



Transportation  
Safety Board  
of Canada

Bureau de la sécurité  
des transports  
du Canada

**ANNUAL REPORT TO PARLIAMENT  
ON THE APPLICATION OF  
THE *ACCESS TO INFORMATION ACT*  
1 APRIL 2019 TO 31 MARCH 2020**

Canada 

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Annual report to Parliament on the application of the *Access to Information Act* 2019–20

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*Le présent rapport est également disponible en français.*



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200 Promenade du Portage  
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17 September 2020

The Honourable Dominic LeBlanc, P.C., M.P.  
President of the Queen's Privy Council for Canada  
and Minister of Intergovernmental Affairs  
House of Commons  
Ottawa, Ontario  
K1A 0A6

Dear Minister:

In accordance with section 72 of the *Access to Information Act*, the Transportation Safety Board of Canada is pleased to submit to Parliament this report on its activities relating to the application of the Act for the period 1 April 2019 to 31 March 2020.

Sincerely,

Kathleen Fox  
Chair

Canada

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## 1.0 Introduction

Pursuant to section 72 of the [Access to Information Act](#), the Transportation Safety Board of Canada (TSB) is pleased to table in Parliament this report on its activities relating to the application of the Act. The report covers the period from 1 April 2019 to 31 March 2020.

The purpose of the *Access to Information Act* is to provide a right of access to information in records under the control of government institutions such as the TSB.

The [Canadian Transportation Accident Investigation and Safety Board Act](#) provides the legal framework that governs the TSB's activities. Our mandate is to advance transportation safety in the air, marine, pipeline and rail modes of transportation by:

- conducting independent investigations, including public inquiries when necessary, into selected transportation occurrences in order to make findings as to their causes and contributing factors;
- identifying safety deficiencies, as evidenced by transportation occurrences;
- making recommendations designed to eliminate or reduce any such safety deficiencies; and
- reporting publicly on our investigations and on the findings in relation thereto.

More information on the TSB is available at [www.tsb-bst.gc.ca](http://www.tsb-bst.gc.ca).

The TSB's administration of its Access to Information and Privacy (ATIP) activities is in accordance with the government's stated principles that government information should be available to the public with only specific and limited exceptions. Furthermore, the TSB treats personal information in compliance with the code of fair information practices expressed in the *Privacy Act*.

## 2.0 ATIP Office Organization

During 2019–20, the General Counsel held the responsibilities of the ATIP Coordinator. The ATIP Office also consisted of four full-time positions, and help from consultants.

The ATIP Office centrally administers both formal requests made pursuant to the Act and informal requests, and provides functional advice and guidance to managers and employees concerning the release of information and protection of privacy. In addition, ATIP analysts are required to exhibit strong consultative and negotiating skills when dealing with requesters, third parties, TSB personnel, and representatives of the Office of the Information Commissioner.

The majority of access to information requests made to the TSB pertain to transportation occurrences. Such requests present many challenges for the TSB's ATIP Office. In many cases, requests are for a copy of the complete investigation file. Depending on the nature and scope of the investigation, there may be many thousands of often complex records in a variety of media.

For example, an investigation file can contain data records, voice recordings, witness statements, laboratory reports, and third-party records of the transport operator, the manufacturer of components, maintenance logs for engines and pilots' logs. Considering the volume of records and required consultations, the time required to process such requests is extensive. The status of the investigation itself also affects the access to records and when information may be released under the Act.

As considerable expertise is required in the processing of requests, the TSB ATIP function is organized so that ATIP analysts are responsible for centrally reviewing and severing all records. This requires that the analysts remain current with the investigation operations of the various transportation modes and their particular activities, as well as maintain good working relationships with the investigators and a multitude of stakeholders.

### 3.0 *Delegation of Authority*

As required by the legislation, a delegation of authority is in place. For the purposes of the *Access to Information Act*, the "head of the institution" as defined in section 3 of the Act is the Chair of the TSB. The incumbents of the positions of General Counsel, Chief Operating Officer, Director General for Corporate Services and Senior ATIP Analyst have been delegated powers by the Chair deemed appropriate for the effective administration of the Act. These employees ensure that the TSB meets all its obligations fairly and consistently. The delegation authority was updated in 2019-20 and dates from 1 November 2019. A copy of the new Delegation Order is attached as Appendix A.

