

# 2018 Annual Report to Parliament

## VIA Rail Canada

Administration of the *Access to Information Act*



## **TABLE OF CONTENTS**

1. Introduction.....	1
2. Institution .....	1
3. VIA Rail’s Access to Information and Privacy ("ATIP") Unit .....	2
4. Delegation Order.....	3
5. Interpretation of the Statistical Report.....	3
6. Educational and Training Activities.....	5
7. Policies, Guidelines and Procedures.....	5
8. Proactive Disclosure .....	5
9. Complaints .....	6
10. Follow-up on Application of Processing Time .....	6
APPENDICES .....	7

## 1. INTRODUCTION

According to the *Federal Accountability Act* effective September 1, 2007, VIA Rail Canada Inc. ("VIA Rail" or the "Corporation") is subject to the legal requirements of the *Access to Information Act* ("ATIA").

The ATIA provides a right of access to records under the control of VIA Rail in accordance with the following principles: 1) government information should be available to the public, 2) necessary exceptions to the right of access should be specific and limited, and 3) decisions on the disclosure of government information may be reviewed independently by the courts.

This annual report is tabled in Parliament according to section 72 of the ATIA and covers the period from April 1, 2018 to March 31, 2019.

## 2. INSTITUTION

VIA Rail operates Canada's national passenger rail service on behalf of the Government of Canada. An independent Crown corporation established in 1977, VIA Rail provides a safe, cost-effective and environmentally responsible service from coast to coast in both official languages. The Corporation operates close to 514 train departures weekly on a 12,500 kilometres network, connecting over 400 Canadian communities. With 3,115 active employees, VIA Rail carried almost 4,8 million passengers in 2018.

### VIA Rail's Services

#### *Inter-city Travel (The Corridor)*

In the densely populated Corridor between Québec City, QC and Windsor, ON, VIA Rail's trains provide downtown-to-downtown travel between major urban centres, suburban centres and communities. These trains carry more than 90% of the Corporation's total ridership.

#### *Long-distance Travel and Tourism*

In Western and Eastern Canada, VIA Rail's trains attract travellers from around the world and support Canada's tourism industry. The *Canadian*, VIA Rail's Western transcontinental train, provides service between Vancouver and Toronto. In Eastern Canada, The *Ocean* runs between Montreal and Halifax.

**Mandatory Services**

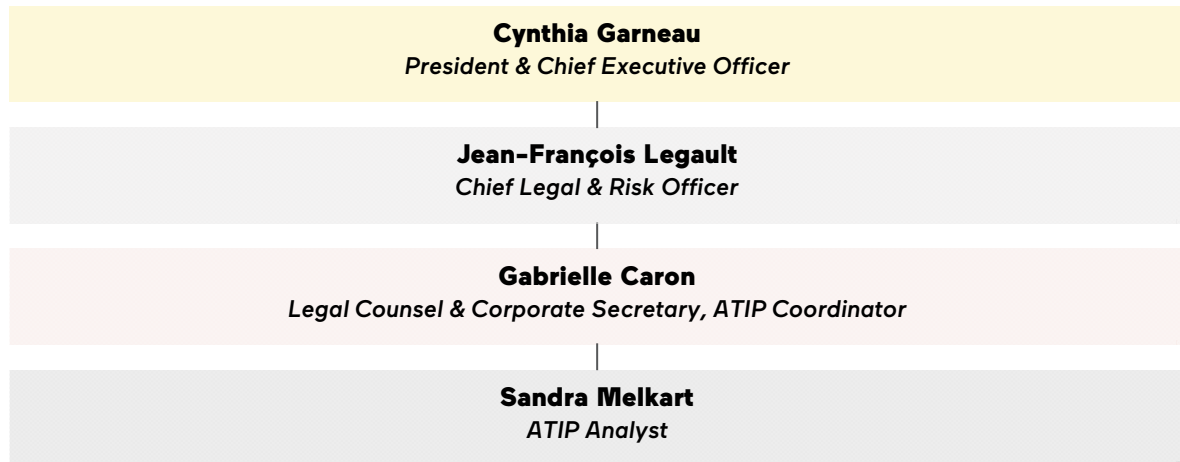
VIA Rail provides a passenger service in several rural and remote regions of Canada. Mandated by the Government of Canada to meet essential transportation needs, these trains serve many communities where alternative, year-round transportation is limited or unavailable.

