



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 2018 TO 31 MARCH 2019**

Canada 

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Annual report to Parliament on the application of the *Access to Information Act* 2018–19

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Le présent rapport est également disponible en français.



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12 June 2019

The Honourable William Morneau, P.C., M.P.
Minister of Finance and
Acting President of the Queen's Privy Council for Canada
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 2018 to 31 March 2019.

Sincerely,

Kathleen Fox
Chair

Canada

Table of contents

- 1.0 Introduction 1
- 2.0 ATIP Office organization 1
- 3.0 Delegation of authority 2
- 4.0 Disposition of requests 2
 - 4.1 Formal requests 2
 - 4.2 Clients 4
 - 4.3 Processing of requests 4
- 5.0 Fees and costs 5
- 6.0 Other requests 6
- 7.0 Training and education 6
- 8.0 Policies, guidelines, and procedures 6
- 9.0 Complaints and investigations 7
- 10.0 Monitoring process 7
- 11.0 Statistics required by Treasury Board 7
- Appendices 8
 - Appendix A - Delegation order 8
 - Appendix B - Statistical report 9

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 2018 to 31 March 2019.

The purpose of the *Access to Information Act* is to provide a right of access to information to 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.

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 2018–19, the General Counsel held the responsibilities of the ATIP Coordinator. The ATIP Office also consisted of four full-time positions, a casual position and one consultant.

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, 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 2018–19 and dates from 11 June 2018. A copy of the new Delegation Order is attached as Appendix A.

4.0 *Disposition of Requests*

4.1 *Formal Requests*

Eighty-eight (88) new requests were received under the *Access to Information Act* in 2018–19 and fifteen (15) requests were brought forward from the previous fiscal year, for a total of one hundred and three (103) active requests. Of these, seventy-three (73) were completed during the current reporting period, and thirty (30) 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 | 2014–15 | 2015–16 | 2016–17 | 2017–18 | 2018–19 |
|--|---------|---------|---------|---------|---------|
| Received during reporting period | 72 | 89 | 119 | 80 | 88 |
| Outstanding from previous period | 30 | 29* | 24 | 24 | 15 |
| Total requests in-process during reporting period | 102 | 118 | 143 | 104 | 103 |
| Completed during reporting period | 75 | 94 | 119 | 89 | 73 |
| Carried over to next reporting period | 27 | 24 | 24 | 15 | 30 |
| Percentage of requests responded to within established timelines | 64% | 84% | 87% | 92% | 99% |

*: includes two (2) files created in error

Of the seventy-three (73) requests completed during the current reporting period, records were fully disclosed to applicants in three (3) cases. Records did not exist for thirteen (13) requests, one (1) request was transferred to another institution, and four (4) requests were abandoned by their requester at various stages of the process. Records pertaining to thirty-eight (38) requests were released with some portions exempted, and records for twelve (12) requests were fully exempted.