### 4.0 *Disposition of Requests*

#### 4.1 *Formal Requests*

Seventy-seven (77) new requests were received under the *Access to Information Act* in 2019-20 and thirty (30) requests were brought forward from the previous fiscal year, for a total of one hundred and seven (107) active requests. Of these, sixty-nine (69) were completed during the current reporting period, and thirty-eight (38) were carried forward to the next fiscal year. Table 1 shows the variation in workload over the past few years.

Table 1. Number and variation of formal requests over the past few years

Formal requests	2015–16	2015–16	2016–17	2017–18	2019–20
Received during reporting period	89	119	80	88	77
Outstanding from previous period	29*	24	24	15	30
Total requests in-process during reporting period	118	143	104	103	107
Completed during reporting period	94	119	89	73	69
Carried over to next reporting period	24	24	15	30	38
Percentage of requests responded to within established timelines	84%	87%	92%	99%	90%

\* Includes two (2) files created in error

Of the sixty-nine (69) requests completed during the current reporting period, records were fully disclosed to applicants in four (4) cases. Records did not exist for fifteen (15) requests, one (1) request was transferred to another institution, and seven (7) requests were abandoned by their requester at various stages of the process. Records pertaining to thirty-three (33) requests were released with some portions exempted, and records for eight (8) requests were fully exempted.

A breakdown of the exemptions and exclusions exercised during the reporting period is shown in Table 2.

