 (15%) requests were all disclosed; 17 (41%) requests were disclosed in part; 3 (7%) requests were abandoned and 15 (37%) requests had no records existing.

## Completion of time and extensions for closed requests

Of the 41 requests closed during the reporting period, 31 (76%) were completed within 30 days; 1 (2%) was completed within 60 days; 4 (10%) were completed within 120 days; 4 (10%) were completed within 180 days and 1 (2%) was completed in more than 365 days.

The ATIA allows institutions to extend the time limit to process a request for the following reasons:

- **paragraph 9(1)(a):** the request is for a large number of records or necessitates a search through a large number of records, and meeting the original time limit would unreasonably interfere with the operations of the government institution;
- **paragraph 9(1)(b):** consultations are necessary to comply with the request that cannot reasonably be completed within the original time limit; or
- **paragraph 9(1)(c):** notice of the request is given pursuant to subsection 27(1) of the ATIA.

The ATIP Division determined that it could not meet legislative timelines for some of the ATIA requests and obtained extensions of time to complete their processing. The requesters were notified of any extensions taken by the ATIP Division.

Extended processing time was required for 12 (29%) of the 41 requests closed during the reporting period. Of the 12 extended requests, 11 (92%) requests were extended under paragraph 9(1)(a) and 1 (8%) request under paragraph 9(1)(b). The disposition breakdown was as follows: 1 request (8%) for which records were all disclosed was extended under paragraph 9(1)(a); 9 requests (75%) for which records were disclosed in part were extended under paragraph 9(1)(a); 1 request (8%) for which no record exist was extended under paragraph 9(1)(a); and 1 request (8%) for which records were

disclosed in part was extended under paragraph 9(1)(b) for consultation under section 69 of the ATIA.

The length of extension for the 12 requests referenced above are broken down as follows: 5 (42%) requests were extended for 31 to 60 days for interference with operation and workload under paragraph 9(1)(a); 6 (50%) requests were extended for 61 to 121 days for interference with operation and workload under paragraph 9(1)(a); and 1 (8%) request was extended for 61 to 120 days for consultation on section 69 under paragraph 9(1)(b).

## **Exemptions and exclusions**

Exemptions and exclusions are the only grounds to withhold information found in records that are requested under ATIA, and their application is limited and specific. During the reporting period, sections 19, 20, 21, 23 and 69 were used by the Agency to deny access to the requested records.

Section 19 allows for the refusal to disclose personal information about an individual other than the individual who made the request. This provision was invoked in 12 requests.

Section 20 allows for the refusal to disclose third-party information (subject to the requirement for notification in section 27), including but not limited to, trade secrets, confidential financial, commercial, scientific or technical information, and information used for emergency management plans. As defined in [section 3 of the Access to Information Act](#), “third party” means “any person, group of persons or organization other than the person that made the request or a government institution.” The definition of third party encompasses government bodies and ATIP offices to which the Act does not apply. This provision was invoked in 17 requests.

Section 21 allows for the refusal to disclose certain records relating to the activities of government institutions. This provision was invoked in 23 requests.

Section 23 allows for the refusal to disclose personal information that is subject to solicitor-client privilege or the professional secrecy of advocates and notaries or to litigation privilege. This provision was invoked in 2 requests.

The ATIA states that certain types of records are excluded from its application, specifically, records to which the public has access (section 68) and records containing

Confidences of the Queen's Privy Council for Canada (section 69). This provision was invoked in 2 requests.

## **Interpretation of the 2021-2022 Supplemental statistical report**

During the reporting period with continued Covid-19 pandemic measures, the Agency has been able to process the paper and electronic ATIA requests that were received with varying security designation levels. The processing was completed with full capacity for 52 weeks.

At the end of the 2021-2022 reporting period the Agency had 11 requests that remained open. These requests were carried over to the next reporting period, 2022-2023. The Agency also has 4 outstanding complaints that were received in this fiscal year 2021-2022 and remain open.