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

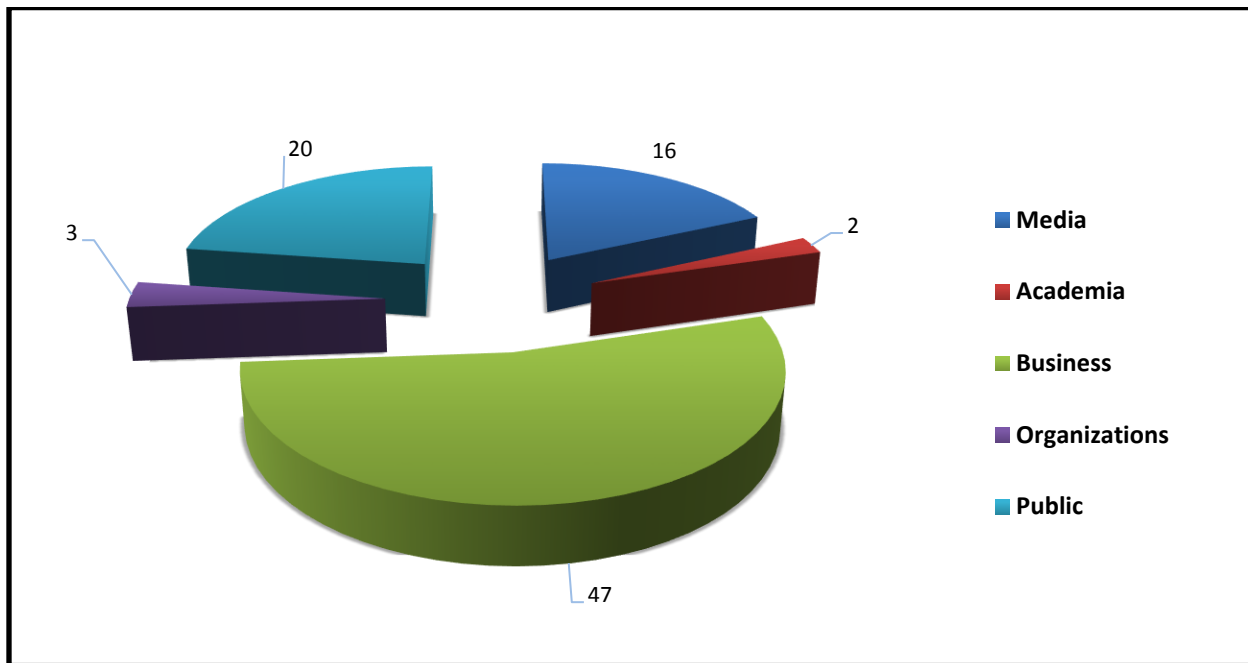
Table 2 - Exemptions and Exclusions

| Exemption or Exclusion | Exemption description | Number of times applied |
|------------------------|--|-------------------------|
| 13 | Obtained in confidence from other levels of government | 2 |
| 14 | Federal–provincial affairs | 0 |
| 15 | International affairs and defence | 0 |
| 16 | Law enforcement & investigation (Security) | 8 |
| 17 | Safety of individuals | 0 |
| 18 | Economic interest of Canada | 0 |
| 19 | Personal information | 40 |
| 20 | Third-party information | 43 |
| 21 | Operations of government | 19 |
| 22 | Testing procedures | 0 |
| 23 | Solicitor–client privilege | 3 |
| 24 | Statutory prohibitions | 3 |
| 26 | Information to be published | 0 |
| 68 | Published material | 4 |
| 69 | Cabinet confidences | 0 |

4.2 Clients

As shown in Figure 1, forty-seven (47) new requests came from business/legal firms representing clients affected by or involved in transportation occurrences. The other requesters were twenty (20) members of the public, sixteen (16) media sources, three (3) organizations, and two (2) members of academia. No requester declined to identify a category.

Figure 1: Source of Requests



4.3 Processing of Requests

The number of new requests received in 2018–19 increased by ten percent (10%) compared to the previous reporting period. The increase is mostly due to a higher number of requests from the media, which has almost doubled. While more information is becoming available online and made accessible directly to the public, the number of new requests 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, both domestically and internationally, before the information can be released, the ATIP Office succeeded in completing ninety-nine percent (99%) of the requests within the timelines required by law.

The number of human resources dedicated to ATIP in 2018–19 decreased by 1.0 full-time employee (FTE) compared to 2017–18, from 5.1 to 4.1 FTEs. The number of completed requests in 2018–19 also decreased by sixteen (16) requests to a total of seventy-three (73), or 18% less

than the previous fiscal year, 2017–18. The TSB was able to respond within 30 days or less in forty-five (45) or 62% of the seventy-three (73) completed cases in 2018–19, a slight improvement from 2017–18 when this value was at sixty percent (60%). The completion times for the remaining requests are detailed in the Table 3. Deadlines for other requests were extended as authorised by the Act.