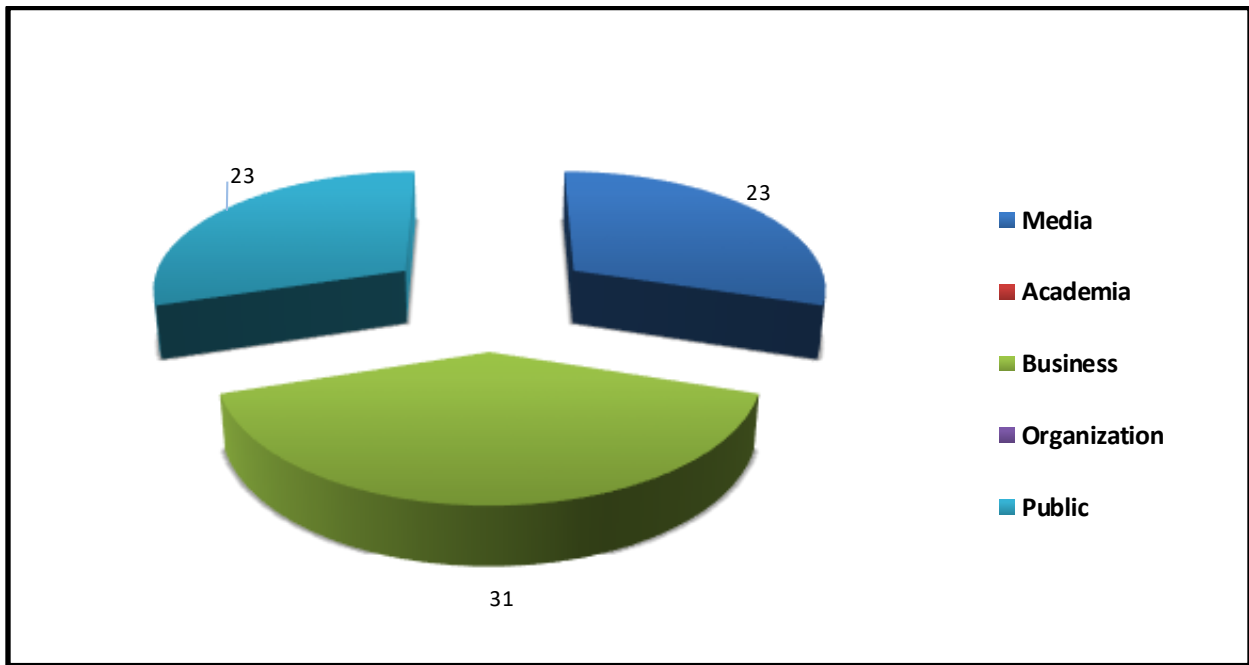
Table 2. Exemptions and Exclusions

Exemption or Exclusion	Exemption description	Number of times applied
13	Obtained in confidence from other levels of government	16
14	Federal–provincial affairs	0
15	International affairs and defence	0
16	Law enforcement & investigation (Security)	2
17	Safety of individuals	0
18	Economic interest of Canada	0
19	Personal information	39
20	Third-party information	42
21	Operations of government	32
22	Testing procedures	1
23	Solicitor–client privilege	3
24	Statutory prohibitions	7
26	Information to be published	0
68	Published material	4
69	Cabinet confidences	0

## 4.2 Clients

As shown in Figure 1, thirty-one (31) new requests came from business/legal firms representing clients affected by or involved in transportation occurrences. The other requesters were twenty-three (23) members of the public, twenty-three (23) media sources, and none from both members of academia and other organizations. No requester declined to identify a category.

Figure 1. Source of Requests



## 4.3 Processing of Requests

The number of new requests received in 2019–20 decreased by twelve percent (12%) compared to the previous reporting period. The decrease is mostly due to a lower number of requests from the business type requesters. In addition, more information is becoming available online and made accessible directly by the public. However, the number of new requests each year continues to vary from one year to another, mostly depending on the nature and the number of the transportation occurrences for a specific year.

The ATIP Office makes every possible effort to process requests within the 30-day time limit as required by legislation. While many of the requests received by the TSB continue to involve a large volume of records, which also pertain to third-party information, requiring consultations, before the information can be released, the ATIP Office succeeded in completing ninety percent (90%) of the requests within the timelines required by law in 2019-20.

The number of human resources dedicated to ATIP in 2019–20 slightly increased by 0.5 full-time employee (FTE) compared to 2018–19, from 4.1 to 4.6 FTEs (with the help of consultants). The number of completed requests in 2019–20 also decreased by four (4) requests to a total of sixty-nine (69), or 5% less than the previous fiscal year 2018–19. The TSB was able to respond within



30 days or less in forty (40) or 58% of the sixty-nine (69) completed cases in 2019-20, a slight decrease from 2018-19 when this value was at sixty-two percent (62%) for the previous year. The completion times for the remaining requests are detailed in Table 3. Deadlines for other requests were extended as authorised by the Act.

Table 3. Percentage of files per completion time category

Completion time	2015-16	2016-17	2017-18	2018-19	2019-20
30 days or less	70%	60%	60%	62%	58%
31-60 days	9%	17%	8%	11%	4%
61-120 days	3%	8%	18%	21%	7%
121-180 days	3%	6%	9%	4%	15%
181-365 days	10%	3%	2%	2%	10%
Over 365 days	5%	6%	3%	0%	6%

The average time taken to process a request during the 2019-20 reporting period increased to one-hundred and ten (110) calendar days for completing requests, compared with forty-two (42) calendar days in the year 2018-19, given the closure of back log files. The average time taken to process a request during the preceding year (2017-18) was eighty (80) calendar days.

For 2019-20, the ATIP Office directed the search, preparation, and review of 183,789 pages of information (compared to 48,897 pages in 2018-19, 43,187 pages in 2017-18, and 121,224 pages in 2016-17), a significant increase in the number of pages required by large volumes of records in back log files. The ATIP Office ensured the reproduction and release of 65,727 pages of information (compared to 10,639 pages in 2018-2019, 20,165 pages in 2017-18, and 60,571 pages in 2016-17), including reprints of photographs and reproductions of video and audio recordings. The variation is explained by the closure of files with a large volume of records contained in backlog files.

