



Canadian
Transportation
Agency

Office
des transports
du Canada



2024-2025 Annual Report on the Administration of the *Access to Information Act*

Canadian Transportation Agency

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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 prepares a report to Parliament on the administration of the ATIA within the institution.

This Annual Report is tabled in Parliament under section 94 of the ATIA. This report describes how the Canadian Transportation Agency (Agency) fulfilled its responsibilities under the ATIA for the period beginning April 1, 2024, and ending March 31, 2025.

About the Agency

The Agency is an independent regulator and quasi-judicial tribunal with the powers of a superior court. It operates within the context of the very large and complex Canadian transportation system.

The [Canada Transportation Act](#) includes the National Transportation Policy, which guides the Agency. It states that competition and market forces are the prime agents in providing viable and effective transportation services and that regulation may be required to meet public policy objectives that cannot be achieved by competition and market forces alone.

The Agency has specific powers assigned to it under this legislation:

- It is an economic regulator of modes of transportation under federal jurisdiction, and 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 be binding regulations, guidelines, or codes of practice.
- It is a tribunal that hears and resolves disputes like a court. It resolves disputes between transportation service providers and their clients or neighbours, using various tools from facilitation and mediation to arbitration and adjudication.

The Agency's responsibilities are:

- 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 provide consumer protection for air passengers.
- To protect the human right of persons with disabilities to an accessible transportation network.

Additional information on the Agency’s mandate is available at the following link: [Canadian Transportation Agency — Canada.ca](https://www.canadiantransportationagency.ca).

The Agency does not have any non-operational (“paper”) subsidiaries.

Open Court Principle

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

Any submission or document filed with the Agency as part of its 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 Agency. 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 Agency, the Access to Information and Privacy (ATIP) Division must also apply the open court principle when these records form part of a response to a request made under the ATIA.

Organizational Structure of the ATIP Division

During this reporting period, the ATIP Division was part of the Secretariat and Registrar Services Directorate (SRSD) under the Legal Services and Secretariat Branch. The ATIP Division consists of an ATIP coordinator (and team leader) reporting to the director of SRSD, and one ATIP junior officer providing administrative support and reporting to the ATIP coordinator.

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 legislation, policies and directives, as well as of any other ATIP policy instruments issued by the Treasury Board of Canada Secretariat (TBS).

Activities of the ATIP Division 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 Agency managers and employees on the interpretation and application of the ATIA and the PA;
- developing and offering to Agency 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 the instructions issued by the 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 Agency;
- coordinating the updating of the Agency's *Info Source* publication;
- ensuring that the proactive publication requirements of Part 2 of the ATIA are met by tasking the specific groups responsible for directly publishing: Finance, Communications, and the Chair and CEO's Office; and
- preparing statistical and annual reports for tabling in Parliament with respect to the administration and enforcement of the ATIA and the PA.

The Agency had no agreements for provision of services related to access to information in place as defined in section 96 of the ATIA during this reporting period.

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 specify to whom they have been delegated.

In March 2022, France Pégeot, the Chair and Chief Executive Officer, as head of the Agency, delegated full authority for the administration of the ATIA and the PA to the persons holding the positions of director of SRSD 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 A](#).

Performance under Part 1 of the ATIA 2024–2025

The following provides an overview of the Agency’s key performance data from the Agency’s [2024-25 Statistical Reports](#).

Requests Closed

The following table provides an overview of the Agency’s performance on closing requests over a five-year period.

Reporting Year	Requests Closed During the Reporting Period	Requests Closed Within Legislated Timelines	Performance and Percentage (%)
2024–2025	28	27	96.4%
2023–2024	35	28	80%
2022–2023	36	35	97.2%
2021–2022	41	39	95%
2020–2021	63	49	77.8%

Completed Requests

The Agency closed 28 requests during the reporting period: 6 were completed within 15 days; 11 were completed within 30 days; 8 were completed within 60 days; 2 were completed within 120 days; and 1 was completed within 365 days. There were no requests exceeding 365 days.

Active Requests

At the end of the 2024–2025 reporting period, the Agency had 7 active requests that were carried over to the next reporting period, 2025–2026. All 7 of these requests were received in 2024–2025, and are still within legislated timelines.

