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Secrétariat

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du Canada

Canada

2024 to 2025 Annual Report on the Access to Information Act

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2024 to 2025 Annual Report on the Access to Information Act

On this page

- [Introduction](#)
- [Purpose of the *Access to Information Act*](#)
- [Mandate of the Treasury Board of Canada Secretariat](#)
- [Delegation order for the *Access to Information Act*](#)
- [Organization structure](#)
- [Interpretation of the statistical report for the *Access to Information Act*](#)
- [Part 2 of the *Access to Information Act*](#)
- [Initiatives and projects to improve access to information](#)
- [Education, training and awareness](#)
- [Policies, guidelines and procedures](#)
- [Monitoring compliance](#)
- [Conclusion](#)
- [Appendix A. Delegation Order – *Access to Information Act*](#)
- [Appendix B. Proactive publication requirements](#)

Introduction

The Treasury Board of Canada Secretariat (TBS) is pleased to present to Parliament its annual report on the administration of the [Access to Information Act](#) (ATIA) for 2024–25 (April 1, 2024, to March 31, 2025).

This report is prepared and tabled in accordance with section 94 of the ATIA, which requires that the head of every federal institution prepare and submit an annual report to Parliament on the administration of the ATIA in the institution during the fiscal year.

Purpose of the *Access to Information Act*

The purpose of the ATIA is to enhance the accountability and transparency of federal institutions, to promote an open and democratic society and to enable public debate on the conduct of those institutions. To further that purpose:

- Part 1 extends the present 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 about the disclosure of government information should be reviewed independently of government
- Part 2 sets out requirements for the proactive publication of information

Mandate of the Treasury Board of Canada Secretariat

As the administrative arm of the Treasury Board, TBS has a dual mandate: to support the Treasury Board as a committee of ministers and to fulfill the statutory responsibilities of a central government agency and those of a line department.

The Treasury Board's mandate is derived from the *Financial Administration Act*.

To fulfill its mandate, TBS organizes its business and resources around four core responsibilities:

- spending oversight
- administrative leadership
- employer
- regulatory oversight

TBS provides advice and support to Treasury Board ministers in their role of ensuring value for money. TBS also provides oversight of the financial management functions in federal institutions.

TBS makes recommendations and provides advice to the Treasury Board on policies, directives, regulations and program expenditure proposals with respect to the management of the government's resources. TBS is responsible for the general management of government-wide initiatives, issues and activities (as reported in the Main Estimates).

The offices of the following government officials are part of TBS:

- the Comptroller General of Canada
- the Chief Human Resources Officer of Canada
- the Chief Information Officer of Canada

The Comptroller General is responsible for the comptrollership function of government and provides government-wide leadership, direction, oversight and capacity-building for financial management, internal audit, and the management of assets and acquired services.

The Chief Human Resources Officer provides government-wide leadership on people management through policies, programs and strategic engagement by centrally managing labour relations, compensation, pensions and benefits, and by contributing to the management of executives.

The Chief Information Officer provides government-wide leadership, direction, oversight and capacity-building for information management, information technology, government security (including identity management), access to information, privacy, and internal and external service delivery.

Delegation order for the *Access to Information Act*

Pursuant to subsection 95(1) of the ATIA, the President of the Treasury Board has delegated the powers, duties and functions for the administration of the ATIA to the following TBS officials:

- the Secretary of the Treasury Board
- the Assistant Secretary of Strategic Communications and Ministerial Affairs
- the Senior Director of Ministerial Services

- the Director of Access to Information and Privacy (ATIP)
- managers and team leaders of the ATIP office

The delegation order was signed on November 29, 2023, and a copy can be found in [Appendix A](#).

Organization structure

The ATIP office is part of the Ministerial Services Directorate of TBS's Strategic Communications and Ministerial Affairs sector.

The ATIP office is responsible for:

- implementing and managing programs and services related to TBS's administration of the ATIA and the *Privacy Act* (PA) (the acts)
- providing advice to TBS employees as they fulfill their obligations under the acts
- reviewing and releasing records under Part 2 of the ATIA, specifically, briefing note titles, question period notes and transition binders

Outside of the administration of the acts, the ATIP office provides support in the following areas:

- internal reviews of documents intended for publication by sectors
- reviews of documents subject to parliamentary production motions
- reviews of documents related to class action lawsuits
- training sessions on the administration of the acts for sectors and sector officials
- policy updates and research related to the administration of the acts
- research and reporting on trends within the ATIP office
- systems administration of ATIP software
- various reports
- privacy breach management
- access to information and privacy advice to program sectors

The ATIP office is led by a director who is supported by three managers. Each of these managers oversees a unit that is responsible for a different functional area. The three key units include:

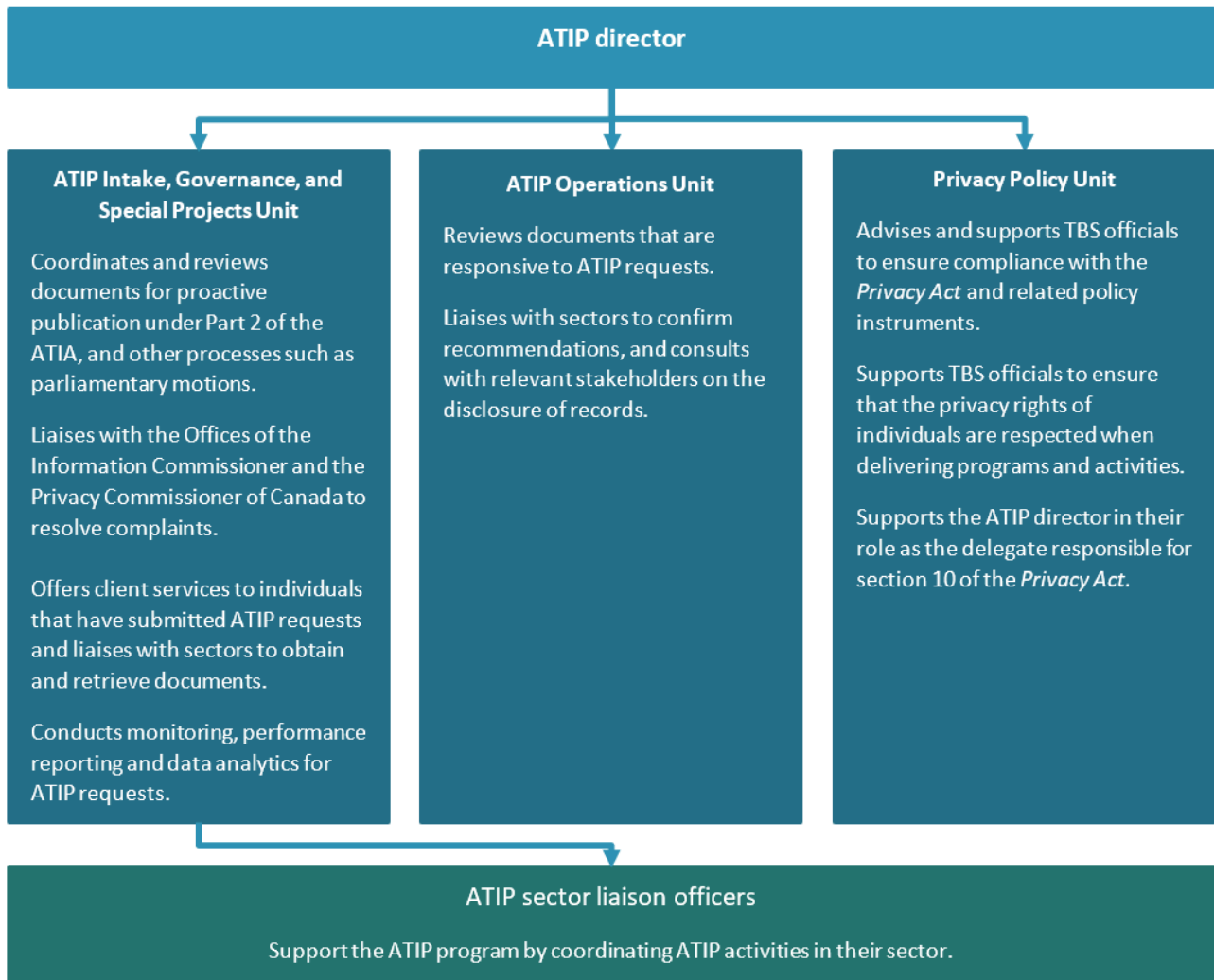
- ATIP Intake, Governance, and Special Projects Unit
- ATIP Operations Unit
- Privacy Policy Unit

The ATIP Intake, Governance, and Special Projects Unit and the ATIP Operations Unit work together to process ATIP requests, whereas the Privacy Policy Unit supports sector officials on privacy-related matters, including the review of privacy impact assessments and privacy breach management.

The ATIP office comprises employees at various levels. There was an equivalent of 15.05 full-time employees who administered the ATIA in 2024–25, consisting of 14.84 full-time employees and 0.21 casual employee. There was an additional equivalent of 8.44 full-time employees who administered the PA in 2024–25, consisting of 7.59 full-time employees and 0.85 part-time employee. Certain employees in the ATIP office contribute to both the ATIA and the PA, and these activities are recorded in the appropriate report proportional with their contributions.

Figure 1 shows the roles of the individuals and teams involved in processing ATIP requests at TBS. The ATIP office has three functional units. Sector liaison officers are not part of the ATIP office but play an important role in processing requests because they coordinate ATIP activities in their respective sectors.

