

CMHC ANNUAL REPORT TO PARLIAMENT

ACCESS TO INFORMATION ACT

APRIL 1, 2019 to MARCH 31, 2020

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1. About the Company

(i) Introduction

The *Access to Information Act* (ATIA) gives Canadian citizens, as well as people and corporations present in Canada, the right to access federal government records that are not of a personal nature. The ATIA complements but does not replace other procedures for obtaining government information. It is not intended to limit in any way access to government information that is normally available to the public upon request.

(ii) Preparation and Tabling of the Annual Report

Subsections 94(1) and 94(2) of the ATIA require that the head of every government institution submit an annual report to Parliament on the administration of the ATIA, which must be tabled in both the Senate and the House of Commons on any of the first 15 sitting days on which that house is sitting after September 1 of the year in which the report is prepared. This report describes how Canada Mortgage and Housing Corporation (CMHC) administered the ATIA in 2019-2020.

(iii) Mandate of Canada Mortgage and Housing Corporation (CMHC)

We exist for a single reason: to make housing affordable for everyone in Canada. We know that housing helps people stay employed, do better in school and participate more fully in society. Housing affordability and a stable housing finance system support a stronger, safer Canada where everyone can live with dignity.

CMHC derives its authorities from the *Canada Mortgage and Housing Corporation Act* (CMHC Act) and the *National Housing Act* (NHA). The CMHC Act establishes CMHC as a Crown corporation and sets out the various powers and functions of the company.

Section 3 of the NHA stipulates our mandate, which is to “promote housing affordability and choice, to facilitate access to, and competition and efficiency in the provision of housing finance, to protect the availability of adequate funding for housing at low cost, and generally to contribute to the well-being of the housing sector in the national economy.”

(iv) Administration

We have approximately 2,110 employees with offices located in Ottawa, Halifax, Montréal, Toronto, Calgary and Vancouver.

The Access to Information and Privacy (ATIP) Office is located in Ottawa, its main activities include:

- Responding to all requests and enquiries under the ATIA and the *Privacy Act*;
- Handling complaints filed with the Privacy Commissioner under the *Privacy Act*;
- Providing advice and guidance to employees and senior officials on Access to Information;
- Delivering training and awareness on Access to Information;
- Developing and implementing policies, procedures and guidelines in support of Access to Information;

- Preparing the annual reports to Parliament on the administration of the ATIA and the *Privacy Act*; and
- Coordinating updates to the Info Source publication.

The Access to Information and Privacy (ATIP) Office is comprised of two Senior ATIP Analysts reporting to the Senior Manager, Briefings and ATIP, and a coordinator providing part-time administrative support. We hired two external consultants to help mitigate the increased volume of requests during this reporting period and staffing shortages.

Pursuant to subsection 95(1) of the ATIA, the President delegated powers and duties to the Chief of Staff, the Senior Manager, Briefings and ATIP, and Senior ATIP Analysts to allow the company to meet its legislated requirements as per the Delegation Order (Annex A).

(v) Training and Education

During this reporting period, the ATIP Office developed a set of guidelines on both the ATIA and the *Privacy Act* for all employees. The guidelines are helpful for employees to understand the processes, responsibilities, and guiding principles related to ATIA and *Privacy Act* requests.

We continue to see an increase in the complexity of requests and volume of records requested under the ATIA and recognize the importance of employee training to ensure accurate and timely responses to requests. Through the year, the ATIP Office provided training and advice to CMHC employees in respect to requests for information and on various ATIP related matters.

(vi) Policies, Guidelines, Procedures and Initiatives

(a) Proactive Disclosure

In accordance with the ATIA, travel expenses, hospitality expenses and briefing materials for the Minister, were published on our Website at <https://www.cmhc-schl.gc.ca/en/about-cmhc/corporate-reporting>.

(b) Retention and Disposition Schedule

Establishing appropriate retention periods for records is good risk management and the ATIP Office has been working with Corporate Records Management group to improve our document retention and disposition schedule through modernization of our technology. We continued to implement the retention period for all ATIP files of five years and two years. We implemented this change to align with Library and Archives Canada's recommended two-year retention period for ATIP files and with industry standards. We completed this work in 2019.

(vii) Monitoring Reports

We use an automated case management solution to monitor processing times for requests and to manage information securely.

In addition, weekly status reports which include the legislated due dates to the requesters are prepared and submitted to the President’s Office and senior management.

