

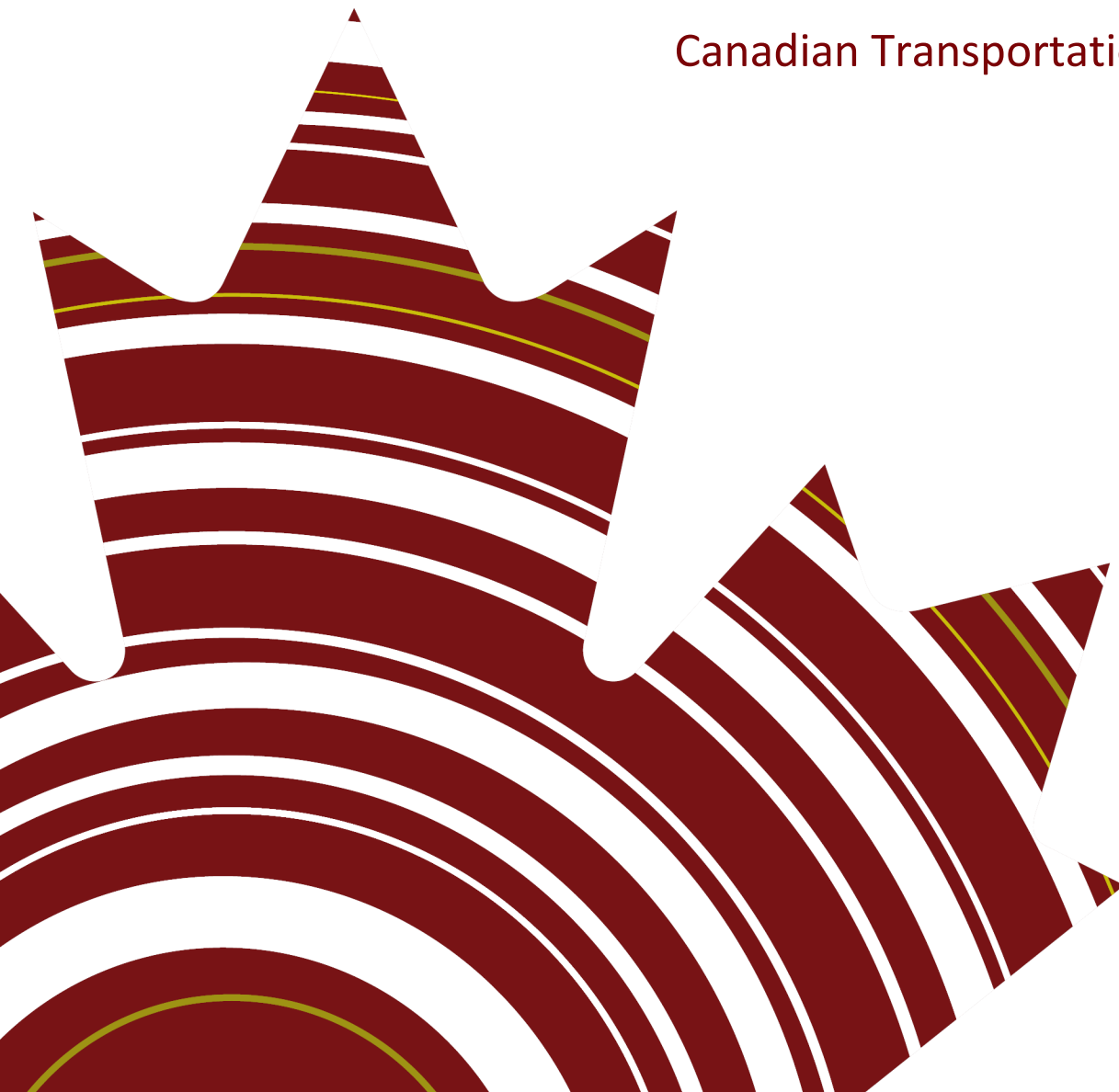


Office
des transports
du Canada

Canadian
Transportation
Agency

2019–2020
Annual Report
on the Administration of the
Access to Information Act

Canadian Transportation Agency



Canada 

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Introduction

The *Access to Information Act* (ATIA), enacted in 1983, grants Canadian citizens, permanent residents and any person or corporation present in Canada the right to access the records of federal institutions subject to the ATIA. This right enables individuals to access or obtain copies of records of a government institution, subject to specific and limited circumstances under the ATIA.

The ATIA complements other policies and procedures to make government information available to the public, such as open-government initiatives and proactive disclosure.

