

Annual Report on the Administration of the Access to Information Act

2024–2025



Transport
Canada

Transports
Canada

Canada 

© His Majesty the King in Right of Canada, represented by the Minister of Transport, 2025

Catalogue No. T1-35E-PDF

ISSN 2816-6353

This document is available on the Transport Canada website at tc.canada.ca.

TABLE OF CONTENTS

Introduction	4
The purpose of the Access to Information Act	4
About Transport Canada	4
Organizational structure	4
The Access to Information and Privacy Office	4
Human resources	5
Delegation of responsibilities	5
Section 96 service agreements	5
Performance 2024–2025	5
Access to information processing	6
Other request processing	7
Complaints	8
Proactive disclosures	9
Monitoring and compliance	11
Fees	12
Costs	13
Policies, guidelines, procedures and initiatives	13
Policies and procedures	13
Initiatives	13
Training and awareness	14
Training	14
Awareness and engagement	14
Annex A: Statistical Report	15
Annex B: Supplemental statistical report	29
Annex C: Delegation order	32

Introduction

The purpose of the Access to Information Act

Part 1 of the *Access to Information Act* (the Act) provides Canadian citizens, permanent residents of Canada within the meaning of subsection 2(1) of the *Immigration and Refugee Protection Act*, and individuals who are present in Canada, a right of access to information contained in federal government records subject to certain specific and limited exceptions. Part 2 of the Act sets out requirements for proactive publication. The Act complements, but does not replace, other means of obtaining government information.

This annual report is submitted to Parliament by the Minister of Transport, in accordance with section 94 of the *Access to Information Act* and section 20 of the *Service Fees Act*. It describes how Transport Canada (TC) fulfilled its responsibilities and obligations for the reporting period April 1, 2024, to March 31, 2025.

About Transport Canada

TC is responsible for developing and overseeing the Government of Canada's transportation policies and programs in support of a safe, secure, green, innovative, and integrated transportation system that promotes trade, economic growth, and a cleaner environment.

For more information about TC, visit tc.canada.ca.

Organizational structure

The Access to Information and Privacy Office

The Access to Information and Privacy (ATIP) Office is the focal point for access to information and privacy requests and services at TC. During the reporting period the ATIP Office changed reporting lines, transitioning from the Corporate Services branch to the Corporate Secretariat. At TC, the ATIP Coordinator (the primary contact for queries) is the Director of the ATIP Office. During the reporting period, the Director went from reporting to the Assistant Deputy Minister, Corporate Services and Chief Financial Officer, to reporting to the Corporate Secretary, who in turn reports to the Deputy Minister.

During the reporting period, the ATIP Office comprised:

- Two operations units responsible for the review of documents in response to requests made under the *Access to Information Act* and requests for personal information made under the *Privacy Act*, as well as internal advisory services related to Part 2 of the *Access to Information Act*, and to advise TC officials on access to information policy;
- One operations team responsible for the review of documents in response to requests that are past their statutory deadline;
- One operations team responsible for the administrative elements required when treating requests for information, processing of information requests, and the retention and disposition of ATIP records; and
- One privacy policy unit responsible for advising and supporting TC officials to ensure compliance with the *Privacy Act* and related policy instruments.

The ATIP Office works closely with departmental liaison officers who are the main points of contact between the ATIP Office and subject matter experts. They are responsible for ensuring requests tasked to their group or region are handled promptly and that relevant records are forwarded from offices of primary interest (OPIs) to the ATIP Office in accordance with established procedures and timelines.

Human resources

During the reporting period, a total of 25.767 person-years were dedicated to access to information activities, with 2.917 of those person-years having been the work of consultants. This figure does not include work performed by liaison officers in TC's groups and regions.

Despite this, the ATIP Office continued to experience challenges with staffing certain analyst levels to process operational files. TC is not alone in the challenge to attract and retain access to information and privacy specialists—many institutions across the public sector are facing the same difficulty.

Delegation of responsibilities

Pursuant to subsection 95(1) of the Act, the Minister of Transport has delegated full powers, duties and functions for the administration of the Act to the following TC officials:

- The Deputy Minister
- The Associate Deputy Minister
- The Director General and Corporate Secretary
- The Director, ATIP
- Chiefs of the ATIP Office (except for section 6.1(1))
- Senior ATIP Analysts (PM-05): sections 7, 8(1), 9, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 26, 27(1), 28(1), 33, 43(1) & 68
- ATIP Analysts (PM-04): 7, 8(1), 9, 27(1)

A copy of the delegation order can be found at Annex C.

Section 96 service agreements

Under section 96 of the Act, a government institution may enter into a service agreement with another government institution presided over by, or under the responsibility of the same Minister to provide or receive services related to access to information. TC was not party to any such agreements over the course of the reporting period.

