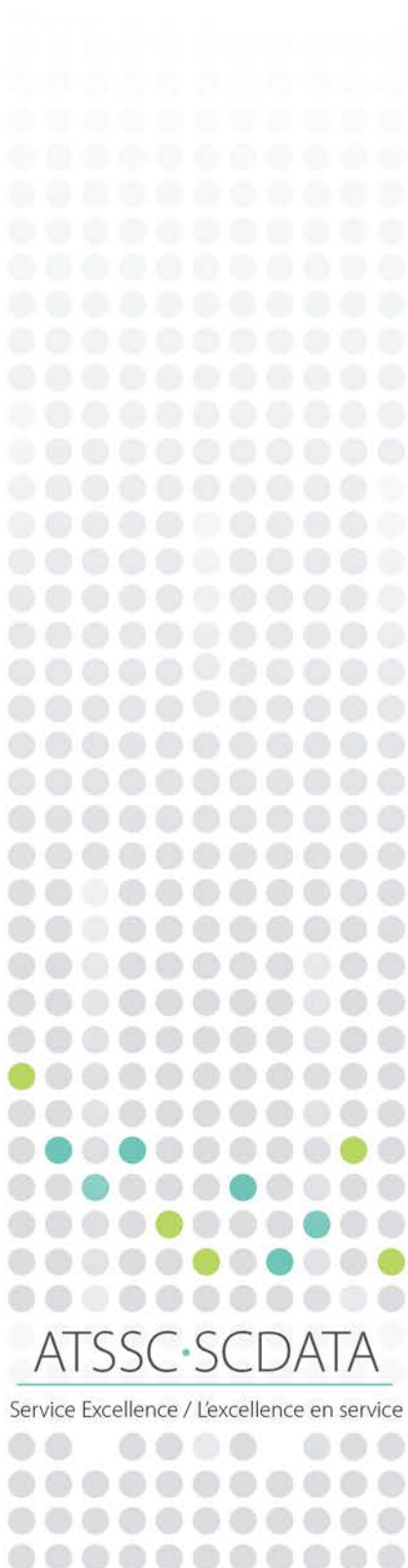




# Annual Report to Parliament on the Administration of the *Access to Information Act* *April 1, 2019 to March 31, 2020*

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ATSSC·SCDATA

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## Introduction

The Administrative Tribunals Support Service of Canada (ATSSC) is pleased to present to Parliament its annual report on the administration of the *Access to Information Act* (the *Act*) for fiscal year April 1, 2019 to March 31, 2020.

Section 72 of the *Act* requires the head of every federal government institution to prepare and table an annual report to Parliament on the administration of the *Act* during the fiscal year. This report provides an overview of the activities of the ATSSC in implementing the *Act*.

The purpose of the *Access to Information Act* is to provide a right of access to information in records under the control of a government institution. It maintains that government information should be available to the public that necessary exceptions to the right of access should be limited and specific, and that decisions on the disclosure of government information should be reviewed independently of government.

The *Act* is intended to complement and not replace existing procedures for access to records and is not intended to limit in any way access to the information that is normally available to the public.

The ATSSC is fully committed to both the spirit and the intent of the *Act* to foster a culture of openness and transparency within the organization.

A copy of the Statistical Report on the *Access to Information Act* is included in Appendix B.

## About the ATSSC

The Administrative Tribunals Support Service of Canada (ATSSC) was established with the coming into force on November 1, 2014, of the *Administrative Tribunals Support Service of Canada Act*. The ATSSC is responsible for providing support services and facilities to 11 federal administrative tribunals by way of a single, integrated organization.

These services include the specialized services required to support the mandate of each tribunal (e.g., registry, research and analysis, legal and other mandate or case activities), as well as internal services (e.g., human resources, financial services, information management and technology, accommodation, security, planning and communications). Through these specialized services, the ATSSC supports improving access to justice for Canadians.