Table 3 - Percentage of files per completion time category

| Completion time | 2014-15 | 2015-16 | 2016-17 | 2017-18 | 2018-19 |
|-----------------|---------|---------|---------|---------|---------|
| 30 days or less | 42% | 70% | 60% | 60% | 62% |
| 31-60 days | 11% | 9% | 17% | 8% | 11% |
| 61-120 days | 11% | 3% | 8% | 18% | 21% |
| 121-180 days | 9% | 3% | 6% | 9% | 4% |
| 181-365 days | 16% | 10% | 3% | 2% | 2% |
| Over 365 days | 11% | 5% | 6% | 3% | 0% |

The average time taken to process a request during the 2018–19 reporting period decreased to forty-two (42) calendar days, compared with last year's average of eighty (80) calendar days for completed requests.

During this period, the ATIP Office directed the search, preparation, and review of 48,897 pages of information (compared to 43,187 pages in 2017–18, and 121,224 pages in 2016–17). The ATIP Office also ensured the reproduction and release of 10,639 pages of information (compared to 20,165 pages in 2017–18, and 60,571 pages in 2016–17), including reprints of photographs and reproductions of video and audio recordings. It is important to note that large audio and video files of many hours in length is counted as one (1) page per one (1) audio file and/or one (1) video record, in accordance with the requirements of the Treasury Board Secretariat. Therefore, the use of page as a measure of the information processed represents the count of information processed in all media formats (paper and electronic).

5.0 Fees and Costs

The TSB collected \$315 in fees during 2018–19 and waived \$50 in application fees. The TSB maintains the right to waive the application fees.

The ATIP Office incurred an estimated \$352,934 in costs to administer the *Access to Information Act* in 2018–19, lower than the amount of \$461,827 in 2017–18. 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 2018–19, compared to twenty-six (26) consultation requests in 2017–18 (and twenty-two (22) in 2016–17). In total, 356 pages were processed in 2018–19 (compared to 1824 pages in 2017–18, and 1746 pages in 2016–17).

Nine (9) informal requests were completed during 2018–19, compared with two (2) in 2017–18, and twenty-five (25) in 2016–17. 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. Although there was a slight increase observed in the number of informal requests during this reporting period, the directives on transparency and open government have helped make more data accessible online, and continue contributing to a reduction in the number of these 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 2018–19, the ATIP Office provided four (4) training sessions to thirty-four (34) 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 2018–19. 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, a specialized lawyer on the *Access to Information* and *Privacy acts* presented to ATIP staff on the latest case-law trends of relevance for the TSB.

8.0 *Policies, Guidelines, and Procedures*

There were no changes to the policies, guidelines, and procedures for 2018–19.

9.0 *Complaints and Investigations*

Two (2) new complaints were received by the Office of the Information Commissioner of Canada (OIC) during 2018–19 and two (2) complaints remain outstanding from a prior year. Four (4) complaints were closed during 2018–19.

From the two (2) new complaints received by the OIC during 2018–19, one (1) alleged that the TSB has improperly applied exemptions, so as to unjustifiably deny access to records, or portions thereof, requested under the *Access to Information Act*. Another one (1) alleged that the TSB failed to provide all records responsive to the request made under the *Access to Information Act*. The TSB provided a copy of the processing files to the OIC and the complaints are pending.

Two (2) previous complaints received by the OIC during 2017-18 alleged that the TSB had improperly applied exemptions, so as to unjustifiably deny access to records, or portions thereof, requested under the *Access to Information Act*. The TSB provided a copy of the processing files to the OIC, and we continue to await decisions on these complaints.

Three (3) previous complaints received by the OIC during 2016–17, alleging that records should exist were discontinued during 2018-19. The OIC recorded these complaints as discontinued by the complainant and notified the TSB.

A complaint received by the OIC during 2017–18 alleging that the TSB had improperly applied exemptions, so as to unjustifiably deny access to records, or portions thereof, requested under the *Access to Information Act* was resolved. The complainant wanted access to personal information for which consent could not be obtained. Following discussion with the OIC investigator, and supplying the TSB with additional information, the TSB was able to obtain consent and release the information in its entirety. During 2018–19, the OIC recorded this complaint as resolved.

