



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 2021 TO 31 MARCH 2022**

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Annual report to Parliament on the application of the *Access to Information Act* 2021–22

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*Le présent rapport est également disponible en français.*



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Place du Centre, 4th floor  
200 Promenade du Portage  
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7 October 2022

The Honourable Bill Blair, P.C., M.P.  
President of the Queen's Privy Council for Canada  
and Minister of Emergency Preparedness  
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 2021 to 31 March 2022.

Sincerely,

*Original signed by*

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 2021 to 31 March 2022.

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 [tsb.gc.ca](https://www.tsb.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 2021–22, the Director General, Corporate Services held the responsibilities of the ATIP Coordinator. The ATIP Office also consisted of four full-time positions and temporary help.

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, and 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 of authority was updated in November 2019 and remains unchanged. A copy of the Delegation Order is attached as Appendix A.

## 4.0 Disposition of requests

### 4.1 Formal requests

Ninety-three (93) new requests were received under the *Access to Information Act* in 2021–22 and forty-one (41) requests were brought forward from the previous fiscal year, for a total of one hundred and thirty-four (134) active requests. Of these, eighty-nine (89) were completed during the current reporting period, and forty-five (45) 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**

<b>Formal requests</b>	<b>2017–18</b>	<b>2018–19</b>	<b>2019–20</b>	<b>2020–21</b>	<b>2021–22</b>
Received during reporting period	80	88	77	80	93
Outstanding from previous period	24	15	30	38	41
Total requests in-process during reporting period	104	103	107	118	134
Completed during reporting period	89	73	69	77	89
Carried over to next reporting period	15	30	38	41	45
Percentage of requests responded to within established timelines	92%	99%	90%	84%	81%

Of the eighty-nine (89) requests completed during the current reporting period, records were fully disclosed to applicants in five (5) cases (or 6%). Records did not exist for twenty-one (21) requests (or 24%), eight (8) requests (or 9%) were transferred to another institution, and five (5) (or 6%) requests were abandoned by their requester at various stages of the process. Records pertaining to thirty-eight (38) (or 42%) requests were released with some portions exempted, and records for twelve (12) (or 13%) 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**

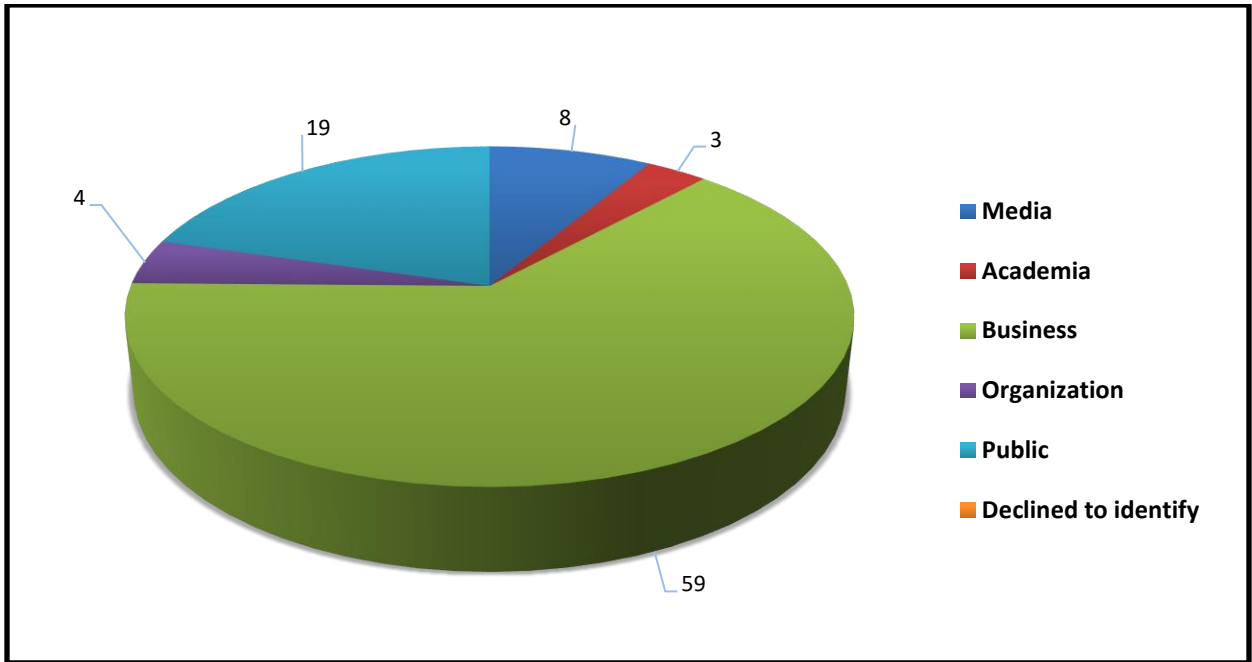
<b>Exemption or exclusion</b>	<b>Exemption description</b>	<b>Number of times applied</b>
13	Obtained in confidence from other levels of government	15
14	Federal–provincial affairs	0
15	International affairs and defence	0
16	Law enforcement & investigation (Security)	19
17	Safety of individuals	0
18	Economic interest of Canada	1
19	Personal information	43
20	Third-party information	46
21	Operations of government	44
22	Testing procedures	0
23	Solicitor–client privilege	9
24	Statutory prohibitions	4
26	Information to be published	0
68	Published material	0
69	Cabinet confidences (exclusion)	1