The administrative tribunals supported by the ATSSC include:

- Canada Agricultural Review Tribunal;
- Canada Industrial Relations Board;
- Canadian Cultural Property Export Review Board;
- Canadian Human Rights Tribunal;
- Canadian International Trade Tribunal;
- Competition Tribunal;
- Federal Public Sector Labour Relations and Employment Board;
- Public Servants Disclosure Protection Tribunal;
- Social Security Tribunal of Canada;
- Specific Claims Tribunal Canada; and
- Transportation Appeal Tribunal of Canada.

The ATSSC also supports the National Joint Council, the forum for co-development, consultation and information sharing between the government as employer and public service bargaining agents.

The Minister of Justice and Attorney General of Canada is responsible for the ATSSC.

## Organizational Structure

### The Access to Information and Privacy Office

The Access to Information and Privacy (ATIP) Office is responsible for administering the *Access to Information Act* (the *Act*) on behalf of the ATSSC. Its mandate is to ensure compliance with the legislation, regulations and government policy and to create organizational standards and directives relating to the *Act*. Responsibility for the powers, duties and functions for the administration of the *Act* has been formally established and is outlined in the Delegation Order signed by the Chief Administrator. The Director General, Corporate Services Branch, The Director, Planning and Communications Division and the ATIP Manager have been delegated authorities as described in the Delegation Order included in Appendix A.

Within the ATSSC's organizational structure, the ATIP Office reports to the Planning and Communications Unit which is part of Corporate Services Division. Oversight of the ATIP Office is administered by the Director, Planning and Communications. The ATIP Office consists of the manager and one analyst dedicated to access to information and privacy activities.

The ATIP Office receives, coordinates and processes requests in accordance with the *Act*, promotes awareness of the *Act* within the organization, fulfills reporting responsibilities relating to the *Act*. The ATIP office also provides expert advice and guidance to senior management and ATSSC staff on matters relating to the *Act*.

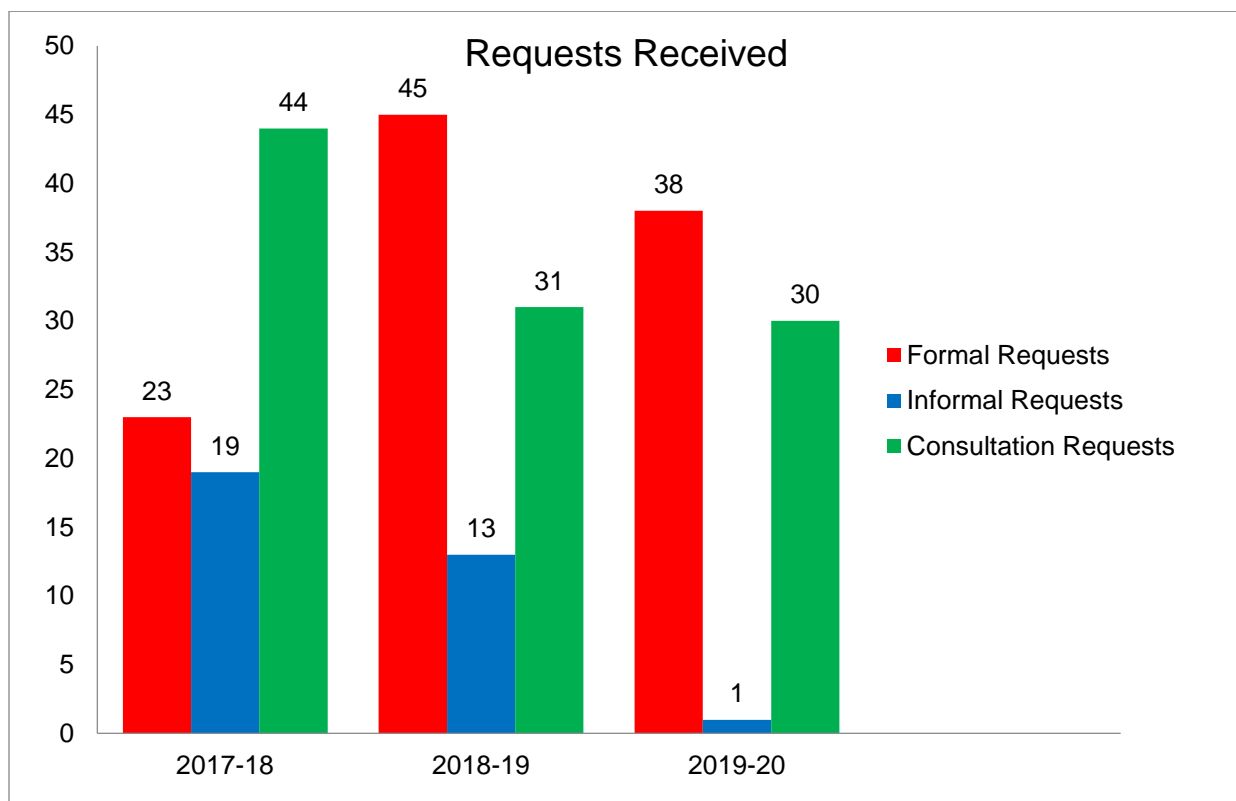
The ATSSC has not entered into any service agreements under section 96 of the *Access to Information Act* during this reporting period.

