



Canadian  
Transportation  
Agency

Office  
des transports  
du Canada



# **2022-2023 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 the ATIA requires that, at the end of each fiscal year, the head of every federal government institution prepares a report to Parliament on the administration of the ATIA within the institution.

In conformity with 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, 2022, and ending March 31, 2023.

## 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 interest 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.crtc.gc.ca/eng/index.aspx).

## 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 and Registrar Services Directorate (SRSD) under the Legal Services and Secretariat Branch. The ATIP Division consists of an ATIP coordinator (and team leader) reporting to the director of SRSD, one ATIP analyst and two ATIP junior officers reporting to the ATIP coordinator.

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.
- 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.

In March 2022, France Pégeot, 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 SRSD 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 2022–2023

## Modernized Workplace Environment — Hybrid Work Models

Prior to the COVID-19 pandemic, most public servants worked on-site full time. Flexible working arrangements, such as hybrid work models, were the exception. During the pandemic, the Government of Canada had adopted a remote-by-necessity work model for public servants to continue serving Canadians. COVID-19 demonstrated that the federal public servants could work differently, which provided the Government of Canada the opportunity to rethink the federal public service work model. The Government of Canada has chosen a common hybrid work model for all of its institutions.

During the reporting period, the Government of Canada has adopted a common hybrid work model that required public service employees to work on-site at least two to three days each week, or 40–60% of their regular schedule. In order to establish fairness and equity across workplaces, this new model has been applied to all of the core public administration and was strongly recommended to agencies to adopt a similar strategy.

The Agency has adopted the model as recommended and has been experimenting to find the best hybrid work model to support employees through this period of transition.

### **ATIP Division: Hybrid Workplace and Impact on Operations and Staff**

The hybrid workplace model has allowed the Agency's employees to rediscover the value of working together in-person and shared in-person experiences to support collaboration, team spirit, innovation and a culture of belonging, as prior to the COVID-19 pandemic.

The hybrid model ([on-site presence](#)) has had a positive effect on the ATIP employees. It has led to improved communication, cooperation and engagement of ATIP activities. Throughout the hybrid work model transition, the ATIP employees continue to be provided with the necessary equipment and tools to optimize telework and electronic processes. The same support is provided to all other Agency employees. In both

circumstances, 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 within a hybrid work environment, the ATIP Division has maintained the following initiatives from the last reporting period:

## **Enabling Employees to Stay Productive in a Hybrid Work Environment**

- Since January 2023, ATIP employees are required a minimum attendance at the workplace, in compliance with the [Direction on prescribed presence](#) in the workplace.
- ATIP employees have been provided with the necessary equipment to continue to work efficiently from home and in-person: laptops, mobile devices, work surfaces, keyboards, headphones, 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 increased workloads: 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; two administrative resources were hired to perform administrative tasks and the importing of electronic records into the APR system and one experienced ATIP analyst was hired to support the ATIP coordinator with complex ATIP requests and privacy obligations. These resources were required to maintain the workflow in the electronic processing of requests and to respond to the requesters within the established timelines.
- Both in telework or at the workplace, 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 transmitted by email, instant messaging (Microsoft



Teams), mobile phone and video conferencing. The external communications with requesters were done by email or mobile phone.

## Running Effective Operations in a Hybrid Work Environment

- 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 performed in an evolving hybrid work model with full capacity to process ATIP requests while meeting its ATIA and PA obligations 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 completed an 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 2023 was approved during the reporting period.
- The ATIP Division provided ongoing support and guidance to Agency employees and management with regard to the electronic processing and the application of the ATIA and the PA. At the end of this reporting period, the electronic ATIP process 2023 and the related materials were approved and will be officially introduced to management, directorates, LOs, Offices of Primary Interests (OPIs) and new employees. Training on the new Agency’s electronic ATIP process 2023 will be reported in the next fiscal year, 2023–2024.
- The ATIP Division has continued to coordinate the processing of the Agency’s proactive disclosure of information on the Open Canada website as required by Bill C-58.
- The ATIP Division has continued the review of the APCM administration list to delete obsolete information and is at the final stage of completing this project. Streamlining 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 done in previous years.

- The ATIP Division, along with other government institutions' ATIP offices, has been actively participating in TBS's Online Request Service Pilot Project (ATIP Online Request Service [AORS]) trainings. 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 2022–2023, all 34 (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 post-COVID-19 and in the new adopted common hybrid workplace.
- The ATIP Division has seen a stable increase of inquiries from Agency employees for the administrative review of documents and/or reports processed informally within the spirit of the application of provisions contained under the ATIA and the PA. There has also been an increase 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 180 informal requests/inquiries from Agency employees, clients and the general public. The ATIP Division has maintained its business relations with the Legal Services Division to work more effectively on complex ATIA and PA requests and complaints. The Legal Services Division supports the needs of ATIP employees in the processing of ATIA and PA requests and in responding to Office of the Information Commissioner of Canada (OIC) and Office of the Privacy Commissioner of Canada (OPC) complaint investigations, when required. This business relationship has resulted in developing a collaborative team environment that directly impacts the ATIP Division's success in the administration of the ATIP activities.