Section 94 of the ATIA requires that at the end of each fiscal year, the head of every federal government institution prepare a report to Parliament on the administration of the ATIA within the institution.

Under section 20 of the *Service Fees Act*, the appropriate authority must have a report tabled in Parliament on the fees within the jurisdiction of the responsible authority that are payable.

This Annual Report is tabled in Parliament under section 94 of the ATIA and section 20 of the *Service Fees Act*. This report describes how the Canadian Transportation Agency (CTA) fulfilled its responsibilities under these acts during the period beginning April 1, 2019, and ending March 31, 2020, while facing the reality of the COVID-19 pandemic.

About the Canadian Transportation Agency

The CTA is an independent, quasi-judicial tribunal and regulator that has, with respect to all matters necessary for the exercise of its jurisdiction, all the powers of a superior court.

The CTA oversees the very large and complex [Canadian transportation system](#), which is essential to the economic and social well-being of Canadians.

The CTA's decision makers are regular [Members](#) appointed by the Governor-in-Council (GIC) and temporary Members appointed by the Minister of Transport from a GIC-approved roster. Members' key functions include making adjudicative rulings, regulations, and regulatory determinations, as well as designating CTA staff to exercise the role of enforcement officers.

The CTA has three core mandates:

- To help ensure that the national transportation system runs efficiently and smoothly in the interests of all Canadians: those who work and invest in it; the producers, shippers, travellers and businesses who rely on it; and the communities where it operates.
- To protect the human right of persons with disabilities to an accessible transportation network.
- To provide consumer protection for air passengers.

To help advance these mandates, the CTA has three tools at its disposal:

- **Rule making:** The CTA develops and applies ground rules that establish the rights and responsibilities of transportation service providers and users and that level the playing field among competitors. These rules can take the form of binding regulations or less formal guidelines, codes of practice or interpretation notes.
- **Dispute resolution:** The CTA resolves disputes that arise between transportation service providers on the one hand, and their clients and neighbours on the other, using a range of tools from facilitation and mediation to arbitration and adjudication.
- **Information provision:** The CTA provides information on the transportation system, the rights and responsibilities of transportation service providers and users, and the CTA's legislation and services.

Organizational structure of the ATIP Office

During this reporting period, the Access to Information and Privacy (ATIP) Office was part of the Secretariat, Registrar Services and Information Management Directorate (SRSIMD). The Office consists of an ATIP Coordinator reporting to the Director, SRSIMD, and an ATIP analyst.

The ATIP Coordinator is responsible for the daily activities related to the administration and enforcement of the ATIA and the *Privacy Act* (PA), and for ensuring compliance with the requirements of this legislation, as well as policies, directives, and any other ATIP policy instruments issued by the Treasury Board of Canada Secretariat (TBS).

Activities of the ATIP Office include:

- Processing requests for information submitted under the ATIA and the PA in accordance with legislation, regulations, policies and TBS guidelines;
- providing advice and guidance to CTA managers and employees on the interpretation and application of the ATIA and the PA;
- developing and offering to CTA managers and employees training and awareness sessions on how to meet their obligations under the ATIA and the PA;
- developing policies, procedures and guidelines on how to enforce the ATIA and the PA, in accordance with instructions issued by TBS;
- collaborating with the Office of the Information Commissioner and with the Office of the Privacy Commissioner on the resolution of complaints filed against the CTA;
- coordinating the updating of the CTA's Info Source publication chapter;
- ensuring that the proactive publication requirements of Bill C-58 are met; and
- preparing statistical and annual reports for tabling in Parliament with respect to the administration and enforcement of the ATIA and the PA.

The CTA has a service contract with Canadian Heritage (PCH) to manage the investigation process related to the verification of the security classifications of its employees. This contract is renewed annually. The personal information of employees that the CTA shares with PCH is protected A and protected B.

Open court principle

In its role as a quasi-judicial tribunal, the CTA operates like a court when adjudicating disputes and is, therefore, bound by the open court principle. This means that the CTA's proceedings must be open and accessible to all Canadians.

Any submission or document filed with the CTA as part of a formal adjudication process will be made part of the public record without redaction, unless a claim for confidentiality has been made to and accepted by the CTA. Requests for information about decisions issued in a dispute proceeding are processed informally, and records are released in their entirety unless a request for confidentiality was granted.

While requests for information on the public record are processed informally by other areas of the CTA, the ATIP Office must also apply the open court principle when these records form part of a response to a request made under the ATIA.