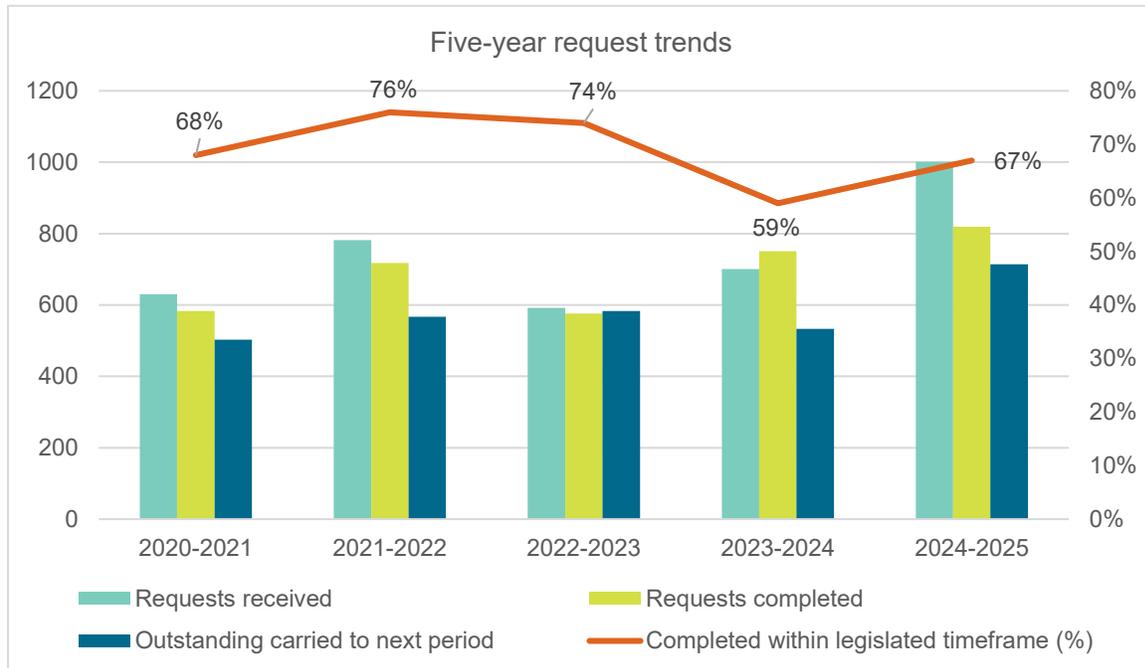
Performance 2024–2025

This section highlights key information on TC's performance for fiscal year 2024–2025. See Annex A for the Statistical Report on the *Access to Information Act* and Annex B for the Supplemental Statistical Report on the *Access to Information Act* and *Privacy Act*.

Access to information processing

Request processing

During 2024–2025, TC received 1001 new requests, an increase of 300 requests from the previous reporting period. 532 requests were carried over from the previous reporting period for a total of 1,533 requests on hand. A total of 819 files were closed during the reporting period, 555 of which were closed within legislated timelines for a compliance rate of 67.77%. This is a significant increase from the 59% compliance rate in 2023-2024.



On March 31, 2025, 714 requests were carried over to the 2025–2026 fiscal year.

Completion time

TC endeavours to complete every access to information request in a timely manner. Of the 819 requests completed in 2024–2025, 405 (49%) were completed within 30 days.

Number of days	0 to 15	16 to 30	31 to 60	61 to 120	121 to 180	181 to 365	More than 365
Number of requests	144	261	105	93	87	62	67

Number of days taken to process requests closed in 2024–2025

Outstanding late requests

TC seeks to minimize the number of new requests that go beyond legislated timelines while continuing to reduce the number of late and older requests. Requests carried over from previous years may be within legislated timelines or have become late. Of the 714 requests carried over to 2025–2026 from previous reporting periods, 464 requests were beyond legislated timelines. For a detailed breakdown, refer to table 1.1 in the supplemental statistical report, Annex B.

Dispositions

TC makes every effort to disclose as much information as possible and to uphold the spirit of the Act. Of the 819 requests closed this reporting period, there were:

- 137 (16.7%) fully disclosed
- 319 (38.9%) partially disclosed
- 271 (33%) where no records existed
- 3 (0.003%) transferred to other institutions
- 76 (9.2%) abandoned
- 13 (1.5%) where no records were disclosed, of which:
 - 8 (0.9%) were all exempted
 - 5 (0.6%) were all excluded

In most cases, redacted information pertained to the application of the following provisions of the Act:

- Section 19 was applied in 256 requests to protect personal information
- Subsection 20(1) was applied in 168 requests to protect a third party's sensitive information
- Subsection 21(1) was applied in 189 requests to protect sensitive information related to the operations of government

Extensions

Under specific circumstances, the Act contains provisions for departments to extend the legislated deadline if the request cannot be completed within the 30-day time limit. More than one type of extension may apply to the same request. Of the 260 extensions cited during the reporting period, 65 were due to unreasonable interference with the operations of government (e.g., a large volume of responsive records were found or a lengthy search through a large number of records was required), 119 were for necessary consultations, and the remaining 76 extensions were for consultations with third parties regarding proprietary information. This represents a total decrease of 171 (40%) from the 2023–2024 reporting period, with the largest decreases observed in the number of consultations with other federal government institutions and third parties. See section 5 of the statistical report, Annex A.