# Performance 2022–2023

## 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 is tabled in Parliament by each institution.

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

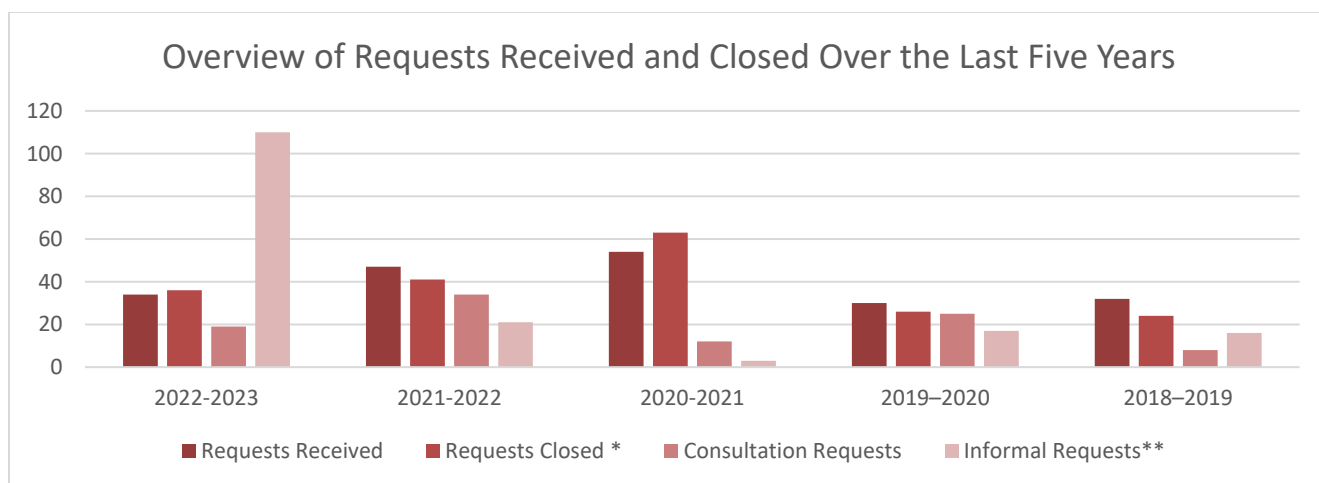
The following table and graphic provides an overview of the Agency’s data for the last five years regarding requests received and closed under the ATIA (including the current fiscal year 2022–2023).

## Overview of Requests Received and Closed Over the Last Five Years

Reporting Year	Requests Received	Requests Closed *	Consultation Requests	Informal Requests**
2022–2023	34	36	19	110
2021–2022	47	41	34	21
2020–2021	54	63	12	3
2019–2020	30	26	25	17
2018–2019	32	24	8	16

\* Includes outstanding requests from the previous fiscal year

\*\*Includes completed access requests



\* Includes outstanding requests from the previous fiscal year

\*\*Includes completed access requests

## Interpretation of the 2022–2023 Statistical Report on the ATIA

The Agency’s Statistical Report (Statistical Report) details the requests received and processed under the ATIA during the period of April 1, 2022, to March 31, 2023.

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

During this reporting period, the Agency had a total of 45 active requests. As detailed in [Appendix B](#), 11 requests were outstanding from the 2021–2022 reporting period and 34 new ATIA requests were received in 2022–2023. This is a decrease of 28% (13 requests) from the 47 requests it received in the 2021–2022 reporting period. The Agency closed 36 (80%) requests within the prescribed timelines and carried over nine (20%) requests within the legislated timelines to the 2023–2024 reporting period.

The 34 ATIA requests received by the Agency were submitted by the following sources: three requests (9%) received from the Media, two requests (6%) received from businesses and private sectors; two requests (6%) received from organizations and 27 requests (79%) received from the public. All 34 requests (100%) received were submitted through the [TBS ATIP Online Request System](#).

## **Consultation Requests Received (From Other Government Institutions)**

In addition, during this reporting period, the Agency received 19 consultation requests under the ATIA from other government institutions involving records with potential interest to the Agency. The Agency has two outstanding requests from the last reporting period for a total of 21 active consultation requests. The consultation requests were mainly from Transport Canada (TC) and TBS. The Agency responded to 21 (100%) of the 21 consultation requests and none will be carried over the next fiscal year.

The Agency reviewed 1,788 pages for the 21 consultation requests received and provided institutions the following recommendations regarding the disclosure of information: 17 (81%) consultation requests were disclosed entirely, three (14%) consultation requests were disclosed in part and one (5%) consultation request was disclosed as other. Twenty (95%) of the 21 consultation requests were completed within the 15 days requested and/or negotiated with the institutions and one (5%) consultation request was completed within the 30 days requested and/or negotiated with the institutions.

## **Consultation with Legal Services on ATIA Requests**

The ATIP Division sought legal advice in one consultation request in regard to the confirmation of the application of section 69 of the ATIA, cabinet confidences. The consultation request was processed within 15 days. The Legal Services Division reviewed a total of 57 pages of this consultation request.

## **Informal Requests**

During this reporting period, the Agency received 110 informal requests. The Agency has one outstanding informal request from the last report 2021–2022 for a total of 111 active informal requests. The requests were related to 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 82 (74%) of the 111 informal requests received and carried over 29 (26%) to the next fiscal year. Of the 110 informal requests received during the reporting, 110 (100%) were submitted using the online system. The 82 informal requests that were responded to during the reporting period were completed within the timelines established with the requesters. Of the 82 informal requests responded to, three (4%) were completed within 15 days, 77 (94%) were completed within 60 days and two (2%) requests were completed within 120 days. In response to the 82 informal requests, the Agency has re-released a total of 11,226 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 Timelines	Performance and Percentage (%)
2022–2023	36	35	97.22%
2021–2022	41	39	95%
2020–2021	63	49	77.8%
2019–2020	26	21	80.8%
2018–2019	24	22	96.66%

## Percentage of Requests Closed Within Legislated Timelines

The Agency closed 36 requests during this reporting period and was successful in meeting its obligations under the ATIA. Of the 36 requests closed, 35 were closed within the legislated timelines. The Agency has obtained a completion rate of 97.22% for processing 1,594 pages and disclosing 1,380 pages to requesters within legislated timelines.