The Agency's statistical report on the ATIA for reporting year 2021-2022 is provided in [Appendix B](#) and the 2021-2022 Supplemental Statistical Report on the *Access to Information Act* and *Privacy Act* in [Appendix C](#).

## **Operational resources and fees for the purposes of the *Service Fees Act***

### **Fees collected under the *Services Fees Act***

The [Service Fees Act](#) requires a responsible authority to report annually to Parliament on the \$5 application fee collected by the institution under the ATIA.

With respect to the \$5 application fee collected under the ATIA, the information below is reported by the Agency in accordance with the requirements of section 20 of the *Service Fees Act*.

In accordance with the Interim Directive on the Administration of the ATIA, issued on May 5, 2016, and the changes to the ATIA that came into force on June 21, 2019, the Agency waives all fees prescribed by the ATIA and Regulations, other than the \$5 application fee set out in paragraph 7(1)(a) of the Regulations.



Accordingly, the Agency charged requesters the prescribed \$5 application fee under ATIA to process their ATI requests. The Agency has collected \$235 in application fees for the 47 requests received during the reporting period. There were no application fees waived for this period.

## **Operational costs for the administration of the ATIA**

The total cost of operation for the administration of the ATIA for the Agency was \$310,045, including \$233,524 of employee salaries and \$76,521 in professional services, contracts and program resources. The Agency reported no overtime for this period. A total of 4.8 employees were dedicated to the ATIA activities, whether as full-time, part-time or casual employees, or as consultants.

## **Training and awareness**

During this reporting period, the ATIP Division has delivered no formal training but it has continued its outreach to Agency managers and employees. The ATIP Division provided ongoing guidance and recommendations on the application and interpretation of the ATIA, and communicated the TBS policies and guidelines through ongoing dialogue, informal discussions and informal group training to enable Agency employees to better meet the requirements of the ATIA.

### **ATIP Coaching Services for employees**

Individual coaching sessions on MS Teams were provided upon request to OPIs and ATIP liaison officers (LOs) to improve their searches for records and to assist in providing a relevant records package to the ATIP Division within the established timelines.

The coaching required that ATIP employees be available to assist OPIs and/or LOs through the ongoing electronic process review by providing step by step training on how to respond to ATIP requests and/or preparing an OPI's response when sending a package of relevant records. The ATIP employees assisted the OPIs with formulating their recommendations by using the KOFAX Power PDF (Nuance) software. This training gave the OPIs and LOs the knowledge and skills to respond to ATIP requests and to process the requests efficiently and effectively.

# Policies, guidelines, procedures and initiatives

The ATIP Division continued its efforts to improve and update its processes and guidelines for processing ATIP requests to enable Agency employees, particularly the ATIP liaison officers (LOs) and OPIs, to better understand their responsibilities and the importance of their role in the processing (searching and retrieving) of records under the ATIA. This maximized the efficiency in processing requests so that requesters received the requested information in a timely manner.

## Transition to an electronic ATIP request process

During this period, the ATIP Division continued the project that reviewed and updated the request processing, the retrieval of the records and APCM functionality. Despite the ongoing review, the material for the retrieval of the ATIA and the PA requests is fully electronic. The project has brought the ATIP Division from a paper-based operation to an effective paperless operation with the following actions:

- The OPIs work with electronic forms to submit their records, recommendations and their approvals. These electronic forms have ensured continuity in the processing of requests and compliance with statutory deadlines.
- The OPIs' search for records is done electronically and the records found are provided in electronic format to the ATIP Division. The OPIs search the shared drives, their emails and their personal drives, while IM searches for the pertinent records in the Records, Document and Information Management System (RDIMS) and paper files. If there are relevant paper records, IM scans the records into electronic format for processing.
- The eDOCS RM Admin Tool is used by the ATIP Division to create ATIP files in the Agency's File Plan in RDIMS, the Agency's corporate repository for record-keeping. The ATIP Division does not keep any paper records of ATIP requests.
- A new shared folder named "SearchResults" has been put in place to enable the OPIs to download their records resulting from their searches. The ATIP Division can easily upload the records from the mailbox into the APR for review.