Other request processing

Consultation requests received from other government institutions and organizations

TC receives consultation requests from other institutions in relation to requests made under the *Access to Information Act* or other access to information legislation. In 2024–2025, TC received 158 such requests, with 138 consultations coming from other Government of Canada institutions and 20 from other organizations. This represents an increase of 36 (30%) from the previous reporting period.

In addition, 12 consultations were carried over from the previous reporting period for a total of 170 consultations. Of these, 156 consultations were completed and 14 were carried forward into the next fiscal year, 12 of which were within negotiated timelines.

Informal requests for previously released information

Summaries of completed access to information requests are published on the Open Government website open.canada.ca. Copies of response packages can be requested through the site. In 2024–

2025, TC responded to 385 informal requests, an increase of 166 (75%) from the previous reporting period.

Complaints

Every individual who makes a request under the Act has the right to file a complaint with the Office of the Information Commissioner of Canada (OIC) regarding any matter relating to the processing of their request. An individual may also file more than one type of complaint for the same request. In 2024–2025 TC received 241 complaints involving 211 requests, related to the following issues:

- 84 (34.9%) for time delays
- 57 (23.7%) for the application of extensions
- 61 (25.3%) for alleged missing records
- 23 (9.5%) for alleged improper application of exemptions
- 15 (0.06%) for other reasons related to the non-disclosure of records

A total of 103 complaints were resolved during the reporting period.

Total complaints resolved	Discontinued	Not well founded	Well founded
103	54	12	37

Findings of complaints resolved in 2024–2025

A total of 195 complaints were still open on March 31, 2025:

- 180 (92.3%) received in 2024–2025
- 11 (5.6%) received in 2023–2024
- 0 (0%) received in 2022–2023
- 1 (0.01%) received in 2021–2022
- 3 (1.5%) received in 2020–2021

Key issues and actions taken on complaints

Of the 24 well-founded complaints resolved during the reporting period, all (100%) resulted in the disclosure of information. In 11 of those cases, disclosures were made following orders issued by the OIC, and in five cases an order was avoided by disclosing after receiving an intent to order. Two complaints were resolved by TC re-releasing a portion of the records in the format desired by the requester.

The ATIP Office works closely with the OIC to follow-up on open complaints, and this cooperative relationship was certainly important in 2024–2025. A number of factors had aggravated reporting issues in the previous few years, including elevated workloads, high ATIP analyst turnover and the constraints of TC’s older case management software. TC made a concerted effort during the reporting period to confirm complaint statuses with the OIC and improve case tracking and reporting accuracy, which will continue to allow for more efficient complaint processing.

During the reporting period, a regular monthly meeting continued proactively between the ATIP Office management team and the Director of Investigations at the OIC. The meetings are an additional measure for progressing individual complaints and addressing general complaint issues.

Proactive disclosures

TC discloses a lot of information proactively as part of the federal government's Open Government commitment to enhance accountability and transparency, and in line with the spirit of the *Access to Information Act*. The commitment is bolstered by provisions within the Act itself, requirements found in other pieces of federal legislation, and TBS directives, such as the *Directive on Open Government*.

TC's proactive disclosures can be accessed through the Transparency section of the TC website: tc.canada.ca/en/corporate-services/transparency.

Proactive publications listed under the Access to Information Act

Part 2 of the Act sets out various materials that Ministers and heads of government institutions must proactively publish on a regular basis, in electronic form. TC supports the Minister of Transport in meeting their obligations under sections 73 to 80 of the Act. TC is also a government entity as defined under section 81, and therefore all types of information listed in sections 82 to 90 apply to TC's proactive publishing obligations.

At TC, different groups are responsible for ensuring that materials are made available within statutory timeframes on either the Open Government website at open.canada.ca or TC website at tc.canada.ca. The table below sets out most proactive materials listed under Part 2 of the Act, the groups involved in publishing during the 2024–2025 reporting period, and the rates of compliance for each (e.g., the percentage of monthly/quarterly, etc., materials that were published on time).

