

Trans Mountain Corporation

Access to Information Act

Annual Report to Parliament

April 1, 2024, to March 31, 2024

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Introduction

The *Access to Information Act* (Revised Statutes of Canada, Chapter A-1, 1985) was proclaimed on July 1, 1983. The *Access to Information Act* (the “Act”) gives Canadian citizens and permanent residents a broad right of access to information contained in government records, including Crown Corporations and Agencies, subject to certain specific and limited exceptions.

This Annual Report to Parliament on the Access to Information Act is prepared and tabled in Parliament in accordance with section 72 of the Act and covers the period from April 1, 2023 to March 31, 2024.

Trans Mountain Corporation (“TMC” or the “Corporation”) became subject to the *Access to Information Act* on August 31, 2018.

Trans Mountain Corporation was incorporated under the *Canada Business Corporations Act* on May 28, 2018 and is a wholly-owned subsidiary of Canada TMP Finance Ltd. and Canada Development Investment Corporation (“CDEV”).

Organizational Structure

The Corporation's mission is to efficiently and profitably own, manage, and operate pipeline and terminal assets.

The Corporation reports to Parliament through its parent company, CDEV, and the Minister of Finance.

The TMC ATIP office consists of the ATIP Coordinator and one employee dedicated to ATIP activities of TMC.

The Corporation is not party to management service agreements under section 96 of the Act.

Delegation Order

The Delegation of Authority Order (Appendix A) is reviewed and approved annually by the head of the organization. The authority to approve or deny the release of departmental information requested under the *Act* is delegated to the Chief Legal Officer responsible for ATI Coordination.

Performance and Highlights of the 2023-2024 Statistical Report

Appendix B is intended to provide a summarized statistical report on the Access to Information Act from April 1, 2023 to March 31, 2024.

Thirteen new formal requests were received in the period and two were carried over from the previous fiscal year. Ten were closed on or before March 31, 2024, and five were carried over to the next reporting period within the statutory timelines. Most of the requests were in relation to projects undertaken by the Corporation that were of interest to the media and public. All ten closed formal requests were within statutory timeline, resulting in an overall timeline compliance rate of 100%.

All ten formal requests, or 100% of all requests, were subject to statutory exemptions.

Five formal requests received in 2022-2023 were carried over to the 2023-2024 reporting period. No active requests are outstanding from previous reporting periods.

Three active Information Commissioner complaints are outstanding from previous reporting periods. one was received during the 2019-20 period, two were received during the 2021-22 period, and five new complaints were received during the 2023-2024 period.

During the reporting period, exemptions were invoked under sections 13(1)(e), 18(a), 18(b), 18(d), 20(1)(a), 20(1)(b), 20(1)(c), 20(1)(d), 21(1)(a), 21(1)(b), and 21(1)(d). These exemptions are the most commonly used by the Corporation due to the nature of the business.

Six requests were completed within 31 to 60 days. Four out of ten requests were completed within 61 to 120 days.

Extensions were taken on six requests pursuant to section 9(1)(c). Four requests were extended for 121 to 180 days.

The Corporation received ten formal consultation requests from other government institutions. Six formal consultation requests were carried over from the previous reporting period. Ten were closed during the reporting period. A total of 993 pages were reviewed. The Corporation's advice back to the government institutions was to generally release the records, subject to certain exemptions and exclusions. Fourteen were completed within 61 to 120 days, and four were completed within 121 to 180 days.

The Corporation received no formal consultation request from other organizations. No formal consultation requests were carried over from the previous reporting period. No formal request was closed during the reporting period, and none were carried forward.

A Supplementary Statistical Report is included in this report.

Training and Awareness

TMC participated in training with the Treasury Board Secretariat, and awareness and information session were provided the ATIP office.

Trans Mountain Management meet with ATIP administrators to discuss specific requests and consultations, and Management is briefed on the status of files and reporting requirements on a regular basis. Summaries of formal and informal ATIP requests for Trans Mountain and its subsidiaries are presented to the Corporation's Board of Directors at least once annually.