10.0 *Monitoring Process*

The TSB monitors the time to process access to information requests, through weekly bilateral meetings between the General Counsel (ATIP Coordinator) and the Senior ATIP Analyst during which the status of outstanding requests is reviewed. 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
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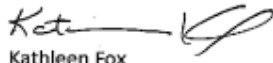
11 June 2018

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 5 January 2017.

| Positions | Sections of the <i>Access to Information Act</i> |
|-------------------------|---|
| Chair | All sections |
| Chief Operating Officer | All sections |
| General Counsel | 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



Statistical Report on the Access to Information Act

Name of institution: Transportation Safety Board of Canada

Reporting period: 2018-04-01 to 2019-03-31

Part 1: Requests Under the Access to Information Act

1.1 Number of requests

| | Number of Requests |
|--|--------------------|
| Received during reporting period | 88 |
| Outstanding from previous reporting period | 15 |
| Total | 103 |
| Closed during reporting period | 73 |
| Carried over to next reporting period | 30 |

1.2 Sources of requests

| Source | Number of Requests |
|---------------------------|--------------------|
| Media | 16 |
| Academia | 2 |
| Business (private sector) | 47 |
| Organization | 3 |
| Public | 20 |
| Decline to Identify | 0 |
| Total | 88 |

1.3 Informal requests

| Completion Time | | | | | | | Total |
|-----------------|---------------|---------------|----------------|-----------------|-----------------|--------------------|-------|
| 1 to 15 Days | 16 to 30 Days | 31 to 60 Days | 61 to 120 Days | 121 to 180 Days | 181 to 365 Days | More Than 365 Days | |
| 6 | 0 | 0 | 0 | 1 | 0 | 2 | 9 |

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

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

Part 2: Requests Closed During the Reporting Period

2.1 Disposition and completion time

| Disposition of Requests | Completion Time | | | | | | | Total |
|------------------------------|-----------------|---------------|---------------|----------------|-----------------|-----------------|--------------------|-----------|
| | 1 to 15 Days | 16 to 30 Days | 31 to 60 Days | 61 to 120 Days | 121 to 180 Days | 181 to 365 Days | More Than 365 Days | |
| All disclosed | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Disclosed in part | 3 | 9 | 7 | 14 | 3 | 2 | 0 | 38 |
| All exempted | 9 | 2 | 1 | 0 | 0 | 0 | 0 | 12 |
| All excluded | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| No records exist | 8 | 5 | 0 | 0 | 0 | 0 | 0 | 13 |
| Request transferred | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Request abandoned | 2 | 1 | 0 | 1 | 0 | 0 | 0 | 4 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 27 | 18 | 8 | 15 | 3 | 2 | 0 | 73 |

2.2 Exemptions

| Section | Number of Requests | Section | Number of Requests | Section | Number of Requests | Section | Number of Requests |
|---------------|--------------------|------------|--------------------|------------|--------------------|----------|--------------------|
| 13(1)(a) | 2 | 16(2) | 0 | 18(a) | 0 | 20.1 | 0 |
| 13(1)(b) | 0 | 16(2)(a) | 0 | 18(b) | 1 | 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) | 5 |
| 13(1)(e) | 0 | 16(3) | 0 | 18.1(1)(a) | 0 | 21(1)(b) | 12 |
| 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) | 2 |
| 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) | 40 | 22.1(1) | 0 |
| 15(1) - I.A.* | 0 | 16.2(1) | 0 | 20(1)(a) | 4 | 23 | 3 |
| 15(1) - Def.* | 0 | 16.3 | 0 | 20(1)(b) | 27 | 24(1) | 3 |
| 15(1) - S.A.* | 0 | 16.4(1)(a) | 0 | 20(1)(b.1) | 0 | 26 | 0 |
| 16(1)(a)(i) | 0 | 16.4(1)(b) | 0 | 20(1)(c) | 10 | | |
| 16(1)(a)(ii) | 0 | 16.5 | 0 | 20(1)(d) | 2 | | |
| 16(1)(a)(iii) | 0 | 17 | 0 | | | | |
| 16(1)(b) | 0 | | | | | | |
| 16(1)(c) | 7 | | | | | | |
| 16(1)(d) | 0 | | | | | | |