Figure 1: roles in processing ATIP requests



▼ Figure 1 - Text version

ATIP director

ATIP Intake, Governance, and Special Projects Unit:

Coordinates and reviews documents for proactive publication under Part 2 of the ATIA, and other processes such as parliamentary motions.

Liaises with the Offices of the Information Commissioner and the Privacy Commissioner of Canada to resolve complaints.

Offers client services to individuals that have submitted ATIP requests and liaises with sectors to obtain and retrieve documents.

Conducts monitoring, performance reporting and data analytics for ATIP requests.

ATIP Operations Unit:

Reviews documents that are responsive to ATIP requests.

Liaises with sectors to confirm recommendations, and consults with relevant stakeholders on the disclosure of records.

Privacy Policy Unit:

Advises and supports TBS officials to ensure compliance with the *Privacy Act* and related policy instruments.

Supports TBS officials to ensure that the privacy rights of individuals are respected when delivering programs and activities.

Supports the ATIP director in their role as the delegate responsible for section 10 of the *Privacy Act*.

ATIP sector liaison officers:

Support the ATIP program by coordinating ATIP activities in their sector.

The TBS ATIP office works with the 19 sectors across TBS that retrieve responsive records to ATIP requests. Each sector has assigned sector liaison officers who work directly with the ATIP office to efficiently process requests. The ATIP office also works in partnership with sectors across TBS to complete proactive publication requirements under Part 2 of the ATIA.

The *Directive on Proactive Publication under the ATIA* requires that all positions in an institution with responsibilities under Part 2 of the ATIA be clearly identified. At TBS, responsibilities under Part 2 of the ATIA are assigned to officials based on the nature of the proactive publication requirement. Proactive publication responsibilities are assigned to officials in several sectors, including the Corporate Services Sector (CSS), Human Resources Directorate (HRD), and Strategic Communications and Ministerial Affairs (SCMA).

For a breakdown of the groups responsible for meeting each applicable proactive publication requirement under Part 2 of the *Access to Information Act*, see [Appendix B: Proactive publication requirements](#).

Section 96 of the ATIA allows government institutions to provide access to information services to another government institution that is presided over by the same minister. In 2024–25, the ATIP office did not provide any such services.

Interpretation of the statistical report for the *Access to Information Act*

▼ In this section

- [Introduction](#)
- [Part 1: requests received and carried forward](#)
- [Part 2: requests completed](#)
- [Part 3: on-time compliance rate, completion times and extensions](#)
- [Part 4: informal requests](#)

- [Part 5: consultations from other government institutions and organizations](#)
- [Part 6: consultations on cabinet confidences](#)
- [Part 7: complaints and investigations](#)
- [Part 8: court actions](#)
- [Part 9: fees](#)
- [Part 10: resources related to the *Access to Information Act*](#)

Introduction

Statistical reports prepared by government institutions provide aggregate data on the application of the ATIA and the PA. This section outlines key metrics in the statistical reports on the administration of the ATIA in TBS.

Part 1: requests received and carried forward

Access to Information Act requests received

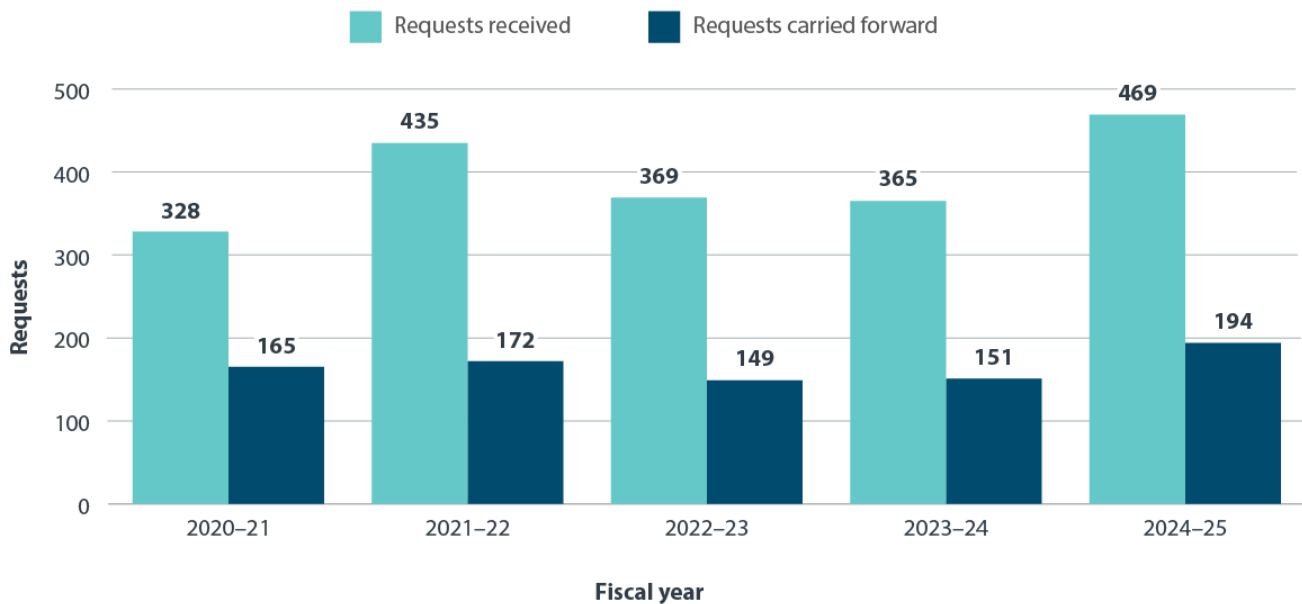
In 2024–25, TBS received 469 requests under the ATIA, which is an increase of 28% compared to the 365 requests received in 2023–24.

Access to Information Act requests carried forward

The number of requests that the TBS ATIP office carried forward from previous fiscal years was 194, which is an increase of 28% compared to the 151 requests carried forward in 2023–24.

Figure 2 shows the number of new access to information requests TBS received each year and the number of requests carried forward from 2020–21 to 2024–25.

Figure 2: access to information requests received and requests carried forward, 2020–21 to 2024–25



▼ Figure 2 - Text version

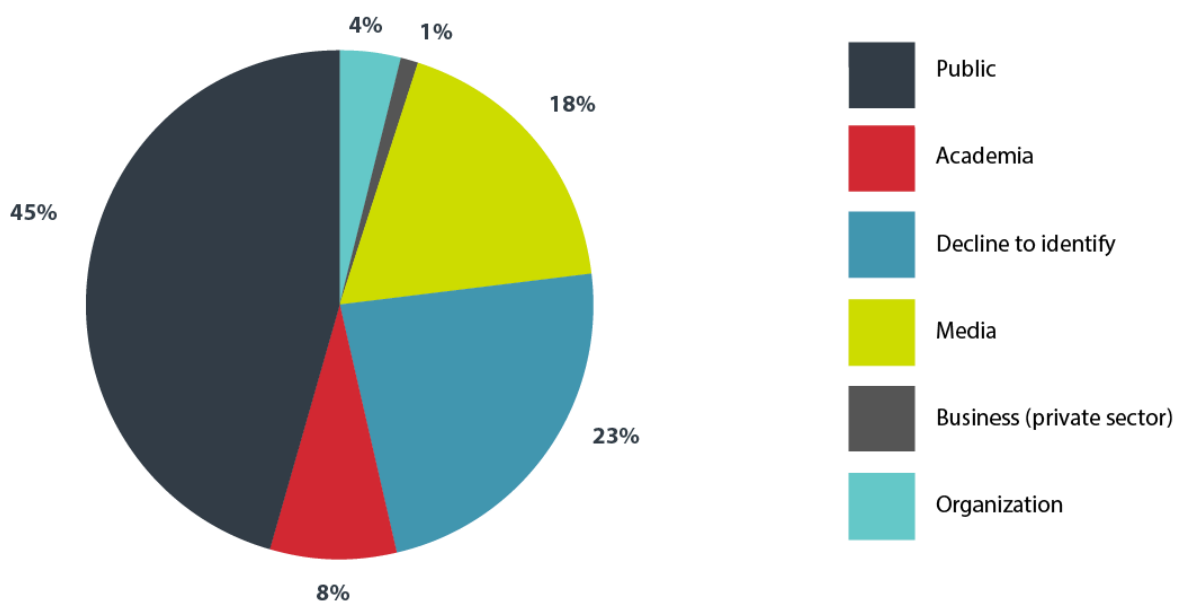
Year	2020-21	2021-22	2022-23	2023-24	2024-25
Received	328	435	369	365	469
Carried forward	165	172	149	151	194

Sources of requests

Of the 469 requests received in 2024–25, the most significant portion of requesters self-identified as members of the public (212). The second largest category of self-identification was requesters who declined to identify (109). The remaining requests were submitted by requesters who self-identified as media (85), academia (37), organizations (19), and businesses (7).

Figure 3 shows the percentage of access to information requests received by source.