Delegation Order

Delegation orders set out the powers, duties and functions for the administration of the ATIA that have been delegated by the head of the institution, and specifies to whom they have been delegated.

In May 2016, the Chair and Chief Executive Officer, as head of the CTA, delegated full authority for the administration of the ATIA to the persons holding the positions of Director of SRSIMD and of Chief Corporate Officer, as well as partial authority to the persons holding the positions of ATIP Coordinator and of ATIP Analyst.

A copy of the signed delegation instrument is included in Appendix B.

Highlights of 2019–2020 statistical report

Bill C-58

Bill C-58, *An Act to amend the Access to Information Act and the Privacy Act and to make consequential amendments to other Acts*, received Royal Assent on June 21, 2019, making important improvements to the openness and transparency of government.

Bill C-58 has had the effect of dividing the ATIA into two parts: PART 1 - Access to Government Records, and PART 2 - Proactive Publication of Information.

Key improvements include:

Part 1 – Access to Government Records

- Elimination of all fees for access to information requests, with the exception of a \$5 filing fee.
- Authority of the Information Commissioner to make binding orders with respect to access to information requests.
- Authority of the Information Commissioner to refuse or cease to investigate a complaint that they consider trivial, frivolous or vexatious or made in bad faith.
- The names and titles of ministerial staff members will no longer be considered personal information for the purposes of administering the ATIA and the PA.

- Collaboration among federal institutions within the same ministerial portfolio to share request processing services.
- Tabling of institutions' annual reports in Parliament within the first 15 sitting days after September 1.

Part 2 – Proactive Publication of Information

- Requirement for institutions to proactively provide Canadians with a wide range of information without the need for a request.

Bill C-58 creates proactive publication requirements for the Prime Minister's Office, ministers' offices, senators, members of Parliament, institutions that support Parliament, the courts, federal departments and agencies, and Crown corporations. The new proactive publication requirements include, but are not limited to, mandate letters, all briefing materials for new ministers, titles of briefing notes, question period notes, and briefing materials for appearances before parliamentary committees.

These new requirements apply to records created on or after June 21, 2019 (date of Royal Assent).

COVID-19: Impact on operations

On March 11, 2020, a few weeks before the end of fiscal year 2019–2020, the World Health Organization declared that COVID-19 could be characterized as a pandemic. In response to this pandemic, the Government of Canada implemented extraordinary measures to reduce the spread of the virus in order to protect the health and safety of the population and public servants, and to maintain its services to citizens.

With respect to ATIP, TBS asked federal institutions to make their best efforts to process requests and proactively publish information to the extent that the

business impacts of COVID-19 allow it. To protect the health and wellness of ATIP employees, the CTA provided the necessary equipment and tools to electronically optimize telework. Despite some network challenges, this new way of working allowed the Office to continue its operations, respecting citizens' rights of access and meeting its obligations under the ATIA and the PA.

Requests received under the ATIA, consultations and informal requests

During the reporting period, the CTA received 30 new ATIA requests, 2 (6.7%) fewer than in 2018–2019. The CTA had a total of 39 active requests, 9 of which were outstanding from the previous fiscal year. The CTA closed 26 requests within the prescribed timelines and carried 13 of them over to the 2020–2021 fiscal year.

In addition, the CTA received and completed 25 consultation requests under the ATIA from other government institutions, involving records of potential interest to the CTA. The CTA responded to 28 consultation requests, 3 of which were outstanding from the previous year. No consultations were carried over to the next fiscal year.