**3. VIA RAIL’S ACCESS TO INFORMATION AND PRIVACY ("ATIP") UNIT**

VIA Rail’s ATIP unit was created in 2007. ATIP falls under the responsibility of VIA Rail’s ATIP Coordinator, who also acts as Legal Counsel & Corporate Secretary.

The ATIP Coordinator is responsible for interpreting and applying the statutory and policy requirements as they relate to the public’s right of access to VIA Rail’s records under the *ATIA* and to personal information under the *Privacy Act*. In more complex cases, the ATIP Coordinator makes recommendations to the President & Chief Executive Officer on the disclosure of information. The ATIP Coordinator’s area of responsibility includes administering the process by which access to information and personal information requests are received and responded to, in compliance with the applicable statutory and policy requirements.

The organizational structure of VIA Rail’s ATIP unit as of May 9, 2019 is as follows:



#### **4. DELEGATION ORDER**

Pursuant to section 73 of the *ATIA*, VIA Rail's President & Chief Executive Officer has delegated the totality of her functions as they relate to the administration of the *ATIA* within VIA Rail to the Corporation's ATIP Coordinator.

The delegation order is attached as Appendix 1.

#### **5. INTERPRETATION OF THE STATISTICAL REPORT**

The complete Statistical Report for 2018 is attached as Appendix 2.

**Requests:**

VIA Rail received twenty-one (21) Access to Information requests between April 1, 2018 and March 31, 2019. Of these twenty-one (21) formal requests, six (6) requests are being carried forward into the next reporting period.

Three (3) requests were carried over from the previous reporting period (April 1, 2017 to March 31, 2018). Said requests were closed during the reporting period.

In total, eighteen (18) out of twenty-four (24) requests were closed at the end of the reporting period. The response percentage to these requests was therefore 75%.

Between April 1, 2018 and March 31, 2019, VIA Rail also received five (5) consultation requests totalling 101 pages to process from the following federal, provincial and municipal institutions: Infrastructure Canada, Metrolinx, Transport Canada and Prescott Russell. VIA Rail's average response time for these consultation requests was nine (9) days. Said consultation requests were closed during the reporting period.

**Types of requests:**

Of the twenty-one (21) Access to Information requests received during the reporting period, 48% originated from the media, 19% from businesses (private sector) and 33% from the public.

**Completion time:**

VIA Rail's average completion time for requests closed during this reporting period is sixty-five (65) days, compared with the legislative requirement of thirty (30) days. The median completion time is thirty-five (35) days. The percentage of requests responded to within the established timeline is 38%.

	2016-2017	2017-2018	2018-2019	
<b>Number of requests by completion time</b>	1 to 15 days	3	5	1
	16 to 30 days	11	2	6
	31 to 60 days	9	12	5
	61 to 120 days	2	4	4
	121 to 180 days	0	0	0
	181 to 365 days	0	7	2

### Extensions

During this reporting period, an extension was taken for one (1) request as this request required consultations according to section 9(1)b) or section 9(1)c) of the ATIA. The length of this extension was between sixty-one (61) and one hundred and twenty (120) days.

### Exemptions applied

The main exemptions applied by VIA Rail during this reporting period are the following:

- Section 16: Security;
- Section 17: Security of Individuals;
- Section 18: Economic Interest of Canada;
- Section 18.1: Economic Interest of VIA Rail;
- Section 19: Personal information; and
- Section 20: Third-party information.

