



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 2020 TO 31 MARCH 2021**

Canada 

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Annual report to Parliament on the application of the *Access to Information Act* 2020–21

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*Le présent rapport est également disponible en français.*



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10 December 2021

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 2020 to 31 March 2021.

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 2020 to 31 March 2021.

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 2020–21, the Director General, Corporate Services 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, 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 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

Eighty (80) new requests were received under the *Access to Information Act* in 2020–21 and thirty-eight (38) requests were brought forward from the previous fiscal year, for a total of one hundred and eighteen (118) active requests. Of these, seventy-seven (77) were completed during the current reporting period, and forty-one (41) 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	2016–17	2017–18	2018–19	2019–20	2020-21
Received during reporting period	119	80	88	77	80
Outstanding from previous period	24	24	15	30	38
Total requests in-process during reporting period	143	104	103	107	118
Completed during reporting period	119	89	73	69	77
Carried over to next reporting period	24	15	30	38	41
Percentage of requests responded to within established timelines	87%	92%	99%	90%	84%

Of the seventy-seven (77) requests completed during the current reporting period, records were fully disclosed to applicants in seven (7) cases (or 9%). Records did not exist for sixteen (16) requests (or 21%), three (3) requests (or 4%) were transferred to another institution, and six (6) (or 8%) requests were abandoned by their requester at various stages of the process. Records pertaining to thirty-four (34) (or 44%) requests were released with some portions exempted, and records for eleven (11) (or 14%) 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

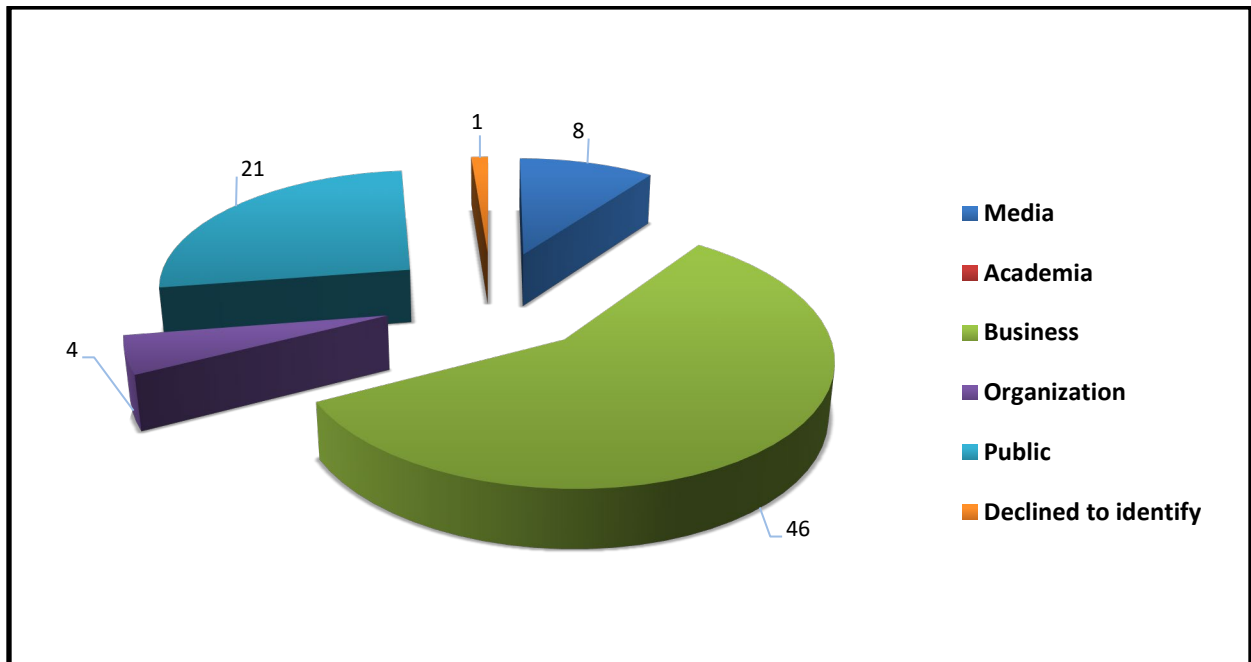
Exemption or exclusion	Exemption description	Number of times applied
13	Obtained in confidence from other levels of government	9
14	Federal–provincial affairs	0
15	International affairs and defence	0
16	Law enforcement & investigation (Security)	20
17	Safety of individuals	0
18	Economic interest of Canada	0
19	Personal information	35
20	Third-party information	33
21	Operations of government	16
22	Testing procedures	1
23	Solicitor–client privilege	1
24	Statutory prohibitions	2
26	Information to be published	0
68	Published material	0
69	Cabinet confidences	0

## 4.2 Clients

As shown in Figure 1, forty-six (46) new requests came from business/legal firms representing clients affected by or involved in transportation occurrences. The other requesters were

twenty-one (21) members of the public, eight (8) from media sources, four (4) from other organizations, one (1) declined to identify and none from members of academia.