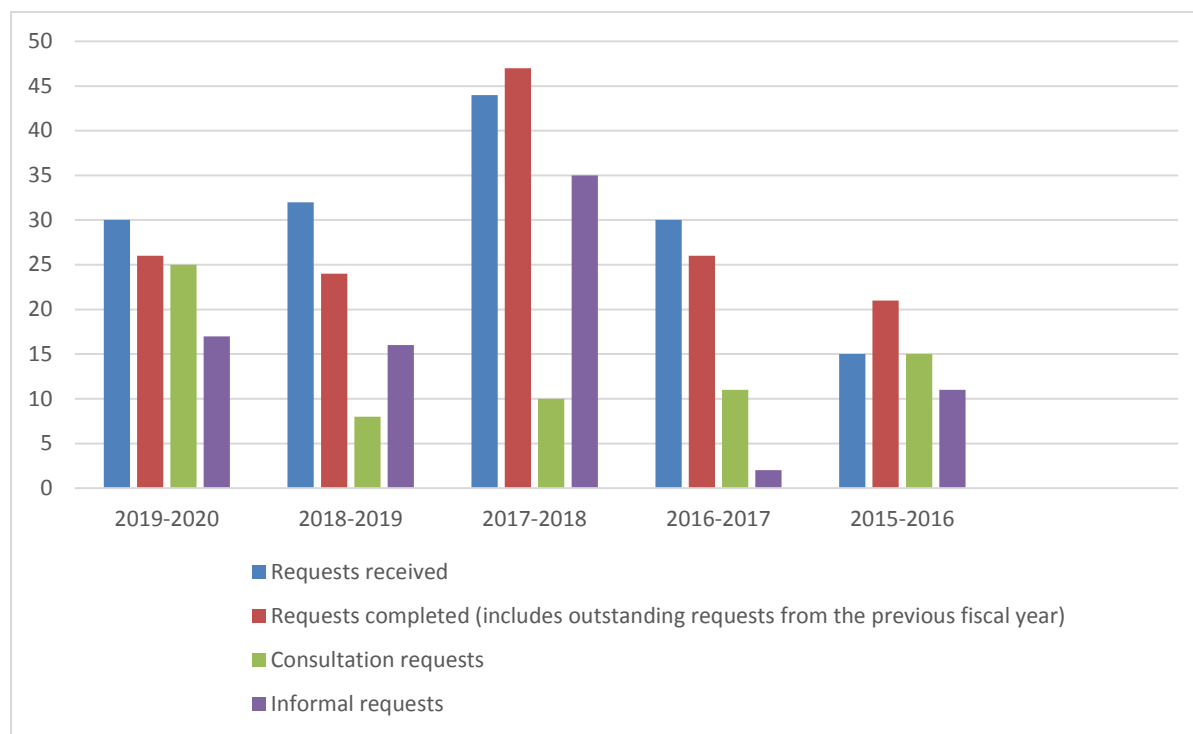
Processing informal requests for information is a shared responsibility at the CTA. The 17 requests received during the reporting period were completed within the deadlines that had been agreed upon with the requesters, although one request was late due to a technical issue with the Access Pro Case Management (APCM) system. Of the 17 informal requests, 12 were completed within 15 days, 3 were completed within 30 days, one was completed within 60 days, and another was completed within 120 days.

In addition, the ATIP Office responded to over 78 requests (verbal and written) from CTA staff for advice and recommendations on the administration of the ATIA.

Overview of requests received and completed in the ATIP Office over the last five years

Reporting year	Requests received	Requests completed *	Consultation requests	Informal requests
2019–2020	30	26	25	17
2018–2019	32	24	8	16
2017–2018	44	47	10	35
2016–2017	30	26	11	2
2015–2016	15	21	15	11

* includes outstanding requests from the previous fiscal year



Disposition of completed requests

The CTA disposed of the completed requests as follows: all disclosed (2 cases); disclosed in part (13 cases); request abandoned (2 cases); existence of records neither confirmed nor denied (2 cases); no records exist (7 cases).

Completion time and extensions for completed requests

Of the 26 requests completed during the reporting period, 11 (42%) were completed within 30 days; 6 (23%) were completed within 60 days; 6 (23%) were completed within 120 days; 1 (4%) was completed within 365 days; and 2 (8%) were completed in more than 365 days.

The ATIA allows institutions to extend the time limit to process a request for the following reasons:

- Paragraph 9(1)(a): the request is for a large number of records or necessitates a search through a large number of records and meeting the original time limit would unreasonably interfere with the operations of the government institution;
- Paragraph 9(1)(b): consultations are necessary to comply with the request that cannot reasonably be completed within the original time limit, or
- Paragraph 9(1)(c): notice of the request is given pursuant to subsection 27(1) of the ATIA.

During the processing of completed requests, 12 of the 26 requests (46%) were extended under paragraph 9(1)(a) due to the large number of records requested and the extent of the search to locate the requested records.

Exemptions and exclusions

Exemptions and exclusions are the only grounds to withhold information found in records that are requested under ATIA, and their application is limited and specific. During the reporting period, sections 19, 21, 23 and 26 were used by the CTA to deny access to requested records.

Section 19 allows for the refusal to disclose personal information about an individual other than the individual who made the request. This provision was invoked in 14 requests, and it is the one that has been most frequently used in the past six years.

Section 21 allows for the refusal to disclose certain records relating to the activities of government institutions. This provision was invoked in 8 requests.

