



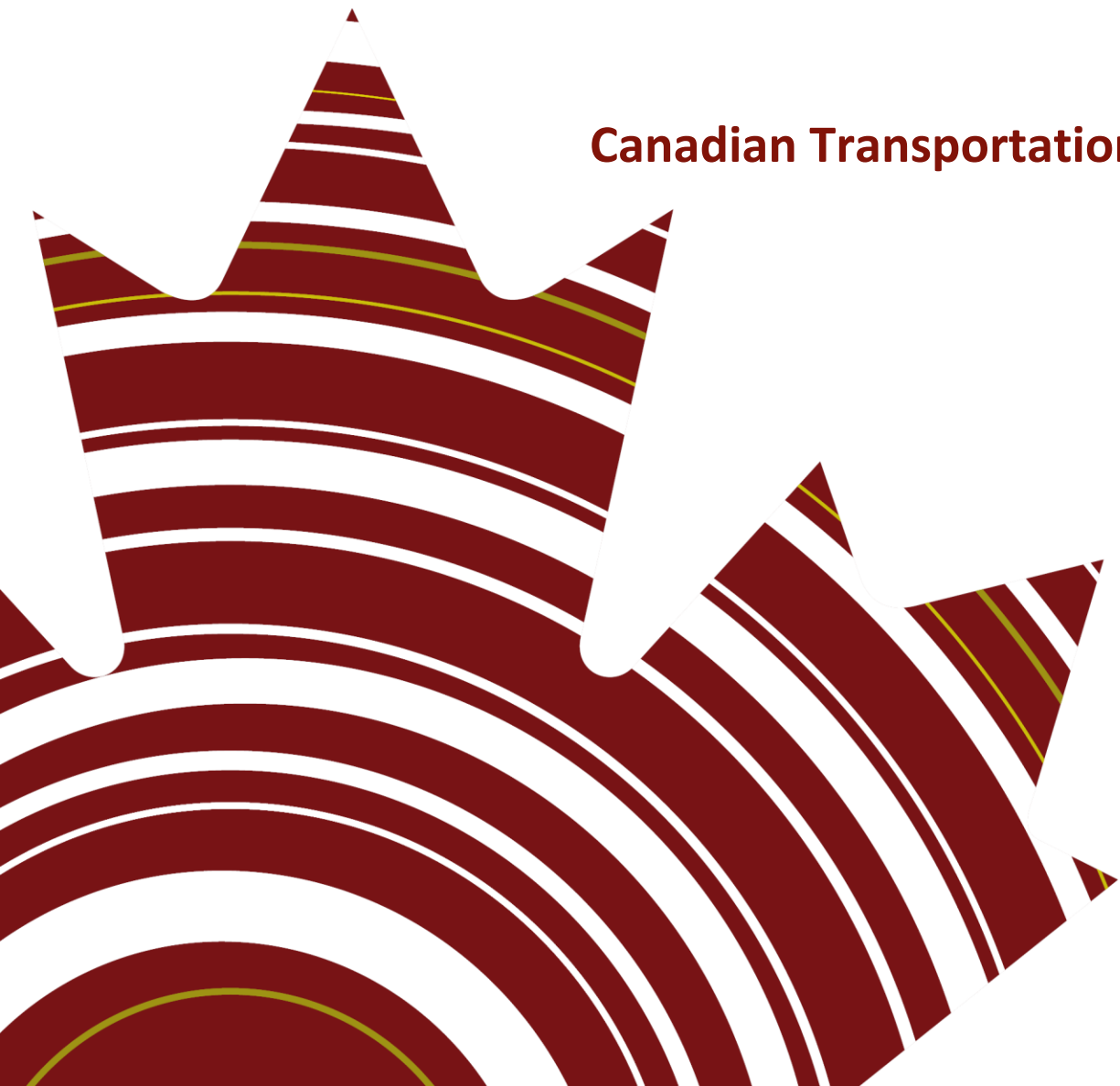
Canadian
Transportation
Agency

Office
des transports
du Canada

Annual Report on the Administration of the *Access to Information Act*

2018-2019

Canadian Transportation Agency



Canada 

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Annual Report on the Administration of the *Access to Information Act*

Introduction

The *Access to Information Act* (ATIA) was proclaimed on July 1, 1983. It grants all Canadian citizens and permanent residents the right to examine or receive copies of records under the control of a federal government institution, subject to limited and specific circumstances. The ATIA is intended to complement and not replace existing procedures for access to government information and is not intended to limit in any way access to the type of government information that is normally available to the general public.