## 4.2 Clients

As shown in Figure 1, fifty-nine (59) new requests came from business/legal firms representing clients affected by or involved in transportation occurrences. The other requesters were

nineteen (19) members of the public, eight (8) from media sources, four (4) from other organizations, three (3) from members of academia.

Figure 1. Source of requests



### 4.3 Processing of requests

The number of new requests received in 2021–22 significantly increased by sixteen percent (16%) compared to the previous reporting period, from eighty (80) to ninety-three (93). The number of requests from the business type requesters was up from forty-six (46) to fifty-nine (59), while the other types of requesters remained relatively stable.

The ATIP Office makes every possible effort to process requests within the 30-day time limit as required by legislation. The ATIP Office succeeded in completing eighty-one percent (81%) of the requests within the timelines required by law in 2021–22. As to outstanding requests, many involve a large volume of records, which require reviewing a large number of pages and the identification of consultations which must be completed prior to release.

The number of human resources dedicated to ATIP in 2021–22 slightly increased by 0.5 full-time equivalent (FTE) compared to 2020–21, from 4.1 to 4.6 FTEs. The number of completed requests in 2021–22 increased by twelve (12) requests to a total of eighty-nine (89), or 16% more than in 2020–21. The TSB responded within 30 days or less in fifty-eight (58) or 65% of the eighty-nine (89) completed cases in 2021–22, a slight decrease from 2020–21 when this value was 70%. The completion times for the remaining requests are detailed in Table 3. Timelines for other requests were extended as authorized by the Act.



**Table 3. Percentage of files per completion time category**

Completion time	2017–18	2018–19	2019–20	2020–21	2021–22
30 days or less	60%	62%	58%	70%	65%
31–60 days	8%	11%	4%	5%	6%
61–120 days	18%	21%	7%	8%	8%
121–180 days	9%	4%	15%	4%	1%
181–365 days	2%	2%	10%	10%	10%
Over 365 days	3%	0%	6%	3%	10%

The average time taken to process a request during the 2021–22 reporting period increased to one hundred and forty-four (144) calendar days, compared to sixty-nine (69) calendar days in 2020–21 and one hundred ten (110) calendar days in 2019–20. This is explained by the ATIP Office closing more backlog files this year, which files accounted for more days in processing time.

For 2021–22, the ATIP Office completed the search, preparation, and review of 50,537 pages of information, including written records, photographs, video and audio recordings (compared to 15,853 pages in 2020–21, 183,789 pages in 2019–20, 48,897 pages in 2018-19, and 43,187 pages in 2017–18). The ATIP Office ensured the reproduction and release of 18,573 pages of information of all formats (compared to 6025 pages in 2020–21, 65,727 pages in 2019–20, 10,639 pages in 2018-19, and 20,165 pages in 2017–18).

