



Transportation
Safety Board
of Canada

Bureau de la sécurité
des transports
du Canada

ANNUAL REPORT TO PARLIAMENT ON THE ADMINISTRATION OF THE *ACCESS TO INFORMATION ACT* 1 APRIL 2024 TO 31 MARCH 2025



Canada

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Annual report to Parliament on the administration of the *Access to Information Act* 2024–25

Cat. No. TU1-4/1E-PDF
ISSN 1928-3490

This report is available on the website of the
Transportation Safety Board of Canada at [tsb.gc.ca](https://www.tsb.gc.ca)

Le présent rapport est également disponible en français.



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October 07, 2025

The Honourable Dominic LeBlanc, P.C., M.P.
Minister of Internal Trade
President of the King's Privy Council for Canada
Minister responsible for Canada–U.S. Trade, Intergovernmental Affairs and One Canadian
Economy
House of Commons
Ottawa, Ontario K1A 0A6

Dear Minister:

In accordance with section 94 of the *Access to Information Act*, the Transportation Safety Board of Canada is pleased to submit to Parliament this report on its activities relating to the administration of the Act for the period 1 April 2024 to 31 March 2025.

Sincerely,

Original signed by

Yoan Marier
Chair

Canada

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1. Introduction

The Transportation Safety Board of Canada (TSB) is pleased to table in Parliament this report on its activities relating to the administration of the [Access to Information Act](#) (ATIA) in keeping with section 94 of the Act. The report covers the period from 1 April 2024 to 31 March 2025.

The ATIA came into force on July 1, 1983, and was significantly amended on June 21, 2019, through the Bill C-59, An Act to amend the *Access to Information Act* and the *Privacy Act*. The ATIA gives Canadian citizens, permanent residents and all individuals and corporations present in Canada the right of access to records under the control of a government institution. The ATIA extends the present laws of Canada that provide access to information under the control of the Government of Canada and provides for the proactive publication of certain information.

The purpose of the ATIA is to enhance accountability and transparency of federal institutions to promote an open and democratic society and to enable public debate on the conduct of those institutions such as the TSB.

The [Canadian Transportation Accident Investigation and Safety Board Act](#) provides the legal framework that governs the TSB's activities. Our mandate is to advance transportation safety in the air, marine, pipeline, and rail modes of transportation by:

- conducting independent investigations, including public inquiries, when necessary, into selected transportation occurrences in order to make findings as to their causes and contributing factors;
- identifying safety deficiencies, as evidenced by transportation occurrences;
- making recommendations designed to eliminate or reduce any such safety deficiencies; and
- reporting publicly on our investigations and on the findings in relation thereto.

More information on the TSB is available at tsb.gc.ca.

The TSB fulfills its obligations regarding the administration of Access to Information and Privacy (ATIP) by following the principle that government information should be available to the public with only specific and limited exceptions, in keeping with established Government of Canada principles. Furthermore, the TSB treats personal information in compliance with the code of fair information practices expressed in the *Privacy Act*.

Both English and French versions of this report have been submitted and tabled to Parliament.

2. Organizational Structure

The Director General of the Corporate Services Branch holds the responsibilities of the ATIP Coordinator and is also the Chief Information Officer (CIO), the Chief Privacy Officer (CPO), and

the Open Government Coordinator (OGC). The ATIP Office reports to the Director General of the Corporate Services Branch and includes one (1) intake officer, three (3) ATIP analysts and 1 (one) ATIP manager. Temporary help was provided by a consultant.

The ATIP Office helps the TSB meeting the requirements under the ATIA and the *Privacy Act* by:

- centrally administering both formal requests made pursuant to the ATIA and informal requests,
- providing functional advice and guidance to employees concerning the managing of information and protection of privacy under the TSB's control,
- conducting and responding to consultations with requesters, third parties, TSB employees, and representatives of the Office of the Information Commissioner,
- delivering ATIP training and awareness,
- conducting privacy impact assessments (PIAs),
- documenting and managing privacy breaches,
- communicating with the Treasury Board of Canada Secretariat and the offices of the information and privacy commissioners of Canada about policy and legislative requirements, complaints, and investigations.

The ATIP employees require considerable expertise in the processing of requests, and they are responsible for centrally reviewing and severing all records so as to uphold the integrity of TSB investigations while balancing the need to comply with the ATIA and the *Privacy Act*. The analysts remain current with the investigation operations of the various transportation modes and their activities and maintain good working relationships with the investigators and a multitude of stakeholders.