Section 72 of the ATIA requires that the head of every government institution prepare for submission to Parliament an annual report on the administration of the ATIA within the institution during each financial year.

This report covers the period from April 1, 2018 to March 31, 2019.

About the Canadian Transportation Agency

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

The CTA'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 CTA staff to exercise the role of enforcement officers.

The CTA has three core mandates:

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

To help advance these mandates, the CTA has three tools at its disposal:

- **Rule-making:** The CTA 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 CTA 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 CTA provides information on the transportation system, the rights and responsibilities of transportation service providers and users, and the CTA's legislation and services.

Organizational Structure of the ATIP Office

During this reporting period, the Access to Information and Privacy (ATIP) Office was positioned in the Information Management and Technology Services Directorate (IMTSD). The Office is comprised of one ATIP Coordinator reporting to the Director of IMTSD and one administrative assistant.

The ATIP Coordinator is responsible for the daily activities related to the administration of the ATIA and *Privacy Act* (PA) and ensuring compliance with the requirements of the Acts, the policies and directives, and any other ATIP policy instrument issued by the Treasury Board of Canada Secretariat.

Some of the activities of the ATIP Office include:

- processing requests for information submitted under the ATIA and requests for personal information pursuant to the PA;
- responding to consultation requests received from other government institutions;
- providing advice and guidance to requesters and promoting awareness among CTA employees;
- updating, developing and implementing CTA procedures and practices for the application of the ATIA and PA;
- collaborating with the Office of the Information Commissioner and with the Office of the Privacy Commissioner on the resolution of complaints;
- preparing statistical reports and annual reports to Parliament on the administration of the ATIA and PA.

Open Court Principle

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

Any submissions or documents filed with the CTA as part of its formal adjudication process are made part of the public record without redaction, unless a request for confidentiality has been made to and accepted by the CTA. Requests for information related to adjudication decisions 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 units of the CTA, the ATIP Office must also apply the open court principle when these records form part of a response to a request made under the ATIA.

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 to whom.

In May 2016, the Chair and Chief Executive Officer as head of the CTA delegated full authority of the administration of the ATIA to the Director of IMTSD and the Chief Corporate Officer as well as a partial authority to the ATIP Coordinator.

A copy of the signed delegation instrument is included in Appendix B.

Highlights of the Statistical Report, 2018-2019

Following the departure of the ATIP Coordinator and administrative assistant in the ATIP Office, the CTA was required to rebuild its ATIP office with a new ATIP Coordinator to take over the administration of the ATIA. On April 1, 2019, the CTA welcomed its new ATIP Coordinator to take over the CTA's ATIP activities.

Requests Received under the Act, Consultations and Informal Requests

During the reporting period, the CTA received 32 new requests under the ATIA. This represents a reduction of 12 requests (38%) from the previous year 2017-2018. The CTA had in total 33 active requests including one outstanding request from the previous reporting period. The CTA closed 24 requests within the legislative timeframe and carried over nine requests to the next reporting year, 2019-2020.

In addition, the CTA received eight consultation requests under the ATIA from other government institutions involving records of potential interest to the CTA. There were no outstanding consultations from the previous year. The CTA has completed five consultation requests, carrying over three of the requests to the next reporting.

Informal requests for information is a shared responsibility at the CTA. The ATIP Office processed and responded to 16 informal requests, of which 13 of them were completed. These requests were completed within the timeline that was set with the requesters. In addition, the CTA has responded to 23 requests for advice and recommendations from CTA employees.