Section 23 allows for the refusal to disclose personal information that is subject to solicitor-client privilege or the professional secrecy of advocates and notaries or to litigation privilege. This provision was invoked in 4 requests.

Section 26 allows for the refusal to disclose any record that will be published within 90 days after the request is made or within any further period of time that may be necessary for printing or translating the material for the purpose of printing it. This provision was invoked in one request.

The ATIA states that certain types of records are excluded from its application, specifically, records to which the public has access (section 68) and records containing Confidences of the Queen's Privy Council for Canada (section 69). The CTA did not invoke exclusions for any requests completed during the reporting period.

The CTA's statistical report on the ATIA for reporting year 2019–2020 is provided in Appendix A.

Training and awareness

During the reporting period, the ATIP Office continued its outreach to CTA managers and employees. The Office provided guidance and recommendations on the application and interpretation of the ATIA, and communicated TBS policies and guidelines through ongoing dialogue, informal discussion and group training to enable CTA employees to better meet the requirements of the ATIA.

The ATIP Office provided the following training:

- A one-and-a-half hour training for employees of the Analysis and Regulatory Affairs Directorate on the ATIA and the PA and the amendments made to those Acts by Bill C-58. The training was also intended to reiterate the roles and responsibilities of the offices of primary interest (OPIs) in each directorate.
- A training presentation to senior management on Bill C-58 changes and the impact on the CTA.

Policies, guidelines, procedures and initiatives

The ATIP Office continued its efforts to improve and update its procedures and guidelines for processing ATIP requests, to enable CTA employees, particularly liaison officers and OPIs, to better understand their responsibilities and the importance of their role in the processing (searching and retrieving) of records under the ATIA in order to maximize efficiency in processing requests and ensure that requesters receive information in a timely manner.

Transition to a digital ATIP request process

During this period, the ATIP Office rethought its improvement and process update project and the Director of the ATIP Office established a working group, including staff from SRSIMD and the ATIP Office, to begin transitioning to a digital solution for processing requests electronically. This project will reduce paper usage and delays associated with additional steps such as scanning and loading records.

The group is currently working on outlining new processing steps for the digitization of ATIP requests.

In preparation for the implementation of the new electronic process, the group prepared a new procedures manual entitled "Administration of CTA ATIP Requests" as well as new electronic forms designed for record collection for OPIs. Although the forms were at the early stage of the process, their use was hastened by COVID-19 and within a short time, were provided to OPIs to respond to ATIA and PA requests. OPIs were able to electronically submit records, their recommendations and their collection confirmation signatures. These new measures ensured continuity in the processing of requests and compliance with statutory deadlines.

The working group is continuing to advance the initiatives described and further details will be provided in the 2020–2021 report.

Bill C-58 and proactive publication requirements

To comply with the new proactive publication requirements of [Bill C-58](#), and to post proactive publications on the Open Government Portal within the deadlines requested, the ATIP Office has been designated to coordinate the steps in this new publication process. To prevent any oversight in publication, the Office sends reminder emails to the various CTA directorates responsible for the publication of information covered by Bill C-58 reminding them of their requirements. The

Office also prepared reference documents for these branches, explaining the steps in the proactive disclosure process and describing the roles and responsibilities of the key people in the process.

Summary of key files and actions taken on complaints or audits

During the reporting period, there were no key files, complaints or audits.

Monitoring compliance

During the reporting period, the CTA continued to use the APCM system to track and monitor all administrative activities and set due dates in order to meet statutory timelines. Due dates for all actions were communicated to staff and reminders were sent as required. All actions taken have also been detailed in a separate tracking tool, and the status of each request was communicated weekly to the Chief Corporate Officer and to the Director of SRSIMD to review for performance, prioritization and issues in the processing of requests. These measures have continued despite the impact of COVID-19.

Public Reading Room

The ATIA requires government institutions to provide facilities where the public may examine requested departmental records, manuals, and publications related to access to information. A reading room is located at the CTA's offices at 15 Eddy Street, 17th floor in Gatineau, Quebec.

During the reporting period, the CTA did not receive any requests for use of the public reading room.