Figure 1. Source of Requests



### 4.3 Processing of requests

The number of new requests received in 2020–21 slightly increased by four percent (4%) compared to the previous reporting period. Although there is a significant increase in the number of requests from the business type requesters (up from thirty-one (31) to forty-six (46)), the overall increase of the total of requests was marginal. As more information is becoming available online and made accessible directly by the public, it's too soon to speak of a trend with regards to influencing the number of requests. However, the number of new requests each year vary from one year to another, depending on the nature and the number of the transportation occurrences during 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 eighty-four (84%) of the requests within the timelines required by law in 2020-21.

The number of human resources dedicated to ATIP in 2020–21 slightly decreased by 0.5 full-time employee (FTE) compared to 2019–20, from 4.6 to 4.1 FTEs. The number of completed requests in 2020–21 increased by eight (8) requests to a total of seventy-seven (77), or 12% more than the previous fiscal year 2019–20. The TSB was able to respond within 30 days or less in fifty-four (54) or 70% of the seventy-seven (77) completed cases in 2020-21, an increase



from 2019–20 when this value was at fifty-eight (58%). The completion times for the remaining requests are detailed in Table 3. Deadlines for other requests were extended as authorized by the Act.

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

Completion time	2016–17	2017–18	2018–19	2019-20	2020-21
30 days or less	60%	60%	62%	58%	70%
31–60 days	17%	8%	11%	4%	5%
61–120 days	8%	18%	21%	7%	8%
121–180 days	6%	9%	4%	15%	4%
181–365 days	3%	2%	2%	10%	10%
Over 365 days	6%	3%	0%	6%	3%

The average time taken to process a request during the 2020–21 reporting period decreased to sixty-nine (69) calendar days for completing requests, compared to one-hundred and ten (110) calendar days in the year 2019–2020. The average time taken to process a request during the preceding year (2018-19) was forty-two (42) calendar days.

For 2020-21, the ATIP Office directed the search, preparation, and review of 15,853 pages of information (compared to 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 6025 pages of information (compared to 65,727 pages in 2019–2020, 10,639 pages in 2018-2019, and 20,165 pages in 2017–18), including reprints of photographs and reproductions of video and audio recordings. The yearly variation is explained by the closure of different types of files each fiscal year.

As with all federal institutions, the situation of the new coronavirus (COVID-19) affected the operations of the TSB ATIP office since mid-March 2020. However, the TSB ATIP Office and some of its employees were operating remotely from time to time before initiation of public health measures and the pandemic, and the majority of records were also already in electronic format. Although the speed of access to the electronic network continued to be a challenge due to the use of remote access to the computer network by almost all employees, the TSB ATIP Office continued to maintain its operations and process ATIP requests till March 31<sup>st</sup>, 2021.

## 5.0 Fees and costs

The TSB collected \$330 in fees during 2020-2021 and waived \$55 in application fees. The TSB maintains the right to waive the application fees.

The ATIP Office incurred \$317,057 in costs to administer the *Access to Information Act* in 2020–21, lower than the amount of \$357,001 in 2019-20, lower than \$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 twenty-one (21) consultation requests from other departments, agencies and other organizations in 2020–21, compared to twenty-seven (27) consultation requests in 2019–20 and twenty-one (21) in 2018–19. In total, 499 pages were processed in 2020–21 (compared to 570 pages in 2019–20, 356 pages in 2018–19, and 1824 pages in 2017–18). Two (2) consultations were carried over to the next reporting period.

Two (2) informal requests were completed during 2020–21, compared with 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. 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 the past two reporting periods can be explained by the impact of the recent directives on transparency and open government and 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 2020–21, the ATIP Office did not provide training sessions, compared to one (1) training session during 2019–2020. The ATIP Office, however, worked on new training materials in order to prepare training sessions for next fiscal year to adapt training to the new teleworking environment and plans on providing new training sessions to employees in 2021–2022. However, the ATIP Office provides advice and guidance on an ongoing basis to individuals and employees internally; the ATIP Office documented fourteen (14) cases where the ATIP Office expertise was requested.

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 2020–21. 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 standards within the field. Additionally, refresher courses at the Canadian School of the Public Service are now offered on

ATIP and ATIP staff attended some of these courses. Finally, 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 2020–21.

## 9.0 Complaints and investigations

During 2020–21, three (3) new complaints were received by the OIC about the TSB and three (3) complaints remain outstanding from prior years. Four (4) complaints were closed during the 2020–21 period.

Two (2) of new complaints received by the OIC during 2020–21 about the TSB, alleged that the TSB did not respond within the timelines prescribed under the *Access to Information Act*. These two (2) complaints were resolved and closed during 2020-21. In one (1) of the two (2) case files, the TSB responded and closed the file sooner than the extension taken and the complaint was settled. In the other case, the TSB responded and closed the file late March 2021, after being able to complete a full search for records, postponed due to pandemic measures. The complaint was closed.

The third (3) and final new complaint alleged that the TSB improperly applied exemptions, so as to unjustifiably deny access to records and remains active. The TSB is working with the investigator to resolve it.