Publications prescribed by the Act	Section of the Act	Publication timeline	TC groups responsible	Government of Canada websites	Compliance rate
For TC					
Travel expenses	82	Within 30 days after the end of the month of reimbursement	<ul style="list-style-type: none"> Corporate Services – Financial Operations and Administrative Services, with assistance from Executive Office (for the Deputy Minister and Associate Deputy Minister) and Assistant deputy ministers' offices (for assistant deputy ministers and associate assistant deputy ministers) 	Open Government	83.33%
Hospitality expenses	83	Within 30 days after the end of the month of reimbursement	As above	Open Government	83.33%
Reports tabled in Parliament	84	Within 30 days after tabling	<ul style="list-style-type: none"> Various OPIs, with assistance from: Communications – Web Services 	Transport Canada	100%
Reclassification of positions	85	Within 30 days after the quarter	<ul style="list-style-type: none"> Corporate Services – Classification Centre of Excellence 	Open Government	100%

Contracts over \$10,000	86	Q1–3: Within 30 days after the quarter Q4: Within 60 days after the quarter	<ul style="list-style-type: none"> • Corporate Services – Financial Operations and Administrative Services 	Open Government	100%
Grants and contributions over \$25,000	87	Within 30 days after the quarter	<ul style="list-style-type: none"> • Programs – Innovation Centre – Centre of Expertise on Financial Instruments, with assistance from: • Other OPIs within Programs 	Open Government	100%
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	<ul style="list-style-type: none"> • Executive Office, with assistance from: • Various OPIs • Corporate Services – ATIP and • Communications – Web Services 	Transport Canada	<i>Nothing to publish for the reporting period</i>
Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office	88(b)	Within 30 days after the end of the month received	<ul style="list-style-type: none"> • Executive Office, with assistance from: • Various OPIs and • Corporate Services – ATIP 	Open Government	100%
Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament	88(c)	Within 120 days of after appearance	<ul style="list-style-type: none"> • Executive Office Parliamentary Affairs Unit, with assistance from: • Various OPIs and • Corporate Services – ATIP 	Transport Canada	100%
For the Minister of Transport					
Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Within 120 days after appointment	<ul style="list-style-type: none"> • Executive Office, with assistance from: • Various OPIs • Corporate Services – ATIP and • Communications – Web Services 	Transport Canada	100%
Titles and reference numbers of memoranda prepared by a government institution for the minister,	74(b)	Within 30 days after the end of the month received	<ul style="list-style-type: none"> • Executive Office, with assistance from: • Various OPIs and • Corporate Services – ATIP 	Open Government	100%

that is received by their office					
Packages of question period notes	74(c)	Within 30 days of the last sitting day of the House of Common in June and December	<ul style="list-style-type: none"> Executive Office – Policy and Issues Management Directorate, with assistance from: Corporate Services – ATIP and Communications – Web Services 	Transport Canada	100%
Packages of briefing materials prepared by a government institution for a minister's appearance before a committee of Parliament	74(d)	Within 120 days after appearance	<ul style="list-style-type: none"> Executive Office – Parliamentary Affairs Unit, with assistance from: Various OPIs and Corporate Services – ATIP 	Transport Canada	100%
Travel expenses	75	Within 30 days after the end of the month of reimbursement	<ul style="list-style-type: none"> Executive Office and Corporate Services – Financial Operations and Administrative Services 	Open Government	83.33%
Hospitality expenses	76	Within 30 days after the end of the month of reimbursement	As above	Open Government	83.33%
Contracts over \$10,000	77	Q1–3: Within 30 days after the quarter Q4: Within 60 days after the quarter	<ul style="list-style-type: none"> Corporate Services – Financial Operations and Administrative Services 	Open Government	100%

Other proactive disclosures

TC also publishes other information proactively, including:

- Annual expenditures for travel, hospitality and conferences;
- Reports on findings of wrongdoing; and
- Monthly summaries of ATIP requests.

Monitoring and compliance

Oversight of access to information processing

The ATIP Office continues its engagement of internal stakeholders in monitoring of access to information requests and compliance with the Act. During the reporting period, this was primarily done through regular reporting and discussion, including:

- A weekly progress report produced by the ATIP Office and shared with the Director General and Corporate Secretary and the Deputy Minister, which gives an overview of request processing performance;
- Routine reports to OPIs and Legal Services to track the status of retrievals and consultations coming from the ATIP Office;
- Weekly reporting within the ATIP Office on upcoming due dates for requests for staff members and managers to follow-up; and
- Routine reporting on compliance with search and retrieval timelines sent to OPIs and discussed with TC's senior leadership.

The standard retrieval timeframe for OPIs is eight business days. Overall compliance for the return of records and recommendations to the ATIP Office during the reporting period was 69%. Compliance for access to information requests alone was 70%.

Monitoring of outgoing consultations with other institutions

Consultations with other institutions sometimes take place during access to information processing, either because TC needs the input of another institution to properly exercise its discretion, or TC is required to advise an institution about information it intends to release. As consultations significantly prolong request timelines, it is important that federal institutions are not consulting above what is required. The ATIP Office continues to monitor consultations, ensuring that:

- Through various training opportunities, analysts have a thorough understanding of the Act's requirements related to intervention with government institutions and third parties; and
- Each consultation request is reviewed and approved prior to being sent, with particular attention paid to confirming the source of the information and justification for the need to consult (e.g., for third parties, ensuring that TC does in fact have reason to believe that records might contain information that would be harmful for the third party if released).