Figure 3: percentage of access to information requests by source, 2024–25



▼ Figure 3 - Text version

Public	45%	212
Academia	8%	37
Decline to identify	23%	109
Media	18%	85
Business (private sector)	1%	7
Organization	4%	19
Total	100%	469

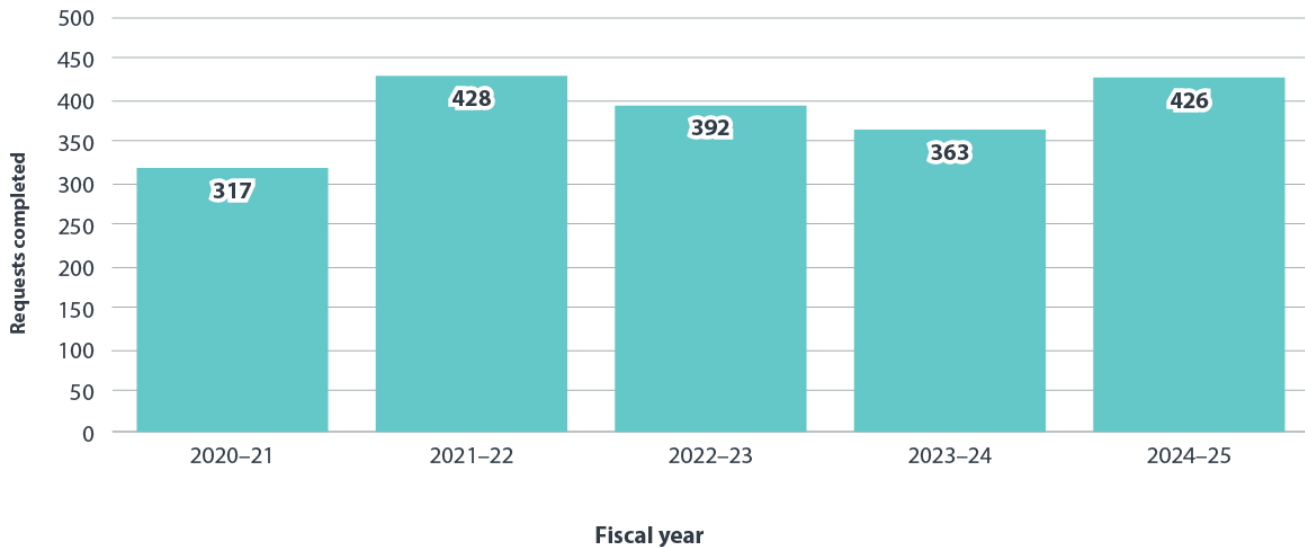
Part 2: requests completed

Access to information requests completed

In 2024–25, TBS completed 426 requests, which is 63 more completed requests compared to the 363 requests completed in 2023–24.

Figure 4 shows the number of access to information requests TBS completed each year from 2020–21 to 2024–25.

Figure 4: access to information requests completed, 2020–21 to 2024–25



▼ Figure 4 - Text version

Year	2020–21	2021–22	2022–23	2023–24	2024–25
Completed	317	428	392	363	426

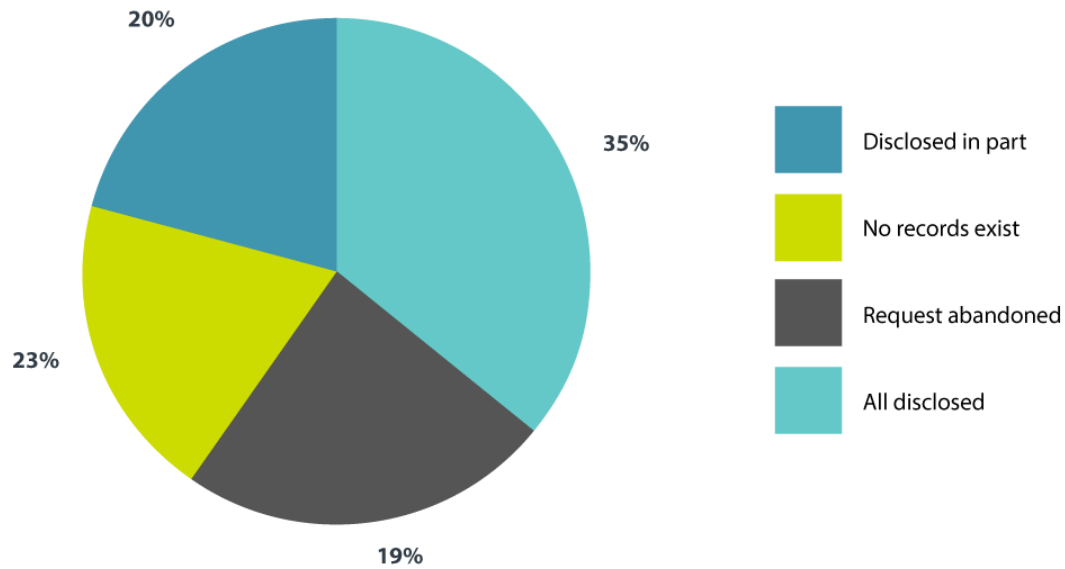
Disposition of requests completed

The following is a breakdown by disposition of the 426 requests completed in 2024–25:

- 149 requests contained records that were disclosed in part ¹
- 81 requests were abandoned by the requester
- 84 requests contained records that were all disclosed
- 98 requests had no records
- 2 requests were transferred
- 5 requests contained records that were fully exempted
- 6 requests contained records that were fully excluded
- 1 request where TBS did not confirm nor deny the existence of records ²

Figure 5 shows the percentage of access to information requests by disposition for 2024–25.

Figure 5: percentage of access to information requests by disposition, 2024–25



▼ Figure 5 - Text version

Disposition of requests	Total	%
Disclosed in part	149	35%
No records exist	98	23%
Request abandoned	81	19%
All disclosed	84	20%
All excluded	6	1%
Request transferred	2	0%
All exempted	5	1%
Neither confirmed nor denied	1	0%
Declined to act with the approval of the Information Commissioner	0	0%
Total	426	100%

Exemptions

The ATIA exempts certain information from being disclosed. In 2024–25, 154 requests contained information that was subject to the following exemptions.

- information related to the internal decision-making processes of government (119 requests) (section 21 of the ATIA)
- personal information (77 requests) (section 19 of the ATIA)
- law enforcement and security information (45 requests) (section 16 of the ATIA)
- solicitor–client privileged information (39 requests) (section 23 of the ATIA)
- international affairs and defence (39 requests) (section 15 of the ATIA)
- third party information (26 requests) (section 20 of the ATIA)

- safety of individuals (8 requests) (section 17 of the ATIA)
- economic interests of Canada (3 requests) (section 18 of the ATIA)
- refusal of access if information to be published (3 requests) (section 26 of the ATIA)
- federal-provincial affairs (2 requests) (section 14 of the ATIA)
- statutory prohibitions against disclosure (1 request) (section 24 of the ATIA)
- information obtained in confidence (1 request) (section 13 of the ATIA)

Exclusions

Many TBS documents are categorized as cabinet confidences. TBS provides administrative support to the Treasury Board Cabinet committee and provides a central agency challenge function for cabinet submissions of other government institutions. These documents are excluded from disclosure under the ATIA. Records that are publicly available (for example, government publications and records in libraries or museums) are also excluded from disclosure under the ATIA.

In 2024–25, a total of 123 requests contained information that was subject to exclusions:

- confidences of the King’s Privy Council (110 requests) (section 69 of the ATIA)
- published material (13 requests) (subsection 68(a) of the ATIA)

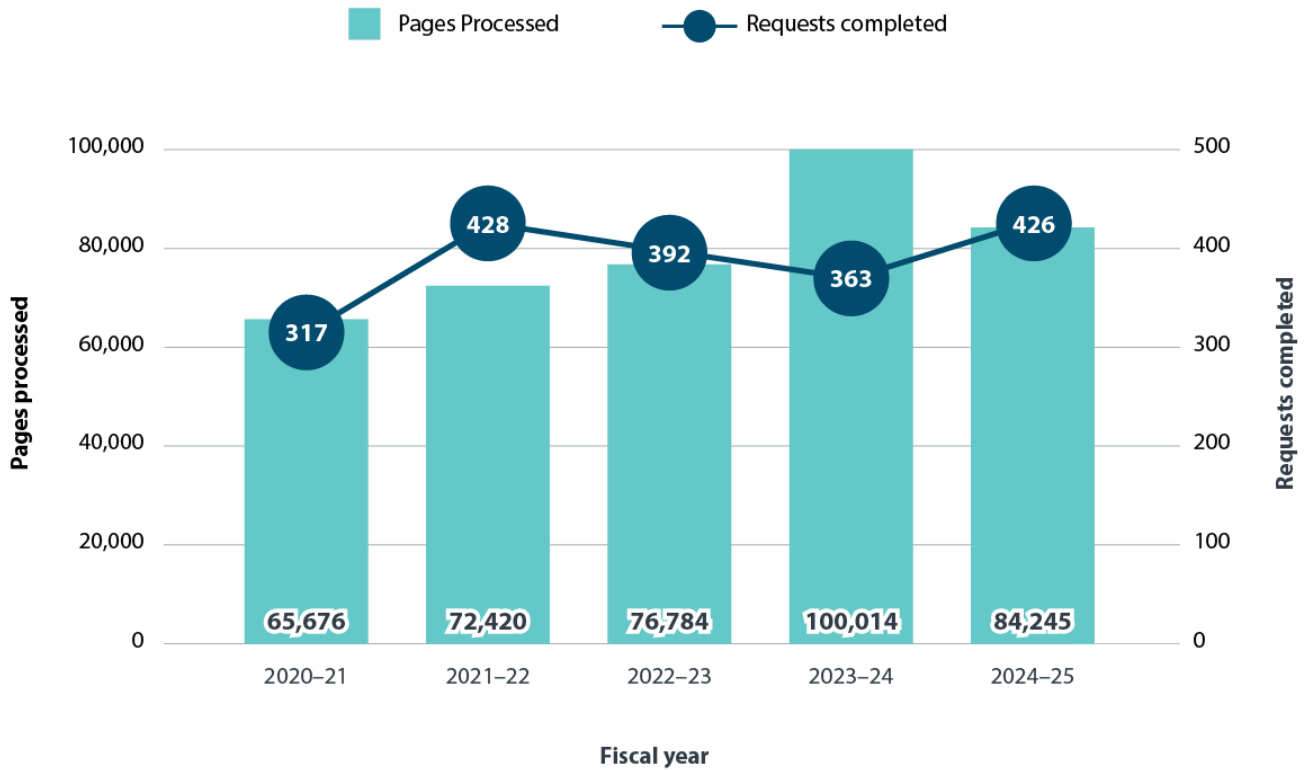
Pages processed and disclosed

TBS completed 426 requests in 2024–25, which involved processing 84,245 pages. This represents a decrease of 16% relative to the 100,014 pages processed in 2023–24.