Appendix A: Statistical report on the *Access to Information Act*

Name of institution: Canadian Transportation Agency

Reporting Period: 4/1/2019 to 3/31/2020

Section 1: Requests Under the *Access to Information Act*

1.1 Number of requests

	Number of requests
Received during the reporting period	30
Outstanding from previous reporting period	9
Total	39
Closed during the reporting period	26
Carried over to next reporting period	13

1.2 Sources of requests

Source	Number of requests
Media	2
Academia	1
Business (private sector)	12
Organization	1
Public	14
Decline to identify	0
Total	30

1.3 Informal requests

Completion time							
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	Total
12	3	1	1	0	0	0	17

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 the reporting period	0
Total	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							
	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	Total
All disclosed	0	0	2	0	0	0	0	2
Disclosed in part	0	4	3	5	0	0	1	13
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	5	1	1	0	0	0	7
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	1	1	2
Neither confirmed nor denied	0	2	0	0	0	0	0	2
Declined by the Information Commissioner during reporting period	0	0	0	0	0	0	0	0
Total	0	11	6	6	0	1	2	26

3.2. 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)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	0	18(d)	0	21(1)(a)	4
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	4
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)	14	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	4
15(1) - Def.*	0	16.3	0	20(1)(b)	0	23.1	0
15(1) - S.A.*	0	16.31	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(c)	0	26	1
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(d)	0		
16(1)(a)(iii)	0	16.5	0				
16(1)(b)	0	16.6	0				
16(1)(c)	0	17	0				
16(1)(d)	0						

*A.I. * 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)	1	69(1)	1	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	15	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed

Number of pages processed	Number of pages disclosed	Number of requests
8853	5562	19

3.5.2 Relevant pages processed and disclosed by size of requests

Provision	Less than 100 pages processed		101–500 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed
All disclosed	2	2	0	0
Disclosed in part	7	230	2	331
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	1	0	1	131
Neither confirmed nor denied	2	0	0	0
Total	12	232	3	462

3.5.2 Relevant pages processed and disclosed by size of requests

Disposition	501–1000 pages processed		1001–5000 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed
All disclosed	0	0	0	0
Disclosed in part	1	452	3	4416
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
Total	1	452	3	4416

Disposition	More than 5000 pages processed	
	Number of requests	Pages disclosed
All disclosed	0	0
Disclosed in part	0	0
All exempted	0	0
All excluded	0	0
Request abandoned	0	0
Neither confirmed nor denied	0	0
Total	0	0

3.5.3 Other complexities

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	2	0	2	6	10
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	1	0	0	1	2
Neither confirmed nor denied	0	0	0	1	1
Total	3	0	2	8	13

3.6 Closed requests

3.6.1 Number of requests closed within statutory deadline

	Requests closed within statutory deadline
Number of requests closed within statutory deadline	21
Percentage of requests closed within legislated timelines (%)	80.8

3.7 Deemed refusals

3.7.1 Reasons for not meeting statutory deadline

Number of requests closed past the legislated deadline	Principal Reason			
	Interference with operations / workload	External Consultation	Internal Consultation	Other
5	4	0	0	1

3.7.2 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	3	0	3
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	2	2
More than 365	0	0	0
Total	3	2	5

3.8 Requests for translation

Translation requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

Section 4: Extensions

4.1 Reasons for extensions and disposition of requests

Disposition of requests where an extension was taken	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	8	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	2	0	0	0
Request abandoned	2	0	0	0
Total	12	0	0	0

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	4	0	0	0
31 to 60 days	4	0	0	0
61 to 120 days	3	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	1	0	0	0
More than 365	0	0	0	0
Total	12	0	0	0

Section 5: Fees

Fee Type:	Fee collected		Fee waived or refunded	
	Number of requests	Amount	Number of requests	Amount
Application	20	\$100	6	\$25
Other fees	0	\$0	0	\$0
Total	20	\$100	6	\$25

Section 6: Consultations Received From Other Institutions and Organizations

6.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during the reporting period	25	554	0	0
Outstanding from previous reporting period	3	6	0	0
Total	28	560	0	0
Closed during the reporting period	28	560	0	0
Carried over to next reporting period	0	0	0	0

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

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365	
Disclose entirely	22	3	0	0	1	0	0	26
Disclose in part	0	0	1	1	0	0	0	2
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	22	3	1	1	1	0	0	28

6.3 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	
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
Total	0	0	0	0	0	0	0	0

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	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
1 to 15	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0
More than 365	0	0	0	0	0	0
Total	0	0	0	0	0	0

Number of days	1001–5000 pages processed		More than 5000 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed
1 to 15	0	0	0	0
16 to 30	0	0	0	0
31 to 60	0	0	0	0
61 to 120	0	0	0	0
121 to 180	0	0	0	0
181 to 365	0	0	0	0
More than 365	0	0	0	0
Total	0	0	0	0