- The approvals for the disclosure of the ATIA and PA requests records are completed by the ATIP director through APCM.
- The records are electronically disclosed to the requester with the Agency secure file transfer system “GoAnywhere.” The ATIP Division is now able to securely disclose electronic records packages larger than 30MB to the requester.
- In order for the ATIP Division to process all the ATIA requests within the legislative timeline at a percentage of 100%, the ATIP Division, in collaboration with the LOs, OPIs, IM/IT and Legal Services, is continuing to improve its processing efficiency and increase productivity.
- At the end of the reporting period, the electronic ATIP process and the related work tools were in its final approval stage. The ATIP Division will report about the implementation of the ATIP electronic process in the next fiscal year 2022-2023 report.

## Proactive disclosure

The Government of Canada is working hard to enhance the role of Parliament and the proactive disclosure of information so that Canadians are better able to hold Parliament, their government, and public sector officials to account.

The Agency is committed to transparency and the highest ethical standards. As a result, in compliance with [Bill C-58](#), and with the coordinating of the proactive disclosing process by the ATIP Division, the Agency has continued to proactively disclose the required publications within requested deadlines during COVID-19.

The Agency's 2021-2022 proactive disclosures are listed below and are published on the [Open government portal](#) and/or the [Agency website](#).

- [Travel and hospitality expenses](#)
- [Contracts over \\$10,000](#)
- [Reclassification of positions](#)
- [Briefing note titles and numbers](#)
- [Completed access requests](#)
- [Access to Information and Privacy Annual Reports](#)
- [Info Source](#)
- [Privacy impact assessments](#)

# Summary of key files and actions taken on complaints or audits

During the reporting period, the Agency received 4 notices of intention to investigate under section 32 of the ATIA from the Office of the Information Commissioner of Canada (OIC).

The Agency received three complaints pertaining to one request. During this reporting period, two of these complaints were still active with the OIC. One complaint related to the conduct of the search for records and one complaint related to the exemptions applied to the disclosed records. The third and the fourth complaints were related to the conduct of the search for records which are both still active with the OIC.

Appendix C provides a breakdown of the Agency's active complaints that are outstanding from previous reporting periods, in which they were received. The Agency has 4 active complaints that are outstanding from the previous reporting period 2020-2021. There are no other outstanding complaints from previous years.

## Monitoring compliance

During the reporting period, the Agency continued to use APCM to track and monitor all administrative activities and set due dates in order to meet statutory timelines. Due dates for all actions were communicated to LOs, OPIs and reminders were sent as required. All actions taken have also been detailed in a separate tracking tool, and the status of each request was communicated weekly to the Director, SRSIMD, to review the performance, priorities and issues in the processing of requests.

These measures have continued despite the continued impact of the COVID-19 pandemic.

## Public Reading Room

The ATIA requires government institutions to provide facilities where the public may inspect any manual used by employees of the institution in administering or carrying out programs or activities of the institution that affect the public. A reading room is located at the Agency's ATIP Division offices at 15 Eddy Street, 17<sup>th</sup> floor in Gatineau, Quebec.

During the COVID-19 pandemic, the Agency did not receive any requests for public consultation.

# Appendix A: Delegation Order

## CANADIAN TRANSPORTATION AGENCY

### DELEGATION ORDER

#### *ACCESS TO INFORMATION ACT, ACCESS TO INFORMATION REGULATIONS, PRIVACY ACT AND PRIVACY REGULATIONS*

The Chair and Chief Executive Officer of the Canadian Transportation Agency, pursuant to subsection 95(1) of the *Access to Information Act* and subsection 73(1) of the *Privacy Act*, delegates to the persons holding the positions set out in the attached Schedule, or the persons occupying on an acting basis those positions, the powers, duties and functions of the Chair and Chief Executive Officer as head of the Canadian Transportation Agency, under the provisions of the Acts and related regulations set out in the Schedule opposite to each position. This delegation replaces all previous delegation orders.