In 2023–24, a number of voluminous requests were processed on the Direction on Prescribed Presence in the Workplace and the Policy on COVID-19 Vaccination for the Core Public Administration Including the Royal Canadian Mounted Police. The decrease of pages processed in 2024–25 correlates with the decrease in voluminous requests on these policies. Taking 2023–24 out of the analysis, the ATIP office continues to trend upward between 2020–21 to 2024–25 in the number of pages that it is able to review.

Figure 6 shows, for 2020–21 to 2024–25, the number of access to information requests TBS completed and the number of pages processed.

Figure 6: access to information requests completed and pages processed, 2020–21 to 2024–25



▼ Figure 6 - Text version

Year	2020-21	2021-22	2022-23	2023-24	2024-25
Pages Processed	65,676	72,420	76,784	100,014	84,245
Requests completed	317	428	392	363	426

Complexity

As a central agency involved in implementing government-wide policies, TBS holds records that frequently require consultation with other federal institutions before disclosure because these records contain information originating from or of interest to those institutions. Of the 233 requests that were fully or partially disclosed, 33 (or 14%) required formal consultation with other institutions.

In addition to the formal consultation process, an additional 33 requests required informal notifications to government departments. The informal notification process is one mechanism implemented by TBS ATIP to help limit inter-institutional consultations, as advocated by the Office of the Information Commissioner and the *Directive on Access to Information Requests*. The informal notification process reduces the administrative burden of consultations on other federal institutions and ensures that TBS provides Canadians with expeditious access to government records.

Format of information released

In 2024-25, TBS released information exclusively in electronic formats for all 233 requests for which records were disclosed.

Requests for translation

Subsection 12(2) of the ATIA allows requesters to request that a record be provided in a particular official language. Should the record not exist in that official language, the government institution must translate the record if it is deemed to be in the public interest.

TBS received one request in 2024–25 that required translation of responsive records.

Part 3: on-time compliance rate, completion times and extensions

On-time compliance rate

The on-time compliance rate is the percentage of requests responded to within their legislative timelines, including requests for which the institution invoked legislative extensions.

In 2024–25, TBS achieved an on-time compliance rate of 78.6%. This represents an increase of 7.3 percentage points compared the on-time compliance rate of 71.3% recorded in 2023–24.

Deemed refusals

Government institutions are required to provide access to records within legislative timelines. When an institution fails to provide access to a record within the time limits, the institution is deemed to have refused to give access.

In 2024–25, a total of 91 requests were closed past the legislated timeline for the following reasons:

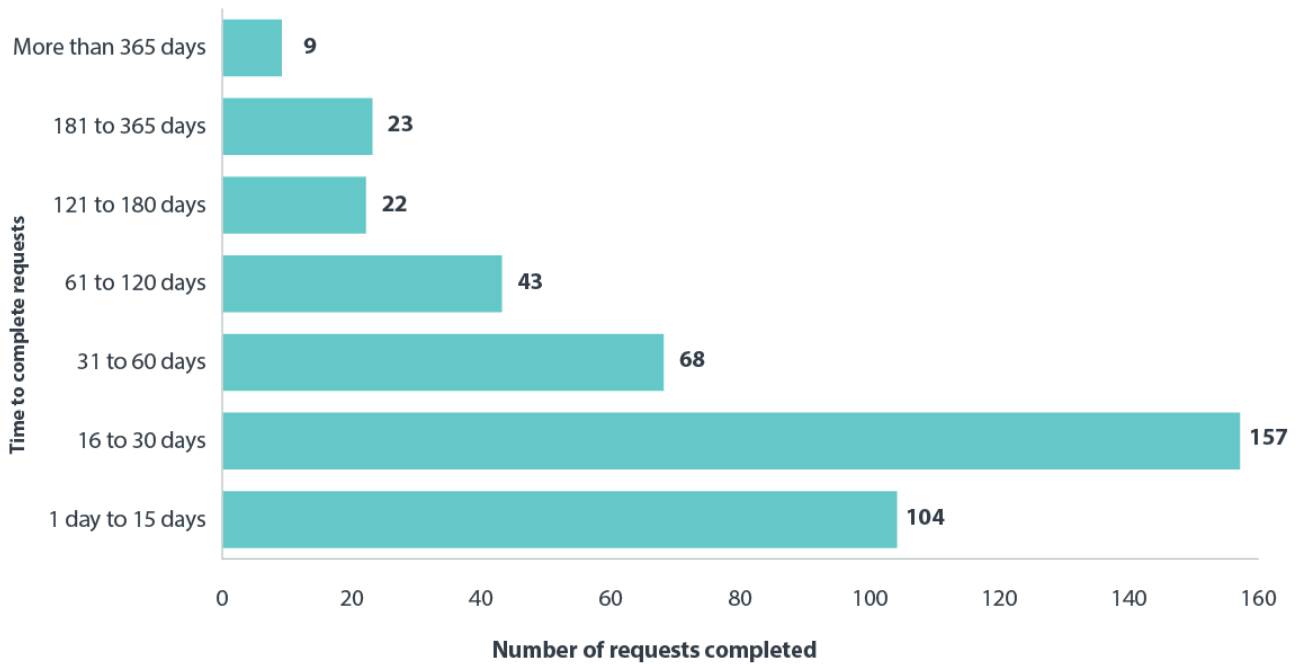
- interference with operations and workload (56 requests)
- other – difficulty obtaining records (29 requests)
- internal consultation (4 requests)
- external consultation (2 requests)

Time required to complete requests

Of the 426 requests closed in 2024–25, 61% were closed within 30 days, which is an increase of 12 percentage points from 49% recorded in 2023–24. The number of requests that took more than 120 days decreased by 37% from 86 in 2023–24 to 54 in 2024–25.

Figure 7 shows the amount of time that it took to complete access to information requests in 2024–25.

Figure 7: access to information requests completed by time it takes to complete request, 2024–25



▼ Figure 7 - Text version

Completion time	1 day 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
Requests Completed	104	157	68	43	22	23	9

Reasons for extensions

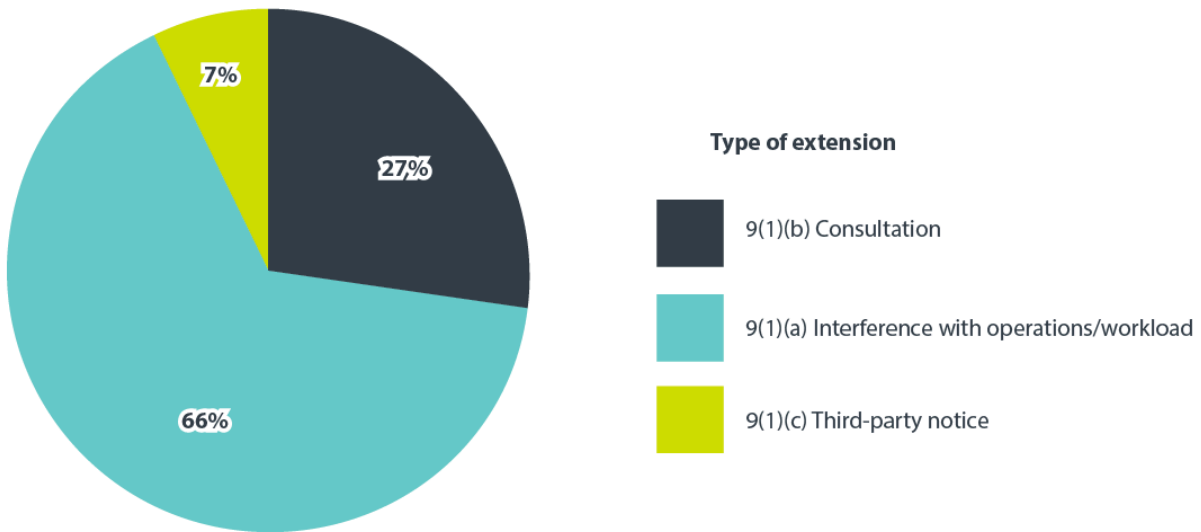
The legislation sets timelines for responding to access to information requests and allows for extensions in any of the following cases:

- when complying with the timeline would interfere with the operations of the government institution due to the volume of pages identified that require review
- when a consultation with other institutions is required
- when a third-party notification is required

In 2024–25, TBS invoked extensions for 88 completed requests, or 21% of all requests completed.

Figure 8 shows the extensions invoked for access to information requests completed in 2024–25.