Proactive publications

The responsibility of complying with Part 2 of the Act falls to specific TC groups as indicated in 'Management of proactive publications' above. Processes have been set up for each set of materials, and multiple teams are involved. Where necessary, the ATIP Office reviews and provides advice on material that should not be published. Each TC area is aware of the importance of on-time publishing and for most materials, publishing times are monitored through the Open Government website, where they are uploaded. For materials published on TC's website, teams within the Executive Office work with Web Services to ensure publishing deadlines are kept.

Fees

The *Service Fees Act* requires a responsible authority to report annually to Parliament on the fees collected by the institution. With respect to fees collected under the *Access to Information Act*, the information below is reported in accordance with the requirements of section 20 of the *Service Fees Act*.

In accordance with the changes to the *Access to Information Act* that came into force on June 21, 2019, TC may only charge an application fee of \$5, as set out in paragraph 7(1)(a) of the Regulations. Pursuant to the TBS *Directive on Access to Information Requests*, issued on July 13, 2022, institutions can waive this application fee as deemed appropriate.

In 2024–2025, application fees were collected for 912 requests for a total revenue of \$4,560 and application fees were waived or refunded for 84 requests, representing a total of \$420.

Costs

The cost of administering the Act during fiscal year 2024–2025 amounted to \$2,742,042. This excludes costs incurred throughout the department for the search, retrieval and preparation of recommendations to enable and inform the processing of requests in accordance with the Act, as well as legal costs related to consultation or advice.

Policies, guidelines, procedures and initiatives

Policies and procedures

The following process was modified during the reporting period:

Delegation of Authority

During the reporting period, the delegation order was revised to reflect the current organizational structure as well as guidance from Treasury Board Secretariat. This allowed for more efficient and timely request processing, while still ensuring that all requests were subject to a thorough review by those with the appropriate level of expertise in the application of the Acts. To this end, the delegation order granted the authority to apply regular exemptions on routine files to the PM-05 senior analysts (Team Leader) level, it also granted analysts at the PM-04 level the ability to send consultations to third parties and sign off on extensions required to meet legislated timelines.

Intake team

During the reporting period, an Intake Team was established. It is responsible for ensuring that all incoming requests are accurately entered, assessed, and clarified when needed. The Intake Team also plays a central role in tasking appropriate OPIs for the retrieval of responsive records and importing those records into the case management system. This allows more senior analysts to focus on treating records and ensures the maximization of available resources. The Intake Team also plays a crucial role in maintaining the integrity and consistency of the intake process between the ATIP Office and the OPIs, which is essential for the effectiveness of operations.

Initiatives

New recommendations form for the OPIs

For the reporting period, the ATIP Office has also implemented new instruments that in turn helped streamline the retrieval process. A new OPI Recommendation Form was created, making it easier for OPIs to identify potential sensitivities, such as potential third-party information, personal information and required consultations. A new tasking email was also created, which includes links to resources on best practices for responding to an ATIP request. A new training program was also developed and delivered to all OPIs to ensure understanding of ATIP processes.

Adopting new technologies

During the reporting period, the ATIP Office worked to adopt new tools to improve efficiency. This included the adoption of the new electronic repository, and creation of a new SharePoint site, which has the capability to more effectively manage, share and retain records provided by OPIs. This facilitated records retrieval, information management, collaboration among groups, as well as streamlining workflows, and improving information security, by allowing a more thorough access control.

Additionally, the ATIP Office continued to implement the modern request processing software solution. The Modernization team has helped organize meetings with the other departments concerned, engaging with TBS and the vendor to ensure all issues and concerns were addressed prior to the launch, which took place on April 1, 2025. Training sessions were provided to all ATIP staff ahead of the launch and a development site, which acts as a sandbox environment, was made accessible to the ATIP Office to allow analysts to test the software in an isolated and secure setting that replicates the user's real operational environment.

Training and awareness

The goal of training and awareness is to educate and engage TC employees on the principles of access to information, to relay the responsibilities and expectations regarding the retrieval and review of records, and to introduce new measures for better handling requests and managing proactive disclosures.

Training

Training for TC staff members

As previously mentioned, a newly revamped OPI training session was developed and delivered to all Offices of Primary Interest. Over 300 people attended this series of training sessions. There were also several ad hoc training and awareness sessions delivered upon request to targeted groups within the department.

Apart from the training offered by the ATIP Office, TC mandates that all new employees complete the Access to Information and Privacy Fundamentals course offered by the Canada School of Public Service to ensure that all employees understand their roles and responsibilities under both the Access to Information Act and the Privacy Act.

Training for ATIP Office analysts

ATIP Office analysts benefited from both extensive in-house and external training, including:

- Training sessions provided by the Access to Information and Privacy Community Development Office;
- Workshop for Analysts on the Exemption and Exclusion Provisions Under the Access to Information Act and the Privacy Act delivered by Yvon Gauthier;
- The annual conference of the Canadian Access and Privacy Association.

