



The Correctional Investigator
Canada

L'Enquêteur correctionnel
Canada

Annual Report to Parliament
on the
Access to Information Act and Proactive Disclosure

April 1, 2022 to March 31, 2023

Table of Contents

Introduction	Page 3
Our Mandate	Page 3
Our Mission	Page 3
Proactive Disclosure Activities	Page 3
Access to Information Activities	Page 4
During the Reporting Period	Page 5
Covid-19 Related Measures	Page 7
Initiatives and Projects to Improve Access to Information	Page 7
Costs	Page 8
Five-year Historical Trend Analysis	Page 8
Appendix A - Delegation Order	Page 11
Appendix B - Statistical Report	Page 13
Appendix C – Supplemental Reporting	Page 25

INTRODUCTION

The Office of the Correctional Investigator is pleased to submit to Parliament its Annual Report on the administration of the *Access to Information Act (ATIA)* for the fiscal year commencing on April 1, 2022 and ending March 31, 2023. This report is submitted in accordance with section 94 of the *Act*. This report is tabled in Parliament by the Minister of Public Safety.

The *Access to Information Act* took effect on July 1, 1983. The *ATIA* gives Canadian citizens, permanent residents and any person and corporation present in Canada a right of access to information contained in government records, subject to certain specific and limited exceptions.

OUR MANDATE

The Office of the Correctional Investigator is mandated by Part III of the *Corrections and Conditional Release Act* as an Ombudsman for federal offenders. The primary function of the Office is to investigate and bring resolution to individual offender complaints. The Office also has a responsibility to review and make recommendations on the Correctional Service's policies and procedures to ensure that systemic areas of concern are identified and appropriately addressed.

OUR MISSION

As the ombudsman for federally sentenced offenders, the Office of the Correctional Investigator serves Canadians and contributes to safe, lawful and humane corrections through independent oversight of the Correctional Service of Canada by providing accessible, impartial and timely investigation of individual and systemic concerns. While an independent organization, the Office of the Correctional Investigator is part of the Public Safety Portfolio.

PROACTIVE DISCLOSURE ACTIVITIES

As a separate agency, the Office of the Correctional Investigator is listed in Schedule I.1 of the *Financial Administration Act* for the purpose of Part 2 of the *ATIA*.

The following table provides the list of proactive requirements to which the OCI is subjected, links to the publication platforms as well as the percentage of publications made within legislated timeframes over the reporting period:

Legislative Requirement	Section	Publication Timeline	Rate of Disclosure within Legislated Timeframes
Travel Expenses (open.canada.ca)	82	Within 30 days after the end of the month of reimbursement	100%
Hospitality Expenses (open.canada.ca)	83	Within 30 days after the end of the month of reimbursement	0%
Reports tabled in Parliament (oci-bec.gc.ca)	84	Within 30 days after tabling	100%

Contracts over \$10,000 (open.canada.ca)	86	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	100%
Packages of briefing materials prepared for new or incoming deputy heads or equivalent (oci-bec.gc.ca)	88(a)	Within 120 days after appointment	N/A
Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office (open.canada.ca)	88(b)	Within 30 days after the end of the month received	100%
Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament (oci-bec.gc.ca)	88(c)	Within 120 days after appearance	100%
Reclassification of positions (open.canada.ca)	85	Within 30 days after the quarter	N/A

The Office is a micro agency with less than 40 FTEs. Senior management shares the responsibility to ensure that all proactive publication requirements are met. Proactive disclosure requirements has become a standard point on the Agenda of Senior Management Committee which occurs on a bi-weekly basis. All requirements are reviewed for any outstanding items and the responsible directors ensure follow-up as required. There were no training or awareness activities during the reporting period.

ACCESS TO INFORMATION ACTIVITIES

The Minister of Public Safety is the designated head of the institution for the *Access to Information Act*. The Correctional Investigator has been delegated full authority under the *Access to Information Act* by the Minister. Full authority under the *Act* has also been delegated to the Access to Information and Privacy Coordinator. The delegation of authority to administer the *Act* was confirmed by the Minister of Public Safety and Emergency Preparedness on July 31, 2020 (see Appendix C).

While the responsibilities of the ATIP Coordinator are assigned to the Director and Legal Counsel, the actual processing of requests and any associated activities are generally carried out by one (1) consultant. Given the limited number of requests, it is felt that this is the most cost-effective utilization of resources and delivery of these activities.