7.2 Requests with Privy Council Office

Number of days	Fewer than 100 pages processed		101–500 pages processed		501–1000 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
1 to 15	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0
More than 365	0	0	0	0	0	0
Total	0	0	0	0	0	0

Number of days	1001–5000 pages processed		More than 5000 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed
1 to 15	0	0	0	0
16 to 30	0	0	0	0
31 to 60	0	0	0	0
61 to 120	0	0	0	0
121 to 180	0	0	0	0
181 to 365	0	0	0	0
More than 365	0	0	0	0
Total	0	0	0	0

Section 8: Complaints and investigations

Section 32 Notice of intention to investigate	Section 30(5) Termination of investigation	Section 35 Right to make representations	Section 37 Final report on results of the investigation	Section 37 Final report on results containing recommendations made by the Information Commissioner	Section 37 Final report on results containing orders made by the Information Commissioner
0	0	0	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)	Article 42	Section 44
0	0	0

9.2 Court action for 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 Act*

10.1 Costs

Expenditures	Amount
Salaries	\$117,752
Overtime	\$20,000
Goods and services	\$4,516
<ul style="list-style-type: none"> • Professional services contracts 	
<ul style="list-style-type: none"> • Other 	\$4,516
Total	\$142,268

10.2 Human Resources

Resources.	Person years dedicated to Access to Information activities
Full-time employees	2.00
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	2.00

2019–2020 supplementary statistical report – Requests affected by COVID-19 related measures

The following table reports the total number of formal requests received during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 1 – Requests received

	Number of requests
Received from 2019-04-01 to 2020-03-13	30
Received from 2020-03-14 to 2020-03-31	0
Total¹	30

¹ – Total for Row 3 should equal the total in the ATI Statistical Report section 1.1 Row 1

The following table reports the total number of requests closed within the legislated timelines and the number of closed requests that were deemed refusals during two periods 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 2 – Requests Closed

	Number of requests closed within the legislated timelines	Number of requests closed past the legislated timelines
Received from 2019-04-01 to 2020-03-13 and outstanding from previous reporting periods	21	5
Received from 2020-03-14 to 2020-03-31	0	0
Total²	21	5

² – Total for Row 3 Col. 1 should equal the total in the ATI Statistical Report section 3.6.1 Row 1 -- Total for Row 3 Col. 2 should equal the total in the ATI Statistical Report section 3.7.1. Col. 1 Row 1

The following table reports the total number of requests carried over during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 3 – Requests carried over

	Number of requests
Requests received from 2019-04-01 to 2020-03-13 and outstanding from previous reporting period that were carried over to the 2020-2021 reporting period	14
Requests received from 2020-03-14 to 2020-03-31 that were carried over to the 2020-2021 reporting period	0
Total³	14

³ – Total for Row 3 should equal the total in the ATI Statistical Report section 1.1 Row 5

Appendix B: May 2016 Delegation Order

CANADIAN TRANSPORTATION AGENCY

DELEGATION ORDER

ACCESS TO INFORMATION ACT, ACCESS TO INFORMATION REGULATIONS, PRIVACY ACT AND PRIVACY REGULATIONS

The Chairman and Chief Executive Officer of the Canadian Transportation Agency, pursuant to section 73 of the *Access to Information Act* and section 73 of the *Privacy Act*, designates the persons holding the positions set out in the attached Schedule, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Chairman and Chief Executive Officer as the head of the Canadian Transportation Agency, under the provisions of the Acts and related regulations set out in the Schedule opposite to each position. This designation replaces all previous delegation orders.