Active Complaints

At the end of the 2024–2025 reporting period, the Agency had a total of 5 active complaints: 4 complaints were received in reporting period 2024-25 and 1 complaint was received in the previous reporting period 2023–2024.

Reasons for Extensions

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.

The ATIP Division determined that it could not meet legislative timelines for certain ATIA requests and was granted time extensions to complete their processing. The requesters were notified of the extensions taken by the ATIP Division.

Extended processing time was required for 10 of the 35 requests closed during the reporting period. Of the 10 extended requests, 10 requests were extended under paragraph 9(1)(a) — interference with operations/workload; 1 request under paragraph 9(1)(b) — consultations; and 1 request under paragraph 9(1)(c) — third-party notice.

The length of the extensions is broken down as follows: 1 request was extended for fewer than 30 days; 2 requests were extended for 31 to 60 days; and 7 requests were extended for 61–120 days.

Consultation Requests From Other Government Institutions

During this reporting period, the Agency received 8 consultation requests under the ATIA from other government institutions involving records with potential interest to the Agency. The Agency reviewed 550 pages for the 8 consultation requests received and all of the requests were disclosed entirely: 5 within the 15 days requested and/or negotiated with the institutions; and 3 within 30 days. There are no outstanding requests from the last reporting period.

Disposition of Completed Requests

The Agency completed 28 requests which were disposed as follows: 32.14% of requests were all disclosed; 17.86% of requests were disclosed in part; 7.14% of requests were abandoned; and 42.86% of requests had no records existing.

Policies, Guidelines and Procedures

The Agency did not implement any new policies, guidelines, or procedures related to ATIA requests during the reporting period.

Initiatives and Projects to Improve Access to Information at the Agency

During the current reporting period, the ATIP Division has been working with the Information Technology Division to upgrade the Access to Information processing System as the product is reaching its end of life and will no longer be supported by the vendor. The ATIP Division is also working in collaboration with the Information Management team, to reorganize and update the ATIP file structure in the Agency's corporate repository, RDIMS, for ease of retrieval. In addition, the ATIP Division has developed a standardized text for responding to ATIP requests for confidential Complaint Resolution Office information. This text was developed to provide clarity to requesters and to ensure a consistent approach in handling these requests.

Summary of Key Issues and Actions Resulting From Complaints

During the reporting period, the Agency had 6 active complaints with the Office of the Information Commissioner (OIC), comprising of 2 new complaints received during this reporting period and 4 outstanding from the previous reporting period. Two complaints were notices to the Agency pursuant to section 32 of the ATIA and 4 complaints were under subsection 35(2). The Agency closed 1 of the 6 active complaints from the last reporting period and is working with the OIC to resolve the 5 outstanding complaints in the 2025–2026 reporting period.

The Agency received 5 complaints concerning the application of the exemptions and 1 complaint regarding the search conducted for relevant records. For these 6 complaints, the Agency communicated regularly with the OIC during the course of their investigations. With respect to the complaint concerning the search conducted for relevant records, the Agency performed a new search, and found additional documents that were provided to the complainant. The OIC was satisfied with the Agency's cooperation and closed the complaint as well-founded under subsection 35(2) of the ATIA. The Agency continued to work collaboratively with the OIC at the end of the reporting period, to identify appropriate solutions for the 5 remaining complaints related to the application of exemptions with a view to close 4 complaints under subsection 35(2), and for

1 complaint, to ensure compliance with the Information Commissioner's initial report issued pursuant to subsection 37(1).

The Agency responded to the OIC's requests for representations and compliance with orders and remains dedicated to giving priority to matters raised by the OIC while attempting to respond to requests within legislated timelines.

Investigation Under Section 32 of the ATIA

During the reporting period, the OIC issued to the Agency 2 notices of intention to investigate under section 32 of the ATIA.

The complaints from the OIC are broken down as follows: 1 complaint pertaining to the extension of time applied, and 1 complaint related to the exemptions applied to the records. At the end of the reporting period, these complaints were still under investigation with the OIC.