The ATIP Coordinator is accountable for the development, coordination and implementation of effective policies, guidelines, systems and procedures to ensure the responsibilities under the *Access to Information Act* are met and to enable appropriate processing and proper disclosure of information. The Coordinator is also responsible for related policies, systems and procedures emanating from the *Act*.

The main activities of the ATIP Coordinator include:

- Processing requests under the *Act*;
- Developing and maintaining policies, procedures and guidelines to ensure the *Act* is respected;
- Promoting awareness of the *Act* to ensure the OCI's responsiveness to the obligations imposed on the government;
- Monitoring the OCI's compliance with the *Act*, regulations and relevant procedures and policies;
- Preparing annual reports to Parliament and other statutory reports, as well as other material that may be required by central agencies;
- Representing the OCI in dealings with the Treasury Board Secretariat, the Information Commissioner and other government agencies regarding the application of the *Act* as they relate to the OCI; and
- Supporting the OCI in meeting its commitments in relation to greater openness and transparency through proactive disclosure of information and the disclosure of information through informal avenues.

The OCI is not subject to any agreements under section 96 of the *Access to Information Act*.

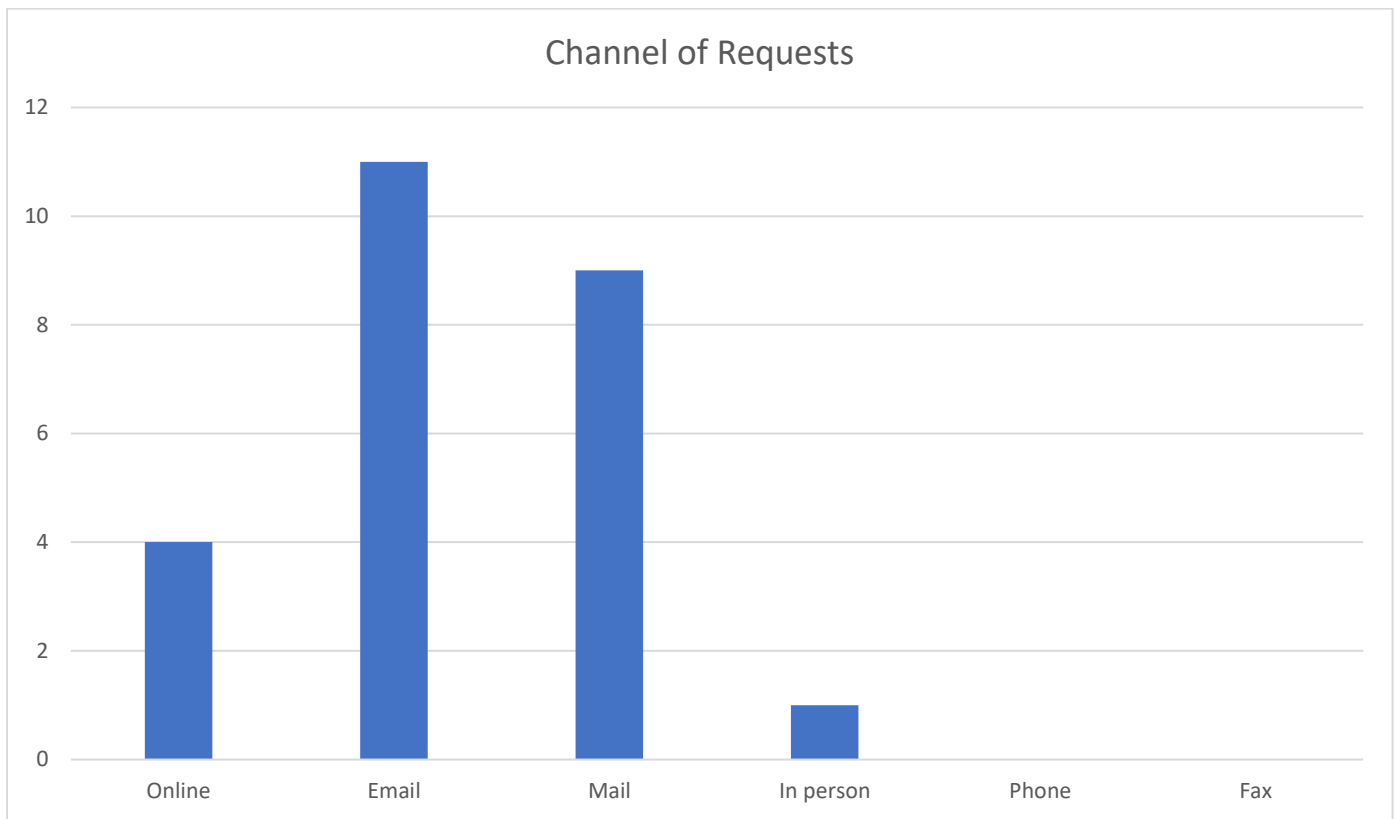
DURING THE REPORTING PERIOD

Twenty-five (25) requests were received and there were eight (8) outstanding from the previous reporting period. Of these requests:

- Twenty-three (23) were disclosed in part (79%)
- Two (2) were released in its entirety (6%)
- None were exempted or excluded in their entirety
- One (1) was abandoned (3%)
- Two (2) had no existing records (6%)
- One (1) was transferred (3%)
- Four (4) were carried forward to the next reporting period (13%)

At the time of reporting, one (1) request was still outstanding from the 2020-2021 reporting period. Seven (7) requests were outstanding from the 2021-2022 reporting period and two (2) were completed within the legislated timeline and five (5) were completed beyond the legislated timeline.

During this reporting period we have received the majority of requests by way of email (44%). Due to the majority of our requesters being incarcerated individuals, receiving requests by mail (36%) or in person (4%) during institutional visits, is a close second.