The Agency has improved its completion rate from 95% in the last reporting period to 97% in the current reporting period.

In the last reporting year 2021–2022, the Agency had a success rate of 95% for processing 13,276 pages and disclosing 6,762 pages to requesters. The decrease in the

number of pages processed for ATIA requests in the 2022–2023 reporting period results from the modifications made to the ATIP Division’s procedure. In its transition to a fully electronic process for the administering of its ATIP activities and obligations, awareness was provided to OPIs on how to respond efficiently to ATIA requests, assist the requesters when clarification is required and/or reduce the scope of their requests.

These modifications to the process were necessary and beneficial to the ATIP Division and OPIs. It allowed the OPIs to gain a better understanding and usage of the electronic tools for effective retrievals of the requested records. 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 those that are not relevant for processing by the ATIP Division in relation to an ATIA request.

## **Percentage of Requests Closed Past Legislated Timelines**

The Agency was unable to close one (3%) of the 36 requests within the legislated timelines. This request was closed past its legislated timeline following an extension taken by the Agency.

For this one request, the Agency required an extension of time to complete the processing for reason other than interference with operations due to the workload issues or external and or internal consultations. The request was subsequently closed within 30 days.

## **Disposition of Closed Requests**

The Agency disposed of the 36 closed requests as follows: nine (25%) requests were all disclosed; 13 (36%) requests were disclosed in part; three (8%) requests were abandoned; and 11 (31%) requests had no records existing.

## **Completion Time and Extensions for Closed Requests**

Of the 36 requests closed during the reporting period, 21 (58%) were completed within 30 days; eight (22%) were completed within 60 days; and seven (19%) were completed within 120 days.

Note: percentage equals 99% due to rounding

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 its legislative timelines for certain ATIA requests and was granted time extensions to complete their processing. The requesters were notified of the extensions taken by the ATIP Division.

The Agency has encountered some processing complexities in 13 ATIA requests processed. There were 12 ATIA requests that were disclosed in part to the requester and required the ATIP division to consult with other institutions in order to complete the processing. One ATIA request was disclosed in part to the requester and required legal advice to complete the processing.

To summarize, the ATIP Division required seven consultations, five requests required Legal Services' advice and one required consultations with other services.

## **Reasons and Length for Extensions and Disposition of Requests**

Extended processing time was required for 19 (53%) of the 36 requests closed during the reporting period. Of the 19 extended requests, 13 (68%) requests were extended under paragraph 9(1)(a), three (16%) requests under paragraph 9(1)(b) and three (16%) requests under paragraph 9(1)(c). The disposition breakdown is as follows: three requests (16%) for which records were all disclosed were extended under paragraph 9(1)(a); 10 requests (52%) for which records were disclosed in part were extended under paragraph 9(1)(a) and three requests (16%) for which records were disclosed in part were extended under paragraph 9(1)(b) for consultation and three (16%) requests disclosed in part were extended under paragraph 9(1)(c) for third party consultation.



## Length of Extension and Disposition of Requests

The length of extension for the 19 requests referenced above is broken down as follows: five (26%) requests were extended for fewer than 30 days for interference with operation and workload under paragraph 9(1)(a), six (32%) requests were extended for 31 to 60 days for interference with operation and workload under paragraph 9(1)(a) and two (10%) requests were extended for 61 to 120 days for interference with operation and workload pursuant to paragraph 9(1)(a) and one (5%) request was extended for fewer than 30 days under 9(1)(b) for consultation. Two (11%) requests were extended for 31 to 60 days pursuant to paragraph 9(1)(b) for consultation and three (16%) requests were extended for 31 to 60 days pursuant to paragraph 9(1)(c) for third-party consultation.

## Exemptions and Exclusions of Requests

Exemptions and exclusions are the only grounds to withhold information found in records that are requested under ATIA, their application being limited and specific. During the reporting period, sections 16, 19, 20, 21 and 23 were applied by the Agency to deny access to the requested records.

Section 16 allows for the refusal to disclose information that could reasonably be expected to facilitate the commission of an offence. This provision was invoked in one request.

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 11 requests.

Section 20 allows for the refusal to disclose third-party information (subject to the requirement for notification in accordance to 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 16 requests.

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

## **Interpretation of the 2022–2023 Supplemental Statistical Report on the *Access to Information Act* and the *Privacy Act***

### **The Agency’s Capacity to Receive and Process Records Under the ATIA**

During this reporting period in a hybrid work environment, the Agency has been able to process the paper and electronic ATIA requests that were received through different channels (by mail, email and digital request) with varying security designation levels (Unclassified, Protected B, Secret and Top Secret). The processing was completed with full capacity for 52 weeks.

### **Outstanding Open Requests and Complaints Under the ATIA**

At the end of the 2022–2023 reporting period, the Agency had nine requests which remained open. These nine requests were carried over to the next reporting period, 2023–2024. One request was opened within legislated timeline as of March 31, 2023, and eight requests were opened beyond legislated timeline as of March 31, 2023.

The Agency also has a total of seven outstanding complaints which remain open from previous fiscal years; two outstanding complaints received in the last fiscal year 2021–2022 and five outstanding complaints received this year.

The Agency’s statistical report on the ATIA for reporting year 2022–2023 is provided in [Appendix B](#) and the 2022–2023 Supplemental Statistical Report on the *Access to Information Act* and the *Privacy Act* in [Appendix C](#).

# Operational Resources and Fees for the Purpose of the Service Fees Act

## Fees Collected Under the *Service Fees Act*

The [Service Fees Act](#) requires a responsible authority to report annually to Parliament on all fees collected by the institution under the ATIA.