## ATSSC Performance 2019-2020

The ATSSC received a total of 38 formal requests under the *Act*. Twelve requests were carried over from last fiscal year; 46 of the 50 active requests were completed, with 93.5% of the requests closed within legislative deadlines. Four requests were carried forward into the new fiscal year.

In addition to the formal requests, the ATSSC received 30 consultations (totaling 466 pages) from other federal institutions as well as one informal request. All consultations and informal requests were responded to during this fiscal year; none were carried forward.

As indicated in the chart below, since the 2017-2018 fiscal year, ATSSC has experienced an increase of 91% in formal requests; a decrease of 31% in consultations and a decrease of 21% in informal requests for access to records.



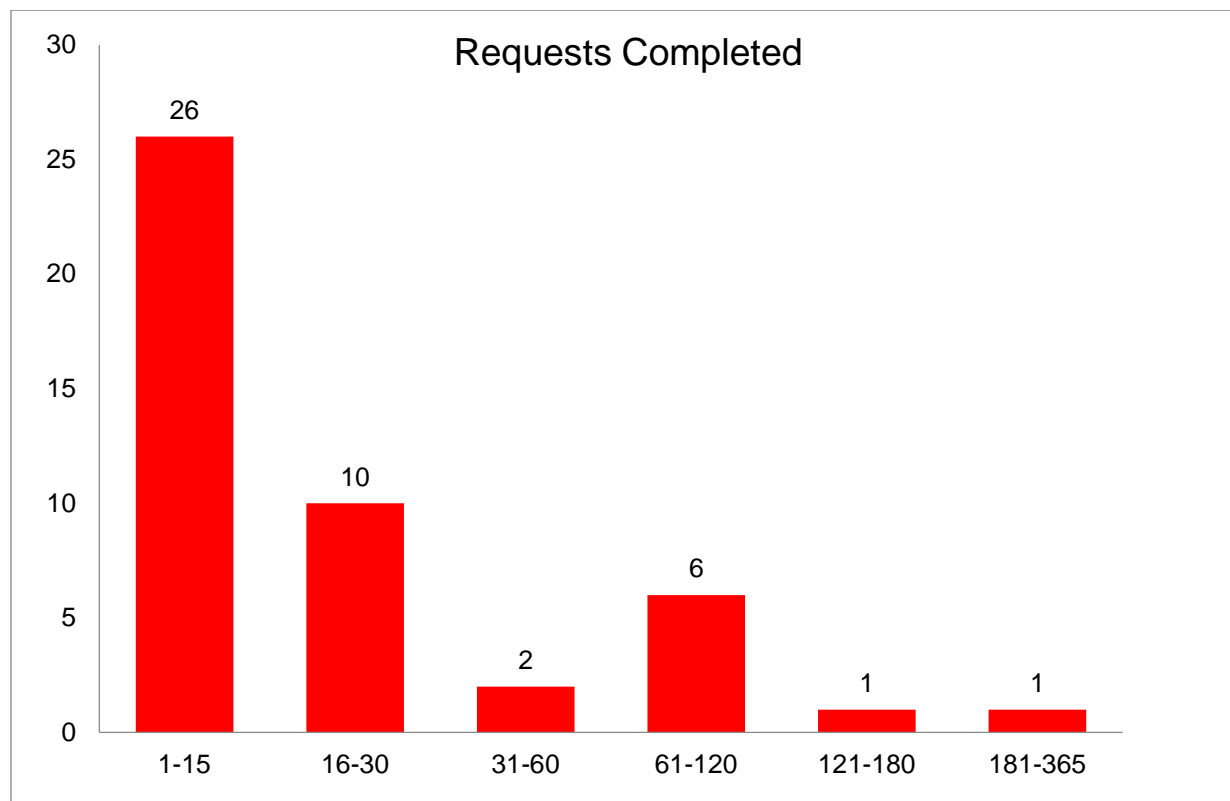
## Extensions and Completion Time

Requests can be extended beyond the 30-day statutory time frame in three circumstances:

- the request is for a large number of records or necessitates a search through a large number of records (paragraph 9(1)(a) of the *Act*);
- consultations are necessary (paragraph 9(1)(b) of the *Act*); or
- the request requires giving notice to a third party (paragraph 9(1)(c) of the *Act*).

During this reporting period, an extension under paragraph 9(1)(a) of the *Act* was taken in four cases because the request was for a large number of records or meeting the original time limit would have unreasonably interfered with the operations of the ATSSC. In three cases, an extension was taken under paragraph 9(1)(b) as consultations were required within the ATSSC and with other institutions. Additionally, an extension under paragraph 9(1)(c) was taken in one case as a consultation with third party was necessary.