Scott Streiner
Chairman and Chief Executive Officer

Dated, at the City of Ottawa, this 02 day of May, 2016

Section of the ATIA	Description	Authority delegated to			
Administration of the <i>Access to Information Act</i>		Chief Corporate Officer	Director IMTSD	ATIP Coordinator	ATIP Analyst
4(2.1)	Responsibility of head of institution <ul style="list-style-type: none"> make every reasonable effort to assist the person in connection to the request, respond to the request accurately, completely and timely subject to the regulations 	X	X	X	X
7(a)	Notice where access requested <ul style="list-style-type: none"> give written notice to the requester as to whether or not access to records or parts thereof will be given 	X	X	X	X
7(b)	Access to the record <ul style="list-style-type: none"> Give access to the record or part thereof 	X	X	X	
8(1)	Transfer of request <ul style="list-style-type: none"> transfer a request to another government institution with a greater interest 	X	X	X	X
9	Extension of time limits <ul style="list-style-type: none"> extension of time limits and giving notices to requester and Information Commissioner 	X	X	X	X
11(2)(3)(4)(5)(6)	Additional fees <ul style="list-style-type: none"> assessing additional fees chargeable under the Act and section 7 of the regulations, notification to requester, waiving of fees 	X	X	X	
12(2)(b)	Language of access <ul style="list-style-type: none"> determining if it is in the public interest to translate records requested in a particular official language 	X	X	X	
12(3)(b)	Access to record in alternative format <ul style="list-style-type: none"> determining if the giving of access in an alternative format to a person with a sensory disability is necessary and reasonable 	X	X	X	
Exemption provisions of the ATIA					
13	Information obtained in confidence	X	X	X	
14	Federal-provincial affairs	X	X		
15	International affairs and defence	X	X		
16	Law enforcement and investigations	X	X		
16.5	<i>Public Servants Disclosure Protection Act</i>	X	X		
17	Safety of individuals	X	X		
18	Economic interests of Canada	X	X		

18.1	Economic interest of certain government institutions	X	X		
19	Personal information	X	X	X	
20	Third-party information	X	X	X	
21	Operations of government	X	X		
22	Testing procedures, tests and audits	X	X	X	
22.1	Internal audits	X	X	X	
23	Solicitor-client privilege	X	X		
24	Statutory prohibitions	X	X	X	
Other Provisions of the Act					
25	Severance <ul style="list-style-type: none"> determining if exempt information can reasonably be severed from otherwise releasable information 	X	X	X	X
26	Information to be published <ul style="list-style-type: none"> determining whether to refuse to disclose information that will be published within 90 days of the request 	X	X	X	X
27(1)(4)	Third party notification <ul style="list-style-type: none"> written notice to third parties of intent to disclose information that relates to them and extend time limits 	X	X	X	X
28(1)(2)(4)	Third party notification – representations <ul style="list-style-type: none"> review third party representations and decide whether or not to disclose records and give written notice of the decision to the third party and waive requirement to submit representations in writing. 	X	X	X	X
29(1)	Disclosure on recommendation of the Information Commissioner <ul style="list-style-type: none"> written notification to the requester and third party(s) regarding the decision to disclose following a recommendation by the Information Commissioner 	X	X	X	
33	Advise Information Commissioner of third party involvement <ul style="list-style-type: none"> advise the Information Commissioner of any third party that was notified under subsection 27(1), or would have been notified if the CTA had intended to disclose the record 	X	X	X	X

35(2)(b)	Right to make representations <ul style="list-style-type: none"> make representations to the Information Commissioner in the course of an investigation of a complaint 	X	X	X	
37(1)	Notice to Information Commissioner of action taken or proposed <ul style="list-style-type: none"> where appropriate, provide notice to the Commissioner of any action taken or proposed to be taken to implement recommendations, or reasons why no such action will be taken 	X	X	X	
37(4)	Access to be given to complainant <ul style="list-style-type: none"> where decision was made to provide access, provide access 	X	X	X	
43(1)	Notice to third party (application to Federal Court for review) <ul style="list-style-type: none"> upon being given notice of an application to Federal Court for review under section 41 or 42, give written notice of the application to third party(s) 	X	X	X	
44(2)	Notice to applicant (application to Federal Court by third party) <ul style="list-style-type: none"> give written notice of the application to requester 	X	X	X	
52(2)(3)	Special rules for hearings <ul style="list-style-type: none"> for an application under section 41 or 42 relating to refusal to disclose (or appeal) by reason of 13(1)(a) or (b) or 15 (international affairs or defence), the institution concerned can request that the application can be heard and determined in the National Capital Region, and can request to make representations ex parte 	X	X	X	
71(2)	Exempted information severed from manuals <ul style="list-style-type: none"> decision to refuse to disclose parts of manuals in accordance with exemption criteria 	X	X	X	
72	Annual report <ul style="list-style-type: none"> prepare and table Annual Report to Parliament including expenses within prescribed timelines 	X	X	X	

Responsibilities under the Access to Information Regulations:					
6(1)	Transfer of request <ul style="list-style-type: none"> consent to process an access request transferred from another government institution within time limits set out in the Act 	X	X	X	X
7(2)	Search and preparation fees	X	X	X	
7(3)	Production and programming fees	X	X	X	
8	Method of access	X	X	X	
8.1	Limitations in respect of format	X	X	X	