

# ***Access to Information Act***

**Canadian Centre for Occupational Health and Safety  
Annual Report to Parliament  
April 1, 2023 – March 31, 2024**

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Catalogue No. CC271-10E-PDF

ISSN 2564-3614

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## **1.0 Introduction**

The Canadian Centre for Occupational Health and Safety (CCOHS) is pleased to present to Parliament its annual report on the administration of the *Access to Information Act* (ATIA) for the fiscal year commencing April 1, 2023 and ending March 31, 2024.

### **1.1 About the *Access to Information 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. The ATIA 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.

This report is prepared in accordance with Section 94 of the *Access to Information Act* and Section 20 of the *Service Fees Act*, which require that the head of every federal government institution submit an annual report to Parliament on the administration of the ATIA and related fees during the fiscal year. This report outlines CCOHS' accomplishments in carrying out its access to information responsibilities and obligations during the 2023-24 reporting period.

### **1.2 About the Canadian Centre for Occupational Health and Safety**

The Canadian Centre for Occupational Health and Safety (CCOHS) is Canada's trusted source for the advancement of workplace health and safety. Created by Parliament in April 1978, CCOHS promotes the right of workers in Canada to a healthy and safe working environment. CCOHS is governed by a tripartite council representing governments (federal, provincial and territorial), employers, and labour. It is a departmental corporation under Schedule II of the *Financial Administration Act* and is accountable to Parliament through the Minister of Labour and Seniors. CCOHS is subject to the *Access to Information Act* and *Privacy Act* (ATIP).

More information about CCOHS is available on its [website](#).

## **2.0 Organizational Structure**

As CCOHS is a small department with very few requests, minimal time is spent administering the ATIA. The President and Chief Executive Officer (PCEO) directly manages all requests, supported by the Corporate Secretary. Proactive publication under Part 2 of the ATIA is managed by the PCEO, with support from the Corporate Secretary and the Finance Department.

Under Section 96 of the *Access to Information Act*, institutions within the same ministerial portfolio can work together to process requests. CCOHS was not party to any service agreements with other government departments related to access to information during the reporting period.

## **3.0 Access to Information Delegation Order**

Section 95(1) of the *Access to Information Act* empowers the head of the institution to delegate any of the powers, duties or functions assigned to them to employees of the institution. During the current reporting period, none of the responsibilities under the ATIA were delegated but were administered by the PCEO with the assistance of the Corporate Secretary.

## 4.0 Performance and Summary of Key Data

The Statistical Report on the *Access to Information Act* for 2023-24 can be found in Annex A.

### 4.1 Requests Received and Completed Under the *Access to Information Act*

CCOHS received two formal Access to Information requests during 2023-24, both of which were closed within legislated timelines (1-30 days). No records were released, nor were any exemptions or exclusions applied, as no records exist related to the request.

No informal requests were received during 2023-24. No active requests were outstanding from previous reporting periods. There were no active complaints at the end of 2023-24.

#### Table 1: Number of requests received and completed

Table 1 shows the total number of requests received and completed, as well as the percentage of requests completed within legislated timelines, for the past five fiscal years.

ACCESS TO INFORMATION REQUESTS	2023-24	2022-23	2021-22	2020-21	2019-20
REQUESTS RECEIVED	2	0	5	8	3
REQUESTS COMPLETED	2	0	5	8	3
REQUESTS COMPLETED WITHIN LEGISLATED TIMELINES	100%	N/A	100%	100%	100%

### 4.2 Exemptions and Exclusions

This section of the Statistical Report identifies the number of requests where specific types of exemptions were invoked to deny access. No exemptions have been invoked over the last five fiscal years.

The *Access to Information Act* also allows for the exclusion of certain types of information from its application, specifically records that are already available to the public (section 68) and confidences of the Queen’s Privy Council for Canada (section 69), which require consultation with the Department of Justice. No exclusions were applied to any information contained in records for completed requests during the previous five fiscal years.

### 4.3 Consultations Received from Other Government of Canada Institutions and Other Organizations

In 2023-24, CCOHS did not received any consultation requests from other Government of Canada institutions.