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, except the \$5 application fee set out in paragraph 7(1)(a) of the Regulations.

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*.

Accordingly, the Agency charged requesters the prescribed \$5 application fee under the ATIA to process their access to information requests. The Agency has collected \$170 in application fees for the 34 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 \$220,802, including \$200,876 for employee salaries, \$9,826 for overtime and \$10,100 for professional services, contracts and program resources. A total of 3,843 employees were dedicated to the ATIA activities, including full-time employees, part-time employees, casual employees and consultants.

# Initiatives and Projects to Improve Access to Information at the Agency

During the current reporting period, the ATIP Division completed the projects listed in the table below. These projects have improved the ATIP Division’s internal ATIA process and the communication between the ATIP employees, LOs and OPIs when processing requests.

Projects	Description of Project Completed
Electronic ATIP Process 2023	The ATIP Division has completed the in-depth review of the ATIP electronic process and the related materials in collaboration with the ATIP LOs, the Legal Services Division and the Communications Division. The electronic ATIP process 2023 was approved during this reporting period.
ATIP Division standardized internal communications (emails, notices, etc.)	The ATIP Division standardized its internal communications with regard to communicating with OPIs, LOs and Employees on ATIP matters. The ATIP Division’s notices and electronic communications are better organized and displayed in a more professional manner. The ATIP Division continues to receive good feedback on this initiative.
ATIP Operational Spreadsheet Report	The ATIP Division created a work tool for the team to keep tabs on our respective ATIP requests and daily priorities, projects, activities, and training. The Operational Report Spreadsheet has demonstrated to be useful when it is time to produce the ATIP annual report and assess the workload and projects of the ATIP employees. This tool will be reproduced every fiscal year to better capture the ATIP Division activities.
ATIP Resources Spreadsheet Report	The ATIP Division created a work tool for the team to keep tabs on employees’ ATIP trainings, ATIP Community meetings, absenteeism and social activities. This tool will be reproduced every fiscal year along with the ATIP Operational Spreadsheet Report.

In addition to the actions that were taken to improve access to information at the Agency, the ATIP Division also added the following:

## **Training and Awareness**

During this reporting period, the ATIP Division delivered no formal training but 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.

However, with the arrival of one ATIP analyst and two ATIP junior officers at the ATIP Division, ongoing group and individual training were provided to them to assist in their ATIP tasks and responsibilities and to provide support on the use of the electronic ATIP process, which contributed to the achievements of the ATIP Division.

### **ATIP Coaching Services for Employees**

Individual coaching sessions on MS Teams were provided upon request to OPIs and ATIP LOs to improve their searches for relevant records and to assist in providing a relevant record 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 an ATIP and/or prepare 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 and Procedures

The ATIP Division continued its efforts to improve and update its processes and guidelines for processing ATIP requests to assist Agency employees, particularly the ATIP LOs and OPIs. These continued efforts have proven to be beneficial in assisting employees to better understand their responsibilities and the importance of their role in the processing (searching and retrieving) of records under the ATIA. This support maximized the efficiency in processing requests and enabled requesters to receive the requested information in a timely manner.

During the reporting period, the Agency approved the ATIP Division's electronic ATIP process 2023 and the related materials to streamline the process for the OPIs, LOs and all employees identified in an ATIP request.

## Transition to an Electronic ATIP Request Process

At the beginning of the reporting period, the ATIP Division continued its project from the last fiscal year, 2021–2022, which reviewed and updated the request processing, the retrieval of the records and APCM functionality. The ATIP Division has continued processing ATIP requests by using electronic material for the retrieval of the ATIA and the PA requests. The ATIP Division is now operating in a hybrid work environment and paperless environment. The ATIP Division undertook the following actions to improve the ATIP processing culture at the Agency:

- 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 within 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 approval process to disclose the requested records to requesters is completed electronically.
- The records are electronically disclosed to the requester through 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 ATIA requests within the legislative timelines at a percentage of 100%, the ATIP Division, in collaboration with the LOs, OPIs, IM/IT and Legal Services, continues to improve its processing efficiency and increase productivity. At the end of the reporting period, the Agency approved the ATIP Division’s electronic ATIP process 2023 and the related materials. The electronic ATIP process 2023 provided the approval required by the ATIP Division to finalize the transition to electronic ATIP requests. The electronic ATIP process 2023 will make the ATIP process more manageable for the OPIs, LOs and any employees identified by an ATIP request.

## Proactive Disclosure

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

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 required deadlines.

In order to meet the publishing requirements within the timeline for the related disclosure listed below, the ATIP Division has continued to send the programs monthly and quarterly reminders to prepare and publish their respective proactive publications and prepared guidance material to assist them through the publishing process, including a descriptive table of roles and responsibilities.

- Travel and hospitality expenses (within 30 days after the end of the month)
- Briefing note titles (within 30 days after the end of the month)
- Briefing packages for deputy heads (within 120 days after appointment)
- Reports tabled in Parliament (within 30 days after tabling)
- Briefing packages for parliamentary committee appearances (within 120 days after appearance)
- Contracts over \$10,000 (quarterly – within 30 days after the end of quarters Q1-Q3 and within 60 days after the end of Q4)
- Reclassification of positions (quarterly – within 30 days after the end of the quarter)

The Agency's 2022–2023 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](#)
- [Standing Committee on Transport, Infrastructure and Communities – November 28, 2022](#)
- [Standing Committee on Transport, Infrastructure and Communities - January 12, 2023](#)



## Percentage of Proactive Publication Requirements Completed During the Reporting Period

The following table indicates the percentage of proactive publication requirements that were completed and published within the legislated timelines by the Agency during the reporting period 2022–2023. Many of the publications that were deemed “nil” by the program were not reported in Open Canada with the mention, “nothing to report”. Therefore the program did not report them; however, revisions are being made. In the next fiscal year, additional training will be provided and procedures and reference materials will be revised accordingly.