(viii) Information Holdings

A description of institutional classes of records and personal information banks for CMHC can be found in the publication [Info Source 2019 - Sources of Federal Government and Employee Information – Canada Mortgage and Housing Corporation](#), available on [CMHC’s website](#).

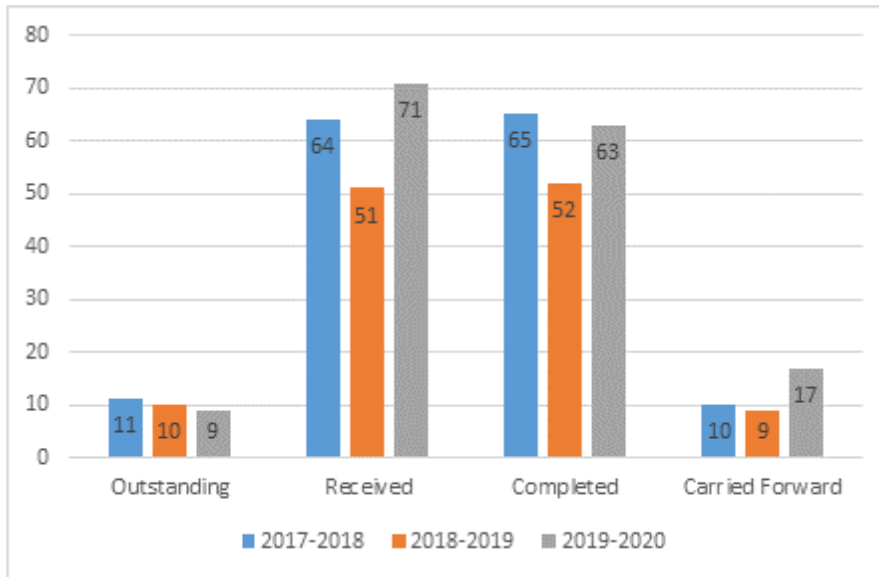
2. Report on the ATIA

(i) Requests under the ATIA

During the reporting period, April 1, 2019, to March 31, 2020, we received 71 new requests under the ATIA. In addition, nine requests were carried over from 2018-2019.

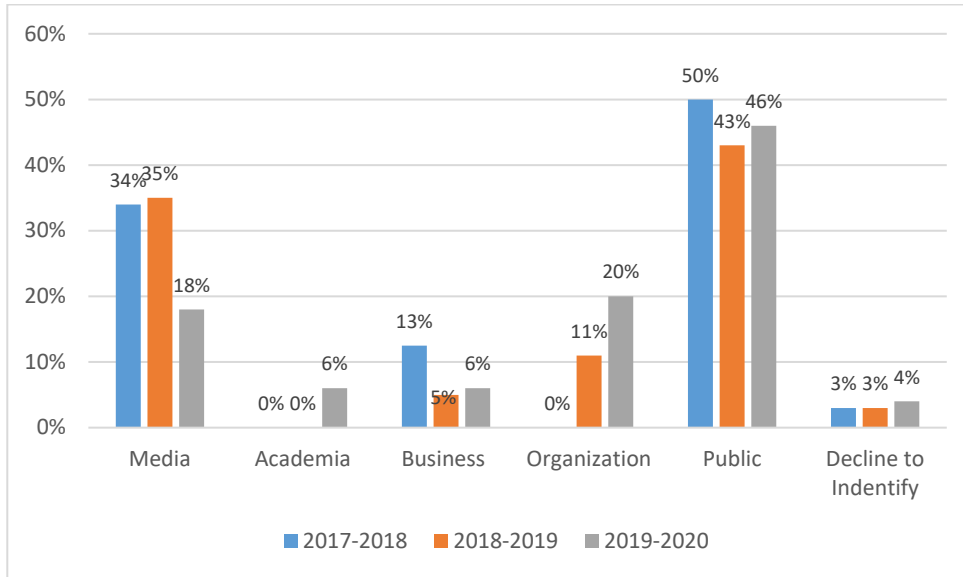
We completed sixty-three requests during the reporting period and 17 requests will be carried forward to the next reporting period. Chart 1 provides the request processing trends of the past three reporting periods.