The Chief Information Officer (CIO) is responsible for supporting the TSB Chair's accountability for the requirements under Part 2 of the ATIA, including monitoring and reporting as part of the annual report to Parliament on the application of the ATIA.

The Open Government Coordinator (OGC) is responsible to facilitate the proactive publication process which may include publishing on behalf of business owners. The OGC is also responsible for the tracking of the requirements (see section 9. Proactive Publication for details).

3. Designation Order

The head of the institution as defined in section 3 of the ATIA is the Chair of the TSB. The delegation of authority was updated in April 2024.

The Chair delegated under subsection 95(1) of the ATIA full powers to the ATIP Coordinator and some powers to the ATIP Manager for the effective administration of the ATIA. These employees ensure that the TSB meets all its obligations fairly and consistently. A copy of the Delegation Order is attached at Appendix A.

4. Performance under Part 1 of the Access to Information Act, 2024–2025

Most of the access to information requests made to the TSB pertain to transportation occurrences. In many cases, requests are for copies of complete investigation files which may be very large in volume and in many formats. An investigation file can contain such records as data records, voice recordings, witness statements, laboratory reports, and third-party records of the transport operator, the manufacturer of components, and maintenance logs for engines and pilots' logs. Considering the significant volume of records and required consultations, the time required to process such requests is lengthy. The status of the investigation itself also affects the access to records and when information may be released under the Act.

Completed formal ATI requests and their trends

The ATIP Office received forty-nine (49) new requests under the ATIA in 2024–25 and fifty-three (53) requests were brought forward from the previous reporting periods, for a total of one hundred and two (102) active requests. Of these, during the current reporting period the ATIP Office completed seventy-three (73), and twenty-nine (29) were carried forward to the next fiscal year. Table 1 shows the variation in workload over the past five years.

Table 1. Number and variation of formal requests over the past five years.

Formal requests	2020–21	2021–22	2022–23	2023–24	2024–25
Received during reporting period	80	93	55	75	49
Outstanding from previous period	38	41	45	41	53
Total requests in-process during reporting period	118	134	100	116	102
Completed during reporting period	77	89	59	63	73
Carried over to next reporting period	41	45	41	53	29
Percentage of requests responded to within established timelines	84%	81%	66%	63%	60%

The number of completed requests in 2024–25 increased by ten (10) requests to a total of seventy-three (73), or 16% more than in 2023–24. The TSB responded within 30 days or less in twenty-seven (27) or 37% of the seventy-three (73) completed cases in 2024–25, a slight increase from 2023–24 when this value was 35%. The completion times for the remaining requests are detailed in Table 3. Timelines for other requests were extended as authorized by the ATIA.

Table 2. Percentage of files per completion time category

Completion time	2020–21	2021–22	2022–23	2023–24	2024–25
30 days or less	70%	65%	48%	35%	37%
31–60 days	5%	6%	12%	19%	13%
61–120 days	8%	8%	8%	14%	8%
121–180 days	4%	1%	3%	8%	1%
181–365 days	10%	10%	7%	10%	4%
Over 365 days	3%	10%	22%	14%	37%

For 2024–25, the ATIP Office completed the search, preparation, and review of 87,525 pages of information, in addition to 47 minutes in video and 1,057 minutes in audio format (compared to 31,642 pages in 2023–24; 40,864 pages in 2022–23; 50,537 pages in 2021–22; and 15,853 pages in 2020–21). The ATIP Office released 46,185 pages of information (compared to 15,150 pages in 2023–24; 21,909 pages in 2022–23; 18,573 pages in 2021–22; and 6025 pages in 2020–21).

Active formal ATI requests

The number of active requests that are outstanding from previous reporting periods, carried forward at the end of the present reporting period, was twenty-nine (29). Of these, nineteen (19) were outstanding from more than one reporting period. Table 3 details the numbers by fiscal years and legislated timelines.

Table 3. Number of active requests that are outstanding from previous reporting periods

Legislated timelines	2020–21	2021–22	2022–23	2023–24	2024–25
Within legislated timelines	0	0	0	1	5
Beyond legislated timelines	2	2	2	12	5

Complaints on formal ATI requests

During 2024–25, five (5) new complaints were received by the Office of the Information Commissioner of Canada (OIC) about the TSB's files.

The OIC formally notified the Transportation Safety Board (TSB) of its decision to discontinue investigations in five cases. Furthermore, the TSB received one initial report pursuant to subsection 37(1) of the Access to Information Act (ATIA), indicating the Information Commissioner's intent to issue an order. In addition, three final reports were received under subsection 37(2) of the Act, one of which included an order. There were three (3) outstanding complaints at the end of the reporting period 2024–25.