As indicated in the chart below, the ATSSC responded to 26 requests within one to 15 days, 10 requests within 16 to 30 days, and two requests within 31 to 60 days. Six requests required 61 to 120 days to complete, one required 121 to 180 days and one request required 181 to 365 days to complete. Of the 46 requests completed during this reporting period, 43 (93%) were completed within the statutory time frame.





## Impact of COVID-19 on ATIP Operations

ATSSC's ATIP office has been equipped for virtual operations since 2019, with analysts able to work remotely. While the ATSSC is equipped with an electronic records repository, the retrieval of records in response to requests has been challenged by COVID-19. Not all of the records have been digitized and stored in an accessible repository and not all administrative Tribunals are equipped with e-Registry services. At the writing of this Report, only one request has been affected and the requester has been informed.

## Fees

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

The *Access to Information Act* and Regulations set out the fees which may be collected for the purposes of processing requests.

As per the *Interim Directive on the Administration of the Access to Information Act*, issued on May 5, 2016, the ATSSC waives all fees prescribed by the *Act* and Regulations, other than the \$5 application fee in paragraph 7(1)(a) of the Regulations. No requests necessitated a fee waiver during this reporting period.

During the reporting period, of the 38 requests received, the ATSSC collected the \$5 application fee in 25 cases. This represents a total revenue of \$125. Additionally, application fees were waived for 13 requests, totaling \$65. The total operating cost for the ATSSC's ATIP Office during this fiscal year was \$174,708.

## Training and Awareness

To increase the knowledge and understanding of the *Act* across the ATSSC, training and awareness sessions were delivered by the ATIP Office. These sessions provided general information on the purpose and provisions of the *Act*, as well as the roles and responsibilities of employees and the ATIP Office.