As with all federal institutions, the situation of the new coronavirus (COVID-19) affected the operations of the TSB ATIP office in mid-March 2020. However, the TSB ATIP Office was already operating remotely from time to time prior to the initiation of public health measures to counter the spread of the virus. Despite a slowdown in network access speed due to the increase in remote usage by virtually all TSB employees, solutions were quickly developed to reduce the impact on the processing of ATIP requests. The TSB ATIP Office was able to maintain its operations and process requests effectively until the end of 2019-2020.

## 5.0 Fees and Costs

The TSB collected \$320 in fees during 2019-20 and waived \$25 in application fees. The TSB maintains the right to waive the application fees.

The ATIP Office incurred an estimated \$357,001 in costs to administer the *Access to Information Act* in 2019–20, slightly higher than the amount of \$352,934 in 2018–19, lower than 2017–18 at \$461,827. These costs include salaries, overtime, goods and services, and professional services contracts for temporary help staff, but do not include the resources expended by other areas of the TSB to meet the requirements of the Act.

## 6.0 *Other Requests*

The ATIP Office received twenty-seven (27) consultation requests from other departments, agencies and other organizations in 2019–20, compared to twenty-one (21) consultation requests in 2018–19 and twenty-six (26) in 2017–18. In total, 570 pages were processed in 2019–20 (compared to 356 pages in 2018–19, 1824 pages in 2017–18, and 1746 pages in 2016–17). Two (2) consultations (twenty-five (25) pages) were carried over to the next reporting period.

Four (4) informal requests were completed during 2019–20, compared with nine (9) in 2018–19, two (2) in 2017–18. These figures do not include other information requests responded to directly by the Communications Branch, the Operational Services Branch, and other areas of the TSB. In addition, many publications – such as investigation reports, safety studies, statistical reports, occurrence database extracts, news releases, investigation updates, and annual reports, including ATIP reports to Parliament – are readily available on the TSB website. The decrease observed in the number of informal requests during this reporting period can be explained by the impact of the recent directives on transparency and open government and the TSB’s efforts to make more data accessible online, causing a reduction in the number of informal requests.

## 7.0 *Training and Education*

The TSB has an orientation program in place for new employees, which includes training on ATIP awareness. In addition, the TSB made it mandatory for all staff to attend comprehensive ATIP training sessions given by the ATIP Office. During 2019–20, the ATIP Office provided one (1) training session to twenty-one (21) employees at headquarters and regional offices, as part of the new employee orientation program. The ATIP Office also provides advice and guidance upon request to individuals and small groups of employees.

Given the responsibilities and knowledge requirements of the TSB’s ATIP Office, there is a long learning curve for its staff. Continuous on-the-job training is provided to ATIP staff to ensure sound and current knowledge of ATIP requirements and procedures, as well as TSB operations. In this context, ATIP staff attended all ATIP Community Meetings organized by the Treasury Board Secretariat during 2019–20. These Community Meetings provided ATIP staff with valuable information on trends and best practices within the ATIP circle, updates on recent complaints and court cases, and tools to help improve service standard . Additionally, refresher courses at the Canadian School of the Public Service are now offered on ATIP and ATIP staff attended some of these courses.

## 8.0 *Policies, Guidelines, and Procedures*

There were no changes to the policies, guidelines, and procedures for 2019–20.

## 9.0 *Complaints and Investigations*

During the year 2019–20, four (4) new complaints were received by the Office of the Information Commissioner of Canada (OIC) about the TSB and three (3) complaints remain outstanding from prior years. Three (3) complaints were closed during the 2019–20 period.

Of the four (4) new complaints received by the OIC during 2019–20 about the TSB, one (1) alleged that the TSB did not respond within the timelines prescribed under the *Access to Information Act*. This complaint was resolved and closed: the TSB responded in July 2019 to the requester before the OIC had completed their assessment of the time extension.

Another one (1) alleged that the TSB improperly applied exemptions, so as to unjustifiably deny access to records, or portions thereof, requested under the *Access to Information Act*. The complaint remains active and TSB is working with the investigator to resolve it.