Chart 1: Processing Trends of Requests under the Act



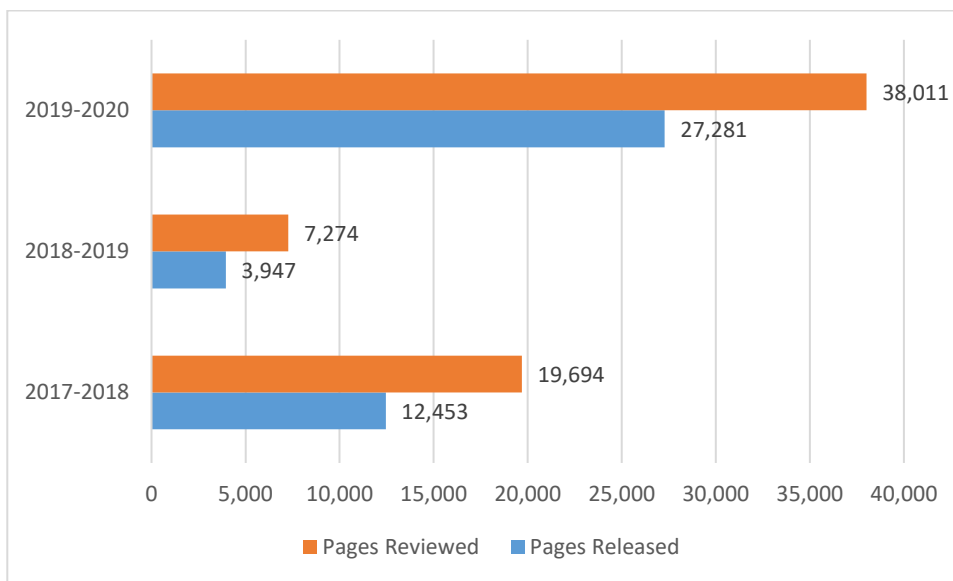
The public was the main source of requests, which accounted for 33 requests (46%); organizations accounted for 14 requests (20%); media accounted for 13 requests (18%); businesses accounted for six requests (8%); three requests (4%) were from sources who declined to identify. Chart 2 provides a comparison of the sources of the requests received over the last three reporting periods.

Chart 2: Requests Received Under the Act by Source



Responses to formal Access to Information requests involved a page-by-page review of 38,011 pages, representing a 423% increase in pages reviewed over the previous fiscal year. Of the pages reviewed, we disclosed 27,281 relevant pages (fully or partially). Chart 3 provides the trends related to relevant pages reviewed and released by CMHC over the last three reporting periods.

Chart 3: Relevant Pages Reviewed and Released



The substance of the requests covered the entire range of our programs and business activities, including the National Housing Strategy and First-Time Home Buyer Incentive, Insurance, Securitization, Research and Policy.

Requests touched on the following support functions: Financial Operations, Human Resources, Office of the President and Corporate Governance as well as requests for information on ministerial briefings.

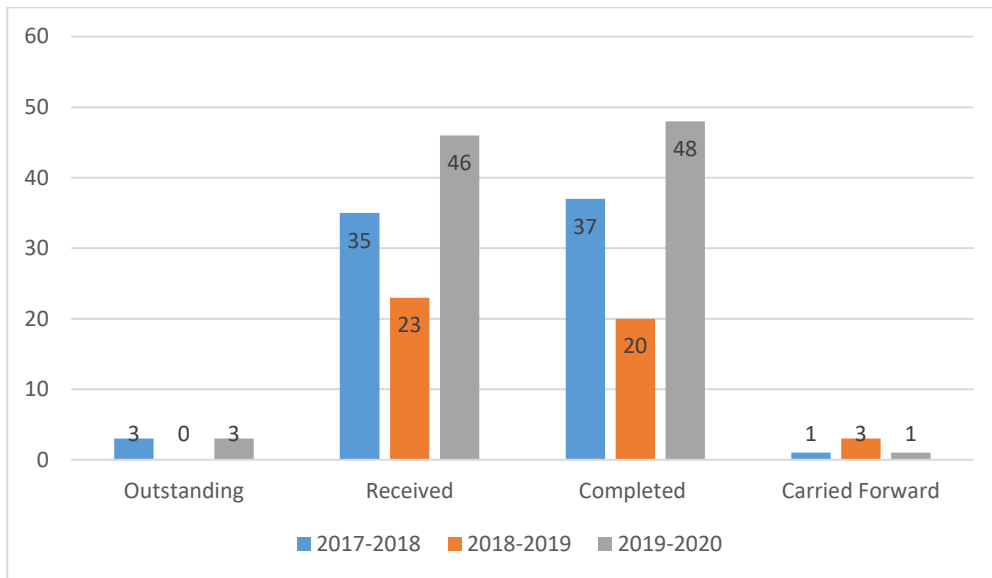
Requesters asked for and received paper or electronic copies (via email or on a CD) of the requested information.