As broken down in the table below, the Agency completed the publishing requirements with a success rate of 100% for the following disclosures: reports tabled in Parliament, contracts over \$10,000 and packages of briefing materials prepared for a deputy head or equivalent’s appearance before a committee of Parliament. The Agency also met its publishing requirements within the timelines at a rate of 83% in disclosing the titles and reference numbers of memoranda prepared for a deputy head or equivalent. For the reason explained in the paragraph above and detailed in the table below, the Agency could not meet its obligation to disclose within timelines for the following publications: Travel Expenses, Hospitality Expenses and Reclassification of positions.

**Percentage of Proactive Publication Requirements that were Completed and Published Within the Legislated Timelines by the Agency in 2022–2023**

<b>Legislative Requirement</b>	<b>Section</b>	<b>Publication Timeline</b>	<b>Number of Reports Published and Submitted on Time</b>	<b>Success Rate Percentage (%)</b>
<b>All Government Institutions as defined in section 3 of the <i>Access to Information Act</i></b>				
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	4/12 submitted on time	33%
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	6/12 submitted on time	50%
Reports tabled in Parliament <a href="#">Annual Report 2021–2022   Canadian Transportation Agency (otc-cta.gc.ca)</a>  <a href="#">Departmental Plan 2023–2024   Canadian Transportation Agency (otc-cta.gc.ca)</a>  <a href="#">Departmental Results Report 2021–2022   Canadian Transportation Agency (otc-cta.gc.ca)</a>	84	Within 30 days after tabling	5/5 submitted on time	100%

Legislative Requirement	Section	Publication Timeline	Number of Reports Published and Submitted on Time	Success Rate Percentage (%)
<a href="#">Annual Report on the administration of the Access to Information Act 2021–2022   Canadian Transportation Agency (otc-cta.gc.ca)</a>  <a href="#">Annual Report on the Administration of the Privacy Act 2021–2022   Canadian Transportation Agency (otc-cta.gc.ca)</a>				
<b>Government entities or Departments, agencies and other bodies subject to the Act and listed in Schedules I, I.1, or II of the <i>Financial Administration Act</i></b>				
Contracts over \$10,000	86	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	4/4 submitted on time	100%
Grants and Contributions over \$25,000	87	Within 30 days after the quarter	N/A	N/A
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	N/A	N/A

Legislative Requirement	Section	Publication Timeline	Number of Reports Published and Submitted on Time	Success Rate Percentage (%)
Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office	88(b)	Within 30 days after the end of the month received	10/12 submitted on time	83%
Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament <a href="#">Standing Committee on Transport, Infrastructure and Communities - January 12, 2023   Canadian Transportation Agency (otc-cta.gc.ca)</a>  <a href="#">Standing Committee on Transport, Infrastructure and Communities – November 28, 2022   Canadian</a>	88(c)	Within 120 days after appearance	2/2 submitted on time	100%

Legislative Requirement	Section	Publication Timeline	Number of Reports Published and Submitted on Time	Success Rate Percentage (%)
<a href="#">Transportation Agency (otc-cta.gc.ca)</a>				
<b>Government institutions that are departments named in Schedule I of the <i>Financial Administration Act</i> or portions of the core public administration named in Schedule IV of that Act (that is government institutions for which Treasury Board is the employer)</b>				
Reclassification of positions	85	Within 30 days after the quarter	0/4 submitted on time	0%
<b>Ministers</b>				
Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Within 120 days after appointment	N/A	N/A
Titles and reference numbers of memoranda prepared by a government institution for the minister that is received by their office	74(b)	Within 30 days after the end of the month received	N/A	N/A
Package of question period notes prepared by a government institution for the minister and in use	74(c)	Within 30 days after last sitting day of the House of Common in June and December	N/A	N/A

Legislative Requirement	Section	Publication Timeline	Number of Reports Published and Submitted on Time	Success Rate Percentage (%)
on the last sitting day of the House of Commons in June and December				
Packages of briefing materials prepared by a government institution for a minister's appearance before a committee of Parliament	74(d)	Within 120 days after appearance	N/A	N/A
Travel Expenses	75	Within 30 days after the end of the month of reimbursement	N/A	N/A
Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	N/A	N/A
Contracts over \$10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	N/A	N/A
Ministers' Offices Expenses *Note: This consolidated report is	78	Within 120 days after the fiscal year	N/A	N/A

Legislative Requirement	Section	Publication Timeline	Number of Reports Published and Submitted on Time	Success Rate Percentage (%)
currently published by TBS on behalf of all institutions.				

## Additional Disclosures During the Reporting Period

### Parliamentary Questions Relating to ATIP

During the 2022–2023 reporting period, the Agency received two parliamentary questions relating to ATIP. The Agency provided the requested information for Q-524 within the timeline and a nil response for Q-870:

- Q-524 - Mr. Dowdall (Simcoe—Grey) - [Contracts provided to consultants related to the processing of requests made under the Access to Information and Privacy Act \(ATIP\)](#)
- Q-870 - Mr. Kitchen (Souris—Moose Mountain) - [Access to Information and Privacy Act \(ATIP\), which have received lengthy extensions and are not being worked on.](#)

# Summary of Key Issues and Actions Resulting From Complaints

During the reporting period, the Agency had 14 active complaints with the OIC. Twelve were notices to the Agency pursuant to section 32 of the ATIA, one complaint under section 35 and one complaint under section 37. The Agency closed seven complaints of the 14 active complaints from both, the current and last reporting period.