The TSB continues to cooperate with the OIC regarding all outstanding complaints. Table 4 shows the number of active complaints that are outstanding from previous reporting periods.

Table 4. Number of active complaints that are outstanding from previous reporting periods

Fiscal year	2023–24	2024–25
Number of active complaints	1	2

Extensions of formal ATI requests

The ATIP Office applied time extensions forty-one (41) times. These extensions were applied under the paragraph 9(1)(a) ATIA – Interference with operations/workload in thirty-nine (39) cases, under the paragraph 9(1)(b) ATIA – Consultation in thirty (30) cases, and under the paragraph 9(1)(c) ATIA – Third-party notice in nineteen (19) cases. The extensions of time under paragraph 9(1)(a) stemmed from the large volume of records, with one file exceeding 82,000 pages. The consultations under the paragraph 9(1)(b) ATIA require an extended period as the third parties are not subject to the ATIA, who may not fully grasp legal requirements despite the guidance provided. Assistance was occasionally necessary to clarify appropriate grounds for redaction.

The ATIP Office established regular communication with requesters. Before applying extensions on files, we reach out proactively to the requesters to discuss the scope of the requests and the needs. This way the requesters have the chance to reduce the scope, amend it or acknowledge the time needed for the extensions.

Consultations from other institutions on formal ATI requests

The ATIP Office received twenty (20) consultation requests from other departments, agencies, and other organizations in 2024–25, and closed twenty-six (26) of the consultations, as six (6) of them were outstanding from the 2023–24 fiscal year. In total, 1,886 pages were processed in 2024–25. All the active consultations were completed in 2024–25 and none were carried over to the next reporting period.

Disposition of formal ATI requests

Of the seventy-three (73) requests completed during the current reporting period, records were fully disclosed to applicants in one (1) case (or 1%). Records pertaining to forty-six (46) (or 63%) requests were released with some portions exempted, and records for four (4) (or 5%) requests were fully exempted. Records did not exist for eight (8) requests (or 11%), one (1) request (or 1%) was transferred to another institution. The TSB contacted the requesters of the backlog files and asked if they wished to continue their Access request, and several requesters stated they no longer wanted the information. As a result, the ATIP office abandoned thirteen (13) files (or 18%) with the consent of the requesters.

A breakdown of the exemptions and exclusions exercised during the reporting period is shown in Table 5.