### 4.4 Complaints

There were no active complaints at the end of the fiscal year.

## 5.0 Training and Awareness

In December 2023, CCOHS hosted an in-person training sessions for all managers and leadership team members. This training provided an overview of the ATIA and discussed staff obligations relating to requests and proactive publication.

## 6.0 Policies, Guidelines and Procedures

Internal procedures for proactive publication were introduced in 2023-24 – see section 7 for more information.

CCOHS did not implement any new policies, guidelines, or procedures related to requests in 2023-24.

## 7.0 Proactive Publication under Part 2 of the ATIA

### Table 2: Proactive Publication Requirements and Compliance Rates

Table 2 lists the sections of Part 2 of the ATIA that CCOHS is responsible for and compliance rates for 2023-24.

Legislative Requirement	Section	Publication Timeline	Compliance Rate	Location (web link)
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	100%	<a href="https://open.canada.ca">open.Canada.ca</a>
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	100%	<a href="https://open.Canada.ca">open.Canada.ca</a>
Reports tabled in Parliament	84	Within 30 days after tabling	100%	<a href="https://www.ccohs.ca">CCOHS Website</a> <a href="https://open.Canada.ca">open.Canada.ca</a>
Contracts over \$10,000	86	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	50%	<a href="https://open.Canada.ca">open.Canada.ca</a>
Grants & Contributions over \$25,000	87	Within 30 days after the quarter	No records exist in reporting period	
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	No records exist in reporting period	
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	No records exist in reporting period	

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	No records exist in reporting period	
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CCOHS implemented internal processes and tracking to ensure that all proactive publication requirements are met. The Finance Department is responsible for the proactive publication of travel and hospitality expenses, as well as contracts over \$10,000. All required information was published on open.Canada.ca in 2023-24, however the compliance rates reflect that some information was posted late. CCOHS has reviewed these compliance rates and is adjusting processes for the next year.

The Corporate Secretary is responsible for the proactive publication of reports tabled in parliament. Reports are published on the CCOHS website for approximately 3 years. Reports are also made available on open.Canada.ca where they will be retained for a minimum of 10 years.

CCOHS does not have a mandate to provide grants or contributions, therefore there are no records to disclose related to this requirement.

As a small department, CCOHS does not often prepare briefing materials for memoranda for a deputy head or equivalent. There were no documents related to this requirement in this reporting period.

## 8.0 Initiatives and Projects to Improve Access to Information

CCOHS did not implement any initiatives to improve access to information within the institution during the reporting period.

## 9.0 Summary of Key Issues and Actions Taken on Complaints

Individuals are entitled under the Access to Information Act to file a complaint related to their request for a record with the Office of the Information Commissioner (OIC). No complaints were received during 2023-24.

## 10.0 Reporting on Access to Information 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*.

- Enabling authority: *Access to Information Act*
- Fee payable: \$5 application fee is the only fee charged for an ATI request
- Total revenue: \$10 collected during fiscal 2023-24
- Fees waived: No fees were waived during the fiscal 2023-24

- Fees refunded: No fees were refunded during the fiscal 2023-24
- Cost of operating the program: \$2,835

## **11.0 Monitoring Compliance**

Due to the low volume of requests received, CCOHS does not have an automated tracking system monitor requests. Instead, a manual record is used to track the progress of each request which is monitored by the PCEO and the Corporate Secretary. Monitoring is ongoing as requests are processed.

CCOHS also monitors the accuracy and completeness of proactively published information through internal review and a manual tracking system maintained by the Corporate Secretary. The PCEO and Vice President, Finance are informed of all publications.