Figure 8: types of extensions invoked as a percentage of all extensions invoked, 2024–25



▼ Figure 8 - Text version

Type of extension	9(1)(b) consultation	9(1)(a) interference with operations/workload	9(1)(c) third-party notice
Number of extensions invoked	29	72	8

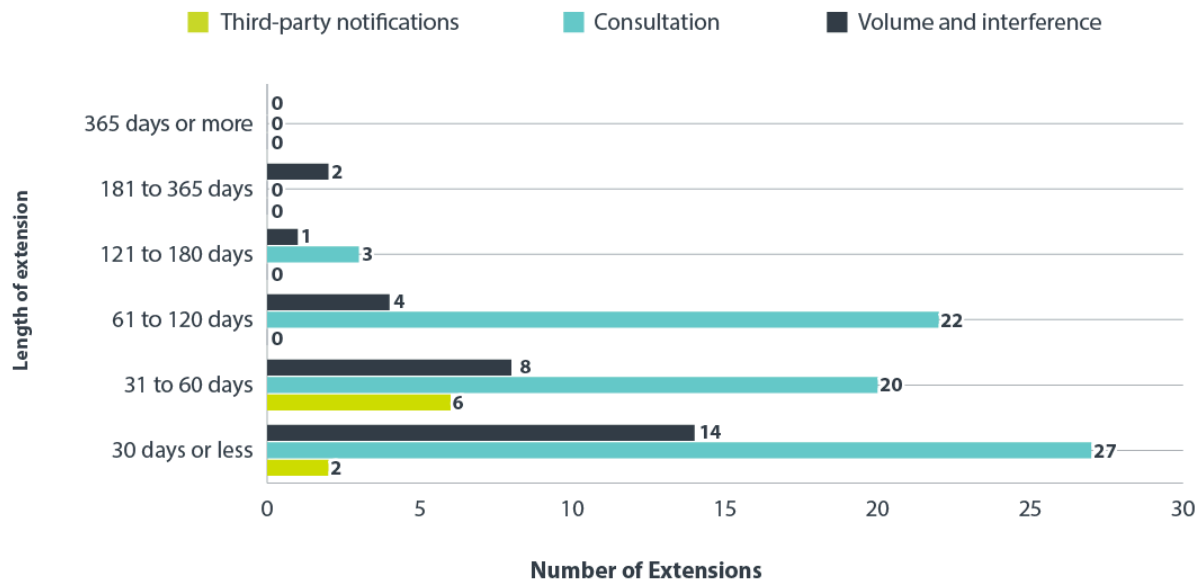
Note: Each request can qualify for multiple extension types, which may result in a greater number of extensions invoked than the number of requests that were extended.

Length of extensions

In 2024–25, TBS completed 88 requests for which extensions had been invoked.

Figure 9 illustrates the length and different types of extensions invoked for access to information requests completed in 2024–25.

Figure 9: length and type of extensions invoked for access to information requests completed in 2024–25



▼ Figure 9 - Text version

Length of extensions	Volume and interference	Consultation	Third-party notification
30 days or less	14	27	2
31 to 60 days	8	20	6
61 to 120 days	4	22	0
121 to 180 days	1	3	0
181 to 365 days	2	0	0
365 days or more	0	0	0

Part 4: informal requests

In order to submit a formal request under the ATIA, requesters must pay a \$5 application fee. The institution receiving the request is required by law to provide a response within 30 calendar days of receipt, and requesters have a right to file a complaint with the Office of the Information Commissioner if they are unsatisfied with how their request was processed.

As part of providing Canadians with relevant information on an informal and timely basis, and in the spirit of transparency and open government, TBS processes informal requests for information. Informal requests at TBS are predominantly re-releases of completed formal requests. Unlike formal requests, informal requests:

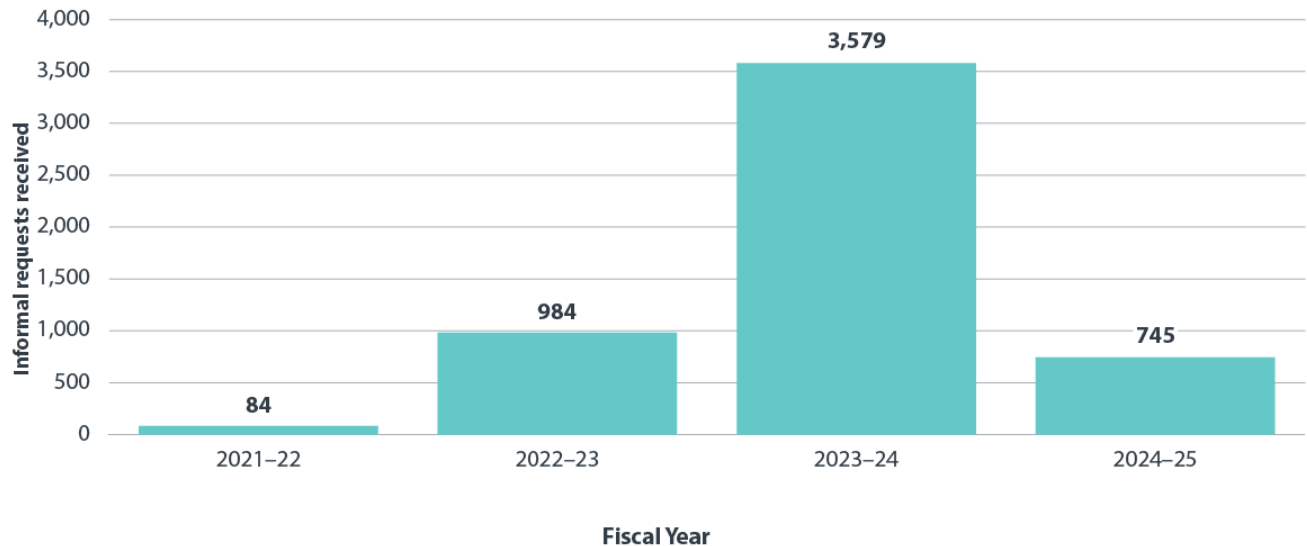
- are not covered under the ATIA
- do not require an application fee
- do not have legislative deadlines
- do not provide requesters with a right to file a complaint with the Office of the Information Commissioner

Informal requests received

In 2024–25, TBS received a total of 745 informal requests.

Figure 10 shows the number of informal requests received from 2021–22 to 2024–25.

Figure 10: informal requests received, 2021–22 to 2024–25



▼ Figure 10 - Text version

Year	2021–22	2022–23	2023–24	2024–25
Completed	84	984	3,579	745

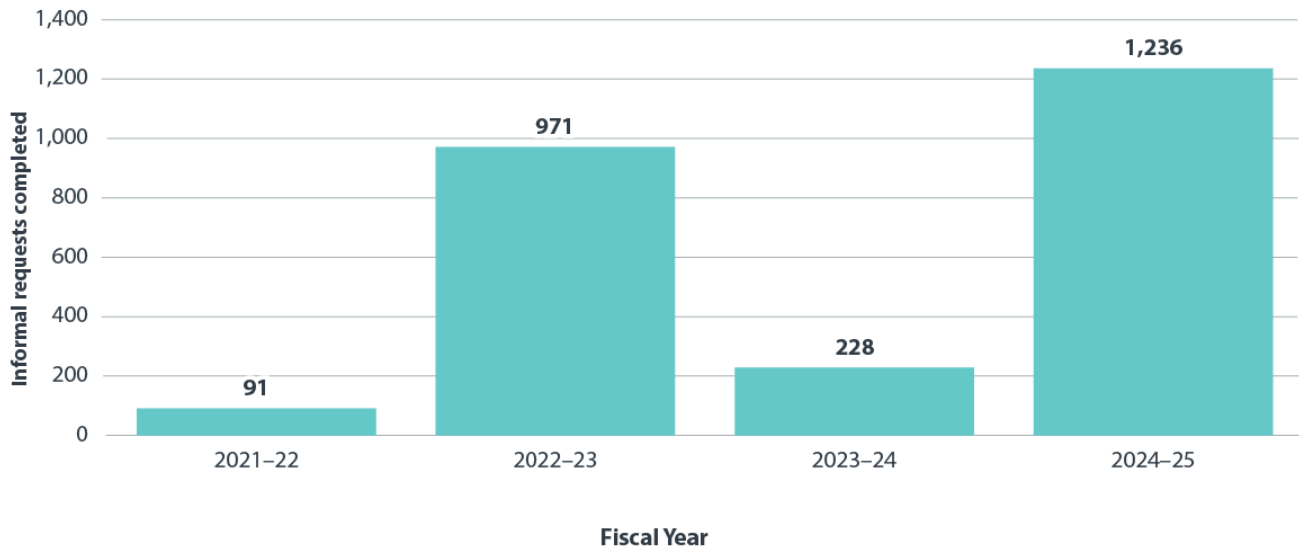
Informal requests completed

While informal requests are not subject to the same legislated time frames as formal requests made under the ATIA, TBS strives to complete informal requests within 30 calendar days. In 2024–25, TBS completed 142 of 1,236 informal requests within 30 days.

The 1,236 informal requests completed in 2024–25 represents an increase of 442% relative to the 228 requests completed in 2023–24.

Figure 11 shows the number of informal requests completed from 2021–22 to 2024–25.