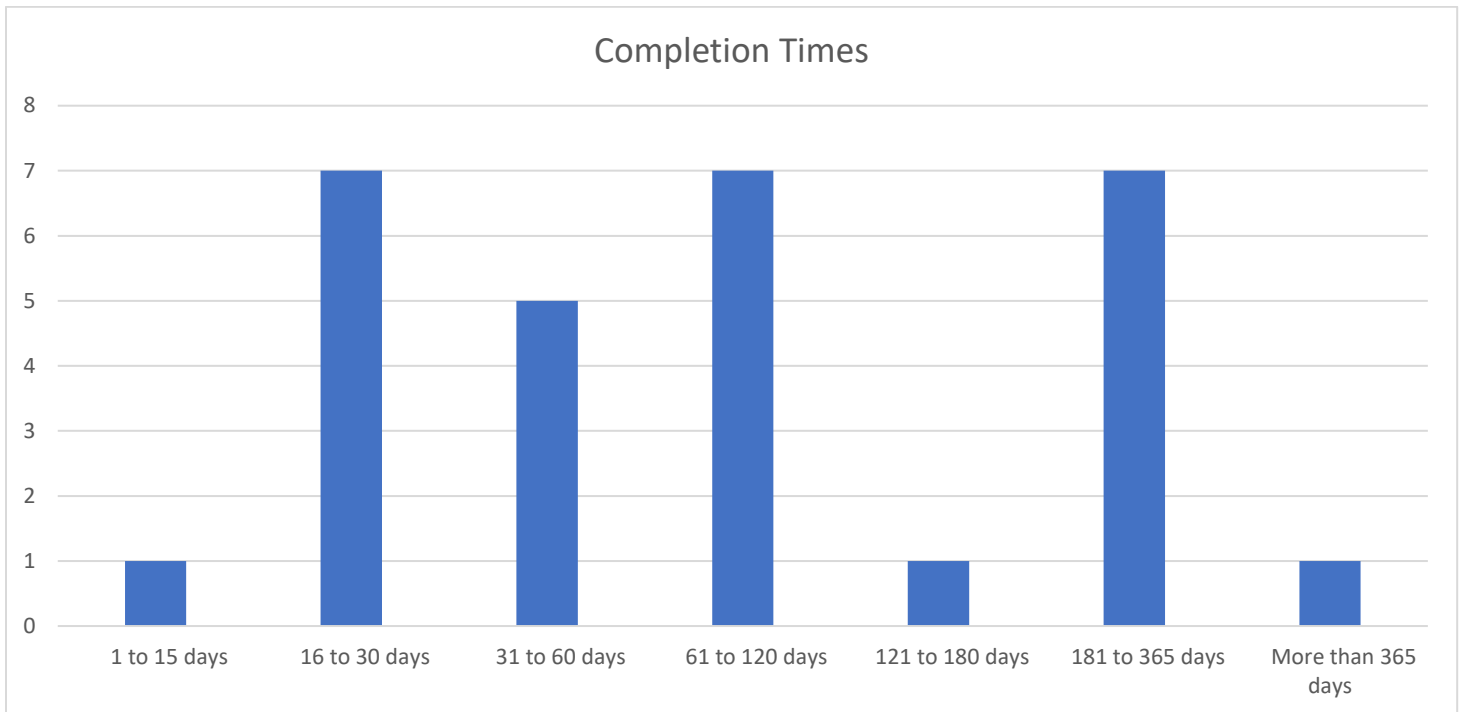


Extensions were taken for five (5) of the requests. Extensions were taken to consult with other government departments. In order to alleviate extensive delays when consulting with the Correctional Service of Canada, the Office and CSC have come to an agreement that consultations will only be done when absolutely necessary.

There were two (2) informal requests received this year.

The Office could not meet the statutory response time for twenty-one (21) requests during the reporting period. In thirteen (13) of the twenty-one (21) requests, the delays were attributable to delays within our own office.

The OCI responded to 27% of requests within the legislated timelines. Completing requests within legislated timelines presented challenges over the reporting period, mostly due to a lack of human resources. The OCI is in the process of resolving this shortage within 2023-2024.



Monitoring of the time required to process these access requests was completed by the ATIP Coordinator in preparing the historical trend analysis in this report. The Executive Director and the ATIP Coordinator are advised by way of a briefing note when requests are not closed within the required time limits. The briefing note advises of the reason for the late response.