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

2.3 Exclusions

| Section | Number of Requests | Section | Number of Requests | Section | Number of Requests |
|---------|--------------------|----------|--------------------|-----------------|--------------------|
| 68(a) | 4 | 69(1) | 0 | 69(1)(g) re (a) | 0 |
| 68(b) | 0 | 69(1)(a) | 0 | 69(1)(g) re (b) | 0 |
| 68(c) | 0 | 69(1)(b) | 0 | 69(1)(g) re (c) | 0 |
| 68.1 | 0 | 69(1)(c) | 0 | 69(1)(g) re (d) | 0 |
| 68.2(a) | 0 | 69(1)(d) | 0 | 69(1)(g) re (e) | 0 |
| 68.2(b) | 0 | 69(1)(e) | 0 | 69(1)(g) re (f) | 0 |
| | | 69(1)(f) | 0 | 69.1(1) | 0 |

2.4 Format of information released

| Disposition | Paper | Electronic | Other Formats |
|-------------------|-------|------------|---------------|
| All disclosed | 0 | 3 | 0 |
| Disclosed in part | 1 | 37 | 0 |
| Total | 1 | 40 | 0 |

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

| Disposition of Requests | Number of Pages Processed | Number of Pages Disclosed | Number of Requests |
|------------------------------|---------------------------|---------------------------|--------------------|
| All disclosed | 31 | 31 | 3 |
| Disclosed in part | 19475 | 10574 | 38 |
| All exempted | 581 | 0 | 12 |
| All excluded | 28757 | 0 | 2 |
| Request abandoned | 53 | 34 | 4 |
| Neither confirmed nor denied | 0 | 0 | 0 |

2.5.2 Relevant pages processed and disclosed by size of requests

| Disposition | Less Than 100 Pages Processed | | 101-500 Pages Processed | | 501-1000 Pages Processed | | 1001-5000 Pages Processed | | More Than 5000 Pages Processed | |
|------------------------------|-------------------------------|-----------------|-------------------------|-----------------|--------------------------|-----------------|---------------------------|-----------------|--------------------------------|-----------------|
| | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed | Number of Requests | Pages Disclosed |
| All disclosed | 3 | 31 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disclosed in part | 22 | 442 | 10 | 1556 | 1 | 279 | 4 | 4561 | 1 | 3736 |
| All exempted | 11 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 |
| All excluded | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| Request abandoned | 4 | 34 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 41 | 507 | 10 | 1556 | 2 | 279 | 4 | 4561 | 2 | 3736 |

2.5.3 Other complexities

| Disposition | Consultation Required | Assessment of Fees | Legal Advice Sought | Other | Total |
|------------------------------|-----------------------|--------------------|---------------------|----------|-----------|
| All disclosed | 1 | 0 | 0 | 0 | 1 |
| Disclosed in part | 28 | 0 | 0 | 0 | 28 |
| All exempted | 2 | 0 | 0 | 0 | 2 |
| All excluded | 0 | 0 | 0 | 0 | 0 |
| Request abandoned | 2 | 0 | 0 | 0 | 2 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 |
| Total | 33 | 0 | 0 | 0 | 33 |

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

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

2.6.2 Number of days past deadline

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

2.7 Requests for translation

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

Part 3: Extensions

3.1 Reasons for extensions and disposition of requests

| Disposition of Requests Where an Extension Was Taken | 9(1)(a) Interference With Operations | 9(1)(b) Consultation | | 9(1)(c) Third-Party Notice |
|--|--|-------------------------|-------|----------------------------------|
| | | Section 69 | Other | |
| All disclosed | 0 | 0 | 0 | 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 |
| Total | 12 | 0 | 19 | 16 |

3.2 Length of extensions

| Length of Extensions | 9(1)(a) Interference With Operations | 9(1)(b) Consultation | | 9(1)(c) Third-Party Notice |
|----------------------|--|-------------------------|-------|----------------------------------|
| | | Section 69 | Other | |
| 30 days or less | 2 | 0 | 5 | 7 |
| 31 to 60 days | 5 | 0 | 7 | 7 |

| | | | | |
|------------------|----|---|----|----|
| 61 to 120 days | 2 | 0 | 7 | 1 |
| 121 to 180 days | 2 | 0 | 0 | 1 |
| 181 to 365 days | 0 | 0 | 0 | 0 |
| 365 days or more | 1 | 0 | 0 | 0 |
| Total | 12 | 0 | 19 | 16 |