(ii) Other Requests

We also received 46 consultation requests from other Government of Canada institutions. In addition, three consultations from other Government of Canada institutions were outstanding from 2018-2019, for a total of 49 consultations. We did not receive consultation requests from other organizations.

We completed 48 of these 49 total consultations and carried over one consultation to the next reporting period. Chart 4 outlines the consultation request processing trends of the last three reporting periods.

Chart 4: Processing Trends for Consultations



We reviewed 1,538 pages of information, compared to 1,050 pages during the 2018-2019 reporting period.

In addition, we processed and completed 44 informal requests, which is approximately 25% higher than the previous reporting period.

The ATIP Office also provided advice and guidance to CMHC staff on provisions of the legislation and its application to various CMHC activities.

(iii) Disposition of Completed Requests

The disposition of the 63 requests completed in 2019-2020 is as follows:

- 7 fully disclosed;
- 40 partially disclosed;
- 3 excluded in entirety;
- 1 exempted in entirety;
- 0 transferred to another institution;
- 5 abandoned by applicant; and
- 7 unable to process (no records).

(iv) Completion Time and Extensions

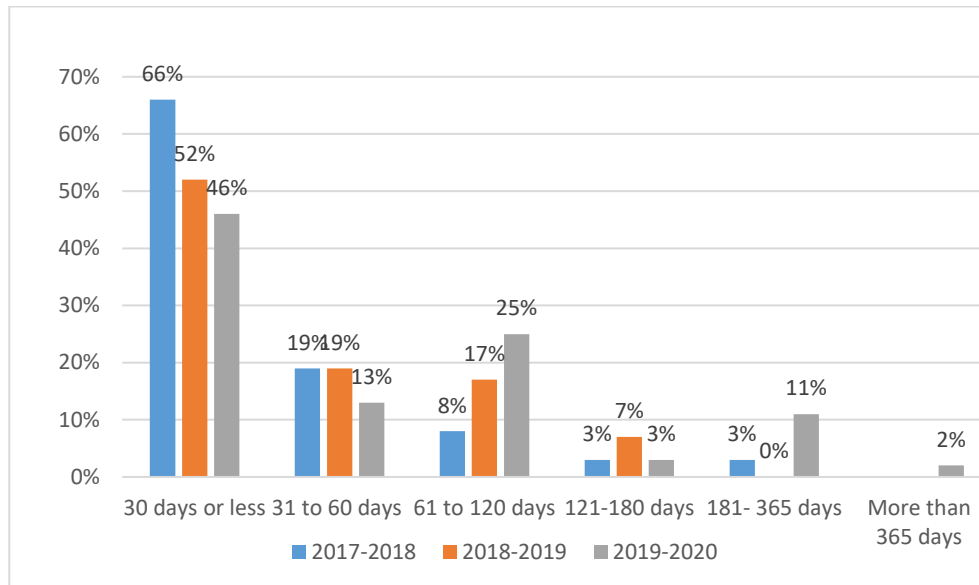
The 63 requests completed in 2019-2020 were responded to within the following time frames:

- 29 or 46% within 30 days or less;
- 8 or 13% within 31 to 60 days;
- 16 or 25% within 61 to 120 days;
- 2 or 3% within 121-180 days;
- 7 or 11% within 181-365 days; and
- 1 or 2% more than 365 days.

The high volume of requests and staffing shortages caused delays in our response times. Eleven requests were late. We mitigated these delays by hiring external consultants to support our work until we were able to hire a second full-time analyst in January 2020.

The percentage of requests completed within the specified time frames over the last three reporting periods are shown below in Chart 5.

Chart 5 Completion Time of Requests



In 36 instances, we found it necessary to seek an extension to the prescribed time limit to search through a large volume of records or to consult other government institutions or third parties.