Ongoing briefings occurred on an ad-hoc basis with our liaison officers. The liaison officers assist the ATIP Office in producing the requested records and providing insight into the subject matter of the requests.

## Policies, Guidelines, Procedures and Initiatives

The ATSSC is guided by the Treasury Board of Canada Secretariat (TBS) suite of access to information policy and guidance instruments. With the modifications to the *Access to Information Act* that required the proactive publication of specific briefing materials, the ATIP office participated in developing procedures that ensured a review

of records subject to proactive publication. ATIP identified areas of the records that would be subject to exemptions under the legislation.

## **Summary of Key Issues and Actions Taken on Complaints or Audits**

This reporting period, two complaints were filed with the Office of the Information Commissioner of Canada (OIC) against the ATSSC regarding the time limits of the access to information requests. The complainant alleges that the ATSSC failed to respond to the requests within the time limits set out in the *Access to Information Act*. The OIC completed their investigation regarding both complaints. Since the complainant received the responsive records, the OIC's finding concluded that both complaints are resolved.

In response to the delay complaints, the ATSSC engaged with the associated Tribunal with suggestions for ways to locate, retrieve and assess records more efficiently.

## **Monitoring Compliance**

The monitoring of access to information requests was conducted through the case management system containing all relevant and necessary information to ensure compliance with the legislated requirements and reporting obligations. Weekly meetings between the ATIP Manager and the ATIP Senior ATIP Advisor as well as meetings between the ATIP Manager and the Director, Planning and Communications to discuss workload and priorities also assisted the ATSSC in meeting its statutory obligations. Where required, the Director engaged with managers at the associated Tribunal(s) to ensure appropriate compliance.

## APPENDIX A

### *Access to Information Act*

#### Delegation Order



Administrative Tribunals  
Support Service of Canada

Chief Administrator

Service canadien d'appui  
aux tribunaux administratifs

Administrateur en chef

**Delegation Order for the purpose of  
the *Access to Information Act* and  
*Access to Information Regulations***

The Chief Administrator, pursuant to subsection 95(1) of the *Access to Information Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the person occupying the position on an acting basis, to exercise the powers, duties and functions of the Chief Administrator as the head of the Administrative Tribunals Support Service of Canada, under the provisions of the Act and related regulations as specified in the schedule opposite each position.

This Delegation Order supersedes all previous Delegation Orders.

Dated, at the City of Ottawa,  
this *5<sup>th</sup>* day of *march*, 2020.

**Arrêté de délégation en vertu de  
la *Loi sur l'accès à l'information* et  
du *Règlement sur l'accès à l'information***

En vertu de sous-section 73 de la *Loi sur l'accès à l'information*, l'Administrateur en chef délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont l'Administrateur en chef est, en qualité de responsable du Service canadien d'appui aux tribunaux administratifs, investi par les dispositions de la Loi ou de son règlement mentionnées en regard de chaque poste.

Le présent document remplace et annule tout arrêté antérieur.

Daté, en la ville d'Ottawa,  
ce *5* jour de *mars* 2020.

Orlando Da Silva  
Chief Administrator  
Administrateur en chef

## SCHEDULE

### **Powers, duties and functions delegated pursuant to subsection 95(1) of the Access to Information Act and the Access to Information Regulations**

#### **Legend:**

CA	Chief Administrator
DG	Director General, Corporate Services
D	Director, Planning and Communications
M	Manager, Access to Information and Privacy