Policies, Guidelines, Procedures and Initiatives

ATIP policies, guidelines, procedures, and initiatives are reviewed regularly. Changes in technology and software options are considered when available.

Proactive Publication under Part 2 of the ATIA

TMC is subject to the provisions of Part X of the Financial Administration Act. TMC is a non-agent Crown corporation. TMC is subject to proactive publication requirements pursuant to sections 82, 83 and 84 of the ATIA. Travel and Hospitality expenses are published within 30 days after the end of the month of reimbursement and reports tabled in Parliament are published within 30 days after tabling. These are published on TMC's website in both official languages (<https://www.transmountain.com/corporate-reports>) During the reporting period, the institution published 100% of the proactive publications requirements materials within the legislated timelines.

TMC regularly tracks the Travel and Hospitality management expenses to allow for an accurate preparation of proactive disclosure.

Initiatives and Projects to Improve Access to Information

In addition to traditional methods of receiving requests such as mail and electronic mail, TMC has enhanced its accessibility by creating an online presence for Access to Information. This initiative provides the public with additional resources and information. Furthermore, TMC uses ATIP Online Management Tools ("AOMT") to receive requests from the public. TMC also utilizes Access Pro Case Management Redaction software as needed to process requests and apply relevant redactions if and when necessary.

Summary of Key Issues and Actions Taken on Complaints

Five complaints were filed with the Information Commissioner of Canada against the Corporation in 2023-2024.

Monitoring Compliance

Outstanding requests are reviewed regularly to ensure the file is current and processing

times are met.

ATIP office uses file trackers; files are kept and updated to ensure that all requests and their deadlines, as well as any extensions, are being accurately tracked and respected. Requests are reviewed to determine whether consultations are necessary and are taken only when required for the proper exercise of discretion or if there is an intention to disclose. Where information is requested and similar requests have been made, we will refer the requestor to these previous releases as well.

Appendix A – Access to Information Act Designation Order

DESIGNATION/ DÉLÉGATION

*ACCESS TO INFORMATION ACT/
LOI SUR L'ACCÈS À L'INFORMATION*

Access to Information Act Designation Order

Arrêté sur la délégation en vertu de la Loi sur
l'accès à l'information

By this order made pursuant to section 73 of the *Access to Information Act*, I hereby authorize those officers and employees of the Trans Mountain Corporation occupying, on an acting basis or otherwise, the positions identified within the attached schedule to perform on my behalf any of the powers, duties, or functions specified therein.

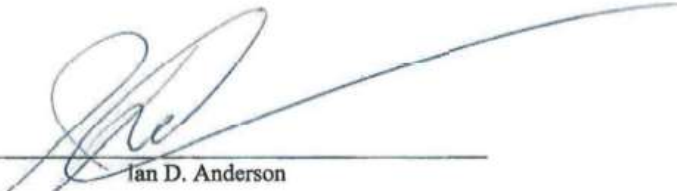
Par le présent arrêté pris en vertu de l'article 73 de la *Loi sur l'accès à l'information*, j'autorise les agents et les employés de Corporation Trans Mountain occupant, par interim ou autrement, les postes identifiés dans l'annexe ci-jointe à exercer en mon nom, les attributions, les fonctions et les pouvoirs qui y sont spécifiés.

This designation replaces and repeals all previous orders.

Le présent document remplace et annule tous les arrêtés antérieurs.

