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ANNUAL REPORT
ACCESS TO INFORMATION ACT

2025-2026

Canada

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For more information, contact:

Copyright Board of Canada
56 Sparks Street, 8th floor
Ottawa, Ontario K1A 0C9
Telephone : 1-833-860-7131
Fax : 613-952-8630

Email: secretariat@cb-cda.gc.ca

Website: www.cb-cda.gc.ca

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ANNUAL REPORT
ACCESS TO INFORMATION ACT
FOR REPORTING PERIOD OF
APRIL 1, 2025, TO MARCH 31, 2026

1. INTRODUCTION

In accordance with the provisions of section 72 of the *Access to Information Act* (the "*Act*"), the Copyright Board of Canada has prepared its annual report on the administration of this *Act*.

The *Act* extends the laws of Canada to provide a right of access to information in records under the control of a government institution in accordance with the principles that government information should be available to the public, that necessary exceptions to the right of access should be limited and specific, and that decisions on the disclosure of government information should be reviewed independently of government.

The *Act* is intended to complement rather than to replace existing procedures for access to government information and is not intended to limit in any way access to the kind of government information that is normally available to the general public.

The Board is an independent administrative tribunal and economic regulatory body empowered to establish the tariffs which set the royalties to be paid for the use of copyrighted works when the copyright in such works is administered collectively by a society. The Board also issues licences which set the royalties to be paid for the use of copyrighted works when the copyright owner cannot be located. By issuing fair and equitable tariffs and licences, the Board ensures that rights owners are remunerated in a timely manner, while supporting prosperity and innovation in the Canadian economy. Its work also promotes confidence in Canada's tariff and licensing processes.

2. ORGANIZATION OF ACCESS TO INFORMATION ACTIVITIES

The administration of the Act is the responsibility of the Secretariat of the Board. All requests are received and processed by the Secretary General who acts as Access to Information and Privacy Coordinator.

3. DELEGATION ORDER

A copy of the delegation order is included with this report.

4. STATISTICAL REPORT

The Board received two (2) requests for access to information between April 1, 2025 and March 31, 2026, which were fully completed on time. The Board incurred costs in the amount of $2,613 for the administration of the *Act*.

5. TRAINING ACTIVITIES

The Access to Information and Privacy coordinator keeps abreast of new developments through information communiques received on a regular basis from the Information and Privacy Policy Division of the Chief Information Officer Branch at Treasury Board. However, no formal training was undertaken by the personnel of the Copyright Board of Canada.

6. POLICIES, GUIDELINES AND PROCEDURES

The Board did not implement any new policies, guidelines and procedures during the reporting period.

67. COMPLAINTS

No complaints were registered with the Information Commissioner during the reporting period.

8. MONITORING OF THE TIME TO PROCESS A REQUEST

The Board is a micro-organization which does not have the resources to have a group dedicated to the management of these requests. In general, the Board receives very few requests annually. Requests are usually completed in a timely fashion.