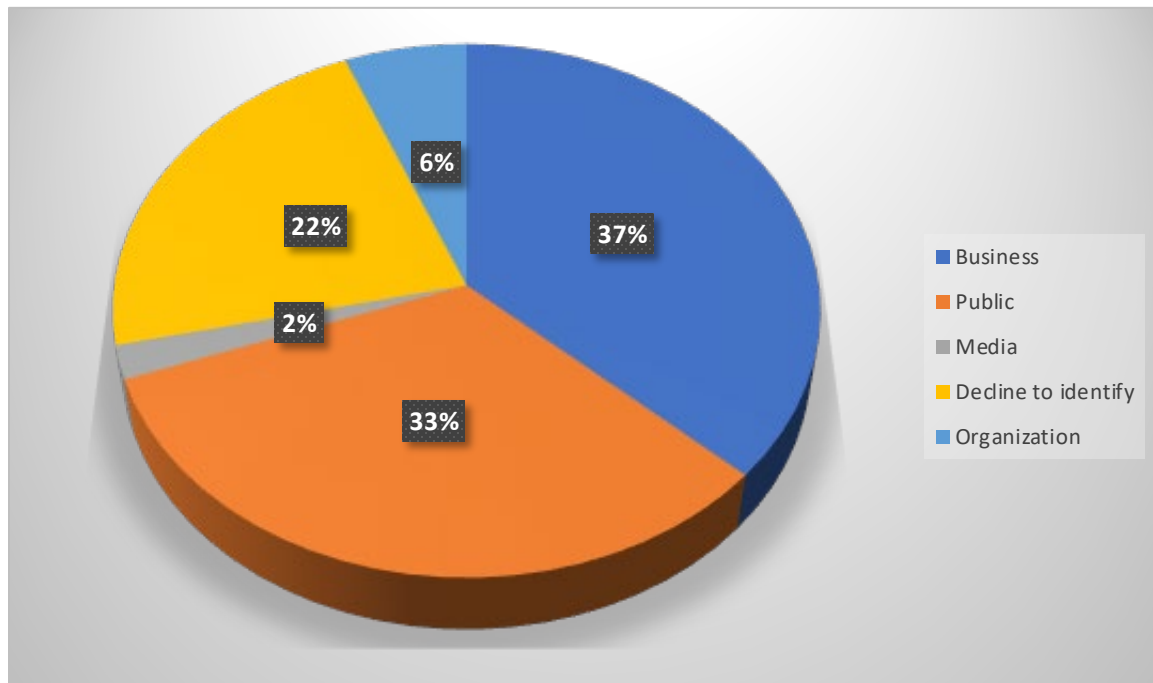
Table 5. Exemptions and exclusions

Exemption or exclusion	Exemption description	Number of times applied
13	Obtained in confidence from other levels of government	22
14	Federal–provincial affairs	0
15	International affairs and defence	1
16	Law enforcement, investigation and security	17
17	Safety of individuals	0
18	Economic interests of Canada	0
19	Personal information	49
20	Third-party information	43
21	Operations of government	48
22	Testing procedures, tests and audits	0
23	Solicitor–client privilege	7
24	Statutory prohibitions	1
26	Information to be published	0
68	Published material	6
69	Cabinet confidences	0

Sources of formal ATI requests

As shown in Figure 1, eighteen (18) new requests came from business (i.e., legal firms) representing clients affected by or involved in transportation occurrences. Sixteen (16) requests were from members of the public, eleven (11) declined to identify, three (3) were from other organizations, and one (1) was from media.

Figure 1. Sources of new requests



Other Performance Information

The ATIP Office makes every reasonable effort to process requests within the 30-day time limit as required by legislation. The ATIP Office succeeded in completing sixty percent (60%) of the requests within the timelines required by law in 2024–25. As to outstanding requests, many involve a large volume of records, which require reviewing of large numbers of pages and the identification of consultations which shall be completed prior to release.

In 2024–25 the ATIP Office received and completed seven (7) internal consultation requests. These requests are informal reviews and do not fall under the ATIA.

Our office received and completed seventy (70) informal requests in the 2024–25 reporting period, compared to twenty-seven (27) informal requests during 2023–24. These figures do not include other information requests responded to directly by the Communications Branch, the Operational Services Branch, and other areas of the TSB. Our office also responds to internal ATIP-related requests for advice and guidance.

5. Training and Awareness

The TSB has an orientation program in place for new employees, which includes training on ATIP awareness. The ATIP manager delivers comprehensive ATIP training sessions at the TSB that are mandatory for all staff. During the 2024–25 fiscal year, the ATIP manager updated the training on access to information and privacy at the TSB to add a new training module to reflect the current ATIP legislation and policy instruments. In addition, new TSB employees are

required to take the course “Access to Information and Privacy Fundamentals” offered by the Canada School of Public Service (CSPS) as a prerequisite for the ATIP training session delivered by the ATIP manager.

Twenty-eight (28) people took the CSPS courses related to ATIP and the ATIP manager delivered three (3) training sessions on ATIP in the 2024–25. Two sessions, one in English and one in French, were for the new employees (17 participants) and one bilingual session was for branch employees (23 participants) tailored to their needs. In addition to this, the ATIP employees provided informal training and advice to TSB employees, as needed.

For the Part 2 of the ATIA, related to Proactive Publication, there was no training provided in the 2024–25 fiscal year.

6. Policies, Guidelines, and Procedures

In the 2024–25, the TSB has created a new internal web page dedicated to access to information and privacy. This new web page consolidates all the ATIP related information needed by TSB employees including processes for handling requests, making a request for their own personal information, roles and responsibilities in requests for information, privacy at the TSB, training on ATIP and all related links to legislation, policy instruments, oversight Commissioners and other links.

The ATIP office also created additional procedures related to third-party consultations, employees’ personal information in ATIP files, ATIP repositories, publishing of the ATI summaries on Open Government, and the organization of records. These instruments guide the ATIP Office analysts in processing the files and ensures consistency. For the Part 2 of the ATIA, the TSB has not put in place any new procedures and systems.

7. Initiatives and Projects to Improve Access to Information

During the 2024–25 reporting period, the TSB continued using and refining its new tracking system, ATIP Xpress (AX), previously adopted. All the 2024–25 ATIP requests were processed using the new tracking system.

Other initiatives to improve access to information include conducting a comprehensive review of guides and templates with input from stakeholders and the TSB Legal team.

8. Summary of Key Issues and Actions Taken on Complaints

The TSB ATIP Office initiated regular communication with the OIC manager, the investigators and the requesters and cooperates with the OIC regarding all outstanding complaints.