No training sessions were provided during the reporting period. Advice, guidance and recommendations were provided by the consultant on an as required basis to Management and staff.

The OCI did not receive any complaints during the reporting period.

COVID-19 RELATED MEASURES

While COVID-19 related measures have been phased out, the maintenance of hybrid work required some pragmatic adjustments over the reporting period as the majority of requesters are incarcerated and have no access to electronic communications.

INITIATIVES AND PROJECTS TO IMPROVE ACCESS TO INFORMATION

In alignment with the latest Treasury Board guidelines in Canada, our office has taken significant strides to enhance public access to government records. To facilitate this accessibility for inmates, we have implemented a policy to waive the \$5 application fee for access to information requests. By removing this financial barrier, we aim to streamline the process and ensure that inmates can readily obtain the information they seek without undue burdens. Our commitment to promoting transparency and ease of access underscores our dedication to serving the public interest and fostering a more inclusive and responsive governance approach.

COSTS

For 2022-23, the costs directly associated with the administration of the *Access to Information Act* are estimated at \$49,751.

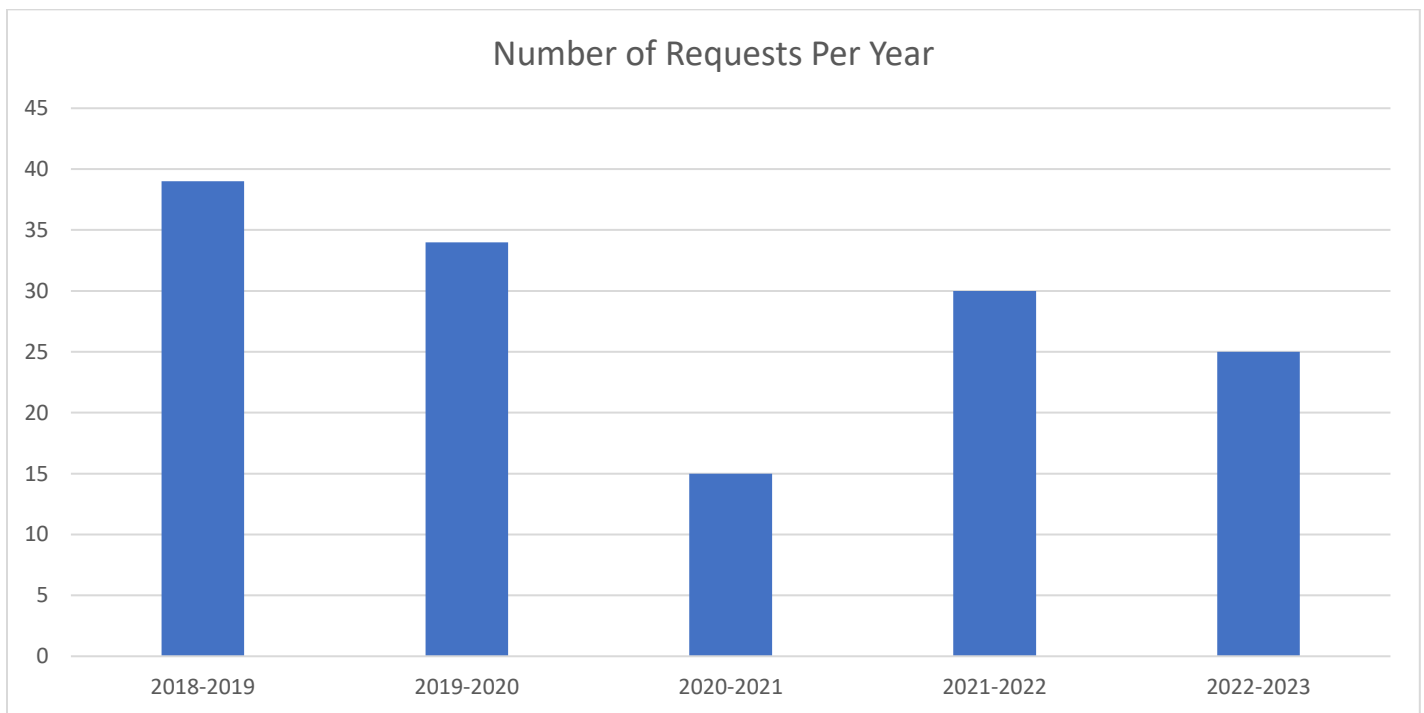
Staff	\$20,208
Consultant fees	\$25,095
Other	\$ 4,448