Part 4: Fees

| Fee Type | Fee Collected | | Fee Waived or Refunded | |
|--------------------|--------------------|--------|------------------------|--------|
| | Number of Requests | Amount | Number of Requests | Amount |
| Application | 63 | \$315 | 10 | \$50 |
| Search | 0 | \$0 | 0 | \$0 |
| Production | 0 | \$0 | 0 | \$0 |
| Programming | 0 | \$0 | 0 | \$0 |
| Preparation | 0 | \$0 | 0 | \$0 |
| Alternative format | 0 | \$0 | 0 | \$0 |
| Reproduction | 0 | \$0 | 0 | \$0 |
| Total | 63 | \$315 | 10 | \$50 |

Part 5: Consultations Received From Other Institutions and Organizations

5.1 Consultations received from other Government of Canada institutions and organizations

| Consultations | Other Government of Canada Institutions | Number of Pages to Review | Other Organizations | Number of Pages to Review |
|--|---|---------------------------|---------------------|---------------------------|
| Received during reporting period | 19 | 336 | 2 | 15 |
| Outstanding from the previous reporting period | 1 | 5 | 0 | 0 |
| Total | 20 | 341 | 2 | 15 |
| Closed during the reporting period | 19 | 341 | 1 | 0 |
| Pending at the end of the reporting period | 1 | 0 | 1 | 15 |

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

| Recommendation | Number of Days Required to Complete Consultation Requests | | | | | | | Total |
|---------------------------|---|---------------|---------------|----------------|-----------------|-----------------|--------------------|-------|
| | 1 to 15 Days | 16 to 30 Days | 31 to 60 Days | 61 to 120 Days | 121 to 180 Days | 181 to 365 Days | More Than 365 Days | |
| Disclose entirely | 10 | 1 | 0 | 0 | 0 | 0 | 0 | 11 |
| Disclose in part | 6 | 1 | 0 | 0 | 0 | 0 | 0 | 7 |
| Exempt entirely | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Exclude entirely | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Consult other institution | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 16 | 3 | 0 | 0 | 0 | 0 | 0 | 19 |

5.3 Recommendations and completion time for consultations received from other organizations

| Recommendation | Number of Days Required to Complete Consultation Requests | | | | | | | Total |
|---------------------------|---|---------------|---------------|----------------|-----------------|-----------------|--------------------|-------|
| | 1 to 15 Days | 16 to 30 Days | 31 to 60 Days | 61 to 120 Days | 121 to 180 Days | 181 to 365 Days | More Than 365 Days | |
| Disclose entirely | 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 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |

Part 6: Completion Time of Consultations on Cabinet Confidences

6.1 Requests with Legal Services

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

6.2 Requests with Privy Council Office

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

Part 7: Complaints and Investigations

| Section 32 | Section 35 | Section 37 | Total |
|------------|------------|------------|-------|
| 2 | 0 | 4 | 6 |

Part 8: Court Action

| Section 41 | Section 42 | Section 44 | Total |
|------------|------------|------------|-------|
| 0 | 0 | 0 | 0 |

Part 9: Resources Related to the Access to Information Act

9.1 Costs

| Expenditures | | Amount |
|-----------------------------------|----------|------------------|
| Salaries | | \$328,125 |
| Overtime | | \$188 |
| Goods and Services | | \$24,621 |
| • Professional services contracts | \$18,900 | |
| • Other | \$5721 | |
| Total | | \$352,934 |

9.2 Human Resources

| Resources | Person Years Dedicated to Access to Information Activities |
|----------------------------------|--|
| Full-time employees | 4.09 |
| Part-time and casual employees | 0.00 |
| Regional staff | 0.00 |
| Consultants and agency personnel | 0.08 |
| Students | 0.00 |
| Total | 4.17 |

Note: Enter values to two decimal places.