The number of complaints to the OIC on our files decreased from seven (7) in 2023–24 to five (5) in 2024–25. Three (3) complaints were on processing delay and two (2) of them were on

the applied exemptions. The delay complaints are for ATIP files that are complex, voluminous and very often require consultations with third parties and other government departments. The consultation process is long especially with third parties, because they are not subject to the ATIA and don't necessarily understand the legislative requirements. For the complaints on exemptions, the TSB collaborated with the OIC, provided detailed and well supported justifications on applied exemptions and re-released very little additional information.

The TSB received an order from the OIC to complete a file within 35 days. The TSB complied and was able to complete this file.

9. Proactive Publication under Part 2 of the ATIA

The business owners at the TSB are responsible to provide information required to be proactively published to the Open Government Coordinator and the Chief Information Officer, in prescribed templates where available, in a bilingual and accessible format, within the required timelines. They are also responsible to consult with the ATIP Office as required to obtain recommendations on information that is not required or not permitted to be published pursuant to sections 80 and 90 of the ATIA, consistent with exemptions or exclusions under Part 1 of the ATIA, when appropriate, considering the purpose of the ATIA.

The TSB also publishes the [summaries of the completed access to information requests](#) that are required by the section 4.1.46 of the [Directive on Access to Information Requests](#) within 30 days after the end of each month. For the 2024–25 fiscal year, the TSB met 100% of the deadline compliance for proactively publishing summaries of the completed access to information requests.

The TSB registered progress with the proactive publications within the established timeframes. Despite the effort, the TSB still exceeded some due dates, and this interfered with the compliance rate. On the other side, like the other federal government departments, limited internal resources had an impact and played a key role in the proactive publication process.

Proactive Publication Requirements Table

Legislative requirement	Section	Publication timeline	Internal group(s) or positions(s) responsible for fulfilling requirement	Institutional requirement and compliance rate	Online location
Apply to all Government Institutions as defined in section 3 of the ATIA					
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	Finance	Applicable; 75%	Travel Expenses

Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	Finance	Applicable; 75%	Hospitality Expenses
Reports tabled in Parliament	84	Within 30 days after tabling	Office of the Chief Operating Officer; Access to Information and Privacy	Applicable; 100%	Reports tabled in Parliament
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					
Contracts over \$10,000	86	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	Procurement	Applicable; 0%	Not published
Grants & Contributions over \$25,000	87	Within 30 days after the quarter	Not applicable	Not applicable	Not applicable
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	Office of the Chief Operating Officer	Applicable; 0%	Briefing package for new Chair - 2024
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	Office of the Chief Operating Officer	Applicable; There were no such memoranda in the current fiscal year	Not applicable
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	Office of the Chief Operating Officer	Applicable; 100%	Briefing package for the Chair of Transportation Safety Board for appearance before the Standing committee on Transport, Infrastructure and Communities – December 2024 - Open Government Portal
Applies to government institutions that are departments named in Schedule I to the Financial Administration Act or portions of the core public administration named in Schedule IV to that Act (i.e. government institutions for which Treasury Board is the employer)					

Reclassification of positions	85	Within 30 days after the quarter	Human Resources	Applicable; 100%	Position 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	Office of the Chief Operating Officer	Applicable; There were no such briefing materials in the current fiscal year	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	Not applicable	Not applicable	Not applicable
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	Not applicable	Not applicable	Not applicable
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	Not applicable	Not applicable	Not applicable
Travel Expenses	75	Within 30 days after the end of the month of reimbursement	Not applicable	Not applicable	Not applicable
Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	Not applicable	Not applicable	Not applicable
Contracts over \$10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	Not applicable	Not applicable	Not applicable

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	Not applicable	Not applicable	Not applicable
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10. Monitoring Compliance

The TSB monitors the access to information program through weekly bilateral meetings between the ATIP Coordinator and the ATIP Manager. During these meetings, the ATIP Manager regularly debriefs the ATIP Coordinator on the status of the outstanding requests, complaints to the Office of the Information Commissioner of Canada (OIC), any issues related to ATIP and also seeks the approval of the completed files. The ATIP Coordinator then debriefs the Chief Operating Officer on the status of the complaints to OIC, privacy breaches, or any significant issues. The ATIP Manager meets regularly with each ATIP analyst regarding the ongoing processing of requests.

As well, the institution monitors, via the Director General (ATIP Coordinator), Corporate Services, the accuracy, and completeness of proactively published information under Part 2 of the Act. Senior management (Director level and above) reviews and approves the publications under their responsibility before each publication. An annual review of the last fiscal year's proactive disclosure activities is performed between the Open Government Coordinator and the Chief Information Officer (Director General, Corporate Services) in May to assess and adjust the process as needed.