Figure 11: informal requests completed, 2021–22 to 2024–25



▼ Figure 11 - Text version

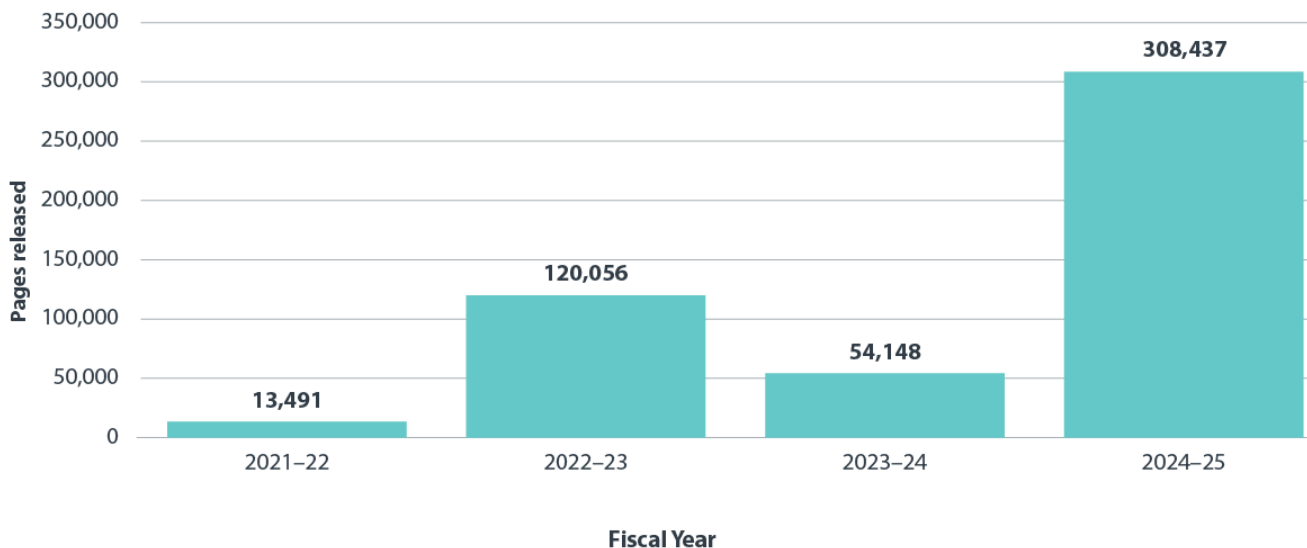
Year	2021-22	2022-23	2023-24	2024-25
Completed	91	971	228	1,236

Informal pages released

TBS released 308,437 pages in response to informal requests in 2024-25. This represents an increase of 469% compared to the 54,148 pages released in 2023-24.

Figure 12 shows the number of pages released for informal requests completed from 2021-22 to 2024-25.

Figure 12: pages released for completed informal requests, 2021-22 to 2024-25



▼ Figure 12 - Text version

Year	2021-22	2022-23	2023-24	2024-25
Completed	13,491	120,056	54,148	308,437

Part 5: consultations from other government institutions and organizations

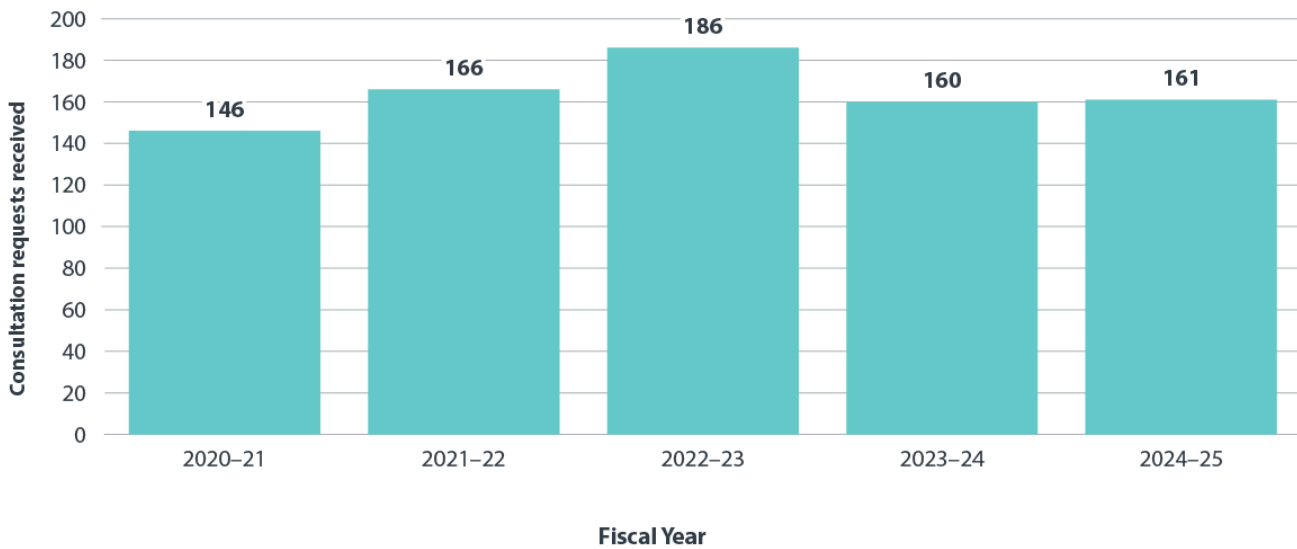
Consultation requests received and carried forward

TBS received 161 consultation requests in 2024-25, which is consistent with the 160 consultation requests received in 2023-24.

Of the consultation requests received in 2023-24, 16 were carried forward to 2024-25.

Figure 13 shows, for 2020-21 to 2024-25, the number of consultation requests TBS received each year.

Figure 13: consultation requests received, 2020-21 to 2024-25



▼ Figure 13 - Text version

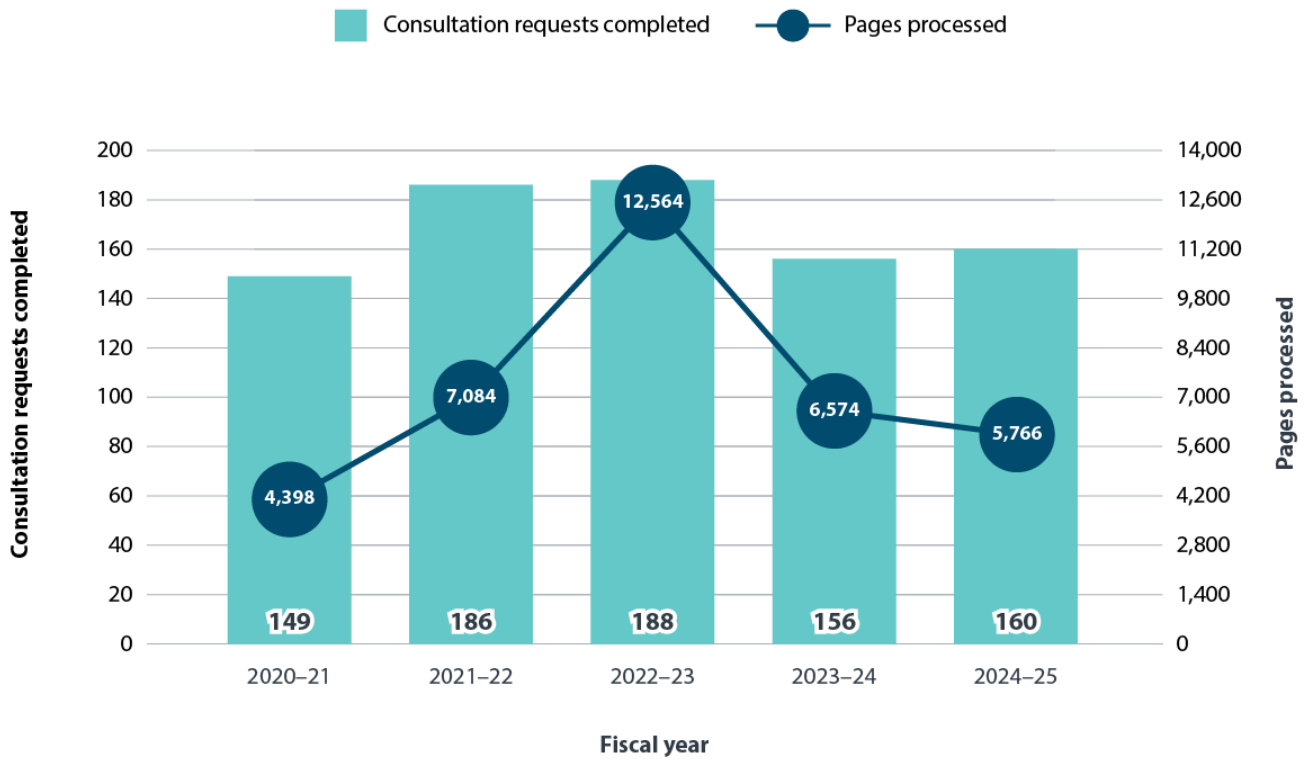
Year	2020-21	2021-22	2022-23	2023-24	2024-25
Completed	146	166	186	160	161

Consultation requests completed and pages processed

TBS completed 160 consultation requests in 2024-25 and processed 5,766 pages for these requests. This number of pages represents a 12% decrease compared to the 6,574 pages processed in 2023-24.

Figure 14 shows the consultation requests completed and the pages processed from 2020-21 to 2024-25.