Awareness and engagement

The ATIP Office continued to engage TC staff on access to information issues throughout the reporting period:

- Meetings between ATIP Office management and liaison officers are held to share details of latest initiatives and gain a better understanding of each party's challenges;
- Promotion of news and events such as Right to Know Week and Data Privacy Week;
- New and updated resources were shared with OPIs on best practices for responding to an ATIP request.

Annex A: Statistical Report

Statistical Report on the Access to Information Act

Name of institution: Transport Canada

Reporting period: April 1, 2024 to March 31, 2025

Section 1: Requests under the Access to Information Act

1.1 Number of requests

		Number of Requests
Received during reporting period		1,001
Outstanding from previous reporting periods		532
• Outstanding from previous reporting period	232	
• Outstanding from more than one reporting period	300	
Total		1,533
Closed during reporting period		819
Carried over to next reporting period		714
• Carried over within legislated timeline	250	
• Carried over beyond legislated timeline	464	

1.2 Sources of requests

Source	Number of Requests
Media	112
Academia	11
Business (private sector)	231
Organization	46
Public	501
Decline to Identify	100
Total	1,001

1.3 Channels of requests

Channel	Number of Requests
Online	903
E-mail	63
Mail	29
In person	0
Phone	6
Fax	0
Total	1,001

Section 2: Informal requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		1,785
Outstanding from previous reporting periods		10
<ul style="list-style-type: none"> Outstanding from previous reporting period 	2	
<ul style="list-style-type: none"> Outstanding from more than one reporting period 	8	
Total		1,795
Closed during reporting period		385
Carried over to next reporting period		1,410

2.2 Channels of informal requests

Channel	Number of Requests
Online	1,727
E-mail	58
Mail	0
In person	0
Phone	0
Fax	0
Total	1,785

2.3 Completion time of informal requests

Completion time							
0 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
19	44	42	32	27	218	3	385

2.4 Pages released informally

Less than 100 Pages Released		100-500 Pages Released		501-1,000 Pages Released		1,001-5,000 Pages Released		More than 5,000 Pages Released	
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released
0	0	0	0	0	0	0	0	0	0

2.5 Pages re-released informally

Less than 100 Pages Re-released		100-500 Pages Re-released		501-1,000 Pages Re-released		1,001-5,000 Pages Re-released		More than 5,000 Pages Re-released	
Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released
270	6,338	86	19,594	14	8,275	14	27,700	1	29,646

Section 3: Applications to the Information Commissioner on declining to act on requests

	Number of Requests
Outstanding from previous reporting period	0
Sent during reporting period	1
Total	1
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	0
Withdrawn during reporting period	0
Carried over to next reporting period	1

Section 4: Requests closed during the reporting period

4.1 Disposition and completion time

Disposition of requests	Completion Time (calendar days)							Total
	0 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	16	65	29	10	8	5	4	137
Disclosed in part	5	76	35	60	51	43	49	319
All exempted	2	0	1	2	1	0	2	8
All excluded	0	0	1	1	3	0	0	5
No records exist	83	108	28	18	22	12	0	271
Request transferred	2	1	0	0	0	0	0	3
Request abandoned	36	11	11	2	2	2	12	76
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	144	261	105	93	87	62	67	819

4.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	3	16(2)	14	18(a)	1	20.1	0
13(1)(b)	8	16(2)(a)	0	18(b)	6	20.2	0
13(1)(c)	9	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	2	16(2)(c)	26	18(d)	0	21(1)(a)	70
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	103
14	1	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	15
14(a)	12	16.1(1)(b)	1	18.1(1)(c)	0	21(1)(d)	1
14(b)	3	16.1(1)(c)	0	18.1(1)(d)	1	22	2
15(1)	3	16.1(1)(d)	0	19(1)	256	22.1(1)	0
15(1) - I.A.*	9	16.2(1)	0	20(1)(a)	105	23	53
15(1) - Def.*	1	16.3	0	20(1)(b)	5	23.1	3
15(1) - S.A.*	1	16.4(1)(a)	0	20(1)(b.1)	5	24(1)	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	39	26	0
16(1)(a)(ii)	3	16.5	2	20(1)(d)	14		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	1	17	0				
16(1)(c)	9						
16(1)(d)	0						

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

4.3 Exclusions

Section	Number of requests	Section	Number of requests	Section	Number of requests
68(a)	1	69(1)	2	69(1)(g) re (a)	25
68(b)	0	69(1)(a)	10	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	9
68.1	0	69(1)(c)	1	69(1)(g) re (d)	6
68.2(a)	0	69(1)(d)	2	69(1)(g) re (e)	5
68.2(b)	0	69(1)(e)	7	69(1)(g) re (f)	19
		69(1)(f)	2	69.1(1)	0

4.4 Format of information released

Paper	Electronic				Other
	E-record	Dataset	Video	Audio	
0	453	9	3	0	0

4.5 Complexity

4.5.1 Relevant pages processed and disclosed for paper, e-record and dataset formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
214,657	105,909	545