Overview of requests received and completed in the ATIP Office over the last four years

Reporting Year	Requests Received	Requests Completed*	Consultation Requests	Informal Requests
2018-2019	32	24	8	16
2017-2018	44	47	10	35
2016-2017	30	26	11	2
2015-2016	15	21	15	11
2014-2015	28	22	10	27

*includes outstanding requests from the previous reporting year

Disposition of Completed Requests

With respect to the disposition of requests under the ATIA, five requests resulted in full disclosure to the requester, twelve requests were disclosed in part, three requests were abandoned while no records existed in response to four requests.

Completion Time and Extensions on Completed Requests

Of the 24 requests completed in the reporting period, 19 requests (79%) were completed in 30 days or less. One request (4%) was completed within 60 days and four requests (17%) required up to 120 days.

The ATIA allows institutions to extend the legal deadline for processing a request for the following reasons:

- Paragraph 9(1)(a): if 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 is given to a third party pursuant to subsection 27(1) of the ATIA.

During the processing of the 24 completed requests, two extensions were made for consultation purposes under paragraph 9(1)(a), one extension was made under paragraph 9(1)(b) and one extension was made under paragraph 9(1)(c).

Exemptions and Exclusions

Exemptions and exclusions are the only grounds to withhold information found in records that are requested under the ATIA and their application is limited and specific. The majority of the exemptions invoked by the CTA fell under two sections of the ATIA: section 19, which protects personal information pertaining to individuals other than the requester, was invoked in 12 requests and section 20, which protects third party information, was invoked in 17 requests. These two sections remain the most used in the past five years.

The ATIA indicates that certain types of materials are excluded from its application, specifically, records that are already available to the public (section 68) and Cabinet Confidences (section 69). The CTA did not invoke exclusions on any requests completed during the reporting period.

The CTA's statistical report on the ATIA for reporting year 2018-2019 is provided in Appendix A.

Training

The ATIP Office provides guidance to management and employees regarding the requirements of the ATIA through ongoing dialogue and informal discussions. However, no formal training was provided by the ATIP Office during the reporting year.

Policies, Guidelines, Procedures and Initiatives

Continued efforts were made by the ATIP Office during the reporting period to refine and update processes to enable CTA employees to meet the requirements of the ATIA by understanding their role and responsibilities. The ATIP Office is updating its ATIP guidelines describing roles and responsibilities at each of the steps involved in an ATIP request at the CTA. More precisely, the Office is working on the ATIP liaison's role and responsibilities relating to the searching and retrieval of records in order to maximize processing efficiency and ensure that requesters receive their information in a timely manner.

Summary of Key Issues and Actions Taken on Complaints or Audits

There were no key issues, complaints or audits in the 2018-2019 reporting period.

Monitoring Compliance

During the reporting period, the CTA continued to use Access Pro Case Management (APCM) system 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 staff and reminders sent as required. All actions were also detailed in a separate tracking tool and the status of each request continues to be communicated to the Chief Corporate Officer and the Director of IMTSD on a weekly basis.

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 available at the CTA Office, located on the 17th floor at 15 Eddy Street in Gatineau, Quebec.

Appendix A: Statistical Report on the *Access to Information Act*

Reporting Period: April 1, 2018 to March 31, 2019

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

1.1 Number of requests

	Number of Requests
Received during reporting period	32
Outstanding from previous reporting period	1
Total	33
Closed during reporting period	24
Carried over to next reporting period	9

1.2 Sources of requests

Source	Number of Requests
Media	2
Academia	1
Business (private sector)	20
Organization	1
Public	8
Decline to identify	0
Total	32

1.3 Informal requests

Completion Time							Total
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
14	0	1	1	0	0	0	16

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

Part 2: Requests Closed During the Reporting Period

2.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	1	3	0	1	0	0	0	5
Disclosed in part	1	9	0	2	0	0	0	12
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	2	2	0	0	0	0	0	4
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	1	0	1	1	0	0	0	3
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	5	14	1	4	0	0	0	24