Provision	Description	CA	DG	D	M
<b>Access to Information Act</b>					
	<b>ACCESS</b>				
4(2.1)	Responsibility of government institutions	X	X	X	X
7(a)	Notice when access requested	X	X	X	X
7(b)	Giving access to the record	X	X	X	X
8(1)	Transfer of request to another government institution	X	X	X	X
9	Extension of time limits	X	X	X	X
11(2), (3), (4), (5), (6)	Additional fees	X	X	X	X
12(2)(b)	Language of access	X	X	X	X
12(3)(b)	Access in an alternative format	X	X	X	X
	<b>EXEMPTIONS</b>				
13	Information obtained in confidence	X	X	X	
14	Federal-provincial affairs	X	X	X	
15	International affairs and defence	X	X	X	
16	Law enforcement and investigations	X	X	X	
16.5	<i>Public Servants Disclosure Protection Act</i>	X	X	X	
17	Safety of individuals	X	X	X	
18	Economic interests of Canada	X	X	X	
18.1	Economic interest of certain government institutions	X	X	X	
19	Personal information	X	X	X	X
20	Third party information	X	X	X	
21	Operations of Government	X	X	X	X
22	Testing procedures, tests and audits	X	X	X	X
22.1	Internal Audits	X	X	X	X
23	Solicitor-client privilege	X	X	X	X
24	Statutory prohibitions	X	X	X	X

Provision	Description	CA	DG	D	M
<b>Access to Information Act</b>					
	<b>OTHER PROVISIONS</b>				
25	Severability	X	X	X	X
26	Information to be published	X	X	X	X
27(1), (4)	Third party notification	X	X	X	X
28(1)(b), (2), (4)	Third party notification	X	X	X	X
29(1)	Where the Information Commissioner recommends disclosure	X	X	X	X
33	Advising Information Commissioner of third-party involvement	X	X	X	X
35(2)(b)	Right to make representations	X	X	X	X
37(4)	Access to be given to complainant	X	X	X	X
43(1)	Notice to third party (application to Federal Court for review)	X	X	X	X
44(2)	Notice to applicant (application to Federal Court by third party)	X	X	X	X
52(2)(b), (3)	Special rules for hearings	X	X	X	X
71(1)	Facilities for inspection of manuals	X	X	X	X
72	Annual report to Parliament	X	X	X	X
<b>Access to Information Regulations</b>					
6(1)	Transfer of request	X	X	X	X
7(2)	Search and preparation fees	X	X	X	X
7(3)	Production and programming fees	X	X	X	X
8	Method of access	X	X	X	X
8.1	Limitations in respect of format	X	X	X	X

## APPENDIX B

### *Access to Information Act*

#### Statistical Report



## Statistical Report on the *Access to Information Act*

**Name of institution:** Administrative Tribunals Support Service of Canada

**Reporting period:** 2019-04-01 to 2020-03-31

### Section 1: Requests Under the *Access to Information Act*

#### 1.1 Number of requests

	Number of Requests
Received during reporting period	38
Outstanding from previous reporting period	12
<b>Total</b>	<b>50</b>
Closed during reporting period	46
Carried over to next reporting period	4

#### 1.2 Sources of requests

Source	Number of Requests
Media	4
Academia	0
Business (private sector)	8
Organization	0
Public	25
Decline to Identify	1
<b>Total</b>	<b>38</b>

#### 1.3 Informal requests

Completion Time							Total
1 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	
0	1	0	0	0	0	0	1

**Note:** All requests previously recorded as “treated informally” will now be accounted for in this section only.



## Section 2: Decline to act on vexatious, made in bad faith or abuse of right requests

	Number of Requests
Outstanding from previous reporting period	0
Sent during reporting period	0
<b>Total</b>	0
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	0
Carried over to next reporting period	0

## Section 3: Requests Closed During the Reporting Period

### 3.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	1	2	2	1	0	0	0	6
Disclosed in part	0	1	0	4	1	1	0	7
All exempted	0	0	0	1	0	0	0	1
All excluded	0	0	0	0	0	0	0	0
No records exist	19	7	0	0	0	0	0	26
Request transferred	5	0	0	0	0	0	0	5
Request abandoned	1	0	0	0	0	0	0	1
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
<b>Total</b>	26	10	2	6	1	1	0	46