(v) Exemptions Invoked

In 2019-2020, we invoked 233 exemptions pursuant to specific sections of the [Access to Information Act](#). The exemptions were as follows:

- Section 13(1)(a): exempting records that contains information that was obtained in confidence from the government of a foreign state or an institution (22);
- Section 16(2): Security (12);
- Section 17: Safety of Individuals (1);
- Section 18: exempting records expected to prejudice the economic interests of Canada (47);
- Section 19: exempting records containing personal information (38);
- Section 20: exempting records containing third-party business information (85);
- Section 21: exempting records information related to the internal decision-making processes of government (41);
- Section 23: exempting records related to solicitor-client privilege (6); and
- Section 26: Refusal of access if information to be published (2).

(vi) Exclusions Cited

Twenty-two requests had exclusions cited under section 69 for Confidences of the Queen’s Privy Council for Canada.

(vii) Complaints and Investigations

Two complaints were filed against us with the Information Commissioner during the reporting period. Both complaints alleged “improperly applied exemptions.” Investigations into these two complaints are ongoing. In 2019-2020, one outstanding complaint investigation from the 2012-2013 fiscal year is still outstanding.

No court cases involving CMHC were filed in 2019-2020.

No audits in relation to our obligations under the Act were carried out during the reporting period.

(viii) Fees

During the reporting period, the application fees collected for 67 requests amounted to \$335.00. Fees were waived for four requests.

(ix) Costs

During 2019-2020, we incurred \$417,527 in costs to administer the ATIA.

(x) Statistical Report

The 2019-2020 Statistical Report is included as Annex B of this report.

Annex A – Delegation Order

Delegation Order / Décret de délégation

Order Under Section 73 of the *Access to Information Act* and Section 73 of the *Privacy Act*

Pursuant to the authority conferred upon me by Section 73 of the *Access to Information Act* and Section 73 of the *Privacy Act*, I designate the persons holding the positions set out in the attached Schedule, including any person designated in writing to act in the place of the holder of such position, to exercise the powers, duties and perform the functions of the President as the head of a government institution under the Acts as set out in the Schedule opposite each position.

Arrêté en vertu de l'article 73 de la *Loi sur l'accès à l'information* et de l'article 73 de la *Loi sur la protection des renseignements personnels*

En vertu de l'autorité que me confère l'article 73 de la *Loi sur l'accès à l'information* et de l'article 73 de la *Loi sur la protection des renseignements personnels*, les personnes occupant des postes mentionnés à l'annexe ci-joint, y compris une personne désignée par écrit pour agir à la place du titulaire de tel poste, sont autorisées à exercer les pouvoirs et les fonctions ainsi qu'à assumer les attributions qui m'ont été confiées en ma qualité de responsable d'une institution fédérale aux termes des Lois, et énoncés dans l'annexe à l'égard de chaque poste.



President / Président
Canada Mortgage and Housing Corporation
Société canadienne d'hypothèques et de logement

Date: July 9, 2011

Schedule

Access to Information Act

Position	Sections
Chief of Staff	4(2.1); 7(a); 7(b); 8(1); 9; 11(2); 11(3); 11(4); 11(5); 11(6); 12(2); 12(3); 13; 14; 15; 16; 16.5; 17; 18; 18.1; 19; 20; 21; 22; 22.1; 23; 24; 25; 26; 27(1); 27(4); 28(1); 28(2); 28(4); 29(1); 33; 35(2); 37(4); 43(1); 44(2); 52(2); 52(3); 71; 77.
Senior Manager, Access to Information and Privacy	4(2.1); 7(a); 7(b); 8(1); 9; 11(2); 11(3); 11(4); 11(5); 11(6); 12(2); 12(3); 13; 14; 15; 16; 16.5; 17; 18; 18.1; 19; 20; 21; 22; 22.1; 23; 24; 25; 26; 27(1); 27(4); 28(1); 28(2); 28(4); 29(1); 33; 35(2); 37(4); 43(1); 44(2); 52(2); 52(3); 71; 77.
Analyst, Access to Information and Privacy	4(2.1); 7(a); 7(b); 8(1); 9; 11(2); 11(3); 11(4); 11(5); 11(6); 12(2); 12(3); 13; 14; 15; 16; 16.5; 17; 18; 18.1; 19; 20; 21; 22; 22.1; 23; 24; 25; 26; 27(1); 27(4); 28(1); 28(2); 28(4).