## Investigation Under Section 32 of the ATIA

During the reporting period, the OIC issued to the Agency 10 notices of intention to investigate under section 32 of the ATIA relating to eight cases. In addition, the Agency had two cases resulting in two complaints that were outstanding from the previous reporting period which were received under section 32 of the ATIA. In total, the Agency reported 11 investigation cases and 14 complaints from the OIC broken down as follows: four complaints pertaining to delays, five complaints related to exemptions applied, four complaints related to the conduct of the search for records and one complaint for disclosing illegible records to a requester.

## Investigation Under Section 35 of the ATIA and Complaints Closed

During the reporting period, the Agency received two notices under section 35 for formal representation to the OIC in relation to two complaints for a single case. The Agency provided the representation to the OIC without delay and subsequently disclosed additional records to the requester. In conclusion, the OIC issued to the Agency two initial reports filed under subsection 37(1) of the Act. Under that subsection, the Information Commissioner issued recommendations for the two complaints. Consequently, the Agency received under subsection 37(2) two final reports for each of the two complaints for which the OIC issued recommendations for only one of the complaints. No orders by the Information Commissioner were issued to the Agency.

During this reporting period, the Agency closed seven complaints filed with the OIC under subsection 30(5) and section 35 of the ATIA and five of the complaints filed under subsection 30(5) were ceased to investigate by the OIC. One complaint filed under section



35 was closed by the OIC as well-founded with recommendations, and one complaint filed under section 35 was closed by the OIC as not well-founded.

The Agency has collaborated with the OIC pursuant to sections 30, 32, 35 and 37 of the ATIA by providing them with all documents, information or representations required to complete investigative complaints and report of findings in closing the complaints. The collaboration proved to be beneficial for both the OIC and the Agency.

[Appendix C](#) provides a breakdown of the Agency's active complaints that are outstanding from previous reporting periods, in the order in which they were received. The Agency has seven outstanding complaints for the current and previous year as indicated under The Interpretation of the 2022–2023 Supplementary Statistical Report on the *Access to Information Act* and the *Privacy Act*.

## 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 and 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 of SRSD, ensuring the review of the performance, priorities and issues in the processing of requests.

## 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 [60 Laval Street, Gatineau, Quebec, J8X 3G9](#).

During the current reporting, 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   
\_\_\_\_\_  
France Péjeant  
Chair and Chief Executive Officer  
Signed by: Péjeant, 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> </ul>

Provision	Description	Delegated Authority
		<ul style="list-style-type: none"> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
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***

<b>Provision</b>	<b>Description</b>	<b>Delegated Authority</b>
<b>13</b>	<b>Refuse access - 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>14</b>	<b>Refuse access - 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>15</b>	<b>Refuse access - 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>16</b>	<b>Refuse access - Law enforcement and investigations</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>16.5</b>	<b>Refuse access - <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>17</b>	<b>Refuse access - 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>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</b>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> </ul>

<b>Provision</b>	<b>Description</b>	<b>Delegated Authority</b>
	<b>information</b>	<ul style="list-style-type: none"> <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>Provision</b>	<b>Description</b>	<b>Delegated Authority</b>
<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>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>



Provision	Description	Delegated Authority
52(3)	Request and be given opportunity to make <i>ex parte</i> representations	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
94	Prepare annual report to Parliament	<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*

Provision	Description	Delegated Authority
82	Travel expenses	<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>
83	Hospitality expenses	<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>
84	Reports tabled in Parliament	<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>
85	Reclassification of positions	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> </ul>

Provision	Description	Delegated Authority
		<ul style="list-style-type: none"> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> <li>• ATIP Analyst</li> </ul>
86	Contracts over \$10,000	<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>
88	Briefing materials	<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***

Provision	Description	Delegated Authority
6(1)	Transfer of 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(2)	Search and preparation fees	<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
7(3)	Production and programming fees	<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	Method 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>
8.1	Limitations in respect of format	<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***

Provision	Description	Delegated Authority
8(2)(j)-(m)	Where personal information may be disclosed	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> </ul>
8(4)	Requests from investigative bodies	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> </ul>
8(5)	Notify Privacy Commissioner of 8(2)(m) disclosures	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> </ul>

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

Provision	Description	Delegated Authority
		<ul style="list-style-type: none"> <li>• ATIP Analyst</li> </ul>
17(3)(b)	Decision on whether to convert personal information to an alternative format	<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***

Provision	Description	Delegated Authority
18(2)	Decision to refuse to disclose personal information contained in an exempt bank	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
19(1)	Decision to refuse to disclose personal 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>
19(2)	Authority to disclose personal 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>
20	Refuse to disclose personal information that may be injurious to 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>
21	Refuse to disclose personal information that may be injurious to 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>

Provision	Description	Delegated Authority
22	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	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
22.3	Refuse to disclose personal information created for the <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>
23	Refuse to disclose personal information prepared by an investigative body for security clearance	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
24	Refuse to disclose personal information collected or obtained for individuals sentenced for an offence if conditions are met	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
25	Refuse to disclose personal information which could threaten the 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>
26	Refuse to disclose personal information about other individuals	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
27	Refuse to disclose protected information – solicitors, advocates and notaries	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>

Provision	Description	Delegated Authority
27.1	Refuse to disclose protected information – patents and trademarks	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
28	Refuse to disclose personal information relating to an individual's medical record	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> </ul>
31	Receive notice of investigation by the Privacy Commissioner	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
33(2)	Right to make representations to the Privacy Commissioner during an investigation	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
35(1)	Receive Privacy Commissioner's report of findings and give notice of action taken	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
35(4)	Provide access to additional personal information to complainant as detailed in notice of action taken	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
36(3)	Receive Privacy Commissioner's report of findings of investigation and recommendations of exempt banks	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>