	2016-2017	2017-2018	2017-2018	
<b>Number of requests by exemption</b>	s. 16(1)a)(ii)	1	0	0
	s. 16(2)a)	0	0	1
	s. 16(2)b)	0	0	1
	s. 16(2)c)	2	6	1
	s. 17	1	5	1
	s. 18a)	3	8	0
	s. 18b)	3	11	0
	s. 18d)	1	4	0
	s. 18.1(1)d)	8	14	3
	s. 19(1)	9	11	5
	s. 20(1)a)	0	0	1
	s. 20(1)b)	2	7	2
	s. 20(1)b.1)	0	4	1
	s. 20(1)c)	3	9	2

s. 20 (1)d)	3	6	1
s. 21(1)a)	1	6	0
s. 21(1)b)	2	6	0
s. 21(1)c)	2	0	0
s. 23	1	1	0

**Informal requests:**

Three (3) informal requests were received during the reporting period.

**Fees:**

Net fees of \$85 were collected regarding requests closed during this reporting period.

**Costs:**

The total costs incurred by the ATIP unit regarding access to information were \$51,650. This amount includes \$50,000 in salary and \$1,650 in educational/training purposes. In 2017, the costs related to access to information were slightly lower at \$43,414, however a large amount was for outside consultation fees, whereas no consultation fees were incurred in 2018.

**Human resources:**

As for human resources, it has been estimated that 0.50 FTE (full time equivalent) was dedicated to access to information activities.

## 6. EDUCATIONAL AND TRAINING ACTIVITIES

In July 2018, a new hire joined the VIA Rail ATIP team as an ATIP Analyst. The ATIP Analyst works very closely with the ATIP Coordinator regarding all aspects related to ATIP, including sensitization of employees pertaining to access to information matters.

## 7. POLICIES, GUIDELINES AND PROCEDURES

VIA Rail did not implement or review any policies, guidelines or procedures related to access to information during this reporting period.

## 8. PROACTIVE DISCLOSURE

VIA Rail periodically publishes access to information request summaries on its website as well as on the Open Government website.

## 9. COMPLAINTS

Three (3) complaints were closed between April 1, 2018 and March 31, 2019.

### ***OIC File 3215-01163***

This complaint was filed with the Office of the Information Commissioner of Canada in October 2015 and was closed in October 2018. The complainant alleged that VIA Rail had improperly applied exemptions, so as to unjustifiably deny access to records, or portions thereof, requested under the ATIA. The complaint was abandoned.

### ***OIC File 3215-01164***

This complaint was filed with the Office of the Information Commissioner of Canada in October 2015 and was closed in October 2018. The complainant alleged that VIA Rail had improperly applied exemptions, so as to unjustifiably deny access to records, or portions thereof, requested under the ATIA. The complaint was abandoned.

### ***OIC File 3215-01165***

This complaint was filed with the Office of the Information Commissioner of Canada in October 2015 and was closed in October 2018. The complainant alleged that VIA Rail had improperly applied exemptions, so as to unjustifiably deny access to records, or portions thereof, requested under the ATIA. The complaint was abandoned.

### ***On-going Files***

There are currently seven (7) on-going complaints at the Office of the Information Commissioner of Canada. These complaints are being carried over into the next reporting period.

## 10. FOLLOW-UP ON APPLICATION OF PROCESSING TIME

VIA Rail analyzes each request as soon as they are received in order to determine the time required to process such request which is established based on discussions held with appropriate information holders, the necessity for consultations with third parties, etc.

Since 2017, requests are processed with the additional assistance of a computer software that allows the ATIP analyst to more effectively process these requests. In addition, a file consolidates all relevant information regarding the status of each active request. This file is being monitored on a weekly basis by the ATIP Coordinator.



# Appendix 1

Delegation of authority

A large, stylized yellow 'V' logo with white diagonal stripes, positioned on the left side of the page.