3/30/2022

X   
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France Péjeot  
Chair and Chief Executive Officer  
Signed by: Pejeot, France

Dated, at the City of Ottawa, this 30th day of March 2022|

# Access to Information Act, Access to information regulations-delegated authorities

## Part 1 of the *Access to Information Act* – Access to government records

**Table 1: Administration of the *Access to Information Act***

Provision	Description	Delegated Authority
4(2.1)	Duty to assist	<ul style="list-style-type: none"> <li>Chief Corporate Officer</li> <li>Director, Secretariat and Registrar Services</li> <li>ATIP Coordinator</li> <li>ATIP Analyst</li> </ul>
6.1	Declining to act on request	<ul style="list-style-type: none"> <li>Chief Corporate Officer</li> <li>Director, Secretariat and Registrar Services</li> <li>ATIP Coordinator</li> <li>ATIP Analyst</li> </ul>
7	Notice where access requested / Giving access to record	<ul style="list-style-type: none"> <li>Chief Corporate Officer</li> <li>Director, Secretariat and Registrar Services</li> <li>ATIP Coordinator</li> <li>ATIP Analyst</li> </ul>
8(1)	Transfer of request to another government institution	<ul style="list-style-type: none"> <li>Chief Corporate Officer</li> <li>Director, Secretariat and Registrar Services</li> <li>ATIP Coordinator</li> <li>ATIP Analyst</li> </ul>
9(1)	Extension of time limits	<ul style="list-style-type: none"> <li>Chief Corporate Officer</li> <li>Director, Secretariat and Registrar Services</li> <li>ATIP Coordinator</li> <li>ATIP Analyst</li> </ul>
10	Notice where access is refused	<ul style="list-style-type: none"> <li>Chief Corporate Officer</li> <li>Director, Secretariat and Registrar Services</li> <li>ATIP Coordinator</li> <li>ATIP Analyst</li> </ul>

Provision	Description	Delegated Authority
11	Application fee waiver or refund	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
12(2)	Language of access	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
12(3)	Access to record in alternative format	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>

**Table 2: Exemption provisions of the *Access to Information Act***

Provision	Description	Delegated Authority
13	Refuse access - Information obtained in confidence	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
14	Refuse access - Federal-provincial affairs	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
15	Refuse access - International affairs and defence	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
16	Refuse access - Law enforcement and investigations	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
16.5	Refuse access - <i>Public Servants Disclosure Protection Act</i>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
17	Refuse access - Safety of individuals	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>

<b>Provision</b>	<b>Description</b>	<b>Delegated Authority</b>
<b>18</b>	<b>Refuse access - Economic interests of Canada</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>18.1</b>	<b>Refuse access - Economic interests of certain government institutions</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>19</b>	<b>Refuse access - Personal information</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>20</b>	<b>Refuse access - Third party information</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>21</b>	<b>Refuse access - Operations of government</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>22</b>	<b>Refuse access - Testing procedures, tests and audits</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>22.1</b>	<b>Refuse access - Internal audit working papers and draft internal audit reports</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>23</b>	<b>Refuse access - Protected information – solicitors, advocates and notaries</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>23.1</b>	<b>Refuse access - Protected information – patents and trademarks</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>24</b>	<b>Refuse access - Statutory prohibitions against disclosure</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>



**Table 3: Other provisions of the *Access to Information Act***

<b>Provision</b>	<b>Description</b>	<b>Delegated Authority</b>
<b>25</b>	<b>Severability</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>26</b>	<b>Refuse access if information to be published</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>27(1)</b>	<b>Notice to third parties</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>27(4)</b>	<b>Notice to third parties - Extension of time limit</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>28(1)</b>	<b>Notice to third parties - Representations of third party and decision</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>28(2)</b>	<b>Notice to third parties – Waiver of representations to be made in writing</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>28(4)</b>	<b>Notice to third parties - Disclosure of record</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>33</b>	<b>Notice to Information Commissioner of third party Involvement</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>