## Annex A: Statistical Report on the *Access to Information Act*



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

**Name of institution:** Canadian Centre for Occupational Health and Safety (CCOHS)

**Reporting period:** 2023-04-01 to 2024-03-31

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

##### 1.1 Number of requests

		Number of Requests
Received during reporting period		2
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
<b>Total</b>		2
Closed during reporting period		2
Carried over to next reporting period		0
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

##### 1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	0
Business (private sector)	0
Organization	0
Public	0
Decline to Identify	2
<b>Total</b>	2

##### 1.3 Channels of requests

Source	Number of Requests
Online	2
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	2

## Section 2: Informal Requests

### 2.1 Number of informal requests

		Number of Requests
Received during reporting period		0
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
<b>Total</b>		0
Closed during reporting period		0
Carried over to next reporting period		0

### 2.2 Channels of informal requests

Source	Number of Requests
Online	0
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	0

### 2.3 Completion time of informal requests

Completion Time							
0 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
0	0	0	0	0	0	0	0

### 2.4 Pages released informally

Less Than 100 Pages Released		100-500 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
0	0	0	0	0	0	0	0	0	0

**2.5 Pages re-released informally**

Less Than 100 Pages Re-released		100-500 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
<b>Total</b>	<b>0</b>
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 Period**

**4.1 Disposition and completion time**

Disposition of Requests	Completion Time							Total
	0 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	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	2	0	0	0	0	0	0	2
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	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
<b>Total</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>

## 4.2 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)	0
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	0
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)	0
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)	0	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	0
15(1) - Def.*	0	16.3	0	20(1)(b)	0	23.1	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	0	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	0	17	0				
16(1)(c)	0						
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)	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

## 4.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	0	0	0	0	0

## 4.5 Complexity

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

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
0	0	0

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

Disposition	Less Than 100 Pages Processed		100-500 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	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0	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
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

**4.5.3 Relevant minutes processed and disclosed for audio formats**

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

**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	0	0
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
<b>Total</b>	0	0	0	0	0	0

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

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

**4.5.6 Relevant minutes processed per request disposition for 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	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
<b>Total</b>	0	0	0	0	0	0

**4.5.7 Other complexities**

Disposition	Consultation Required	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0
Disclosed in part	0	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
<b>Total</b>	0	0	0	0

#### 4.6 Closed requests

##### 4.6.1 Requests closed within legislated timelines

<b>Number of requests closed within legislated timelines</b>	2
<b>Percentage of requests closed within legislated timelines (%)</b>	100

#### 4.7 Deemed refusals

##### 4.7.1 Reasons for not meeting legislated timelines

<b>Number of requests closed past the legislated timelines</b>	<b>Principal Reason</b>			
	<b>Interference with operations/ Workload</b>	<b>External Consultation</b>	<b>Internal Consultation</b>	<b>Other</b>
0	0	0	0	0

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

<b>Number of days past legislated timelines</b>	<b>Number of requests past legislated timeline where no extension was taken</b>	<b>Number of requests past legislated timeline where an extension was taken</b>	<b>Total</b>
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
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	0	0

#### 4.8 Requests for translation

<b>Translation Requests</b>	<b>Accepted</b>	<b>Refused</b>	<b>Total</b>
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	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	0	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
No records exist	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
<b>Total</b>	0	0	0	0

### 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	0	0	0	0
31 to 60 days	0	0	0	0
61 to 120 days	0	0	0	0
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>	0	0	0	0

## Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	2	\$10.00	0	\$0.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
<b>Total</b>	2	\$10.00	0	\$0.00	0	\$0.00



## 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 the reporting period	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	0	0	0	0
Closed during the reporting period	0	0	0	0
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							Total
	0 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	
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

### 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							Total
	0 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	
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 8: Completion Time of Consultations on Cabinet Confidences**

**8.1 Requests with Legal Services**

Number of Days	Fewer Than 100 Pages Processed		100-500 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	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
More than 365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	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		100-500 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	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
More than 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 9: Investigations and Reports of finding**

**9.1 Investigations**

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal Representations
0	0	0

**9.2 Investigations and Reports of finding**

Section 37(1) Initial Reports			Section 37(2) Final Reports		
Received	Containing recommendations issued by the Information Commissioner	Containing an intent to issue an order by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
0	0	0	0	0	0

## 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)
0

## Section 11: Resources Related to the *Access to Information Act*

### 11.1 Allocated Costs

Expenditures	Amount
Salaries	\$2,835
Overtime	\$0
Goods and Services	\$0
• Professional services contracts	\$0
• Other	\$0
<b>Total</b>	<b>\$2,835</b>

### 11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.025
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
<b>Total</b>	<b>0.025</b>

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