
2019 Annual Report to Parliament

VIA Rail Canada Inc.

Administration of the Access to Information Act



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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, 2019 to March 31, 2020.

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-kilometer network, connecting over 400 Canadian communities. With 3,234 active employees, VIA Rail carried more than 5 million passengers in 2019.

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

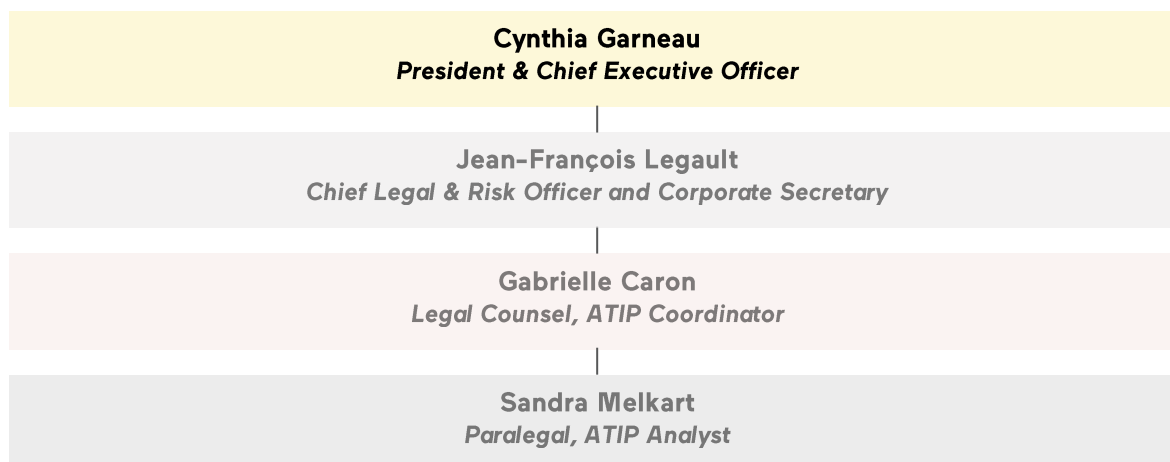
VIA Rail provides a passenger service in several rural and remote regions of Canada. Mandated by the Government of Canada to meet essential transportation needs, these trains serve many communities where alternative, year-round transportation is limited or unavailable.

3. 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.

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 March 31, 2020 is as follows:



4. DELEGATION ORDER

Pursuant to section 95(1) 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.

VIA Rail was not party to any service agreements under section 96 of the *ATIA* during the reporting period.

5. INTERPRETATION OF THE STATISTICAL REPORT

The complete Statistical Report for 2019 is attached as Appendix 2.

Requests:

VIA Rail received forty-eight (48) Access to Information requests between April 1, 2019 and March 31, 2020. Of these forty-eight (48) formal requests, twenty-four (24) requests are being carried forward into the next reporting period.

Six (6) requests were carried over from the previous reporting period (April 1, 2018 to March 31, 2019). Two (2) of said requests were closed during the reporting period.

In total, thirty (30) out of fifty-four (54) requests were closed at the end of the reporting period. The response percentage to these requests was therefore 55%.

Between April 1, 2019 and March 31, 2020, VIA Rail also received twenty (20) consultation requests totaling 931 pages to process from the following federal, provincial and municipal institutions: Department of Finance Canada, Transportation Safety Board of Canada, Treasury Board of Canada Secretariat, Transport Canada, National Capital Commission, CBC/Radio-Canada and Canada Infrastructure Bank. VIA Rail's average response time for these consultation requests was twenty-nine (29) days. Said consultation requests were closed during the reporting period.

Types of Requests:

Of the forty-eight (48) Access to Information requests received during the reporting period, 56% originated from the media, 7% from businesses (private sector) and 37% from the public.

Completion Time:

VIA Rail's average completion time for requests closed during this reporting period is thirty-six (36) days, compared with the legislative requirement of thirty (30) days. The median completion time is nineteen (19) days. The percentage of requests responded to within the established timeline is 60%.