Access to Information Act Regulations

Position	Sections
Chief of Staff	6(1); 7(2); 7(3); 8
Senior Manager, Access to Information and Privacy	6(1); 7(2); 7(3); 8
Analyst, Access to Information and Privacy	6(1); 7(2); 7(3); 8

Annex B – Statistical Report on the *Access to Information Act*



Statistical Report on the Access to Information Act

Name of institution: Canada Mortgage and Housing Corporation

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	71
Outstanding from previous reporting period	9
Total	80
Closed during reporting period	63
Carried over to next reporting period	17

1.2 Sources of requests

Source	Number of Requests
Media	13
Academia	4
Business (private sector)	4
Organization	14
Public	33
Decline to Identify	3
Total	71

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	
25	5	13	1	0	0	0	44

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
Total	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	5	0	0	0	1	0	7
Disclosed in part	2	10	6	16	1	4	1	40
All exempted	0	0	0	0	0	1	0	1
All excluded	3	0	0	0	0	0	0	3
No records exist	0	5	2	0	0	0	0	7
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	1	2	0	0	1	1	0	5
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	7	22	8	16	2	7	1	63

3.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	1	16(2)	1	18(a)	24	20.1	2
13(1)(b)	0	16(2)(a)	0	18(b)	19	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	1	20.4	0
13(1)(d)	0	16(2)(c)	10	18(d)	3	21(1)(a)	12
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	21
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	8
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)	38	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	1	20(1)(a)	6	23	6
15(1) - Def.*	0	16.3	0	20(1)(b)	31	23.1	0
15(1) - S.A.*	0	16.31	0	20(1)(b.1)	31	24(1)	0
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(c)	11	26	2
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(d)	4		
16(1)(a)(iii)	0	16.5	0				
16(1)(b)	0	16.6	0				
16(1)(c)	0	17	1				
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)	1	69(1)	2	69(1)(g) re (a)	3
68(b)	0	69(1)(a)	0	69(1)(g) re (b)	3
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	3
68.1	0	69(1)(c)	1	69(1)(g) re (d)	3
68.2(a)	0	69(1)(d)	0	69(1)(g) re (e)	3
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	3
		69(1)(f)	0	69.1(1)	0

3.4 Format of information released

Paper	Electronic	Other
26	21	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
38011	27281	56

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	6	216	1	128	0	0	0	0	0	0
Disclosed in part	18	704	9	2696	8	4575	3	4435	2	14206
All exempted	1	0	0	0	0	0	0	0	0	0
All excluded	3	0	0	0	0	0	0	0	0	0
Request abandoned	3	0	0	0	1	129	1	192	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	31	920	10	2824	9	4704	4	4627	2	14206

3.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	14	0	0	0	14
All exempted	1	0	0	0	1
All excluded	0	0	0	0	0
Request abandoned	1	0	0	0	1
Neither confirmed nor denied	0	0	0	0	0
Total	16	0	0	0	16

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	49
Percentage of requests closed within legislated timelines (%)	77.8

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
14	11	2	0	1

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	1	1	2
16 to 30 days	0	4	4
31 to 60 days	0	2	2
61 to 120 days	0	3	3
121 to 180 days	0	1	1
181 to 365 days	0	2	2
More than 365 days	0	0	0
Total	1	13	14

3.8 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 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	0	0
Disclosed in part	18	0	5	5
All exempted	1	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	2
Request abandoned	2	0	0	2
Total	22	0	5	9

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	6	0	1	1
31 to 60 days	7	0	1	1
61 to 120 days	8	0	2	7
121 to 180 days	1	0	1	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	22	0	5	9

Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Requests	Amount	Requests	Amount
Application	59	\$295	4	\$20
Other fees	0	\$0	0	\$0
Total	59	\$295	4	\$20

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	46	1360	0	0
Outstanding from the previous reporting period	3	178	0	0
Total	49	1538	0	0
Closed during the reporting period	48	1523	0	0
Carried over to next reporting period	1	15	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							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	
Disclose entirely	31	3	1	0	0	0	0	35
Disclose in part	4	4	1	0	2	0	0	11
Exempt entirely	0	0	1	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	1	0	0	0	0	0	0	1
Total	36	7	3	0	2	0	0	48

6.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of Days Required to Complete Consultation Requests							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	
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
Total	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 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
Total	0	0	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
Total	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	0	0	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		\$247,178
Overtime		\$0
Goods and Services		\$30,511
• Professional services contracts	\$30,511	
• Other	\$0	
Total		\$277,689

10.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	2.50
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.43
Students	0.09
Total	3.02

Note: Enter values to two decimal places.