The statistics required by the Treasury Board Secretariat are found at Appendices B and C.

Appendices

Appendix A – Designation Order



Transportation
Safety Board
of Canada

Bureau de la sécurité
des transports
du Canada

December 22nd, 2023

Designation Order – Access to Information Act (amended)

The Chair of the Transportation Safety Board of Canada, pursuant to subsection 95(1) of the *Access to Information Act*, hereby designates the persons holding the positions set out in the table below, or the persons occupying on an acting basis those positions, to exercise the specified powers and perform the related duties and functions of the Chair as the Head of a government institution under the *Access to Information Act*.

This designation replaces the designation dated November 1st, 2019.

Positions	Sections of the <i>Access to Information Act</i>
Chair	All sections
Director General, Corporate Services	All sections
Manager, ATIP	Transfers – Subsection 8(1) Prorogations – Section 9 Third Party Intervention – Subsections 27(1), 27(4), 28(1), 28(2), 28(4) Third Party information – Section 20

**Fox,
Kathy**

Kathleen Fox
Chair

bst-tsb.gc.ca

Appendix B – Statistical report



Government
of Canada Gouvernement
du Canada

Statistical report on the *Access to Information Act*

Name of institution: Transportation Safety Board of Canada

Reporting period: 2024-04-01 to 2025-03-31

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

1.1 Number of requests

		Number of requests
Received during reporting period		49
Outstanding from previous reporting period		53
• Outstanding from previous reporting period	25	
• Outstanding from more than one reporting period	28	
Total		102
Closed during reporting period		73
Carried over to next reporting period		29
• Carried over within legislated timeline	6	
• Carried over beyond legislated timeline	23	

1.2 Sources of requests

Source	Number of requests
Media	1
Academia	0
Business (private sector)	18
Organization	3
Public	16
Decline to identify	11
Total	49

1.3 Channels of requests

Source	Number of requests
Online	37
E-mail	1
Mail	11
In person	0
Phone	0
Fax	0
Total	49

Section 2: Informal requests

2.1 Number of informal requests

		Number of requests
Received during reporting period		70
Outstanding from previous reporting period		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		70
Closed during reporting period		70
Carried over to next reporting period		0

2.2 Channels of informal requests

Source	Number of requests
Online	70
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	70

2.3 Completion time of informal requests

Completion time							
1–15 days	16–30 days	31–60 days	61–120 days	121–180 days	181–365 days	More than 365 days	Total
47	0	9	14	0	0	0	70

2.4 Pages released informally

Fewer than 100 pages released		101–500 pages released		501–1000 pages released		1001–5000 pages released		More than 5000 pages released	
Number of requests	Pages released	Number of requests	Pages released	Number of requests	Pages released	Number of requests	Pages released	Number of requests	Pages released
60	604	8	1975	1	521	1	1309	0	0

2.5 Pages re-released informally

Fewer than 100 pages re-released		101–500 pages re-released		501–1000 pages re-released		1001–5000 pages re-released		More than 5000 pages re-released	
Number of requests	Pages re-released	Number of requests	Pages re-released	Number of requests	Pages re-released	Number of requests	Pages re-released	Number of requests	Pages re-released
0	0	0	0	0	0	0	0	0	0

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

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

Section 4: Requests closed during the reporting

4.1 Disposition and completion time

Disposition of requests	Completion time							
	1–15 days	16–30 days	31 –60 days	61–120 days	121–180 days	181–365 days	More than 365 days	Total
All disclosed	0	0	1	0	0	0	0	1
Disclosed in part	4	10	7	6	1	2	16	46
All exempted	3	0	1	0	0	0	0	4
All excluded	0	0	0	0	0	0	0	0
No records exist	5	3	0	0	0	0	0	8
Request transferred	1	0	0	0	0	0	0	1
Request abandoned	1	0	0	0	0	1	11	13
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Decline to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	14	13	9	6	1	3	27	73

4.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	8	16(2)	0	18(a)	0	20.1	0
13(1)(b)	1	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	7	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	2	16(2)(c)	4	18(d)	0	21(1)(a)	23
13(1)(e)	4	16(3)	0	18.1(1)(a)	0	21(1)(b)	24
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	1
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	1	16.1(1)(d)	0	19(1)	49	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	5	23	7
15(1) - Def.*	0	16.3	0	20(1)(b)	24	23.1	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	1	24(1)	1
16(1)(a)(i)	2	16.4(1)(b)	0	20(1)(c)	10	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	3		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	0	17	0				
16(1)(c)	11						
16(1)(d)	0						