The number of active requests that are outstanding from previous reporting periods, carried forward at the end of the present reporting period was forty-five (45). Of these, twenty-three (23) were outstanding from more than one reporting period. Five (5) of these were received during 2018-19, six (6) during 2019–20 and twelve (12) during 2020–21. A breakdown can be found in Table 4.

**Table 4. Number of active requests that are outstanding active requests from previous reporting periods**

Legislated timelines	2017–18	2018–19	2019–20	2020–21	2021–22
Within legislated timelines	0	0	0	0	12
Beyond legislated timelines	0	5	6	12	10

Finally, although the TSB ATIP office was temporarily affected following the mid-March 2020 closure of offices due to the pandemic, the TSB ATIP Office operated normally in 2021-22, making full use of digital tools.

## 5.0 Fees payable and costs

The TSB collected \$455 in fees during 2021–22 and waived \$10 in application fees. The TSB maintains the right to waive the application fees.

The ATIP Office incurred \$313,928 in costs to administer the *Access to Information Act* in 2021–22, slightly lower than \$317,057 in 2020–21, \$357,001 in 2019–20, and \$352,934 in 2018-19.

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 thirty-three (33) consultation requests from other departments, agencies and other organizations in 2021–22, compared to twenty-one (21) consultation requests in 2020–21, twenty-seven (27) consultation requests in 2019–20 and twenty-one (21) in 2018–19. The increase can be explained by an overall increase in request numbers across federal institutions, causing more consultations required of the TSB ATIP Office. In total, 1684 pages were processed in 2021–22 (compared to 499 pages in 2020–21, to 570 pages in 2019–20, to 356 pages in 2018–19, and to 1824 pages in 2017–18). One (1) consultation was carried over to the next reporting period.

No informal requests were received during 2021–22, compared to two (2) in 2020–21, four (4) in 2019–20, and nine (9) in 2018–19. 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. The TSB ATIP Office also responds to internal ATIP related requests for advice and guidance. The decrease observed in the number of informal requests during the past two reporting periods can be explained by the impact of more transparency government-wide and efforts by TSB to make more data accessible online. For example, 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.

## 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 2021–22, the ATIP Office provided five (5) training sessions of two (2) hours each to thirty-seven (37) employees, compared to none in 2020–21 and one (1) in 2019–20.

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 2021–22. These Community Meetings provide the TSB ATIP staff with valuable information on trends and best practices within the ATIP community, updates on recent complaints and court cases, and tools to help improve service standards within the field. Finally, the TSB ATIP staff attended the yearly Canadian Bar Association Symposium on Access to Information and Privacy latest trends.

## 8.0 Policies, guidelines, and procedures

There were no internal changes to the policies, guidelines, and procedures for 2021–22.

## 9.0 Complaints and investigations

During 2021–22, five (5) new complaints were received by the OIC about the TSB and one (1) complaint remains outstanding from 2020–21. Four (4) complaints were closed during the 2021–22 period.

Of the five (5) new complaints, one (1) of the new complaints received by the OIC during 2021–22 alleged that the TSB did not respond within the timelines prescribed under the *Access to Information Act*. Four (4) of the new complaints related to exemptions applied by the TSB. These five (5) complaints are ongoing.

Regarding four (4) of the complaints closed in 2021–22, three (3) were discontinued. After being contacted by the OIC, the three (3) complainants did not provide representations back to the OIC who then discontinued its investigations. Finally, in one (1) case, the complaint was resolved and deemed well-founded. Delays were found to have been caused by the limited access to paper files during the pandemic.

The one (1) outstanding complaint from 2020–21 remains under investigation and deals with exemptions applied by the TSB. The TSB continues to cooperate with the OIC regarding all outstanding complaints and will report on these in its next Access to Information annual report. Table 5 shows the number of active complaints that are outstanding from previous reporting periods, broken down by reporting period in which they were received.