The associated employee resources for 2022-2023 are estimated at 0.262 FTE for administering the *Access to Information Act*.

Staff shortages has required the direct involvement of members of the Senior Management team to ensure the day-to-day operations, which explains the relative higher costs associated with the administration of the *Access to Information Act* during the reporting period.

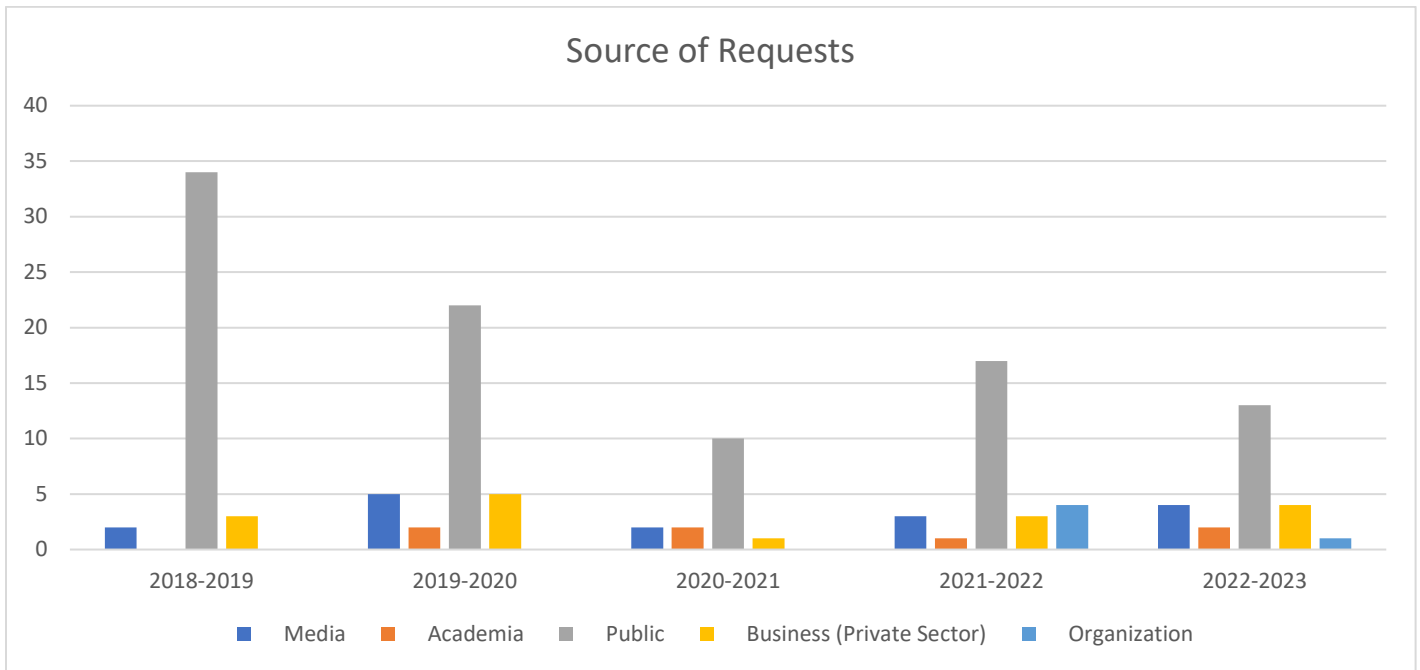
FIVE-YEAR HISTORICAL TREND ANALYSIS