I.A.: International affairs — Def.: Defence of Canada — S.A.: Subversive activities

4.3 Exclusions

Section	Number of requests	Section	Number of requests	Section	Number of requests
68(a)	6	69(1)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(a)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	0
68.1	0	69(1)(c)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(d)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

4.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
1	46	0	4	1	0

4.5 Complexity

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

Number of pages processed	Number of pages disclosed	Number of requests
87525	46185	64

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

Disposition	Fewer than 100 pages processed		101–500 pages processed		501–1000 pages processed		1001–5000 pages processed		More than 5000 pages processed	
	Number of requests	Pages processed	Number of requests	Pages processed	Number of requests	Pages processed	Number of requests	Pages processed	Number of requests	Pages processed
All disclosed	0	0	1	124	0	0	0	0	0	0
Disclosed in part	24	437	8	3020	2	1368	6	11536	6	46459
All exempted	4	42	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	1	0	1	337	1	965	10	23237	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0	0	0
Total	29	479	10	3481	3	2333	16	34773	6	46459

4.5.3 Relevant minutes processed and disclosed for audio formats

Number of minutes processed	Number of minutes disclosed	Number of requests
1057	1057	1

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

Disposition	Less than 60 minutes processed		60–120 minutes processed		More than 120 minutes processed	
	Number of requests	Minutes processed	Number of requests	Minutes processed	Number of requests	Minutes processed
All disclosed	0	0	0	0	1	1057
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
Total	0	0	0	0	1	1057

4.5.5 Relevant minutes processed and disclosed for **video** formats

Number of minutes processed	Number of minutes disclosed	Number of requests
47	47	4

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

Disposition	Less than 60 minutes processed		60–120 minutes processed		More than 120 minutes processed	
	Number of requests	Minutes processed	Number of requests	Minutes processed	Number of requests	Minutes processed
All disclosed	0	0	0	0	0	0
Disclosed in part	4	47	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
Total	4	47	0	0	0	0

4.5.7 Other complexities

Disposition	Consultation required	Legal advice sought	Other	Total
All disclosed	0	0	1	1
Disclosed in part	23	3	5	31
All exempted	2	0	29	31
All excluded	0	0	0	0
Request abandoned	8	0	0	8
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	33	3	34	70

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	44
Percentage of requests closed within legislated timelines (%)	60.2739726

4.7 Deemed refusals

4.7.1 Reasons for not meeting legislated timelines

Number of requests closed past the legislated timelines	Principal reason			
	Workload	External consultation	Internal consultation	Other
29	11	17	1	0

4.7.2 Requests closed beyond legislated timelines (including any extension taken)

Number of days past legislated timelines	Number of requests past legislated timeline where no extension was taken	Number of requests past legislated timeline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	1	0	1
61 to 120 days	0	0	0
121 to 180 days	0	1	1
181 to 365 days	0	1	1
More than 365 days	0	26	26
Total	1	28	29

4.8 Requests for translation

Translation requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

Section 5: Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of requests where an extension was taken	9(1)(a) Interference with operations/Workload	9(1)(b) Consultation		9(1)(c) Third-party notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	28	0	21	12
All exempted	1	0	1	0
All excluded	0	0	0	0
Request abandoned	10	0	8	7
No records exist	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	39	0	30	19

5.2 Length of extensions

Length of extensions	9(1)(a) Interference with operations/Workload	9(1)(b) Consultation		9(1)(c) Third-party notice
		Section 69	Other	
30 days or less	5	0	5	1
31 to 60 days	4	0	3	1
61 to 120 days	4	0	1	0
121 to 180 days	8	0	7	5
181 to 365 days	18	0	14	12
365 days or more	0	0	0	0
Total	39	0	30	19

Section 6: Fees

Fee type	Fee collected		Fee waived or refunded		Fee refunded	
	Number of requests	Amount	Number of requests	Amount	Number of requests	Amount
Application	48	\$240	1	\$5	0	\$0
Other fees	0	\$0	0	\$0	0	\$0
Total	48	\$240	1	\$5	0	\$0

Section 7: Consultations received from other institutions and organizations

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

Consultations	Other Government of Canada institutions	Number of pages to review	Other organizations	Number of pages to review
Received during reporting period	17	1629	3	48
Outstanding from the previous reporting period	6	209	0	0
Total	23	1838	3	48
Closed during the reporting period	23	1838	3	48
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