Investigation Under Section 35 of the ATIA

During the reporting period, the OIC issued 4 notices under subsection 35(2) to the Agency, requesting formal representations. The Agency provided representations in all 4 cases. The Information Commissioner issued a final report in one of these cases, finding the complaint to be well-founded under subsection 37(2). In this case, the OIC determined that the Agency failed to conduct a reasonable search for records in response to the complainant's request. As a result, a new search was conducted, and additional records were subsequently provided to the complainant.

As of the end of the reporting period, the 3 remaining cases were active with the OIC for further consideration. The Agency was still working to provide satisfactory representations under subsection 35(2) in 2 of these cases, and no notices of intent to issue an order were communicated by the OIC in either of these cases. In the third case, the representations provided by the Agency were deemed unsatisfactory by the OIC. As a result, a notice of intent to issue an Order pursuant to subsection 37(1) was issued to the Agency.

Investigation Under Section 37 of the ATIA

During the reporting period, the Agency received one initial report under subsection 37(1) from the OIC with an intent to issue an order because the Agency failed to justify its refusal to grant the complainant access to the requested information within the required timeline.

The OIC deemed the complaint well-founded and provided the Agency with the findings of their investigation, specific recommendations to remedy the issue, and a specific time frame to implement the recommendations.

As a result, the OIC issued a formal Order pursuant to subsection 37(2) of the ATIA to provide records to the complainant within a specific timeline. The Agency advised the OIC of its intent to comply with the Order and provide the records. At the end of the reporting period, the Agency was working to implement the Order by reassessing and preparing additional documents for disclosure.

Complaints Closed

During the reporting period, the Agency closed 1 complaint filed with the OIC under section 35 of the ATIA. The complaint was closed by the OIC as well-founded.

Proactive Publication under Part 2 of the ATIA

The Government of Canada is working to enhance the role of Parliament and the proactive disclosure of information so Canadians are better able to hold Parliament, their government, and public sector officials accountable.

The Agency is committed to transparency and the highest ethical standards. As a result, in compliance with [Part 2 — Proactive Publication of Information of the ATIA](#) and with the coordinating of the proactive disclosing process by the ATIP Division, the Agency has continued to proactively disclose the required information within legislated deadlines.

The following table indicates the percentage of proactive publication requirements that were completed and published within the legislated timelines by the Agency during the reporting period 2024–2025.

Percentage of Proactive Publication Requirements that were Completed and Published Within the Legislated Timelines by the Agency in 2024–2025

Apply to all Government Institutions as defined in section 3 of the ATIA

Legislative Requirement	Section of the ATIA	Publication Timeline	Does requirement apply to your institution? (Yes/No)	Internal group(s) or position(s) responsible for fulfilling requirement	Percentage of proactive publication requirements published within legislated timelines (%)
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	Yes	Finance	100
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	Yes	Finance	100
Reports tabled in Parliament <ul style="list-style-type: none"> • Departmental Plan 2023-2024 • Departmental Results Report 2023–2024 • Annual Report on the administration of the Access to Information Act 2023-2024 • Annual Report on the administration of the Privacy Act 2023-2024 	84	Within 30 days after tabling	Yes	Communications	100

Apply to government entities or departments, agencies and other bodies subject to the ATIA and listed in Schedules I, I.1, or II of the *Financial Administration Act*

Legislative Requirement	Section of the ATIA	Publication Timeline	Does requirement apply to your institution? (Yes/No)	Internal group(s) or position(s) responsible for fulfilling requirement	Percentage of proactive publications published within legislated timelines (%)
Contracts over \$10,000	86	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	Yes	Finance	100
Grants and Contributions over \$25,000	87	Within 30 days after the quarter	No	Not applicable	Not applicable
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	Yes	Communications	100
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	Yes	Chair and CEO's Office, ATIP and Communications	100
Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament	88(c)	Within 120 days after appearance	Yes	Communications	100

Applies to government institutions that are departments named in Schedule I of the *Financial Administration Act* or portions of the core public administration named in Schedule IV of that Act (that is government institutions for which Treasury Board is the employer)