<b>Provision</b>	<b>Description</b>	<b>Delegated Authority</b>
<b>35(2)(b)</b>	<b>Right to make representations to the Information Commissioner</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>37(4)</b>	<b>Access to record to be given to complainant</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>41(2)</b>	<b>Application for review by Federal Court by government institution</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> </ul>
<b>41(5)</b>	<b>Respondent named in application for review by Federal Court</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> </ul>
<b>43(1)</b>	<b>Receive copy of application for Federal Court review</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> </ul>
<b>43(2)</b>	<b>Service or notice of application for review by the Federal Court</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>44(2)</b>	<b>Notice to person who requested record of application for review by Federal Court</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>52(2)(b)</b>	<b>Request that application for Federal Court review be heard and determined in the National Capital Region</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>52(3)</b>	<b>Request and be given opportunity to make <i>ex parte</i> representations</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>94</b>	<b>Prepare annual report to Parliament</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>

## Part 2 of the *Access to Information Act* – Proactive Publication of information

**Table 4: Proactive publication of information under the *Access to Information Act***

<b>Provision</b>	<b>Description</b>	<b>Delegated Authority</b>
<b>82</b>	<b>Travel expenses</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>83</b>	<b>Hospitality expenses</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>84</b>	<b>Reports tabled in Parliament</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>85</b>	<b>Reclassification of positions</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>86</b>	<b>Contracts over \$10,000</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>88</b>	<b>Briefing materials</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>

**Table 5: Responsibilities under the *Access to Information Regulations***

<b>Provision</b>	<b>Description</b>	<b>Delegated Authority</b>
<b>6(1)</b>	<b>Transfer of request</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>7(2)</b>	<b>Search and preparation fees</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>7(3)</b>	<b>Production and programming fees</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>8</b>	<b>Method of access</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>8.1</b>	<b>Limitations in respect of format</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>

## ***Privacy Act, Privacy Regulations – Delegated authorities***

**Table 6: Administration of the *Privacy Act***

<b>Provision</b>	<b>Description</b>	<b>Delegated Authority</b>
<b>8(2)(j)-(m)</b>	<b>Where personal information may be disclosed</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> </ul>
<b>8(4)</b>	<b>Requests from investigative bodies</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> </ul>

<b>Provision</b>	<b>Description</b>	<b>Delegated Authority</b>
<b>8(5)</b>	<b>Notify Privacy Commissioner of 8(2)(m) disclosures</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>9(1)</b>	<b>Retain record of personal information disclosures</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>9(4)</b>	<b>Notify Privacy Commissioner of new consistent uses and amend index</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>10</b>	<b>Include personal information in personal information banks</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>14(a)</b>	<b>Notice where access requested</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>14(b)</b>	<b>Giving access to the record</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>15</b>	<b>Extension of time limits</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>17(2)(b)</b>	<b>Decision on whether to translate a response to a privacy request in one of the two official languages</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
<b>17(3)(b)</b>	<b>Decision on whether to convert personal information to an alternative format</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>

**Table 7: Exemption provisions of the *Privacy Act***

<b>Provision</b>	<b>Description</b>	<b>Delegated Authority</b>
<b>18(2)</b>	<b>Decision to refuse to disclose personal information contained in an exempt bank</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>19(1)</b>	<b>Decision to refuse to disclose personal information obtained in confidence</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>19(2)</b>	<b>Authority to disclose personal information obtained in confidence</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>20</b>	<b>Refuse to disclose personal information that may be injurious to federal-provincial affairs</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>21</b>	<b>Refuse to disclose personal information that may be injurious to international affairs and defence</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>22</b>	<b>Refuse to disclose personal information prepared by an investigative body, information injurious to enforcement of a law, or information injurious to the security of penal institutions</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>22.3</b>	<b>Refuse to disclose personal information created for the <i>Public Servants Disclosure Protection Act</i></b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>23</b>	<b>Refuse to disclose personal information prepared by an investigative body for security clearance</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>24</b>	<b>Refuse to disclose personal information collected or obtained for</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> </ul>