4.5.2 Relevant pages processed per request disposition for paper, e-record and dataset formats by size of requests

Disposition	Less than 100 pages processed		100-500 pages processed		501-1,000 pages processed		1,001-5,000 pages processed		More than 5,000 pages processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	103	2,179	28	5,384	1	575	4	10,490	1	11,012
Disclosed in part	170	5,061	95	21,931	22	15,827	25	46,151	7	73,593
All exempted	7	156	1	284	0	0	0	0	0	0
All excluded	4	223	1	243	0	0	0	0	0	0
Request abandoned	65	70	4	757	1	953	5	7,678	1	12,090
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0	0	0
Total	349	7,689	129	28,599	24	17,355	34	64,319	9	96,695

4.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
18	0	2

4.5.4 Relevant minutes processed per request disposition for audio formats by size of requests

Disposition	Less than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	1	4	0	0	0	0
All exempted	1	14	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
Total	2	18	0	0	0	0

4.5.5 Relevant minutes processed and disclosed for video formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
212	111	4

4.5.6 Relevant minutes processed per request disposition for video formats by size of requests

Disposition	Less than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	2	5	2	207	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
Total	2	5	2	207	0	0

4.5.7 Other complexities

Disposition	Consultation required	Legal advice sought	Other	Total
All disclosed	14	2	0	16
Disclosed in part	135	1	3	139
All exempted	5	0	1	6
All excluded	1	1	0	2
Request abandoned	4	0	0	4
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	159	4	4	167

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	555
Percentage of requests closed within legislated timelines (%)	67.77

4.7 Deemed refusals

4.7.1 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
264	168	16	3	77

4.7.2 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	22	12	34
16 to 30 days	16	6	22
31 to 60 days	13	11	24
61 to 120 days	35	15	50
121 to 180 days	28	8	36
181 to 365 days	32	13	45
More than 365 days	19	34	53
Total	165	99	264

4.8 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 5: Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	5	1	10	4
Disclosed in part	46	9	82	62
All exempted	0	0	5	2
All excluded	0	5	0	0
Request abandoned	7	0	6	8
No records exist	7	0	1	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	65	15	104	76

5.2 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	28	1	16	2
31 to 60 days	10	0	35	50
61 to 120 days	12	13	44	19
121 to 180 days	8	1	4	4
181 to 365 days	3	0	5	1
365 days or more	4	0	0	0
Total	65	15	104	76

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	912	\$4,560.00	84	\$420.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	912	\$4,560.00	84	\$420.00	0	\$0.00

Section 7: Consultations received from other institutions and organizations

7.1 Consultations received from other Government of Canada institutions and other organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	138	11,788	20	5,760
Outstanding from the previous reporting period	10	1,208	2	46
Total	148	12,996	22	5,806
Closed during the reporting period	134	6,512	22	5,806
Carried over within negotiated timelines	12	5,627	0	0
Carried over beyond negotiated timelines	2	857	0	0

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

Recommendation	Number of days required to complete consultation requests							Total
	0 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	25	39	21	5	0	1	0	91
Disclose in part	2	12	13	3	0	2	0	32
Exempt entirely	0	0	0	1	0	0	0	1
Exclude entirely	0	1	1	0	0	0	0	2
Consult other institution	2	1	0	1	0	0	0	4
Other	1	2	0	0	1	0	0	4
Total	30	55	35	10	1	3	0	134

7.3 Recommendations and completion time for consultations received from other organizations outside the Government of Canada

Recommendations	Number of days required to complete consultation requests							Total
	0 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	7	6	3	1	0	0	0	17
Disclose in part	2	1	0	0	0	0	0	3
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	1	0	1	0	0	0	0	2
Total	10	7	4	1	0	0	0	22

Section 8: Completion time of consultations on Cabinet confidences

8.1 Requests with Legal Services

Number of Days	Fewer than 100 Pages Processed		100–500 Pages Processed		501–1,000 Pages Processed		1,001–5,000 Pages Processed		More than 5,000 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	15	332	1	14	0	0	0	0	0	0
16 to 30	7	197	3	162	0	0	0	0	0	0
31 to 60	17	236	2	334	1	335	0	0	0	0
61 to 120	12	206	2	133	1	512	0	0	0	0
121 to 180	0	0	1	17	1	0	0	0	0	0
181 to 365	1	16	0	0	1	0	0	0	0	0
More than 365	0	0	1	34	0	0	0	0	0	0
Total	52	987	10	694	4	847	0	0	0	0

8.2 Requests with Privy Council Office

Number of Days	Fewer than 100 Pages Processed		100–500 Pages Processed		501–1,000 Pages Processed		1,001–5,000 Pages Processed		More than 5,000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Section 9: Investigations and reports of finding

9.1 Investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal representations
241	54	89

9.2 Investigations and reports of finding

Section 37(1) Initial Reports			Section 37(2) Final Reports		
Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
27	1	26	48	4	18