As well, one (1) alleged that the TSB improperly applied exemptions, so as to unjustifiably deny access to records, or portions thereof, requested under the *Access to Information Act*. Remedial action was taken by the TSB and the requester agreed to discontinue the complaint.

Another one (1) alleged that the TSB had improperly taken a time extension under the *Access to Information Act*. The complaint process is ongoing.

Finally, three (3) complaints received prior to 2019–2020, which alleged that the TSB improperly applied exemptions, so as to unjustifiably deny access to all or portions of records requested under the *Access to Information Act*, continue to be active and the TSB is working with the OIC to resolve these complaints.

## 10.0 *Monitoring Process*

The TSB monitors the time to process access to information requests, through weekly bilateral meetings between the ATIP Coordinator and the Senior ATIP Analyst during which the status of outstanding requests is reviewed. The Senior ATIP Analyst meets regularly with each ATIP analyst regarding the ongoing processing of requests. Any significant issues, such as the need for assistance in processing a particularly complex request, are raised and discussed with the Chief Operating Officer on an ad-hoc basis.

## 11.0 *Statistics Required by the Treasury Board*

The statistics required by the Treasury Board Secretariat are found in Appendix B.

Appendices

Appendix A – Delegation order



Transportation  
Safety Board  
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Bureau de la sécurité  
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du Canada

1 November 2019

**Designation Order – Access to Information Act**

The Chair of the Transportation Safety Board of Canada, pursuant to section 73 of the *Access to Information Act*, hereby designates the persons holding the positions set out in the table below, or the persons occupying on an acting basis those positions, to exercise the specified powers and perform the related duties and functions of the Chair as the Head of a government institution under the *Access to Information Act*.

This designation replaces the designation dated 11 June 2018.

Positions	Sections of the <i>Access to Information Act</i>
Chair	All sections
Chief Operating Officer	All sections
General Counsel	All sections
Director General, Corporate Services	All sections
Senior ATIP Analyst	Transfers - Subsection 8(1) Prorogations - Section 9 Third Party Intervention - Subsections 27(1), 27(4), 28(1), 28(2), 28(4)

  
Kathleen Fox  
Chair



## Appendix B – Statistical report

Government  
of Canada    Gouvernement  
du Canada**Statistical Report on the Access to Information Act****Name of institution:** Transportation Safety Board of Canada**Reporting period:** 2019-04-01 to 2020-03-31**Section 1: Requests under the Access to Information Act****1.1 Number of requests**

	<b>Number of Requests</b>
Received during reporting period	77
Outstanding from previous reporting period	30
<b>Total</b>	<b>107</b>
Closed during reporting period	69
Carried over to next reporting period	38

**1.2 Sources of requests**

<b>Source</b>	<b>Number of Requests</b>
Media	23
Academia	0
Business (private sector)	31
Organization	0
Public	23
Decline to Identify	0
<b>Total</b>	<b>77</b>

**1.3 Informal requests**

<b>Completion Time</b>							
<b>1 to 15 Days</b>	<b>16 to 30 Days</b>	<b>31 to 60 Days</b>	<b>61 to 120 Days</b>	<b>121 to 180 Days</b>	<b>181 to 365 Days</b>	<b>More Than 365 Days</b>	<b>Total</b>
4	0	0	0	0	0	0	4

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

TBS/SCT 350-63 (Rev. 2011/03)

**Section 2: Decline to act on vexatious, made in bad faith or abuse of right requests**

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

**Section 3: Requests closed during the reporting period****3.1 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	2	0	0	0	1	0	4
Disclosed in part	5	3	3	5	10	6	1	33
All exempted	2	6	0	0	0	0	0	8
All excluded	1	0	0	0	0	0	0	1
No records exist	12	3	0	0	0	0	0	15
Request transferred	1	0	0	0	0	0	0	1
Request abandoned	4	0	0	0	0	0	3	7
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Decline to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
<b>Total</b>	26	14	3	5	10	7	4	69