<b>Provision</b>	<b>Description</b>	<b>Delegated Authority</b>
	<b>individuals sentenced for an offence if conditions are met</b>	<ul style="list-style-type: none"> <li>• ATIP Coordinator</li> </ul>
<b>25</b>	<b>Refuse to disclose personal information which could threaten the safety of individuals</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>26</b>	<b>Refuse to disclose personal information about other individuals</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>27</b>	<b>Refuse to disclose protected information – solicitors, advocates and notaries</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>27.1</b>	<b>Refuse to disclose protected information – patents and trademarks</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>28</b>	<b>Refuse to disclose personal information relating to an individual's medical record</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> </ul>
<b>31</b>	<b>Receive notice of investigation by the Privacy Commissioner</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>33(2)</b>	<b>Right to make representations to the Privacy Commissioner during an investigation</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>35(1)</b>	<b>Receive Privacy Commissioner's report of findings and give notice of action taken</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>35(4)</b>	<b>Provide access to additional personal information to complainant as detailed in notice of action taken</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>

<b>Provision</b>	<b>Description</b>	<b>Delegated Authority</b>
<b>36(3)</b>	<b>Receive Privacy Commissioner's report of findings of investigation and recommendations of exempt banks</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>37(3)</b>	<b>Receive Privacy Commissioner's report of findings and recommendations of compliance investigation</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>51(2)(b)</b>	<b>Request that a court hearing, undertaken with respect to certain sections of the Act, be held in the National Capital Region</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>51(3)</b>	<b>Request and be given right to make representations in section 51 hearings</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>72(1)</b>	<b>Prepare annual report to Parliament</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>



**Table 8: Responsibilities of the *Privacy Regulations***

<b>Provision</b>	<b>Description</b>	<b>Delegated Authority</b>
<b>9</b>	<b>Allow examination of the documents (Reading Room)</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>11(2)</b>	<b>Notification of correction</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>11(4)</b>	<b>Correction refused, notation placed on file</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>13(1)</b>	<b>Disclosure to a medical practitioner or psychologist</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
<b>14</b>	<b>Disclosure in the presence of a medical practitioner or psychologist</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>

# Appendix B: Statistical report on the *Access to Information Act*

Name of institution: Canadian Transportation Agency

Reporting period: 4/1/2021 to 3/31/2022

## Section 1: Requests under the *Access to Information Act*

### 1.1 Number of requests

		Number of requests
Received during the reporting period		47
Outstanding from previous reporting period		5
• Outstanding from previous reporting period	5	
• Outstanding from more than one reporting period	0	
<b>Total</b>		52
Closed during the reporting period		41
Carried over to the next reporting period		11
• Carried over within legislated timeline	11	
• Carried over beyond legislated timeline	0	

### 1.2 Sources of the requests

Source	Number of requests
Media	4
Academia	0
Business (private sector)	14
Organization	8
Public	20
Decline to identify	1
<b>Total</b>	47

### 1.3 Channels of requests

Source	Number of requests
Online	47
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	<b>47</b>

## Section 2: Informal requests

### 2.1 Number of informal requests

		Number of requests
Received during the reporting period		21
Outstanding from previous reporting period		0
<ul style="list-style-type: none"> <li>Outstanding from previous reporting period</li> </ul>	0	
<ul style="list-style-type: none"> <li>Outstanding from more than one reporting period</li> </ul>	0	
<b>Total</b>		<b>21</b>
Closed during the reporting period		20
Carried over to the next reporting period		1

### 2.2 Channels of informal requests

Source	Number of requests
Online	18
E-mail	3
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	<b>21</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	Total
19	1	0	0	0	0	0	20

## 2.4 Pages released informally

Less than 1000 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 1000 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
17	165	2	409	0	0	1	1654	0	0

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

	Number of requests
Outstanding from previous reporting period	0
Sent during the reporting period	0
<b>Total</b>	0
Approved by the Information Commissioner during the reporting period	0
Declined by the Information Commissioner during the reporting period	0
Withdrawn during the reporting period	0
Carried over to the 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	6	0	0	0	0	0	6
Disclosed in part	0	8	0	4	4	0	1	17
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	14	0	1	0	0	0	0	15
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	3	0	0	0	0	0	3
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Declined by the Information Commissioner during the reporting period	0	0	0	0	0	0	0	0
<b>Total</b>	14	17	1	4	4	0	1	41