2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	0	18(d)	0	21(1)(a)	2
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	0
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	12	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	0
15(1) - Def.*	0	16.3	0	20(1)(b)	8	24(1)	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	8		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	1		
16(1)(a)(iii)	0	17	0				
16(1)(b)	0						
16(1)(c)	0						
16(1)(d)	0						

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

2.3 Exclusions

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

2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	0	5	0
Disclosed in part	0	12	0
Total	0	17	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	308	308	5
Disclosed in part	1233	522	12
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	128	0	3
Neither confirmed nor denied	0	0	0

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	4	116	1	192	0	0	0	0	0	0
Disclosed in part	11	387	1	135	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	3	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	15	503	5	327	0	0	0	0	0	0

2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	1	0	0	0	1
Disclosed in part	1	0	2	0	3
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	2	2
Neither confirmed nor denied	0	0	0	0	0
Total	2	0	2	2	6

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
2	2	0	0	0

2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline Where An Extension Was Taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	1	1
31 to 60 days	0	0	0
61 to 120 days	0	1	1
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	2	2

2.7 Requests for translation

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

Part 3: Extensions

3.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	1
Disclosed in part	0	0	1	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	2	0	0	0
Total	2	0	1	1

3.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	1	0	1	0
31 to 60 days	1	0	0	0
61 to 120 days	0	0	0	1
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	2	0	1	1

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	31	\$155	1	\$5
Search	0	\$0	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
Total	31	\$155	1	\$5

Part 5: Consultations Received From Other Institutions and Organizations

5.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	8	21	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	8	21	0	0
Closed during the reporting period	5	15	0	0
Pending at the end of the reporting period	3	6	0	0

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

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	2	2	0	0	0	0	0	4
Disclose in part	0	0	1	0	0	0	0	1
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	2	2	1	0	0	0	0	5

5.3 Recommendations and completion time for consultations received from other organizations

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

Part 6: Completion Time of Consultations on Cabinet Confidences

6.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

6.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
0	0	0	0

Part 8: Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0

Part 9: Resources Related to the Access to Information Act

9.1 Costs

Expenditures		Amount
Salaries		\$98,981
Overtime		\$3,075
Goods and Services		\$4,875
• Professional services contracts	\$0	
• Other	\$4,875	
Total		\$106,931

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1.80
Part-time and casual employees	0.20
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	2.00

Appendix B: May 2016 Delegation Order

CANADIAN TRANSPORTATION AGENCY

DELEGATION ORDER

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

The Chairman and Chief Executive Officer of the Canadian Transportation Agency, pursuant to section 73 of the *Access to Information Act* and section 73 of the *Privacy Act*, designates the persons holding the positions set out in the attached Schedule, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Chairman and Chief Executive Officer as the 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 designation replaces all previous delegation orders.

Scott Streiner
Chairman and Chief Executive Officer

Dated, at the City of Ottawa, this 02 day of May, 2016

Section of the Access to Information Act	Description	Authority Delegated to:			
Administration of the Access to Information Act		Chief Corporate Officer	Director IMTSD	ATIP Coordinator	ATIP Analyst
4(2.1)	Responsibility of head of institution <ul style="list-style-type: none"> make every reasonable effort to assist the person in connection to the request, respond to the request accurately, completely and timely subject to the regulations 	X	X	X	X
7(a)	Notice where access requested <ul style="list-style-type: none"> give written notice to the requester as to whether or not access to records or parts thereof will be given 	X	X	X	X
7(b)	<ul style="list-style-type: none"> give access to the record or part thereof 	X	X	X	
8(1)	Transfer of request <ul style="list-style-type: none"> transfer a request to another government institution with a greater interest 	X	X	X	X
9	Extension of time limits <ul style="list-style-type: none"> extension of time limits and giving notices to requester and Information Commissioner 	X	X	X	X
11(2)(3)(4)(5)(6)	Additional fees <ul style="list-style-type: none"> assessing additional fees chargeable under the Act and section 7 of the regulations, notification to requester, waiving of fees 	X	X	X	
12(2)(b)	Language of access <ul style="list-style-type: none"> determining if it is in the public interest to translate records requested in a particular official language 	X	X	X	
12(3)(b)	Access in an alternative format <ul style="list-style-type: none"> determining if the giving of access in an alternative format to a person with a sensory disability is necessary and reasonable 	X	X	X	
Exemption Provisions of the Act					
13	Information obtained in confidence	X	X	X	