Legislative Requirement	Section of the ATIA	Publication Timeline	Does requirement apply to your institution? (Yes/No)	Internal group(s) or position(s) responsible for fulfilling requirement	Percentage of proactive publication requirements published within legislated timelines (%)
Reclassification of positions	85	Within 30 days after the quarter	Yes	Human Resources	100

Apply to Ministers' Offices (that is any institution that performs proactive publication on behalf of a Minister's Office)

Legislative Requirement	Section of the ATIA	Publication Timeline	Does requirement apply to your institution? (Yes/No)	Internal group(s) or position(s) responsible for fulfilling requirement	Percentage of proactive publication requirements published within legislated timelines (%)
Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Within 120 days after appointment	No	Not applicable	Not applicable
Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office	74(b)	Within 30 days after the end of the month received	No	Not applicable	Not applicable
Package of question period notes prepared by a government institution for the minister and in	74(c)	Within 30 days after last sitting	No	Not applicable	Not applicable

Legislative Requirement	Section of the ATIA	Publication Timeline	Does requirement apply to your institution? (Yes/No)	Internal group(s) or position(s) responsible for fulfilling requirement	Percentage of proactive publication requirements published within legislated timelines (%)
use on the last sitting day of the House of Commons in June and December		day of the House of Commons in June and December			
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	No	Not applicable	Not applicable
Travel Expenses	75	Within 30 days after the end of the month of reimbursement	No	Not applicable	Not applicable
Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	No	Not applicable	Not applicable
Contracts over \$10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	No	Not applicable	Not applicable

Legislative Requirement	Section of the ATIA	Publication Timeline	Does requirement apply to your institution? (Yes/No)	Internal group(s) or position(s) responsible for fulfilling requirement	Percentage of proactive publication requirements published within legislated timelines (%)
Ministers' Offices Expenses *Note: This consolidated report is currently published by TBS on behalf of all institutions.	78	Within 120 days after the fiscal year	No	Not applicable	Not applicable

Additional Disclosures During the Reporting Period

Summaries of completed access requests

The Agency is required to post summaries of completed access requests on a monthly basis on the Government of Canada's Open Government Portal. During the reporting period, the ATIP Division posted 92% with 11/12 summaries of completed access to information requests on [Completed Access to Information Requests | Open Government — Government of Canada](#).

Monitoring Compliance

During the reporting period, the Agency continued to use an ATIP software, the AccesPro Case Management system, to input, track and monitor all administrative activities and set due dates in order to meet statutory timelines. Due dates for all actions were communicated to LOs and OPIs, 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 by the ATIP Coordinator to the director of SRSD, ensuring the review of the performance, priorities and issues in the processing of requests.

In order to meet the publishing requirements within the timelines stipulated in sections 74 to 78 and 82 to 88 found in Part 2 of the ATIA for the related disclosure listed above, the ATIP Division has continued to send the programs monthly and quarterly reminders to prepare and publish their respective proactive publications and prepared guidance material to assist them through the publishing process, including a descriptive table of roles and responsibilities. The [Government of Canada Proactive Disclosure web page](#) is verified regularly and if Agency information is missing, the ATIP office follows up with the group responsible.

The Agency's Financial Services and Asset Management Directorate protects the integrity of the Agency's business activities by managing all financial and procurement services, including financial management and controls according to acts, regulations and central agency requirements. This includes ensuring that measures to support the right of public access to information are reflected in contracts, information-sharing agreements and information-sharing arrangements.

Appendix A: Delegation Order

CANADIAN TRANSPORTATION AGENCY

DELEGATION ORDER

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

The Chair and Chief Executive Officer of the Canadian Transportation Agency, pursuant to subsection 95(1) of the *Access to Information Act* and subsection 73(1) of the *Privacy Act*, delegates to the persons holding the positions set out in the attached Schedule, or the persons occupying on an acting basis those positions, the powers, duties and functions of the Chair and Chief Executive Officer as 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 delegation replaces all previous delegation orders.

3/30/2022

X 

France Pégeot
Chair and Chief Executive Officer
Signed by: Pégeot, France

Dated, at the City of Ottawa, this 30th day of March 2022

The Chairman and Chief Executive Officer of the Canadian Transportation Agency, pursuant to subsection 95(1) of the *Access to Information Act* and subsection 73(1) of the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, 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 Canadian Transportation Agency, under the provisions of the Acts and regulations set out in the Schedule opposite each position. This designation replaces all previous delegation orders.