	2017-2018	2018-2019	2019-2020	
Number of requests by completion time	1 to 15 days	5	1	7
	16 to 30 days	2	6	12
	31 to 60 days	12	5	7
	61 to 120 days	4	4	3
	121 to 180 days	0	0	1
	181 to 365 days	7	2	0

Extensions

During this reporting period, an extension was taken for eight (8) requests as they required consultations according to sections 9(1)a), 9(1)b) or 9(1)c) of the ATIA. Six (6) requests required an extension between thirty-one (31) and sixty (60) days and two (2) requests required an extension 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 17: Security of Individuals;**
- **Section 18.1: Economic Interest of VIA Rail;**
- **Section 19: Personal information; and**
- **Section 20: Third-party information.**

	2017-2018	2018-2019	2019-2020	
Number of requests by exemption	s. 16(1)a)(ii)	0	0	0
	s. 16(2)a)	0	1	0
	s. 16(2)b)	0	1	0
	s. 16(2)c)	6	1	0
	s. 17	5	1	1
	s. 18a)	8	0	0
	s. 18b)	11	0	0
	s. 18d)	4	0	0
	s. 18.1(1)d)	14	3	3

	s. 19(1)	11	5	6
	s. 20(1)a)	0	1	0
	s. 20(1)b)	7	2	1
	s. 20(1)b.1)	4	4	0
	s. 20(1)c)	9	2	1
	s. 20 (1)d)	6	1	1
	s. 21(1)a)	6	0	0
	s. 21(1)b)	6	0	0
	s. 21(1)c)	0	0	0
	s. 23	1	0	0

Informal Requests:

Twelve (12) informal requests were received during the reporting period.

Fees:

Net fees of \$130 were collected regarding requests closed during this reporting period.

Costs:

The total costs incurred by the ATIP unit regarding access to information were \$65,646. This amount includes \$58,250 in salary and \$7,396 in external professional fees. For the period covering 2018-2019, the costs related to access to information were slightly lower at \$51,650.

Human resources:

As for human resources, it has been estimated that 0.50 FTE (Full Time Equivalent) were dedicated to access to information activities.

6. EDUCATIONAL AND TRAINING ACTIVITIES

On June 25, 2019, the Honourable Marc Garneau, Minister of Transport, and the Honourable François-Philippe Champagne, Minister of Infrastructure and Communities, announced the creation of a Joint Project Office ("JPO") between VIA Rail and the Canada Infrastructure Bank ("CIB") to conduct de-risking, due diligence, pre-procurement and planning activities for the High Frequency Rail ("HFR") project, to ultimately inform any Government of Canada investment decision as it relates to such transformational project.

In this context and in order to protect the efficiency and integrity of the Government of Canada's decision-making process with regards to the HFR project, while effectively managing their respective responsibilities with regards to the ATIA, VIA Rail and the CIB developed a protocol which describes the approach to be followed by both VIA Rail and the CIB regarding the handling of access to information requests pertaining to the HFR project, generally, and the work of the JPO, more specifically, and the information disclosures resulting from such access to information requests.

Furthermore, during this reporting period, the ATIP Coordinators of both VIA Rail and the CIB organized an awareness session for staff members of the CIB which VIA Rail seconded to the JPO. The purpose of this awareness session was to provide to participants an overview of the ATIA, such as timelines to respond to request, the duty to assist, exemptions and exclusions, steps involved in processing a request and the roles and responsibilities of VIA Rail and the CIB in administering the ATIA. Seven (7) participants from VIA Rail and the CIB participated in this awareness session.

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

Four (4) complaints were closed between April 1, 2019 and March 31, 2020.

OIC File 3212-00953

This complaint was filed with the Office of the Information Commissioner of Canada in November 2012 and was closed in June 2019. 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 deemed well-founded. Considering the

lack of opposition from the third party involved, VIA Rail proceeded to disclose the requested documentation to the complainant.

OIC File 3214-00866

This complaint was filed with the Office of the Information Commissioner of Canada in September 2014 and was closed in January 2020. 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 3217-00001

This complaint was filed with the Office of the Information Commissioner of Canada in April 2017 and was closed in January 2020. The complainant questioned VIA Rail's decision not to process his request under the ATIA. The complaint was deemed well-founded.