14	Federal-provincial affairs	X	X		
15	International affairs and defence	X	X		
16	Law enforcement and investigations	X	X		
16.5	<i>Public Servants Disclosure Protection Act</i>	X	X		
17	Safety of individuals	X	X		
18	Economic interests of Canada	X	X		
18.1	Economic interest of certain government institutions	X	X		
19	Personal information	X	X	X	
20	Third-party information	X	X	X	
21	Operations of government	X	X		
22	Testing procedures, tests and audits	X	X	X	
22.1	Internal audits	X	X	X	
23	Solicitor-client privilege	X	X		
24	Statutory prohibitions	X	X	X	
Other Provisions of the Act					
25	Severance <ul style="list-style-type: none"> determining if exempt information can reasonably be severed from otherwise releasable information 	X	X	X	X
26	Information to be published <ul style="list-style-type: none"> determining whether to refuse to disclose information that will be published within 90 days of the request 	X	X	X	X
27(1)(4)	Third party notification <ul style="list-style-type: none"> written notice to third parties of intent to disclose information that relates to them and extend time limits 	X	X	X	X
28(1)(2)(4)	Third party notification – representations <ul style="list-style-type: none"> review third party representations and decide whether or not to disclose records and give written notice of the decision to the 	X	X	X	X

	third party and waive requirement to submit representations in writing				
29(1)	Disclosure on recommendation of the Information Commissioner <ul style="list-style-type: none"> written notification to the requester and third party(s) regarding the decision to disclose following a recommendation by the Information Commissioner 	X	X	X	
33	Advise Information Commissioner of third party involvement <ul style="list-style-type: none"> advise the Information Commissioner of any third party that was notified under subsection 27(1), or would have been notified if the CTA had intended to disclose the record 	X	X	X	X
35(2)(b)	Right to make representations <ul style="list-style-type: none"> make representations to the Information Commissioner in the course of an investigation of a complaint 	X	X	X	
37(1)	Notice to Information Commissioner of action taken or proposed <ul style="list-style-type: none"> where appropriate, provide notice to the Commissioner of any action taken or proposed to be taken to implement recommendations, or reasons why no such action will be taken 	X	X	X	
37(4)	Access to be given to complainant <ul style="list-style-type: none"> where decision was made to provide access, provide access 	X	X	X	
43(1)	Notice to third party (application to Federal Court for review) <ul style="list-style-type: none"> upon being given notice of an application to Federal Court for review under section 41 or 42, give written notice of the application to third party(s) 	X	X	X	
44(2)	Notice to applicant (application to Federal Court by third party) <ul style="list-style-type: none"> give written notice of the application to requester 	X	X	X	
52(2)(3)	Special rules for hearings	X	X	X	

	<ul style="list-style-type: none"> for an application under section 41 or 42 relating to refusal to disclose (or appeal) by reason of 13(1)(a) or (b) or 15 (international affairs or defence), the institution concerned can request that the application can be heard and determined in the National Capital Region, and can request to make representations <i>ex parte</i> 				
71(2)	Exempted information severed from manuals <ul style="list-style-type: none"> decision to refuse to disclose parts of manuals in accordance with exemption criteria 	X	X	X	
72	Annual Report <ul style="list-style-type: none"> prepare and table Annual Report to Parliament including expenses within prescribed timelines 	X	X	X	
Responsibilities under the Access to Information Regulations:					
6(1)	Transfer of request <ul style="list-style-type: none"> consent to process an access request transferred from another government institution within time limits set out in the Act 	X	X	X	X
7(2)	Search and preparation fees	X	X	X	
7(3)	Production and programming fees	X	X	X	
8	Method of access	X	X	X	
8.1	Limitations in respect of format	X	X	X	