### 3.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	0	18(d)	0	21(1)(a)	4
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	5
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	1
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	2
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	4	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	2
15(1) - Def.*	0	16.3	0	20(1)(b)	1	23.1	0
15(1) - S.A.*	0	16.31	0	20(1)(b.1)	0	24(1)	1
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(c)	1	26	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(d)	0		
16(1)(a)(iii)	0	16.5	0				
16(1)(b)	0	16.6	0				
16(1)(c)	1	17	3				
16(1)(d)	0						

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

### 3.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	0	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

### 3.4 Format of information released

Paper	Electronic	Other
2	11	0

### 3.5 Complexity

#### 3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
3715	1633	15

### 3.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less 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
All disclosed	5	35	1	407	0	0	0	0	0	0
Disclosed in part	3	22	2	311	1	458	1	400	0	0
All exempted	0	0	0	0	1	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	1	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>9</b>	<b>57</b>	<b>3</b>	<b>718</b>	<b>2</b>	<b>458</b>	<b>1</b>	<b>400</b>	<b>0</b>	<b>0</b>

### 3.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	2	0	0	0	2
Disclosed in part	2	0	4	0	6
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
<b>Total</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>8</b>

### 3.6 Closed requests

#### 3.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	43
Percentage of requests closed within legislated timelines (%)	93.5

### 3.7 Deemed refusals

#### 3.7.1 Reasons for not meeting legislated timelines

Number of Requests Closed Past the Legislated Timelines	Principal Reason			
	Interference with Operations / Workload	External Consultation	Internal Consultation	Other
3	2	0	1	0

#### 3.7.2 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	1	1
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	2	2
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
<b>Total</b>	0	3	3

### 3.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	0	0	0

## Section 4: Extensions

#### 4.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	1	0	3	0
Disclosed in part	2	0	0	1
All exempted	1	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
<b>Total</b>	4	0	3	1

## 4.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	1	0	1	0
31 to 60 days	1	0	1	0
61 to 120 days	2	0	1	1
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
<b>Total</b>	4	0	3	1

## Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Requests	Amount	Requests	Amount
Application	25	\$125	13	\$65
Other fees	0	\$0	0	\$0
<b>Total</b>	25	\$125	13	\$65

## Section 6: Consultations Received From Other Institutions and Organizations

### 6.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	30	466	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	30	466	0	0
Closed during the reporting period	30	466	0	0
Carried over to next reporting period	0	0	0	0

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

Recommendation	Number of Days Required to Complete Consultation Requests							
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
Disclose entirely	18	4	0	0	0	0	0	22
Disclose in part	2	0	2	0	0	0	0	4
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	4	0	0	0	0	0	0	4
<b>Total</b>	24	4	2	0	0	0	0	30

## 6.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of Days Required to Complete Consultation Requests							
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0

## Section 7: Completion Time of Consultations on Cabinet Confidences

### 7.1 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 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	2	73	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	2	73	0	0	0	0	0	0	0	0

## 7.2 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 Request	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

## Section 8: Complaints and investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal representations	Section 37 Reports of finding received	Section 37 Reports of finding containing recommendations issued by the Information Commissioner	Section 37 Reports of finding containing orders issued by the Information Commissioner
2	0	2	2	0	0

## Section 9: Court Action

### 9.1 Court actions on complaints received before June 21, 2019 and on-going

Section 41 (before June 21, 2019)	Section 42	Section 44
0	0	0

### 9.2 Court actions on complaints received after June 21, 2019

Section 41 (after June 21, 2019)				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

## Section 10: Resources Related to the *Access to Information Act*

### 10.1 Costs

Expenditures		Amount
Salaries		\$55,540
Overtime		\$0
Goods and Services		\$739
• Professional services contracts	\$570	
• Other	\$169	
<b>Total</b>		<b>\$56,279</b>

### 10.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.64
Part-time and casual employees	0.06
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
<b>Total</b>	<b>0.70</b>

**Note:** Enter values to two decimal places.