Original signed by

France Pégeot

Chair and Chief Executive Officer

Date: March 30, 2022

Access to Information Act, Access to Information Regulations — Delegated Authorities

Part 1 of the Access to Information Act — Access to Government Records

Table 1: Administration of the Access to Information Act

Provision	Description	Delegated Authority
4(2.1)	Duty to assist	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator ATIP Analyst
6.1	Declining to act on request	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator ATIP Analyst
7	Notice where access requested/Giving access to record	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator ATIP Analyst
8(1)	Transfer of request to another government institution	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator ATIP Analyst

Provision	Description	Delegated Authority
9(1)	Extension of time limits	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator ATIP Analyst
10	Notice where access is refused	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator ATIP Analyst
11	Application fee waiver or refund	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator ATIP Analyst
12(2)	Language of access	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator ATIP Analyst
12(3)	Access to record in alternative format	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator

Table 2: Exemption Provisions of the *Access to Information Act*

Provision	Description	Delegated Authority
13	Refuse access — Information obtained in confidence	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
14	Refuse access — Federal-provincial affairs	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
15	Refuse access — International affairs and defence	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
16	Refuse access — Law enforcement and investigations	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
16.5	Refuse access — <i>Public Servants Disclosure Protection Act</i>	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
17	Refuse access — Safety of individuals	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
18	Refuse access — Economic interests of Canada	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
18.1	Refuse access — Economic interests of certain government institutions	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator

Provision	Description	Delegated Authority
19	Refuse access — Personal information	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
20	Refuse access — Third-party information	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
21	Refuse access — Operations of government	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
22	Refuse access — Testing procedures, tests and audits	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
22.1	Refuse access — Internal audit working papers and draft internal audit reports	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
23	Refuse access — Protected information — solicitors, advocates and notaries	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
23.1	Refuse access — Protected information — patents and trademarks	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
24	Refuse access — Statutory prohibitions against disclosure	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator

Table 3: Other provisions of the *Access to Information Act*

Provision	Description	Delegated Authority
25	Severability	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator ATIP Analyst
26	Refuse access if information to be published	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator ATIP Analyst
27(1)	Notice to third parties	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator ATIP Analyst
27(4)	Notice to third parties — Extension of time limit	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator ATIP Analyst
28(1)	Notice to third parties — Representations of third party and decision	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator ATIP Analyst
28(2)	Notice to third parties — Waiver of representations to be made in writing	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator ATIP Analyst

Provision	Description	Delegated Authority
28(4)	Notice to third parties — Disclosure of record	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator ATIP Analyst
33	Notice to Information Commissioner of third-party involvement	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator ATIP Analyst
35(2)(b)	Right to make representations to the Information Commissioner	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
37(4)	Access to record to be given to complainant	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
41(2)	Application for review by Federal Court by government institution	Chief Corporate Officer Director, Secretariat and Registrar Services
41(5)	Respondent named in application for review by Federal Court	Chief Corporate Officer Director, Secretariat and Registrar Services
43(1)	Receive copy of application for Federal Court review	Chief Corporate Officer Director, Secretariat and Registrar Services
43(2)	Service or notice of application for review by the Federal Court	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
44(2)	Notice to person who requested record of application for review by Federal Court	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator

Provision	Description	Delegated Authority
52(2)(b)	Request that application for Federal Court review be heard and determined in the National Capital Region	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
52(3)	Request and be given opportunity to make <i>ex parte</i> representations	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
94	Prepare annual report to Parliament	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator

Part 2 of the *Access to Information Act* — Proactive Publication of information

Table 4: Proactive publication of information under the *Access to Information Act*

Provision	Description	Delegated Authority
82	Travel expenses	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator ATIP Analyst
83	Hospitality expenses	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator ATIP Analyst
84	Reports tabled in Parliament	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator ATIP Analyst