Figure 14: consultation requests completed and pages processed, 2020–21 to 2024–25



▼ Figure 14 - Text version

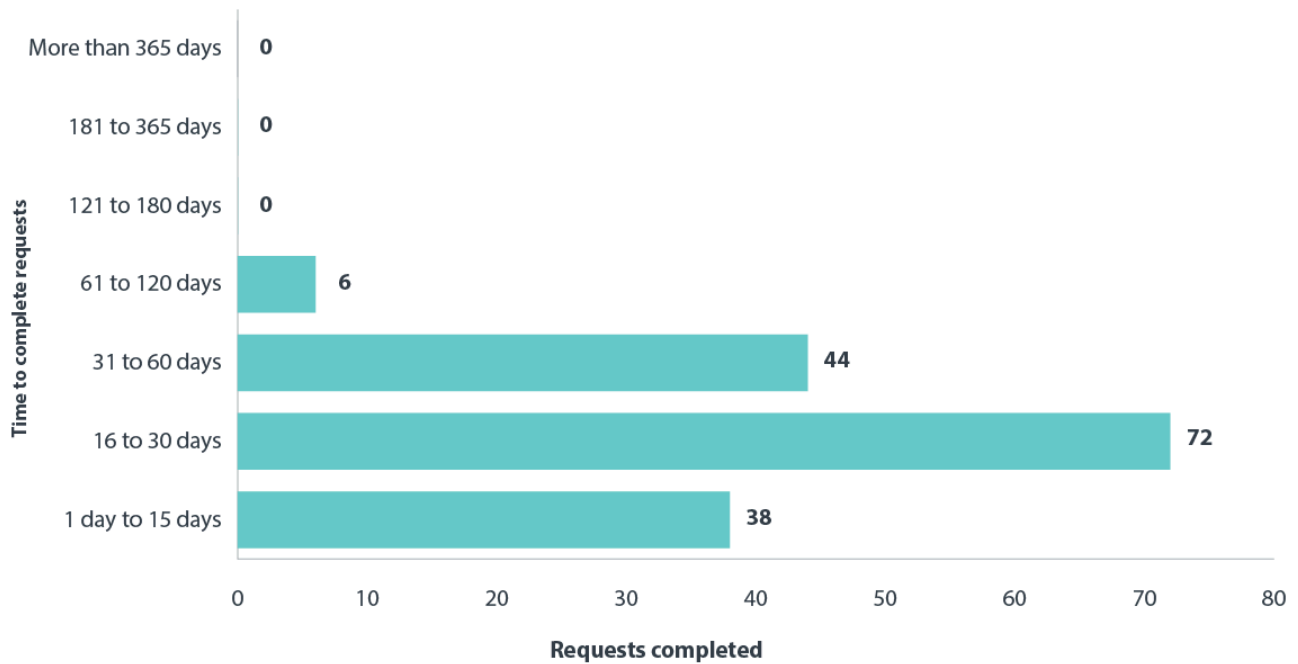
Year	2020–21	2021–22	2022–23	2023–24	2024–25
Consultation requests completed	149	186	188	156	160
Pages processed	4,398	7,084	12,564	6,574	5,766

Completion time for consultations received from other Government of Canada institutions and other organizations

Of the 160 consultation requests completed this year, 69% were completed within 30 days and 96% were completed within 60 days.

Figure 15 shows the number of consultation requests completed by the time it took to complete the request.

Figure 15: consultation requests completed by time to complete request, 2024–25



▼ Figure 15 - Text version

Completion time	1 day 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
Requests completed	38	72	44	6	0	0	0

Part 6: consultations on cabinet confidences

Consultations with legal services

In 2024–25, TBS consulted with its legal services unit on 59 requests to evaluate information that could be subject to cabinet confidence. This number of consultations is a 3% decrease compared to the 61 cabinet confidence consultations conducted in 2023–24.

Of the 59 consultations with legal services in 2024–25, 86% (or 51) were completed within 30 days. All consultations with legal services conducted in 2024–25 were completed within 60 days.

Consultations with the Privy Council Office

No requests processed by TBS in 2024–25 required consultation with the Privy Council Office to evaluate cabinet confidences.

Part 7: complaints and investigations

Complaints received

Requesters can file a complaint with the Office of the Information Commissioner (OIC) if they are not satisfied with how their request was processed.

In 2024–25, TBS was notified of 31 complaints received by the OIC, a 158% increase compared to the 12 complaints received in 2023–24. The ATIP office approached this increase through the new Special Projects unit, which is in part dedicated to the resolution of complaints at TBS.

Table 1 shows the types of complaints about TBS received by the OIC in 2024–25.

Table 1: complaints received by type, 2024–25

Complaint type	Number of complaints
Time limits	3
Delay: deemed refusal	8
Refusal: exemptions	7
Refusal: exclusion	1
Refusal: missing records	9
Miscellaneous [*]	3
Total	31
<p>[*] Miscellaneous refers to any other matter related to the administration of the ATIA not already listed. Two miscellaneous requests received were departmental complaints about the ATIP Online Request Service system, and one was an investigation to determine whether the request was processed with prejudice.</p>	

Complaint representations

The complaints process has many stages. Initially, the OIC contacts institutions to collect and review the processing file. During an investigation, the OIC must provide institutions with an opportunity to provide representations.

Complaints closed

The OIC issued findings for a total of 25 complaint investigations during 2024–25. Of the 25 complaint investigation findings issued, the OIC provided letters notifying TBS that it had ceased 15 of these investigations. Of the remaining 10 findings issued by the OIC, 5 were deemed not well founded and 5 were considered well founded.

On June 21, 2019, *An Act to amend the Access to Information Act and the Privacy Act and to make consequential amendments to other Acts* gave the OIC the power to make binding orders in relation to access to information requests, including ordering the release of government records for complaints filed after royal assent. TBS received and resolved 3 orders from the OIC in 2024–25, which was one more than the 2 orders received in 2023–24.

Table 2 shows the complaint findings issued by the OIC in 2024–25.

Table 2: complaint findings issued by the OIC, 2024–25

Complaint type	Complaint decision		
	Not well founded	Well founded	Discontinued

Complaint type	Complaint decision		
	Not well founded	Well founded	Discontinued
Time limits	0	0	2
Delay: deemed refusal	0	3	5
Refusal: exemptions	2	2	3
Refusal: exclusion	0	0	0
Refusal: missing records	3	0	3
Miscellaneous	0	0	2

Key actions taken on complaints

To facilitate the timely resolution of complaints filed with the OIC, TBS established a dedicated unit responsible for:

- coordinating meetings twice a month with the OIC to manage and prioritize complaints at TBS
- conducting bi-weekly meetings with operational staff to ensure that complaint resolution is monitored and prioritized
- allocating operational staff dedicated to complaint resolution activities

TBS also streamlined approvals to increase efficiency of complaint responses.

Part 8: court actions

There were no court cases filed against TBS in relation to the ATIA in 2024–25.

Part 9: fees

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

With respect to the \$5 application fee to submit a request under the ATIA, the total revenue collected by TBS was \$1,475 in 2024–25. Throughout the fiscal year, TBS waived \$795 in application fees and refunded \$75 in application fees.

Part 10: resources related to the *Access to Information Act*

Costs

- In 2024–25, TBS’s cost for administering the ATIA was \$1,657,668. This includes:
 - \$1,376,093 in salary costs
 - \$234,494 in expenditures for annual maintenance and renewal of ATIP request processing software
 - \$31,000 in annual membership dues for the ATIP Community Development Office
 - \$3,567 for ePost Connect™ accounts

There were no costs associated with professional service contracts for 2024–25.

Human resources

In 2024–25, there were 15 full-time equivalents (FTEs) in the ATIP office performing work associated with the application of the ATIA.

Part 2 of the *Access to Information Act*

Under Part 2 of the of the ATIA, institutions are required to proactively publish specific information within certain timelines. [Appendix B](#) outlines the information that TBS is required to publish proactively.

Initiatives and projects to improve access to information

▼ In this section

- [Departmental support for document reviews](#)

Departmental support for document reviews

The ATIP office often provides departmental support by conducting document reviews of records outside of the ATIA. These document reviews are conducted by the ATIP Operations Unit and the Intake, Governance, and Special Projects Unit to support the department in the following activities:

- litigation
- orders for the production of papers from Parliament
- audit reports
- publication of information
- briefing binders for new or incoming ministers and deputy ministers
- briefing note titles
- question period cards

In 2024–25, the ATIP office conducted:

- 7 reviews for active litigation
- 4 reviews for publications made by TBS to the Open Government Portal
- 5 reviews for the production of paper from Parliament
- 4 reviews for the proactive publication of briefing binders for incoming ministers and deputy ministers
- 247 reviews for proactive disclosure requests relating to briefing note title entries on the Open Government website

These document reviews resulted in 13,502 pages reviewed in 2024–25. The ATIP office is committed to helping departmental program areas provide access to information in ways that do not require an access to information request.

Education, training and awareness

▼ In this section

- [ATIP training and awareness activities](#)
- [ATIP tools to support departmental officials](#)
- [Training for ATIP employees](#)

ATIP training and awareness activities

The ATIP office conducted several training activities on processing requests in 2024–25.

The ATIP office continued to improve its outreach and training program in 2024–25 by developing its series of digital training modules. The first in the series, “Module 1: The *Access to Information Act* – An introduction for employees,” provides mandatory training to all TBS employees. This training module was added to the TBS intranet site in 2024–25 as recommended training for all TBS employees.

The ATIP office developed its second module, which provides step-by-step guidelines for sectors and subject matter experts on how to conduct searches and retrieve records for access to information requests. This module was made available to TBS employees in June 2025.

To increase engagement with the sectors and comply with policy requirements, the ATIP office provided sector liaison officer (SLO) training sessions with representatives in offices of primary interest. The session held in November 2024 included:

- a reintroduction to the SLO roles and responsibilities
- a reintroduction to the ATIP process at TBS
- an overview of ATIP and SLO statistics and performances
- a tutorial on how to complete the TBS ATIP sector return form

In 2024–25, the ATIP office also provided training to departmental officials on the proactive publication of briefing note titles addressed to ministers and deputy ministers outlined in Part 2 of the ATIA.

