



**PORT ALBERNI PORT AUTHORITY
2023-2024 ANNUAL REPORT TO PARLIAMENT
ACCESS TO INFORMATION ACT**

1) INTRODUCTION:

PURPOSE OF ACT

The purpose of this Act is to extend the present laws of Canada to provide a right of access to information in records under the control of a government institution in accordance with the principles 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 Act is intended to complement and not replace existing procedures for access to government information and is not intended to limit in any way access to the type of government information that is normally available to the general public.

SECTION 72 OF ACT

Section 72 of the Act states that every government institution shall prepare for submission to Parliament an annual report on the administration of this Act within the institution during each financial year. The Port Alberni Port Authority's 2021-2022 Annual Report is prepared in accordance with section 72 of the *Access to Information Act*.

PORT ALBERNI PORT AUTHORITY'S MANDATE:

The Port Alberni Port Authority's mandate is to facilitate economic growth in the areas that we operate in, to engage in activities related to shipping, navigation and transportation of passengers and goods as well as other activities listed in our Letters Patent.

The Port was initially established in 1947 and as a Harbour Commission was governed by the Harbour Commission's Act of 1964. Port Alberni Port Authority is a continuation of the Harbour Commission and was proclaimed July 1st, 1999 pursuant to the Canada Marine Act, which received Royal Assent on the 11th day of June 1998.

Port Alberni Harbour is an ice-free, deep-sea harbour at the end of the Port Alberni inlet and is the closest deep sea port to the Pacific Rim. Any size vessel can navigate the Alberni Inlet.

Port Alberni Port Authority is responsible for both the day-to-day operations of the harbour, and the long term development and improvement of the waterfront facilities, including recreational marinas and secondary industries to the extent that these activities are specified in the Port Alberni Port Authority Letters Patent. The Port Authority is committed to working with the community towards economic diversification; its vision “to be a thriving diversified port”. The mission of the port is to facilitate profitable maritime trade and marine related tourism and industry by offering services and leadership that respect both the community and the environment.

In 2000, the Port Authority conducted a review of its practices that led to the development of a Port Authority Master Plan. The purpose of the plan was to provide a rational, long-term land and water use management policy and strategic plan for the Port Authority’s area of jurisdiction. To maintain and ensure economic viability and stability of/for the Ports’ operations yet positively addressing the requirements and needs of the Port’s customers and the community at large over a mid-level time frame.

Port Alberni Port Authority Berth 3, along with 11 acres of terminal space, are currently leased to San Terminal. Port Alberni Terminals is operable twenty-four hours per day, seven days a week as required. There are three deep-sea berths with a storage assembly area of seventeen acres. The terminal has historically handled lumber, pulp, newsprint, plywood and logs.

The Port Authority operates five successful marinas. There are four pleasure craft marinas; Clutesi Haven, China Creek, Tyee Landing and Harbour Quay, and one Small Craft Harbour – Fishermen’s Harbour for the commercial customers with a total of 500 berths. Along with China Creek Marina, the Port leases lands from the Regional District to operate a 250 site campground.

The Port Authority manages over 100 leases and land exchange agreements. Property development roles and responsibilities of the Port Authority include the review and awareness of land development opportunities; to review and address property issues; and to administer the leasing, permitting and licensing of tenants and activities along the Crown portion of the Alberni Harbour.

The Port Alberni Port Authority’s Annual Report is being tabled in Parliament in accordance with Section 72 of the *Access to Information Act*.

2) ADMINISTRATION OF THE ACCESS TO INFORMATION ACT:

Structure of the Access to Information Office:

The Port Alberni Port Authority is a relatively small operation managed by the President & CEO with it’s governance overseen by a Board of Directors. The volume of requests received, and available resources, does not necessitate the establishment of a Privacy Office at this time; therefore, the Port Authority’s

Corporate Secretary fulfills the responsibilities of the Privacy Act for the Port Alberni Port Authority.

Information Holdings:

A description of the classes of institutional records held by the Port Alberni Port Authority can be found in the Treasury Board Secretariat of Canada publications entitled *Info Source – Sources of Federal Government Information and Source of Federal Employee Information*.

Reading Room:

The Port Alberni Port Authority's main office is located at 2750 Harbour Road, Port Alberni, BC, Canada, V9Y 7X2. This location manages all of the administrative and financial data for the deep sea shipping terminal, Real Property leases/licenses, pleasure and commercial marinas and any other operations of the Port Authority. Requests under the *Access to Information Act* will be received at this location; date and time stamped and recorded on the appropriate form and accompanied by a payment of \$5.00 made out to the Port Alberni Port Authority. The requested information will be prepared for the requestor by the ATI Coordinator within a 30 day period from the date and time the request is received. The information will then be made available in the Port Authority's "reading room" located in the on-site board room.

3) DELEGATION OF AUTHORITY:

The President & CEO of the Port Authority is designated as the head of the institution for the purpose of the *Access to Information Act*.