DÉLÉGATION D'AUTORITÉ  
*LOI SUR L'ACCÈS À L'INFORMATION ET LOI SUR LA  
PROTECTION DES RENSEIGNEMENTS PERSONNELS*

DELEGATION OF AUTHORITY  
*ACCESS TO INFORMATION ACT AND PRIVACY ACT*

Le 9 mai 2019

May 9, 2019

Je, soussignée, présidente, conformément à l'article 73 de la *Loi sur l'accès à l'information* et à l'article 73 de la *Loi sur la protection des renseignements personnels*, autorise par la présente les agents et les employés de VIA Rail occupant les postes identifiés dans l'annexe ci-jointe à assumer au nom de la présidente les pouvoirs de signature ainsi que les attributions, fonctions et pouvoirs qui y sont spécifiés.

I, the undersigned, President, pursuant to Section 73 of the *Access to Information Act* and Section 73 of the *Privacy Act*, hereby authorize officers and employees of VIA Rail occupying positions identified within the attached appendix to exercise signing authorities or perform any of the President's powers, duties or functions specified therein.

Signée à Montréal, ce 9 mai, 2019

Signed in Montreal this May 9, 2019

A handwritten signature in black ink that reads 'Cynthia Garneau'.

Cynthia Garneau  
Présidente et chef de la direction  
President and Chief Executive Officer

**VIA Rail Canada Inc.**  
**Delegation of Authority**  
**Under the *Access to Information Act***

Subject	Access to Information Act Section	Position / Title	
		ATIP Coordinator	ATIP Analyst

Notice where access requested	7	●	●
Transfer of request	8(1)	●	●
Extension of Time Limits	9(1)	●	●
Notice of extension to Commissioner	9(2)	●	●
Notice where access refused	10(1)&(2)	●	●
Payment of additional fees	11(2)	●	●
Payment of fees from a machine readable record	11(3)	●	●
Deposit	11(4)	●	●
Notice of fee payment	11(5)	●	●
Waiver or refund of fees	11(6)	●	●
Translation	12(2)	●	●
Access to record in alternate format	12(3)	●	●
Refuse access - Information obtained in confidence from another government	13(1)	●	●
Grant access – information obtained in confidence from another government when disclosure authorized	13(2)	●	●
Refuse access - federal-provincial affairs	14	●	●
Refuse access - international affairs, defence	15(1)	●	●
Refuse access - law enforcement and investigation	16(1)	●	●
Refuse access - security information	16(2)	●	●
Refuse access - policing services for provinces or municipalities	16(3)	●	●
National Security and Intelligence Committee	16.6	●	●
Investigation under the Elections Act	16.31	●	●
Refuse access – safety of individuals	17	●	●
Refuse access - economic interests of Canada and of VIA Rail	18 / 18.1	●	●
Refuse access – personal information	19(1)	●	●
Disclose personal information	19(2)	●	●
Refuse access - third party information	20(1)	●	●
Disclose testing methods	20(2)&(3)	●	●

Disclose third party information – if supplier consents	20(5)	●	●
Disclose in public interest	20(6)	●	●
Refuse access - advice etc.	21	●	●
Testing procedure - tests and audits	22	●	●
Refuse access - solicitor-client privilege	23	●	●
Patent or Trademark privilege	23.1	●	●
Refuse access – Statutory prohibitions against disclosure	24(1)	●	●
Disclose information - Severability	25	●	●
Refuse access - information to be published	26	●	●
Notice to third parties	27(1)	●	●
Extension of time limit	27(4)	●	●
Representation of third party and decision	28(1)	●	●
Representation to be made in writing	28(2)	●	●
Disclosure of record	28(4)	●	●
Disclosure on Commissioner's recommendation	29(1)	●	●
Action to take in response to the notice of intention to investigate	32	●	●
Notice to third party	33	●	●
Right to make representations	35(2)	●	●
Findings and recommendations of the Information Commissioner	37(1)(b)	●	●
Access given to complainant	37(4)	●	●
Notice to third parties of court action	43(1)	●	●
Notice to person who requested record	44(2)	●	●
Special rules for hearings	52(2)	●	●
Ex parte representations	52(3)	●	●
Excluded information – Confidences of the Queen's Privacy Council for Canada	69	●	●
Manuals may be inspected by public	71(2)	●	●

# Appendix 2

## Statistical Report



## Statistical Report on the Access to Information Act

Name of institution: VIA Rail Canada Inc.