Dated in Calgary on this 31 day of August, 2018

Fait à Calgary en ce 31^e jour d'août 2018



Ian D. Anderson

President and Chief Executive Officer - Trans Mountain Corporation /
Président-directeur général – Corporation Trans Mountain

Appendix B – Statistical Report on the Access to Information



Government
of Canada

Gouvernement
du Canada

Statistical Report on the Access to Information Act

Name of institution: Trans Mountain Corporation

Reporting period: 4/1/2023 to 3/31/2024

Section 1: Requests Under the Access to Information Act

1.1 Number of requests

		Number of Requests
Received during reporting period		8
Outstanding from previous reporting periods		4
• Outstanding from previous reporting period	4	
• Outstanding from more than one reporting period	0	
Total		12
Closed during reporting period		8
Carried over to next reporting period		4
• Carried over within legislated timeline	4	
• Carried over beyond legislated timeline	0	

1.2 Sources of requests

Source	Number of Requests
Media	6
Academia	0
Business (private sector)	0
Organization	0
Public	2
Decline to Identify	0
Total	8

1.3 Channels of requests

Source	Number of Requests
Online	8
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	8

Section 2: Informal Requests

2.1 Number of informal 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	
Total		2
Closed during reporting period		2

Carried over to next reporting period	0
---------------------------------------	---

2.2 Channels of informal requests

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

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	2	0	0	0	0	0	2

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
2	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	1
Total	1
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	1
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	1	0	0	0	1
Disclosed in part	0	0	0	1	0	0	0	1
All exempted	0	4	0	0	0	0	0	4
All excluded	0	0	0	0	0	0	0	0
No records exist	0	2	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
Total	0	6	0	2	0	0	0	8

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)	3	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)	5	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	3	20(1)(a)	0	23	0
15(1) - Def.*	0	16.3	0	20(1)(b)	5	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)	5	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	3				
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	2	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
5200	172	6

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	1	100	0	0	0	0	0	0
Disclosed in part	0	0	1	100	0	0	0	0	0	0
All exempted	0	0	0	0			4	5000	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
Total	0	0	2	200	0	0	4	5000	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
Total	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
Total	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
Total	0	0	0	0

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	8
Percentage of requests closed within legislated timelines (%)	100

4.7 Deemed refusals

4.7.1 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
0	0	0	0	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	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
Total	0	0	0

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	2
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
Total	0	0	0	2

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	2
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	0	0	0	2

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	0	\$0.00	0	\$0.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	0	\$0.00	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	11	0	0	1000
Outstanding from the previous reporting period	0	0	0	0
Total	11	0	0	1000
Closed during the reporting period	11	0	0	1000
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	8	0	0	0	0	0	0	8
Disclose in part	0	3	0	0	0	0	0	3
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	8	3	0	0	0	0	0	11

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
Total	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
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		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
Total	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
5	1	2

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	1	0	0	1	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	1	0	0	1

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		\$100,000
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$100,000

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.000
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	1.000
Students	0.000
Total	1.000

Note: Enter values to three decimal places.

Appendix C – Supplemental Statistical Report on the Access to Information Act and Privacy Act

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

Name of institution: Trans Mountain Corporation

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

Section 1: Open Requests and Complaints Under the Access to Information Act

1.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
Received in 2023-24	0	0	0
Received in 2022-23	0	0	0
Received in 2021-22	0	1	1
Received in 2020-21	0	1	1
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	0	0	0
Received in 2014-15 or earlier	0	0	0
Total	0	2	2

Row 11, Col. 3 of Section 1.1 must equal Row 7, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the Access to Information Act.

1.2 Enter the number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2023-24	0
Received in 2022-23	1
Received in 2021-22	1
Received in 2020-21	1
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16	0
Received in 2014-15 or earlier	0
Total	3

Section 2: Open Requests and Complaints Under the Privacy Act

2.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
Received in 2023-24	0	0	0
Received in 2022-23	0	0	0
Received in 2021-22	1	0	1
Received in 2020-21	0	1	1
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	0	0	0
Received in 2014-15 or earlier	0	0	0
Total	1	1	2

Row 11, Col. 3 of Section 2.1 must equal Row 7, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the Privacy Act

2.2 Enter the number of open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2023-24	0
Received in 2022-23	0
Received in 2021-22	1
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	0
Received in 2014-15 or earlier	0
Total	1

Section 3: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2023-24?	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	0	Row 1, Col. 1 of Section 4 must be equal to or less than Row 1, Col. 1 of
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2023-24? Section 1.1 of the 2023-24 Statistical Report on the Privacy Act