Table 5. Number of active complaints that are outstanding from previous reporting periods

Fiscal year	2017–18	2018–19	2019–20	2020–21	2021–22
Number of active complaints	0	0	0	1	5

## 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 of Canada  
 Bureau de la sécurité des transports 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: 2021-04-01 to 2022-03-31

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

##### 1.1 Number of requests

		Number of requests
Received during reporting period		93
Outstanding from previous reporting period		41
• Outstanding from previous reporting period	23	
• Outstanding from more than one reporting period	18	
<b>Total</b>		134
Closed during reporting period		89
Carried over to next reporting period		45
• Carried over within legislated timeline	11	
• Carried over beyond legislated timeline	34	

##### 1.2 Sources of requests

Source	Number of requests
Media	8
Academia	3
Business (private sector)	59
Organization	4
Public	19
Decline to identify	0
<b>Total</b>	93

##### 1.3 Channels of requests

Source	Number of requests
Online	70
E-mail	2
Mail	21
In person	0
Phone	0
Fax	0
<b>Total</b>	93

**Section 2: Informal requests**

**2.1 Number of informal requests**

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

**2.2 Channels of informal requests**

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

**2.3 Completion time of informal requests**

Completion time							Total
1–15 days	16–30 days	31–60 days	61–120 days	121–180 days	181–365 days	More than 365 days	
0	0	0	0	0	0	0	0

**2.4 Pages released informally**

Fewer than 100 pages released		101–500 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 re-released		101–500 pages re-released		501–1000 pages re-released		1001–5000 pages re-released		More than 5000 pages re-released	
Number of requests	Pages re-released	Number of requests	Pages re-released	Number of requests	Pages re-released	Number of requests	Pages re-released	Number of requests	Pages re-released
0	0	0	0	0	0	0	0	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>	0
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

#### 4.1 Disposition and completion time

Disposition of requests	Completion time							Total
	1–15 days	16–30 days	31–60 days	61–120 days	121–180 days	181–365 days	More than 365 days	
All disclosed	1	3	1	0	0	0	0	5
Disclosed in part	2	10	3	7	1	8	7	38
All exempted	7	5	0	0	0	0	0	12
All excluded	0	0	0	0	0	0	0	0
No records exist	13	6	1	0	0	1	0	21
Request transferred	8	0	0	0	0	0	0	8
Request abandoned	3	0	0	0	0	0	2	5
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>	34	24	5	7	1	9	9	89



## 4.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	6	16(2)	0	18(a)	0	20.1	0
13(1)(b)	1	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	6	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	2	16(2)(c)	1	18(d)	0	21(1)(a)	19
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	25
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)	43	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	5	23	9
15(1) - Def.*	0	16.3	0	20(1)(b)	26	23.1	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	4
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	15	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	2		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	0	17	0				
16(1)(c)	18						
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)	1
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	43	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
50,537	18,573	60

### 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		101–500 pages processed		501–1000 pages processed		1001–5000 pages processed		More than 5000 pages processed	
	Number of requests	Pages processed	Number of requests	Pages processed	Number of requests	Pages processed	Number of requests	Pages processed	Number of requests	Pages processed
All disclosed	2	23	2	292	0	0	1	1,608	0	0
Disclosed in part	19	517	9	1,892	3	2,342	5	10,235	2	28,490
All exempted	10	105	2	265	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	3	0	0	0	1	628	1	4,140	0	0
Neither confirmed nor denied	0	0	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	0	0
<b>Total</b>	<b>34</b>	<b>645</b>	<b>13</b>	<b>2,449</b>	<b>4</b>	<b>2,970</b>	<b>7</b>	<b>15,983</b>	<b>2</b>	<b>28,490</b>

### 4.5.3 Relevant pages processed and disclosed for audio formats

Number of pages processed	Number of pages disclosed	Number of requests
456	0	8

#### 4.5.4 Relevant minutes processed per request disposition for audio formats by size of requests

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	4	114	2	195	0	0
All exempted	1	20	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	1	127
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>5</b>	<b>134</b>	<b>2</b>	<b>195</b>	<b>1</b>	<b>127</b>

#### 4.5.5 Relevant minutes processed and disclosed for video formats

Number of minutes processed	Number of minutes disclosed	Number of requests
52	0	3

#### 4.5.6 Relevant minutes processed per request disposition video formats by size of requests

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	2	49	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	1	3	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>3</b>	<b>52</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	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>	0	0	0	0