During 2020-21, four (4) complaints were closed. In two (2) of these, the complaints alleged that the TSB improperly applied exemptions, so as to unjustifiably deny access to records. In one of those, after a supplementary release by the TSB, the complainant was satisfied and the complaint was settled. In the other complaint, the complainant did not provide representations and after being contacted by the OIC, the complainant no longer wished to pursue the complaint.

Finally, in the two (2) other complaints closed during 2020-21, the complaints alleged that the TSB took unreasonable time extensions. In both cases, at the start of the investigation, the OIC learned that the TSB had already responded to both requests and the OIC deemed it was no longer necessary to investigate both complaints which were both deemed resolved.

In conclusion, two (2) complaints received prior to 2020–2021, which alleged that the TSB had 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 under investigation 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 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:** 2020-04-01 to 2021-03-31

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

##### 1.1 Number of requests

	Number of requests
Received during reporting period	80
Outstanding from previous reporting period	38
Total	118
Closed during reporting period	77
Carried over to next reporting period	41

##### 1.2 Sources of requests

Source	Number of requests
Media	8
Academia	0
Business (private sector)	46
Organization	4
Public	21
Decline to Identify	1
<b>Total</b>	<b>80</b>

##### 1.3 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	
1	0	1	0	0	0	0	2

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

**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
	1–15 days	16–30 days	31 –60 days	61–120 days	121– 180 days	181– 365 days	More than 365 days	
All disclosed	2	4	1	0	0	0	0	7
Disclosed in part	7	7	2	6	3	8	1	34
All exempted	8	3	0	0	0	0	0	11
All excluded	0	0	0	0	0	0	0	0
No records exist	9	6	1	0	0	0	0	16
Request transferred	3	0	0	0	0	0	0	3
Request abandoned	5	0	0	0	0	0	1	6
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	20	4	6	3	8	2	77

### 3.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	5	16(2)	3	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	4	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	1	18(d)	0	21(1)(a)	6
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	9
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)	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)	35	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)	20	23.1	0
15(1) - S.A.*	0	16.31	0	20(1)(b.1)	0	24(1)	2
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)	16	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)	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

### 3.4 Format of information released

Paper	Electronic	Other
0	41	0



### 3.5 Complexity

#### 3.5.1 Relevant pages processed and disclosed

Number of pages processed	Number of pages disclosed	Number of requests
15853	6025	58

#### 3.5.2 Relevant pages processed and disclosed 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 disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
All disclosed	5	113	2	359	0	0	0	0	0	0
Disclosed in part	18	275	7	750	5	1175	4	3177	0	0
All exempted	9	0	1	0	1	0	2	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	6	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>38</b>	<b>388</b>	<b>10</b>	<b>1109</b>	<b>6</b>	<b>1175</b>	<b>4</b>	<b>3177</b>	<b>0</b>	<b>0</b>

#### 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	27	0	0	0	27
All exempted	3	0	0	0	3
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>	<b>35</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>35</b>

### 3.6 Closed requests

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

Number of requests closed within legislated timelines	65
Percentage of requests closed within legislated timelines (%)	84.4

### 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
12	9	3	0	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	1	3	4
16 to 30 days	0	0	0
31 to 60 days	0	1	1
61 to 120 days	0	2	2
121 to 180 days	1	2	3
181 to 365 days	0	1	1
More than 365 days	0	1	1
<b>Total</b>	2	10	12

### 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	1	0	0	0
Disclosed in part	11	0	10	9
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	1	0	1	0
<b>Total</b>	13	0	11	9

### 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	2	0	3	7
31 to 60 days	2	0	2	2
61 to 120 days	4	0	5	0
121 to 180 days	1	0	1	0
181 to 365 days	4	0	0	0
365 days or more	0	0	0	0
<b>Total</b>	13	0	11	9

## Section 5: Fees

Fee type	Fee collected		Fee waived or refunded	
	Number of requests	Amount	Number of requests	Amount
Application	66	\$330	11	\$55
Other fees	0	\$0	0	\$0
<b>Total</b>	66	\$330	11	\$55

## 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	19	395	2	1
Outstanding from the previous reporting period	2	107	0	0
<b>Total</b>	21	502	2	1
Closed during the reporting period	19	499	2	1
Carried over to the next reporting period	2	3	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
	1–15 days	16–30 days	31–60 days	61–120 days	121–180 days	181–365 days	More than 365 days	
Disclose entirely	13	0	0	0	0	0	0	13
Disclose in part	3	2	0	0	1	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	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	16	2	0	0	1	0	0	19

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

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	1	0	0	0	0	0	0	1
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	1	0	0	0	0	0	0	1
<b>Total</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</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
1–15	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>	<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
1–15	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 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	5	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		\$268,995
Overtime		\$2,385
Goods and services		\$45,677
• Professional services contracts	\$37,500	
• Other	\$8,177	
<b>Total</b>		<b>\$317,057</b>

### 10.2 Human resources

Resources	Person-years dedicated to Access to Information activities
Full-time employees	3.88
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.19
Students	0.00
<b>Total</b>	<b>4.07</b>