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

Provision	Description	Delegated Authority
9	Allow examination of the documents (Reading Room)	<ul style="list-style-type: none"> <li>Chief Corporate Officer</li> <li>Director, Secretariat and Registrar Services</li> <li>ATIP Coordinator</li> </ul>
11(2)	Notification of correction	<ul style="list-style-type: none"> <li>Chief Corporate Officer</li> <li>Director, Secretariat and Registrar Services</li> <li>ATIP Coordinator</li> </ul>
11(4)	Correction refused, notation placed on file	<ul style="list-style-type: none"> <li>Chief Corporate Officer</li> <li>Director, Secretariat and Registrar Services</li> </ul>



Provision	Description	Delegated Authority
		<ul style="list-style-type: none"> <li>• ATIP Coordinator</li> </ul>
13(1)	<p><b>Disclosure to a medical practitioner or psychologist</b></p>	<ul style="list-style-type: none"> <li>• Chief Corporate Officer</li> <li>• Director, Secretariat and Registrar Services</li> <li>• ATIP Coordinator</li> </ul>
14	<p><b>Disclosure in the presence of a medical practitioner or psychologist</b></p>	<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: April 1, 2022, to March 31, 2023

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

### 1.1 Number of requests

		Number of requests
Received during reporting period		34
Outstanding from previous reporting period		11
<ul style="list-style-type: none"> <li>Outstanding from previous reporting period</li> </ul>	11	
<ul style="list-style-type: none"> <li>Outstanding from more than one reporting period</li> </ul>	0	
<b>Total</b>		<b>45</b>
Closed during reporting period		36
Carried over to next reporting period		9
<ul style="list-style-type: none"> <li>Carried over within legislated timeline</li> </ul>	1	
<ul style="list-style-type: none"> <li>Carried over beyond legislated timeline</li> </ul>	8	

### 1.2 Sources of the requests

Source	Number of requests
Media	3
Academia	0
Business (private sector)	2
Organization	2
Public	27
Decline to identify	0
<b>Total</b>	<b>34</b>

### 1.3 Channels of requests

Source	Number of requests
Online	34
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	<b>34</b>

## Section 2: Informal requests

### 2.1 Number of informal requests

		Number of requests
Received during reporting period		110
Outstanding from previous reporting period		1
<ul style="list-style-type: none"> <li>Outstanding from previous reporting period</li> </ul>	1	
<ul style="list-style-type: none"> <li>Outstanding from more than one reporting period</li> </ul>	0	
<b>Total</b>		<b>111</b>
Closed during reporting period		82
Carried over to next reporting period		29

### 2.2 Channels of informal requests

Source	Number of requests
Online	110
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	<b>110</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
3	0	77	2	0	0	0	82

## 2.4 Pages released informally

Fewer than 100 Pages Released		100–500 Pages Released		501-1000 Pages Released		1001–5000 Pages Released		More than 5000 Pages Released	
Number of requests	Pages Released	Number of requests	Pages Released	Number of requests	Pages Released	Number of requests	Pages Released	Number of requests	Pages Released
0	0	0	0	0	0	0	0	0	0

## 2.5 Pages re-released informally

Fewer than 100 Pages Released		100–500 Pages Released		501-1000 Pages Released		1001–5000 Pages Released		More than 5000 Pages Released	
Number of requests	Pages Released	Number of requests	Pages Released	Number of requests	Pages Released	Number of requests	Pages Released	Number of requests	Pages Released
72	660	7	1340	0	0	3	9226	0	0

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

	Number of requests
Outstanding from previous reporting period	0
Sent during reporting period	0
<b>Total</b>	<b>0</b>
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	0
Withdrawn during reporting period	0
Carried over to next reporting period	0

## Section 4: Requests Closed During the Reporting Period

### 4.1 Disposition and completion time

Disposition of requests	Completion time							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
All disclosed	1	5	3	0	0	0	0	9
Disclosed in part	0	1	5	7	0	0	0	13
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	8	3	0	0	0	0	0	11
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	3	0	0	0	0	0	0	3
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
<b>Total</b>	<b>12</b>	<b>9</b>	<b>8</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>36</b>

### 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)	1	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)	4
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	4
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)	11	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	1

15(1) - Def.*	0	16.3	0	20(1)(b)	4	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)	8	26	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(d)	4		
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						

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

### 4.3 Exclusions

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

### 4.4 Format of information released

Paper	Electronic				Other
	E-Record	Data set	Video	Audio	
0	22	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
1594	1380	25

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

Disposition	Fewer than 100 pages processed		100–500 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed
All disclosed	8	122	1	103
Disclosed in part	8	272	5	1097
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	3	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>	<b>19</b>	<b>394</b>	<b>6</b>	<b>1200</b>

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

Disposition	501–1000 pages processed		1001–5000 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed
All disclosed	0	0	0	0
Disclosed in part	0	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

Disposition	More than 5000 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>	<b>0</b>	<b>0</b>

**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



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
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>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### 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>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### 4.5.7 Other complexities

Disposition	Consultation required	Legal advice sought	Other	Total
All disclosed	0	0	0	0
Disclosed in part	7	1	5	13
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>	<b>7</b>	<b>1</b>	<b>5</b>	<b>13</b>

#### 4.6 Closed requests

##### 4.6.1 Number of requests closed within legislated timelines

Number of requests closed within legislated timelines	35
Percentage of requests closed within legislated timelines (%)	97.22222222