### 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)	12
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	11
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)	12	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	2

15(1) - Def.*	0	16.3	0	20(1)(b)	6	23.1	0
15(1) - S.A.*	0	16.31	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(c)	10	26	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(d)	1		
16(1)(a)(iii)	0	16.5	0				
16(1)(b)	0	16.6	0				
16(1)(c)	0	17	0				
16(1)(d)	0						

\*A.I. \* 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)	2
68(b)	0	69(1)(a)	1	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)	1
		69(1)(f)	1	69.1(1)	0

### 4.4 Format of information released

Paper	Electronic				Other
	E-Record	Data set	Video	Audio	
0	23	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
13276	6762	26

#### 4.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less than 100 pages processed		101–500 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed
All disclosed	3	23	2	416
Disclosed in part	8	205	4	1081
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	2	0	1	242
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>	13	228	7	1739

#### 4.5.2 Continued Relevant pages processed and disclosed by size of requests

Disposition	501–1,000 pages processed		1,001–5,000 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed
All disclosed	0	0	1	1665
Disclosed in part	1	764	4	8800
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>	1	764	5	10545

#### 4.5.2 Continued. Relevant pages processed and disclosed by size of requests

Disposition	More than 5,000 pages processed	
	Number of requests	Pages disclosed
All disclosed	0	0
Disclosed in part	0	0
All exempted	0	0
All excluded	0	0
Request abandoned	0	0
Neither confirmed nor denied	0	0
Declined to act with the approval of the Information Commissioner	0	0
<b>Total</b>	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 request

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 request

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	2	0	2
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	2	0	2

## 4.6 Closed requests

### 4.6.1 Number of requests closed within legislated deadline

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	39
Percentage of requests closed within legislated timelines (%)	95.12195122

## 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
2	2	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	0	1	1
<b>Total</b>	0	2	2

#### 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	1	0	0	0
Disclosed in part	9	1	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
No records exist	1	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
<b>Total</b>	11	1	0	0

#### 5.2 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	5	0	0	0
61 to 120 days	6	1	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>	11	1	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	47	\$235.00	0	\$0.00	0	\$0.00
Other fees	0	\$0	0	\$0.00	0	\$0.00
<b>Total</b>	47	\$235.00	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 organizations

Consultations	Other Government of Canada institutions	Number of pages to review	Other organizations	Number of pages to review
Received during reporting period	34	1265	0	0
Outstanding from previous reporting period	0	0	0	0
<b>Total</b>	34	1265	0	0
Closed during the reporting period	32	1253	0	0
Carried over within negotiated timelines	2	12	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

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	23	0	0	0	0	0	0	23
Disclose in part	9	0	0	0	0	0	0	9
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
<b>Total</b>	32	0	0	0	0	0	0	32

## 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
<b>Total</b>	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		101–500 pages processed		501–1000 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
1 to 15	0	0	0	0	0	0
16 to 30	1	12	0	0	0	0
31 to 60	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0
More than 365	0	0	0	0	0	0
<b>Total</b>	1	12	0	0	0	0

Number of days	1001–5,000 pages processed		More than 5,000 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed
1 to 15	0	0	0	0
16 to 30	0	0	0	0
31 to 60	0	0	0	0
61 to 120	0	0	0	0
121 to 180	1	2603	0	0
181 to 365	0	0	0	0
More than 365	0	0	0	0
<b>Total</b>	1	2603	0	0

### 8.2 Requests with Privy Council Office

Number of days	Fewer than 100 pages processed		101–500 pages processed		501–1,000 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
1 to 15	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0
More than 365	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0