OIC File 3217-01223

This complaint was filed with the Office of the Information Commissioner of Canada in September 2017 and was closed in September 2019. 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 deemed well founded. VIA Rail undertook to disclose the requested information.

One (1) application that ought to have been included in the previous year's report (2018-2019) was closed in May 2018.

OIC File 3217-00904

This complaint was filed with the Office of the Information Commissioner of Canada in August 2017 and closed in May 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 deemed well-founded. VIA Rail undertook to disclose the requested documentation.

On-going Files

There are currently four (4) 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.

11. REQUESTS AFFECTED BY COVID-19

Although those responsible for processing access to information requests were required to work remotely and some staff had reduced working hours, the COVID-19 pandemic did not significantly reduce VIA Rail's capacity to receive, process or respond to access to information requests.

Between March 14 and March 31, 2020, VIA Rail received ten (10) access to information requests. These requests required an extension of sixty (60) days, as some requests required consultations and others due to the workload.

The complete 2019-2020 Supplemental Statistical Report – Requests Affected by COVID-19 Measures is attached as Appendix 3.

Appendix 1

Delegation of Authority

A large, vertical, yellow stylized letter 'V' logo 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 31 mars 2020

March 31, 2020

Je, soussignée, présidente, conformément à l'article 95(1) de la *Loi sur l'accès à l'information* et à l'article 73(1) de la *Loi sur la protection des renseignements personnels*, délègue 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 95(1) of the *Access to Information Act* and Section 73(1) of the *Privacy Act*, hereby delegate 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 31 mars 2020

Signed in Montreal this March 31, 2020

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	Legal Affairs Director	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, defense	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: 2019-04-01 to 2020-03-31

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

1.1 Number of requests

	Number of Requests
Received during reporting period	48
Outstanding from previous reporting period	6
Total	54
Closed during reporting period	30
Carried over to next reporting period	24

1.2 Sources of requests

Source	Number of Requests
Media	27
Academia	0
Business (private sector)	3
Organization	18
Public	0
Decline to Identify	0
Total	48

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 Days	Total
10	1	1	0	0	0	0	12

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

Section 2: Decline to act on vexatious, made in bad faith or abuse of right requests

	Number of Requests
Outstanding from previous reporting period	0
Sent during reporting period	0
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							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	6	4	1	0	0	0	14
Disclosed in part	2	3	2	1	0	0	0	8
All exempted	0	0	0	1	1	0	0	2
All excluded	0	0	0	0	0	0	0	0
No records exist	1	3	1	0	0	0	0	5
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	1	0	0	0	0	0	0	1
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Decline to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	7	12	7	3	1	0	0	30

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)	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)	6	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	0
15(1) - Def.*	0	16,3	0	20(1)(b)	1	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)	1	26	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(d)	1		
16(1)(a)(iii)	0	16,5	0				
16(1)(b)	0	16,6	0				
16(1)(c)	0	17	1				
16(1)(d)	0						

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

3.3 Exclusions

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

3.4 Format of information released

Paper	Electronic	Other
5	17	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
949	949	25

3.5.2 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	14	71	0	0	0	0	0	0	0	0
Disclosed in part	6	31	1	223	1	624	0	0	0	0
All exempted	2	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	1	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	23	102	1	223	1	624	0	0	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	3	0	0	0	3
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	3	0	0	0	3

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	19
Percentage of requests closed within legislated timelines (%)	63,3

3.7 Deemed refusals

3.7.1 Reasons for not meeting legislated timelines

Number of Requests Closed Past the Legislated Timelines	Principal Reason			
	Interference with Operations / Workload	External Consultation	Internal Consultation	Other
11	5	0	3	3

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	5	0	5
16 to 30 days	1	1	2
31 to 60 days	0	0	0
61 to 120 days	2	2	4
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	8	3	11

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	4	0	0	0
Disclosed in part	1	1	0	0
All exempted	0	1	0	0
All excluded	0	0	0	0
No records exist	1	0	0	0
Request abandoned	0	0	0	0
Total	6	2	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	0	0	0	0
31 to 60 days	5	1	0	0
61 to 120 days	1	1	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
Total	6	2	0	0

Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Requests	Amount	Requests	Amount
Application	26	\$130	4	\$20
Other fees	0	\$0	0	\$0
Total	26	\$130	4	\$20

Section 6: Consultations Received From Other Institutions and Organizations

6.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	18	863	2	68
Outstanding from the previous reporting period	0	0	0	0
Total	18	863	2	68
Closed during the reporting period	18	863	2	68
Carried over to next reporting period	0	0	0	0

6.2 Recommendations and completion time for consultations received from other

7.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Request	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
365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Section 8: Complaints and investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal representations	Section 37 Reports of finding received	Section 37 Reports of finding containing recommendations issued by the Information Commissioner	Section 37 Reports of finding containing orders issued by the Information Commissioner
2	0	3	2	2	0

Section 9: Court Action

9.1 Court actions on complaints received before June 21, 2019 and on-going

Section 41 (before June 21, 2019)	Section 42	Section 44
0	0	0

9.2 Court actions on complaints received after June 21, 2019

Section 41 (after June 21, 2019)				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

Section 10: Resources Related to the Access to Information Act

10.1 Costs

Expenditures		Amount
Salaries		\$58 250
Overtime		\$0
Goods and Services		\$7 396
• Professional services contracts	\$7 396	
• Other	\$0	
Total		\$65 646

10.2 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	7396,00
Students	0,00
Total	7396,50

Note: Enter values to two decimal places.

Appendix 3

Supplemental Statistical Report

2019-2020 Supplemental Statistical Report – Requests affected by COVID-19 measures

In addition to completing the forms for the Statistical Reports on the ATIA and Privacy Act for 2019-20, institutions are asked to complete this Supplemental Report to help identify the impact of COVID-19 measures on institutional performance for 2019-20 and going forward. The data requirements are set out in the tables below.

Supplemental Statistical Report on the *Access to Information Act*

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

		Column (Col.) 1
		Number of requests
Row 1	Received from 2019-04-01 to 2020-03-13	38
Row 2	Received from 2020-03-14 to 2020-03-31	10
Row 3	Total¹	48

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

		Col. 1	Col. 2
		Number of requests closed within the legislated timelines	Number of requests closed past the legislated timelines
Row 1	Received from 2019-04-01 to 2020-03-13 and outstanding from previous reporting periods	19	11
Row 2	Received from 2020-03-14 to 2020-03-31	0	0
Row 3	Total²	19	11

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

		Col. 1
		Number of requests
Row 1	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
Row 2	Requests received from 2020-03-14 to 2020-03-31 that were carried over to the 2020-2021 reporting period	10
Row 3	Total³	24

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

Supplemental Statistical Report on the *Privacy Act*

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 4 – Requests Received

		Column (Col.) 1
		Number of requests
Row 1	Received from 2019-04-01 to 2020-03-13	23
Row 2	Received from 2020-03-14 to 2020-03-31	1
Row 3	Total¹	24

¹ – Total for Row 3 should equal the total in the Privacy 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 5 – Requests Closed

	Col. 1	Col. 2
	Number of requests closed within the legislated timelines	Number of requests closed past the legislated timelines
Row 1	Received from 2019-04-01 to 2020-03-13 and outstanding from previous reporting periods	19
Row 2	Received from 2020-03-14 to 2020-03-31	3
Row 3	Total²	0

² – Total for Row 3 Col. 1 should equal the total in the Privacy Statistical Report Section 2.6.1 Row 1 -- Total for Row 3 Col. 2 should equal the total in the Privacy Statistical Report Section 2.7.1. 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 6– Requests Carried Over

	Col. 1
	Number of requests
Row 1	Requests from 2019-04-01 to 2020-03-13 and outstanding from previous reporting period that were carried over to the 2020-2021 reporting period
Row 2	Requests from 2020-03-14 to 2020-03-31 that were carried over to the 2020-2021 reporting period
Row 3	Total³

³ – Total for Row 3 should equal the total in the Privacy Statistical Report Section 1.1 Row 5