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

Recommendation	Number of days required to complete consultation requests							
	1–15 days	16–30 days	31–60 days	61–120 days	121–180 days	181–365 days	More than 365 days	Total
Disclose entirely	2	1	3	0	0	0	0	6
Disclose in part	4	4	0	3	1	2	0	14
Exempt entirely	2	1	0	0	0	0	0	3
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	8	6	3	3	1	2	0	23

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

Recommendation	Number of days required to complete consultation requests							
	1–15 days	16–30 days	31–60 days	61–120 days	121–180 days	181–365 days	More than 365 days	Total
Disclose entirely	1	0	0	0	0	0	0	1
Disclose in part	1	0	0	0	0	0	0	1
Exempt entirely	1	0	0	0	0	0	0	1
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	3	0	0	0	0	0	0	3

Section 8: Completion time of consultations on Cabinet confidences

8.1 Requests with Legal Services

Number of days	Fewer than 100 pages processed		101–500 pages processed		501–1000 pages processed		1001–5000 pages processed		More than 5000 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
1–15	0	0	0	0	0	0	0	0	0	0
16–30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61–120	0	0	0	0	0	0	0	0	0	0
121–180	0	0	0	0	0	0	0	0	0	0
181–365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

8.2 Requests with Privy Council Office

Number of days	Fewer than 100 pages processed		101–500 pages processed		501–1000 pages processed		1001–5000 pages processed		More than 5000 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
1–15	0	0	0	0	0	0	0	0	0	0
16–30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61–120	0	0	0	0	0	0	0	0	0	0
121–180	0	0	0	0	0	0	0	0	0	0
181–365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Section 9: Complaints and reports of findings

9.1 Investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal representations
5	5	2

9.2 Investigations and reports of findings

Section 37(1) Initial reports			Section 37(2) Final reports		
Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
1	0	1	3	0	1

Section 10: Court action

10.1 Court actions on complaints

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

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

Section 44 – under paragraph 28(1)(b)
1

Section 11: Resources related to the Access to Information Act
11.1 Allocated costs

Expenditures		Amount
Salaries		\$429,625
Overtime		\$5,947
Goods and services		\$112,321
• Professional services contracts	\$107,619	
• Other	\$4,702	
Total		\$547,893

11.2 Human resources

Resources	Person years dedicated to ATIA activities
Full-time employees	4.768
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.500
Students	0.000
Total	5.268

Appendix C – Supplemental Statistical Report



Government
of Canada Gouvernement
du Canada

Supplemental Statistical Report on the *Access to Information Act* and the *Privacy Act*

Name of institution: Transportation Safety Board of Canada

Reporting period: 2024-04-01 to 2025-03-31

Section 1: Requests Carried Over and Active Complaints Under the *Access to Information Act*

1.1 Requests carried over to next reporting period, broken down by reporting period received

Reporting Period Requests Carried Over Were Received	Requests Carried Over that are Within Legislated Timelines as of March 31, 2025	Requests Carried Over that are Beyond Legislated Timelines as of March 31, 2025	Total
Received in 2024-25	5	5	10
Received in 2023-24	1	12	13
Received in 2022-23	0	2	2
Received in 2021-22	0	2	2
Received in 2020-21	0	2	2
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16 or earlier	0	0	0
Total	6	23	29

1.2 Active complaints with the Information Commissioner of Canada, broken down by reporting period received

Reporting Period Active Complaints Were Received by Institution	Number of Active Complaints
Received in 2024-25	2
Received in 2023-24	1
Received in 2022-23	0
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16 or earlier	0
Total	3

Section 2: Requests Carried Over and Active Complaints Under the *Privacy Act*

2.1 Requests carried over to next reporting period, broken down by reporting period received

Reporting Period Requests Carried Over Were Received	Requests Carried Over that are Within Legislated Timelines as of March 31, 2025	Requests Carried Over that are Beyond Legislated Timelines as of March 31, 2025	Total
Received in 2024-25	1	0	1
Received in 2023-24	0	0	0
Received in 2022-23	0	0	0
Received in 2021-22	0	0	0
Received in 2020-21	0	0	0
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16 or earlier	0	0	0
Total	1	0	1

2.2 Active complaints with the Privacy Commissioner of Canada, broken down by reporting period received

Reporting Period Active Complaints Were Received by Institution	Number of Active Complaints
Received in 2024-25	0
Received in 2023-24	0
Received in 2022-23	0
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16 or earlier	0
Total	0

Section 3: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2024-25?	No
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Section 4: Universal Access under the *Privacy Act*

How many requests were received from foreign nationals outside of Canada in 2024-25?	1
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