Number of Days	1,001–5,000 pages processed		More than 5,000 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed
1 to 15	0	0	0	0
16 to 30	0	0	0	0
31 to 60	0	0	0	0
61 to 120	0	0	0	0
121 to 180	0	0	0	0
181 to 365	0	0	0	0
More than 365	0	0	0	0
<b>Total</b>	0	0	0	0

## Section 9: Complaints and investigations

### 9.1 Investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal representations
4	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 action 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	\$233,524
Overtime	\$0
Goods and services	\$76,521
• Professional services contracts	\$47,586
• Other	\$28,935
<b>Total</b>	<b>\$310,045</b>

### 11.2 Human Resources

Resources	Person-years dedicated to access to information activities
Full-time employees	2.400
Part-time and casual employees	1.610
Regional staff	0.000
Consultants and Agency personnel	0.800
Students	0.000
<b>Total</b>	<b>4.810</b>



# Appendix C: 2021-2022 Supplemental Statistical Report on the Access to Information Act and Privacy Act

## Section 1 – Capacity to receive requests under the Access to Information Act and the Privacy Act

The following table reports the total number of weeks of received ATIP requests through the different channels between 2021-04-01 and 2022-03-31.

	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 – The following table reports the total number of weeks of processed paper records in different classification levels between 2021-04-01 and 2022-03-31.

	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 – The following table reports the total number of weeks of processed electronic records in different classification levels between 2021-04-01 and 2022-03-31.

	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 - The following table reports the total number of open requests that are outstanding from 2021-04-01 and 2022-03-31.**

<b>Fiscal Year Open Requests were Received</b>	<b>Open requests that are <i>Within</i> Legislated Timelines as of March 31, 2022</b>	<b>Open Requests that are <i>Beyond</i> Legislated Timelines of March 31, 2022</b>	<b>Total</b>
Received in 2021-2022	11	0	<b>11</b>
Received in 2020-2021	0	0	<b>0</b>
Received in 2019-2020	0	0	<b>0</b>
Received in 2018-2019	0	0	<b>0</b>
Received in 2017-2018	0	0	<b>0</b>
Received in 2016-2017	0	0	<b>0</b>
Received in 2015-2016 or earlier	0	0	<b>0</b>
<b>Total</b>	<b>11</b>	<b>0</b>	<b>11</b>

**3.2 - The following table reports the total number of open complaints with the Information Commissioner of Canada that are outstanding from 2021-04-01 and 2022-03-31.**

<b>Fiscal year Open Complaints were received by Institution</b>	<b>Number of Open Complaints</b>
Received in 2021-2022	4
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 or earlier	0
<b>Total</b>	<b>4</b>

## Section 4 – Open requests and complaints under the Privacy Act

4.1 - The following table reports the total number of open requests that are outstanding from 2021-04-01 and 2022-03-31.

<b>Fiscal Year Open Requests were Received</b>	<b>Open requests that are <i>Within</i> Legislated Timelines as of March 31, 2022</b>	<b>Open Requests that are <i>Beyond</i> Legislated Timelines of March 31, 2022</b>	<b>Total</b>
Received in 2021-2022	1	0	<b>1</b>
Received in 2020-2021	0	0	<b>0</b>
Received in 2019-2020	0	0	<b>0</b>
Received in 2018-2019	0	0	<b>0</b>
Received in 2017-2018	0	0	<b>0</b>
Received in 2016-2017	0	0	<b>0</b>
Received in 2015-2016 or earlier	0	0	<b>0</b>
<b>Total</b>	<b>1</b>	<b>0</b>	<b>1</b>

4.2 - The following table reports the total number of open complaints with the Privacy Commissioner of Canada that are outstanding from 2021-04-01 and 2022-03-31.

<b>Fiscal year Open Complaints were received by Institution</b>	<b>Number of Open Complaints</b>
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	1
Received in 2017-2018	0
Received in 2016-2017	1
Received in 2015-2016 or earlier	0
<b>Total</b>	<b>2</b>

## Section 5 – Social Insurance Number (SIN)

Did your institution receive authority for a new collection or new consistent use of the SIN in 2021-2022	<b>No</b>
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