#### 4.6 Closed requests

##### 4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	72
Percentage of requests closed within legislated timelines (%)	80.89

#### 4.7 Deemed refusals

##### 4.7.1 Reasons for not meeting legislated timelines

Number of requests closed past the legislated timelines	Principal reason			
	Workload	External consultation	Internal consultation	Other
17	17	0	0	0

##### 4.7.2 Requests closed beyond legislated timelines (including any extension taken)

Number of days past legislated timelines	Number of requests past legislated timeline where no extension was taken	Number of requests past legislated timeline where an extension was taken	Total
1 to 15 days	0	1	1
16 to 30 days	0	0	0
31 to 60 days	0	4	4
61 to 120 days	0	2	2
121 to 180 days	0	1	1
181 to 365 days	0	1	1
More than 365 days	0	8	8
<b>Total</b>	0	17	17

#### 4.8 Requests for translation

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

### Section 5: Extensions

#### 5.1 Reasons for extensions and disposition of requests

Disposition of requests where an extension was taken	9(1)(a) Interference with operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-party notice
		Section 69	Other	
All disclosed	0	0	1	0
Disclosed in part	13	1	18	13
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	1	0	0	1
No records exist	2	0	2	1
Declined to act with the approval of the Information Commissioner	0	0	0	0
<b>Total</b>	16	1	21	15

#### 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	0	0	4	11
31 to 60 days	0	1	3	2
61 to 120 days	12	0	13	1
121 to 180 days	3	0	1	1
181 to 365 days	1	0	0	0
365 days or more	0	0	0	0
<b>Total</b>	16	1	21	15

### Section 6: Fees

Fee type	Fee collected		Fee waived or refunded		Fee refunded	
	Number of requests	Amount	Number of requests	Amount	Number of requests	Amount
Application	91	\$455	2	\$10	0	\$0
Other fees	0	\$0	0	\$0	0	\$0
<b>Total</b>	91	\$455	2	\$10	0	\$0

## 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	33	2,033	0	0
Outstanding from the previous reporting period	2	3	0	0
<b>Total</b>	35	2,036	0	0
Closed during the reporting period	34	1,684	0	0
Carried over negotiated timelines	1	352	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
	1–15 days	16–30 days	31–60 days	61–120 days	121–180 days	181–365 days	More than 365 days	
Disclose entirely	21	2	4	0	0	0	0	27
Disclose in part	3	2	1	0	0	0	0	6
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	1	0	0	0	0	0	0	1
Other	0	0	0	0	0	0	0	0
<b>Total</b>	25	4	5	0	0	0	0	34

### 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
	1–15 days	16–30 days	31–60 days	61–120 days	121–180 days	181–365 days	More than 365 days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0

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

### 8.1 Requests with Legal Services

Number of days	Fewer than 100 pages processed		101–500 pages processed		501–1000 pages processed		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
1–15	0	0	0	0	0	0	0	0	0	0
16–30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61–120	1	41	0	0	0	0	0	0	0	0
121–180	0	0	0	0	0	0	0	0	0	0
181–365	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>	1	41	0	0	0	0	0	0	0	0

## 8.2 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
1–15	0	0	0	0	0	0	0	0	0	0
16–30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61–120	0	0	0	0	0	0	0	0	0	0
121–180	0	0	0	0	0	0	0	0	0	0
181–365	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 9: Complaints and reports of findings

### 9.1 Investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal representations
5	3	2

### 9.2 Investigations and reports of findings

Section 37(1) Initial reports			Section 37(2) Final reports		
Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
0	0	0	1	0	0

## Section 10: Court action

### 10.1 Court actions on complaints

Section 41				
Complainant (1)	Institution (2)	Third party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

### 10.2 Court actions 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		\$290,279
Overtime		\$16,357
Goods and services		\$7,292
• Professional services contracts	\$0	
• Other	\$7,292	
<b>Total</b>		<b>\$313,928</b>

**11.2 Human resources**

Resources	Person-years dedicated to access to information activities
Full-time employees	4.100
Part-time and casual employees	0.170
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
<b>Total</b>	<b>4.270</b>