Provision	Description	Delegated Authority
85	Reclassification of positions	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator ATIP Analyst
86	Contracts over \$10,000	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator ATIP Analyst
88	Briefing materials	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator ATIP Analyst

Table 5: Responsibilities under the *Access to Information Regulations*

Provision	Description	Delegated Authority
6(1)	Transfer of request	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator ATIP Analyst
7(2)	Search and preparation fees	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator ATIP Analyst

Provision	Description	Delegated Authority
7(3)	Production and programming fees	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator ATIP Analyst
8	Method of access	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator ATIP Analyst
8.1	Limitations in respect of format	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator ATIP Analyst

Privacy Act, Privacy Regulations — Delegated authorities

Table 6: Administration of the *Privacy Act*

Provision	Description	Delegated Authority
8(2)(j) — (m)	Where personal information may be disclosed	Chief Corporate Officer Director, Secretariat and Registrar Services
8(4)	Requests from investigative bodies	Chief Corporate Officer Director, Secretariat and Registrar Services
8(5)	Notify Privacy Commissioner of 8(2)(m) disclosures	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
9(1)	Retain record of personal information disclosures	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
9(4)	Notify Privacy Commissioner of new consistent uses and amend index	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
10	Include personal information in personal information banks	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
14(a)	Notice where access requested	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator ATIP Analyst
14(b)	Giving access to the record	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator

Provision	Description	Delegated Authority
15	Extension of time limits	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator ATIP Analyst
17(2)(b)	Decision on whether to translate a response to a privacy request in one of the two official languages	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator ATIP Analyst
17(3)(b)	Decision on whether to convert personal information to an alternative format	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator ATIP Analyst

Table 7: Exemption provisions of the *Privacy Act*

Provision	Description	Delegated Authority
18(2)	Decision to refuse to disclose personal information contained in an exempt bank	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
19(1)	Decision to refuse to disclose personal information obtained in confidence	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
19(2)	Authority to disclose personal information obtained in confidence	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
20	Refuse to disclose personal information that may be injurious to federal-provincial affairs	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
21	Refuse to disclose personal information that may be injurious to international affairs and defence	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
22	Refuse to disclose personal information prepared by an investigative body, information injurious to enforcement of a law, or information injurious to the security of penal institutions	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
22.3	Refuse to disclose personal information created for the <i>Public Servants Disclosure Protection Act</i>	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
23	Refuse to disclose personal information prepared by an investigative body for security clearance	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator

Provision	Description	Delegated Authority
24	Refuse to disclose personal information collected or obtained for individuals sentenced for an offence if conditions are met	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
25	Refuse to disclose personal information which could threaten the safety of individuals	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
26	Refuse to disclose personal information about other individuals	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
27	Refuse to disclose protected information — solicitors, advocates and notaries	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
27.1	Refuse to disclose protected information — patents and trademarks	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
28	Refuse to disclose personal information relating to an individual's medical record	Chief Corporate Officer Director, Secretariat and Registrar Services
31	Receive notice of investigation by the Privacy Commissioner	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
33(2)	Right to make representations to the Privacy Commissioner during an investigation	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
35(1)	Receive Privacy Commissioner's report of findings and give notice of action taken	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator

Provision	Description	Delegated Authority
35(4)	Provide access to additional personal information to complainant as detailed in notice of action taken	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
36(3)	Receive Privacy Commissioner's report of findings of investigation and recommendations of exempt banks	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
37(3)	Receive Privacy Commissioner's report of findings and recommendations of compliance investigation	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
51(2)(b)	Request that a court hearing, undertaken with respect to certain sections of the Act, be held in the National Capital Region	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
51(3)	Request and be given right to make representations in section 51 hearings	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
72(1)	Prepare annual report to Parliament	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator

Table 8: Responsibilities of the *Privacy Regulations*

Provision	Description	Delegated Authority
9	Allow examination of the documents (Reading Room)	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
11(2)	Notification of correction	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
11(4)	Correction refused, notation placed on file	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
13(1)	Disclosure to a medical practitioner or psychologist	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator
14	Disclosure in the presence of a medical practitioner or psychologist	Chief Corporate Officer Director, Secretariat and Registrar Services ATIP Coordinator