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	21
Outstanding from previous reporting period	3
<b>Total</b>	<b>24</b>
Closed during reporting period	18
Carried over to next reporting period	6

#### 1.2 Sources of requests

Source	Number of Requests
Media	10
Academia	0
Business (private sector)	4
Organization	0
Public	7
Decline to Identify	0
<b>Total</b>	<b>21</b>

#### 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	
3	0	0	0	0	0	0	3

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

## Part 2: Requests Closed During the Reporting Period

### 2.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	1	2	2	1	0	1	0	7
Disclosed in part	0	1	3	3	0	1	0	8
All exempted	0	1	0	0	0	0	0	1
All excluded	0	0	0	0	0	0	0	0
No records exist	0	2	0	0	0	0	0	2
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
<b>Total</b>	<b>1</b>	<b>6</b>	<b>5</b>	<b>4</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>18</b>

### 2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	1	18(b)	0	20.2	0
13(1)(c)	0	16(2)(b)	1	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	1	18(d)	0	21(1)(a)	0
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	0
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	3	22	0
15(1)	0	16.1(1)(d)	0	19(1)	5	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	1	23	0
15(1) - Def.*	0	16.3	0	20(1)(b)	2	24(1)	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	1	26	1
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	2		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	1		
16(1)(a)(iii)	0	17	1				
16(1)(b)	0						
16(1)(c)	0						
16(1)(d)	0						

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

## 2.3 Exclusions

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

## 2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	0	7	0
Disclosed in part	5	3	0
<b>Total</b>	5	10	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	0	40	7
Disclosed in part	692	692	8
All exempted	0	0	1
All excluded	0	0	0
Request abandoned	0	0	0
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	7	40	0	0	0	0	0	0	0	0
Disclosed in part	6	168	2	524	0	0	0	0	0	0
All exempted	1	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	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>	14	208	2	524	0	0	0	0	0	0



### 2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	1	0	0	0	1
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor	0	0	0	0	0
<b>Total</b>	1	0	0	0	1

### 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
6	5	1	0	0

#### 2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline Where An Extension Was Taken	Total
1 to 15 days	3	0	3
16 to 30 days	1	0	1
31 to 60 days	2	0	2
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
<b>Total</b>	6	0	6

### 2.7 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

## 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	1	1	1	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
<b>Total</b>	1	1	1	0

### 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	0	1	1	0
31 to 60 days	0	0	0	0
61 to 120 days	1	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
<b>Total</b>	1	1	1	0

## Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	17	\$85	1	\$5
Search	0	\$0	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
<b>Total</b>	17	\$85	1	\$5

## Part 5: Consultations Received From Other Institutions and Organizations

### 5.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	3	46	2	55
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	3	46	2	55
Closed during the reporting period	3	0	2	55
Pending at the end of the reporting period	0	46	0	0

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

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	3	0	0	0	0	0	0	3
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>	3	0	0	0	0	0	0	3

### 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	1	0	0	0	0	0	2
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>	1	1	0	0	0	0	0	2

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

## Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
0	7	0	7

## 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		\$50 000
Overtime		\$0
Goods and Services		\$1 650
• Professional services contracts	\$0	
• Other	\$1 650	
<b>Total</b>		<b>\$51 650</b>

**9.2 Human Resources**

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0,50
Part-time and casual employees	0,00
Regional staff	0,00
Consultants and agency personnel	0,00
Students	0,00
<b>Total</b>	<b>0,50</b>

**Note:** Enter values to two decimal places.