### 3.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	7	16(2)	1	18(a)	0	20.1	0
13(1)(b)	1	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	8	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	1	16(2)(c)	1	18(d)	0	21(1)(a)	8
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	22
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	1
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	1
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	1
15(1)	0	16.1(1)(d)	0	19(1)	39	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	10	23	3
15(1) - Def.*	0	16.3	0	20(1)(b)	19	23.1	0
15(1) - S.A.*	0	16.31	0	20(1)(b.1)	0	24(1)	7
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(c)	11	26	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(d)	2		
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

### 3.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	3	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)	1
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

### 3.4 Format of information released

Paper	Electronic	Other
0	37	0

### 3.5 Complexity

#### 3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
183 789	74 593	53

#### 3.5.2 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	113	0	0	0	0	0	0	0	0
Disclosed in part	11	275	12	2332	4	1199	5	4781	1	900
All exempted	5	0	1	0	0	0	2	0	0	0
All excluded	0	0	1	0	0	0	0	0	0	0
Request abandoned	3	0	2	166	0	0	0	0	2	64 827
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	23	388	16	2498	4	1199	7	4781	3	65 727

#### 3.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	3	0	0	0	3
Disclosed in part	29	0	0	0	29
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	2	0	0	0	2
Neither confirmed nor denied	0	0	0	0	0
<b>Total</b>	34	0	0	0	34



### 3.6 Closed requests

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

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	62
Percentage of requests closed within legislated timelines (%)	89.9

### 3.7 Deemed refusals

#### 3.7.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
7	5	1	1	0

#### 3.7.2 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	1	1
61 to 120 days	1	0	1
121 to 180 days	0	0	0
181 to 365 days	0	1	1
More than 365 days	0	3	3
<b>Total</b>	1	6	7

### 3.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	0	0	0

**Section 4: Extensions**

**4.1 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	1	0
Disclosed in part	12	0	18	15
All exempted	0	0	0	1
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	1	0
<b>Total</b>	12	0	19	16

**4.2 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	3	0	1	14
31 to 60 days	2	0	3	0
61 to 120 days	6	0	12	0
121 to 180 days	4	0	3	2
181 to 365 days	0	0	0	0
365 days or more	1	0	1	0
<b>Total</b>	16	0	20	16

**Section 5: Fees**

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	64	\$320	5	\$25
Other fees	0	\$0	0	\$0
<b>Total</b>	64	\$320	5	\$25

**Section 6: Consultations Received From Other Institutions and Organizations**

**6.1 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	27	579	0	0
Outstanding from the previous reporting period	1	16	1	15
<b>Total</b>	28	595	1	15
Closed during the reporting period	26	570	1	15
Carried over to the next reporting period	2	25	0	0

**6.2 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	17	1	1	0	0	0	0	19
Disclose in part	3	0	0	0	0	0	0	3
Exempt entirely	4	0	0	0	0	0	0	4
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>	24	1	1	0	0	0	0	26

**6.3 Recommendations and completion time for consultations received from other organizations**

Recommendation	Number of Days Required to Complete Consultation Requests							
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	1	0	0	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
<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>

**Section 7: Completion Time of Consultations on Cabinet Confidences**

**7.1 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
<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>	<b>0</b>	<b>0</b>

## 7.2 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
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

## Section 8: Complaints and Investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal representations	Section 37 Reports of finding received	Section 37 Reports of finding containing recommendations issued by the Information Commissioner	Section 37 Reports of finding containing orders issued by the Information Commissioner
3	0	2	0	0	0

## Section 9 : Court Action

### 9.1 Court actions on complaints received before June 21, 2019 and on-going

Section 41 (before June 21, 2019)	Section 42	Section 44
0	0	0

## 9.2 Court actions on complaints received after June 21, 2019

Section 41 (after June 21, 2019)				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

## Section 10: Resources Related to the Access to Information

### 10.1 Costs

Expenditures		Amount
Salaries		\$283,912
Overtime		\$0
Goods and Services		\$73,089
• Professional services contracts	\$64,195	
• Other	\$8894	
<b>Total</b>		<b>\$357,001</b>

### 10.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	4.10
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.50
Students	0.00
<b>Total</b>	<b>4.60</b>