The Corporate Secretary has been delegated by the President & CEO with the authority to oversee the administration of the Act and to ensure compliance with the legislation (see Appendix A). The Corporate Secretary directly reports to the President & CEO of the Port Authority.

4) INTERPRETATION OF THE REPORT ON THE ACCESS TO INFORMATION ACT:

The following is provided to assist the reader in the interpretation of the statistical report covering the reporting period of this Annual Report.

Part I: Requests processed:

During the reporting period there were two requests received.

Part 2: Requests closed during the reporting period:

There were two requests closed during the reporting period.

Part 3: Extensions:

There were no extensions required during the reporting period.

Part 4: Fees:

There were no request for fees during the reporting period.

Part 5: Consultations received from other government institutions and organizations:

There were no consultations received from other government institutions and organizations during the reporting period.

Part 6: Completion time of consultations on Cabinet confidences:

There were no completion time lines set as there were no requests to consult on Cabinet confidences during the reporting period.

Part 7: Resources related to the *Access to Information Act*:

There were no resources related to the Access to Information Act during the reporting period.

A multi-year analysis is attached.

YEAR	REQUESTS	CLOSED DURING THE REPORTING PERIOD	COMPLETION TIME	EXEMPTIONS	EXCLUSIONS	EXTENTIONS	CONSULTATION FROM OTHER INSTITUTIONS
2007-2008	0	0	0	0	0	0	0
2008-2009	0	0	0	0	0	0	0
2009-2010	0	0	0	0	0	0	0
2010-2011	2	2	16-30 days x2	18(a), 18(b), 18(c), 20(1)(a), 20(1)(b), 20(1)(b), 20(1)c, 20(1)(d), 23	0	0	0
2011-2012	0	0	0	0	0	0	0
2012-2013	2	1 Abandoned and 1 Closed	16-30 days 181-365 days	20(1)(b)	0	1	1
2013-2014	2	1 Treated Informally and 1 Abandoned	16-30 days 181-365 days	0	0	0	2
2014-2015	1	1	16-30 days	0	0	0	0
2015-2016	1	1	61-120 days	0	0	0	0
2016-2017	2	1 Treated Informally and 1 Abandoned	16-30 days 181-365 days	0	1	1	1
2017-2018	1	1 Abandoned	1-15 days	0	0	0	1
2018-2019	1	1	1-15 days	0	0	0	0
2019-2020	0	0	0	0	0	0	0
2020-2021	0	0	0	0	0	0	0
2021-2022	3	2	16-30 days, 30-45 days	18(b), 20(1)(a), 23	0	0	0
2022-2023	1	0	139 days	18(b), 20(1)(a)	0	0	0
2023-2024	2	2	17 days, 6 days	0	0	0	0

5) EDUCATION AND TRAINING ACTIVITES:

The Corporate Secretary continually provides advice and guidance to staff and requesters on compliance requirements of both pieces of legislation, by means of continuous dialogue. The Corporate Secretary has engaged the assistance of the “Privacy Information Agency” to assist in preparation of reports and to provide information in the process used to fulfill request to access information. During the reporting period, no formal staff training occurred.

6) POLICIES AND PROCEDURES:

The Port Alberni Port Authority did not implement any new or revised institution-specific related policies, guidelines or procedures during this reporting period.

7) ISSUES AND COMPLAINTS:

No complaints this year.

8) MONITORING OF STATUTORY DEADLINES:

The Port Alberni Port Authority monitors the time to process requests by date stamping the document upon receipt and beginning a calendar countdown monitored by the Access to Information and Privacy Coordinator.



Statistical Report on the Access to Information Act

Name of institution: Port Alberni Port Authority

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		2
• Outstanding from previous reporting period	1	
• Outstanding from more than one reporting period	1	
Total		4
Closed during reporting period		2
Carried over to next reporting period		2
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	2	

1.2 Sources of requests

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

1.3 Channels of requests

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

Total	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
Total	0

2.3 Completion time of informal 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	
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
Total	0
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	0
Withdrawn during reporting period	0
Carried over to next reporting period	0

Section 4: Requests Closed During the Reporting 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	1	1	0	0	0	0	0	2
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	0	0	0	0	0	0	0	0
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	1	1	0	0	0	0	0	2

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	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
49	49	2

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	2	49	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
Total	2	49	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
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	2
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

	9(1)(b) Consultation
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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
Total	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
Total	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	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	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	0	0	0	0
Closed during the reporting period	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
1	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
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Salaries		\$6,600
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$6,600

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.050
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	0.050

Note: Enter values to three decimal places.

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

Name of institution: Port Alberni Port Authority

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	0	0
Received in 2020-21	0	2	2
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16	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	3
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16	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	0	0	0
Received in 2020-21	0	0	0
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0

Received in 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	0	0

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	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16	0
Received in 2014-15 or earlier	0
Total	0

Section 3: Social Insurance Number

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