Section 10: Court action

10.1 Court actions on complaints

Section 41				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
1	0	0	0	1

10.2 Court actions on third party notifications under paragraph 28(1)(b)

Section 44 - under paragraph 28(1)(b)
2

Section 11: Resources related to the Access to Information Act

11.1 Allocated costs

Expenditures		Amount
Salaries		\$1,880,953
Overtime		\$16,556
Goods and Services		\$844,565
<ul style="list-style-type: none"> Professional services contracts 	\$664,318	
<ul style="list-style-type: none"> Other 	\$180,247	
Total		\$2,742,074

11.2 Human resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	22.600
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	2.917
Students	0.250
Total	25.767

Annex B: Supplemental statistical report

Supplemental statistical report on the Access to Information Act and Privacy Act

Name of institution: Transport Canada

Reporting period: April 1, 2024 to March 31, 2025

Section 1: Open requests and complaints under the Access to Information Act

1.1 Number of open requests that are outstanding from previous reporting periods

Fiscal Year Open Requests Were Received	Open Requests that are Within Legislated Timelines as of March 31, 2025	Open Requests that are Beyond Legislated Timelines as of March 31, 2025	Total
Received in 2024–2025	241	121	362
Received in 2023-2024	7	93	100
Received in 2022-2023	0	25	25
Received in 2021-2022	0	56	56
Received in 2020-2021	0	40	40
Received in 2019-2020	0	76	76
Received in 2018-2019	2	20	22
Received in 2017-2018	0	20	20
Received in 2016-2017	0	10	10
Received in 2015-2016 or earlier	0	3	3
Total	250	464	714

1.2 Number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2024–2025	180
Received in 2023-2024	11
Received in 2022-2023	0
Received in 2021-2022	1
Received in 2020-2021	3
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016 or earlier	0
Total	195

Section 2: Open requests and complaints under the Privacy Act

2.1 Number of open personal information requests that are outstanding from previous reporting periods

Fiscal Year Open Requests Were Received	Open Requests that are Within Legislated Timelines as of March 31, 2025	Open Requests that are Beyond Legislated Timelines as of March 31, 2025	Total
Received in 2024–2025	14	7	21
Received in 2023-2024	0	2	2
Received in 2022-2023	0	0	0
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016 or earlier	0	0	0
Total	14	9	23

2.2 Number of open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2024–2025	5
Received in 2023-2024	0
Received in 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016 or earlier	0
Total	5

Section 3: Social insurance number

Has your institution begun a new collection or new consistent use of the SIN in 2024–2025?	No
--	----

Section 4: Universal access under the Privacy Act

How many requests were received from confirmed foreign nationals outside of Canada in 2024–2025?	3
--	---

Annex C: Delegation order

Access to Information Act and Privacy Act Delegation

Arrêté de délégation de pouvoirs en vertu de la Loi sur l'accès à l'information et la Loi sur la protection des renseignements personnels

The Minister of Transport, pursuant to subsection 95(1) of the *Access to Information Act* and subsection 73(1) of the *Privacy Act*, delegates the persons holding the positions set out in the attached schedule, including persons designated to act in their absence, to exercise the powers, duties and functions of the Minister of Transport as the head of the Department of Transport, under the provisions of these Acts and related Regulations¹, set out in the attached schedule opposite each position.

This delegation replaces all previous designations.

Dated at the City of Ottawa, in the Province of Ontario, this 20 day of January, 2025.

En vertu de l'article 95(1) de la *Loi sur l'accès à l'information* et de l'article 73(1) de la *Loi sur la protection des renseignements personnels*, le ministre des Transports délègue aux titulaires des postes mentionnés à l'annexe ci-jointe, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont il est, en qualité de responsable du ministère des Transports, investi par les dispositions de ces Lois ou de ces règlements² connexes mentionnés à l'annexe ci-jointe en regard de chaque poste.

Le présent document remplace et annule tout arrêté antérieur.

Daté, en la ville d'Ottawa, dans la province d'Ontario, ce 20 jour du mois d'janvier 2025.



Anita Anand
Minister of Transport / Ministre des Transports

¹ *Access to Information Act Regulations* and *Privacy Act Regulations*

² *Règlement sur l'accès à l'information* et *Règlement sur la protection des renseignements personnels*

Delegation schedule

Position	Access to Information Act and Regulations	Privacy Act and Regulations
Deputy Minister	Full authority	Full authority
Associate Deputy Minister	Full authority	Full authority
Director General and Corporate Secretary	Full authority	Full authority
Director, ATIP	Full authority	Full authority except: PA: 8(2)(m)
Chiefs, ATIP	Full authority except: ATIA: 6.1(1)	Full authority except: PA: 8(2)(j) and 8(2)(m)
Senior ATIP Advisors (PM-05)	ATIA: 7, 8(1), 9, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 26, 27(1), 28(1), 33, 43(1) and 68	PA: 14, 15, 18(2), 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 31, 33(2) and 35
ATIP Analysts (PM-04)	7, 8(1), 9, 27(1)	14, 15