To commemorate International Right to Know Day, the ATIP office developed communication products and shared training resources for all TBS staff.

Table 3 outlines specific training initiatives conducted by the ATIP office in 2024–25.

Table 3: training initiatives conducted, 2024–25

Initiative	Sector	Description	Responsible unit	Participants
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Initiative	Sector	Description	Responsible unit	Participants
The ATIA- An introduction for employees	All TBS	Digital presentation of mandatory training under the directive	Intake, Governance, and Special Projects Unit	163
International Right to Know Day	All TBS	Right to Know Day communications materials	Intake, Governance, and Special Projects Unit	All of TBS was invited to participate
Sector Liaison Training	All TBS SLOs	Training on the ATIA and sector responsibilities	Intake, Governance, and Special Projects Unit	36
Proactive Publication of Briefing Notes	Secretary's Office, Strategic Communications and Ministerial Affairs, Office of the Comptroller General, Office of the Chief Information Officer, Office of the Chief Human Resources Officer	An overview of the process for proactively publishing briefing note titles	Intake, Governance, and Special Projects Unit	9

ATIP tools to support departmental officials

The TBS ATIP office continued its efforts to ensure that departmental officials had access to tools to support them in their responsibilities under the ATIA. In 2024–25, the ATIP office:

- provided training on the ATIP sector response form
- developed a plain language guide for exemptions and exclusions of the ATIA and the PA
- updated the departmental intranet page to provide employees with quick access to all ATIA resources

Training for ATIP employees

TBS continued to support the professional development of ATIP employees through various mechanisms in 2024–25, including but not limited to:

- training offered by the TBS Access to Information and Privacy Community Development Office
- Information Access and Protection of Privacy certification courses from the University of Alberta
- Canadian Access and Privacy Association annual conference
- language training

Policies, guidelines and procedures

▼ In this section

- [Extension of the ATIP delegation order to improve efficiency.](#)
- [Limiting inter-institutional consultations](#)
- [Completed access to information request summaries](#)

Extension of the ATIP delegation order to improve efficiency

In November 2023, the ATIP delegation order was expanded to provide additional authorities to managers and team leaders of the ATIP office. Extending the delegation order to reduce operational bottlenecks and to empower more individuals in the ATIP office is one component of the ATIP office's modernization strategy aimed at increasing overall efficiency.

In 2024–25, TBS launched a phased implementation of the extended authorities under the delegation order to team leaders. The Intake, Governance, and Special Projects Unit used these extended authorities successfully in 2024–25 and demonstrated that removing multiple approval levels increased efficiency and operational outputs.

Limiting inter-institutional consultations

While the TBS ATIP office is continually working to limit inter-institutional consultations, TBS often collaborates and communicates with other departments. The ATIP office is selective about when it needs to consult other government departments.

Completed access to information request summaries

In accordance with the *Directive on Access to Information Requests*, the ATIP office publishes monthly summaries of completed access to information requests. A total of 249 summaries were published in 2024–25.

Monitoring compliance

The ATIP office produces a variety of regular and ad hoc reports to monitor TBS's compliance with the ATIA. In 2024–25, the ATIP office continued its emphasis on data analytics to identify emerging trends and promote procedural efficiencies.

The ATIP office creates and distributes several reports outlining the performance of the ATIP office and the challenges it faces. These reports include:

- quarterly reports on sector performance and quality of record retrieval
- ATIP Performance Dashboards to senior management on the monthly performance of the ATIP office
- weekly reports on requests received and requests that will be closed
- reports to the executive committee with statistics on the ATIP office, including requests received and closed, complaints and the on-time compliance rates
- service inventory
- annual statistical reports to TBS

Conclusion

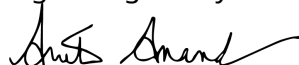
The ATIA and the PA are important pillars in maintaining the accountability and transparency of federal institutions, promoting an open and democratic society, and protecting the privacy of individuals. While TBS had a productive 2024–25, there are outstanding challenges and additional opportunities to achieve excellence for Canadians.

Transparency and accountability are an ongoing commitment. TBS looks forward to building on the successes of 2024–25 and continuing to uphold these principles for Canadians in 2025–26.

Appendix A. Delegation Order – Access to Information Act

I, undersigned, President of the Treasury Board, pursuant to section 95 of the *Access to Information Act*, hereby designate the ATIP officers; the Access to Information and Privacy Team Leader; the Access to Information and Privacy Manager; the Access to Information and Privacy Director; the Senior Director, Ministerial Services; the Assistant Secretary, Strategic Communications and Ministerial Affairs; and the Secretary, or person occupying those positions on an acting basis, to exercise signing authorities or perform any of the President’s powers, duties or functions as head of institution that are specified in the attached Schedule A. This designation replaces all previous delegation orders.

Original signed by



The Honourable Anita Anand
President of the Treasury Board

Date: 2023-11-29

Schedule A: sections of the ATIA to be delegated

Position	Powers, duties, or functions
Secretary	Full authority
Assistant Secretary, Strategic Communications and Ministerial Affairs	Full authority
Senior Director, Ministerial Services	Full authority, except: Subsection: 37(1)
Director, Access to Information and Privacy	Full authority, except: Subsection: 37(1)
Manager, Access to Information and Privacy	Full authority, except: Paragraph: 35(2)(b) Subsection: 37(1)
Team Leader, Access to Information and Privacy	Full authority, except: Paragraph: 35(2)(b) Subsection: 37(1)
Access to Information and Privacy Officers	Paragraph: 7(a)

Appendix B. Proactive publication requirements

Legislative requirement	Section of ATIA	Publication timeline	Does the requirement apply to your institution? (Yes/No)	Internal group(s) or position(s) responsible for fulfilling requirement	% of proactive publication requirements published within legislated timelines	Link to web page where published
Apply to all government institutions as defined in section 3 of the <i>Access to Information Act</i>						
Travel expenses	82	Within 30 days after the end of the month of reimbursement	Yes	Corporate Services Sector	100%	The Open Government Portal - Travel
Hospitality expenses	83	Within 30 days after the end of the month of reimbursement	Yes	Corporate Services Sector	100%	The Open Government Portal - Hospitality
Reports tabled in Parliament	84	Within 30 days after tabling	Yes	Strategic Communications and Ministerial Affairs	100%	The Open Government Portal - Reports
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 <i>Financial Administration Act</i>						
Contracts over \$10,000	86	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	Yes	Corporate Services Sector	100%	The Open Government Portal - Contracts
Grants & contributions over \$25,000	87	Within 30 days after the quarter	Yes	Corporate Services Sector	100%	The Open Government Portal - Grants and Contributions
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	Yes	Strategic Communications and Ministerial Affairs	100%	The Open Government Portal - DM Briefing Materials

Legislative requirement	Section of ATIA	Publication timeline	Does the requirement apply to your institution? (Yes/No)	Internal group(s) or positions(s) responsible for fulfilling requirement	% of proactive publication requirements published within legislated timelines	Link to web page where published
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	Strategic Communications and Ministerial Affairs	100%	The Open Government Portal – BN Titles
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	Strategic Communications and Ministerial Affairs	100%	The Open Government Portal – DM Parliamentary Appearances
Applies to government institutions that are departments named in Schedule I to the <i>Financial Administration Act</i> or portions of the core public administration named in Schedule IV to that act (government institutions for which Treasury Board is the employer)						
Reclassification of positions	85	Within 30 days after the quarter	Yes	Human Resources Division	100%	The Open Government Portal – Reclassification
Apply to ministers' offices (therefore apply to any institution that performs proactive publication on behalf of a minister's office)						
Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Within 120 days after appointment	Yes	Strategic Communications and Ministerial Affairs	100%	The Open Government Portal – Minister Briefing Material

Legislative requirement	Section of ATIA	Publication timeline	Does the requirement apply to your institution? (Yes/No)	Internal group(s) or positions(s) responsible for fulfilling requirement	% of proactive publication requirements published within legislated timelines	Link to web page where published
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	Yes	Strategic Communications and Ministerial Affairs	100%	The Open Government Portal – BN titles
Package of question period notes prepared by a government institution for the minister and in use on the last sitting day of the House of Commons in June and December	74(c)	Within 30 days after last sitting day of the House of Commons in June and December	Yes	Strategic Communications and Ministerial Affairs	100%	The Open Government Portal – Question Period
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	Yes	Strategic Communications and Ministerial Affairs	100%	The Open Government Portal – Minister's Parliamentary Appearances
Travel expenses	75	Within 30 days after the end of the month of reimbursement	Yes	Corporate Services Sector	100%	The Open Government Portal – Travel
Hospitality expenses	76	Within 30 days after the end of the month of reimbursement	Yes	Corporate Services Sector	100%	The Open Government Portal – Hospitality

Legislative requirement	Section of ATIA	Publication timeline	Does the requirement apply to your institution? (Yes/No)	Internal group(s) or position(s) responsible for fulfilling requirement	% of proactive publication requirements published within legislated timelines	Link to web page where published
Contracts over \$10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	Yes	Corporate Services Sector	100%	The Open Government Portal – Contract
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	Yes	Corporate Services Sector	100%	The Open Government Portal – MO Expenses

Footnotes

- 1 Records are often only partially disclosed because of the nature of TBS’s business, which involves cabinet confidences, employer negotiations, and sensitive advice and recommendations to the President of the Treasury Board.
 - 2 Under section 10(1)(b) of the ATIA, an institution may refuse to confirm or deny that a record is under the control of the institution.
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