#### 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
1	0	0	0	1

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

#### 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>	<b>0</b>	<b>0</b>	<b>0</b>

## 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	3	0	0	0
Disclosed in part	10	0	3	3
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
No records exist	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
<b>Total</b>	<b>13</b>	<b>0</b>	<b>3</b>	<b>3</b>

## 5.2 Length of extensions

Length of extensions	9(1)(a) Interference with operations/workload	9(1)(b) Consultation		9(1)(c) Third-party notice
		Section 69	Other	
30 days or less	5	0	1	0
31 to 60 days	6	0	2	3
61 to 120 days	2	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
<b>Total</b>	<b>13</b>	<b>0</b>	<b>3</b>	<b>3</b>

## Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	34	\$170.00	0	\$0.00	0	\$0.00
Other fees	0	\$0	0	\$0.00	0	\$0.00
<b>Total</b>	<b>34</b>	<b>\$170.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>

## Section 7: Consultations received from other institutions and organizations

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

Consultations	Other Government of Canada institutions	Number of pages to review	Other organizations	Number of pages to review
Received during reporting period	19	1771	0	0
Outstanding from previous reporting period	2	12	0	0
<b>Total</b>	<b>21</b>	<b>1783</b>	<b>0</b>	<b>0</b>
Closed during reporting period	21	1783	0	0
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

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

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	16	1	0	0	0	0	0	17
Disclose in part	3	0	0	0	0	0	0	3
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	1	0	0	0	0	0	0	1
<b>Total</b>	<b>20</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21</b>

### 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>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Section 8: Completion time of consultations on Cabinet confidences

### 8.1 Requests with Legal Services

Number of days	Fewer than 100 pages processed		100–500 pages processed		501–1000 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
1 to 15	1	57	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>	<b>1</b>	<b>57</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Number of days	1001–5000 pages processed		More than 5000 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>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 8.2 Requests with Privy Council Office

Number of days	Fewer than 100 pages processed		100–500 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	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>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Number of Days	1001–5000 pages processed		More than 5000 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>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Section 9: Investigations and Reports of findings

### 9.1 Investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal representations
10	5	2

### 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
2	2	0	2	1	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		\$200,876
Overtime		\$9,826
Goods and services		\$10,100
• Professional services contracts	\$5,152	
• Other	\$4,948	
<b>Total</b>		<b>\$220,802</b>

### 11.2 Human Resources

Resources	Person-years dedicated to access to information activities
Full-time employees	3.600
Part-time and casual employees	0.043
Regional staff	0.000
Consultants and Agency personnel	0.200
Students	0.000
<b>Total</b>	<b>3.843</b>

# Appendix C: 2022–2023 Supplemental Statistical Report on the *Access to Information Act* and the *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 April 1, 2022 and March 31, 2023.

	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 April 1, 2022 and March 31, 2023.

	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 April 1, 2022 and March 31, 2023.**

	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 previous reporting periods including this reporting 2022–2023.**

Fiscal Year Open Requests were Received	Open requests that are <i>Within</i> Legislated Timelines as of March 31, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines of March 31, 2023	Total
Received in 2022–2023	1	8	9
Received in 2021–2022	0	0	0
Received in 2020–2021	0	0	0
Received in 2019–2020	0	0	0
Received in 2018–2019	0	0	0
Received in 2017–2018	0	0	0
Received in 2016–2017	0	0	0
Received in 2015–2016	0	0	0
Received in 2014–2015	0	0	0
Received in 2013–2014 or earlier	0	0	0
<b>Total</b>	<b>1</b>	<b>8</b>	<b>9</b>

**3.2 - The following table reports the total number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods including this reporting 2022–2023.**

<b>Fiscal year Open Complaints were received by Institution</b>	<b>Number of Open Complaints</b>
Received in 2022–2023	5
Received in 2021–2022	2
Received in 2020–2021	0
Received in 2019–2020	0
Received in 2018–2019	0
Received in 2017–2018	0
Received in 2016–2017	0
Received in 2015–2016	0
Received in 2014–2015	0
Received in 2013–2014 or earlier	0
<b>Total</b>	<b>7</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 previous reporting periods including this reporting 2022–2023.**

<b>Fiscal Year Open Requests were Received</b>	<b>Open requests that are <i>Within</i> Legislated Timelines as of March 31, 2023</b>	<b>Open Requests that are <i>Beyond</i> Legislated Timelines of March 31, 2023</b>	<b>Total</b>
Received in 2022–2023	0	2	<b>2</b>
Received in 2021–2022	0	0	<b>0</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	0	0	0
Received in 2014–2015	0	0	0
Received in 2013–2014 or earlier	0	0	0
<b>Total</b>	<b>0</b>	<b>2</b>	<b>2</b>

**4.2 - The following table reports the total number of open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods including this reporting 2022–2023.**

<b>Fiscal year Open Complaints were received by Institution</b>	<b>Number of Open Complaints</b>
Received in 2022–2023	0
Received in 2021–2022	0
Received in 2020–2021	0
Received in 2019–2020	0
Received in 2018–2019	0
Received in 2017–2018	0
Received in 2016–2017	1
Received in 2015–2016	0
Received in 2014–2015	0
Received in 2013–2014 or earlier	0
<b>Total</b>	<b>1</b>

### **Section 5 – Social Insurance Number (SIN)**

Has your institution begun a new collection or a new consistent use of the SIN in 2022–2023	<b>No</b>
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### **Section 6 – Universal Access under the *Privacy Act***

How many requests were received from confirmed foreign nationals outside of Canada in 2022–2023?	<b>0</b>
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