Over a five-year period, from 2018-2019 to 2022-2023, the OCI received an average of twenty-four (24) requests annually.

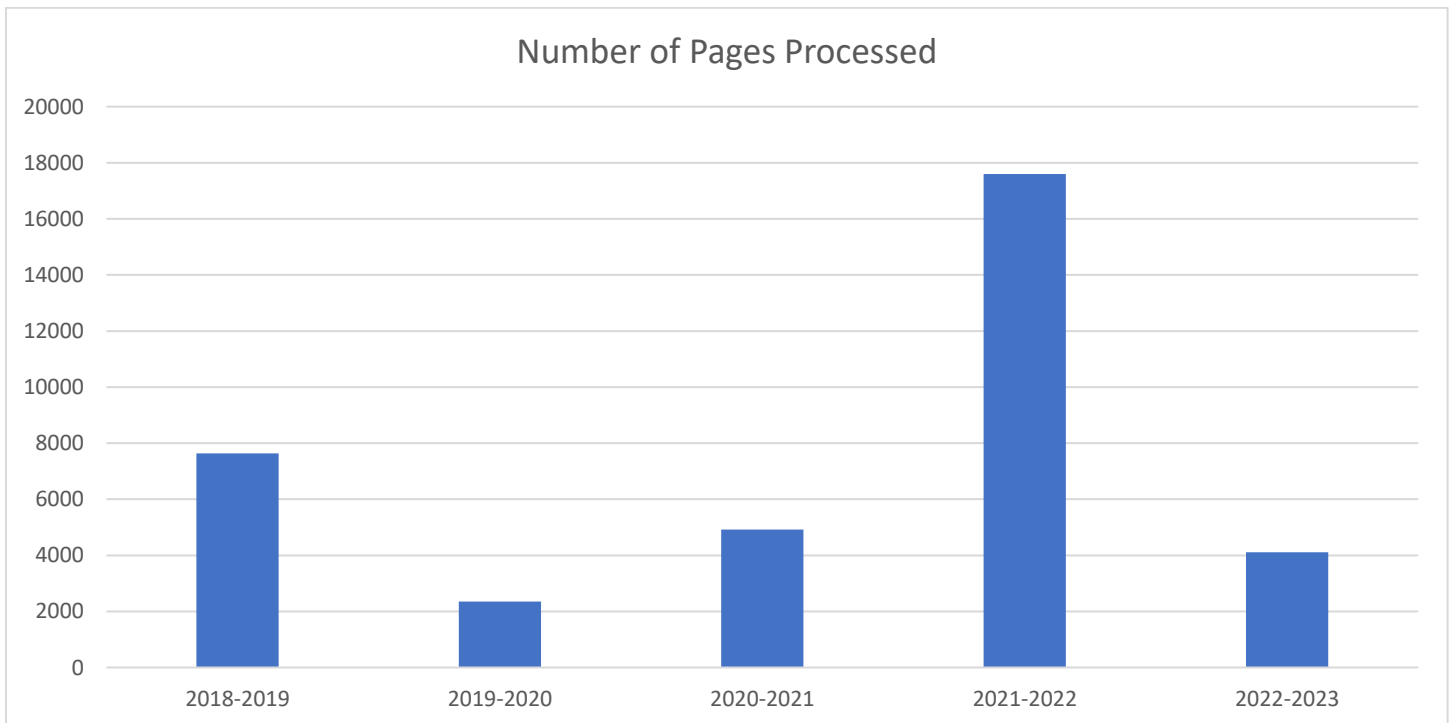


Over the last five years, the OCI has maintained a 32% completion rate of requests processed between 1-60 days.

The Source of the Requests remains the most often the Public with an average of seventeen (17) requests followed by Business and Media with an average of two (2) and two (2) requests respectively.



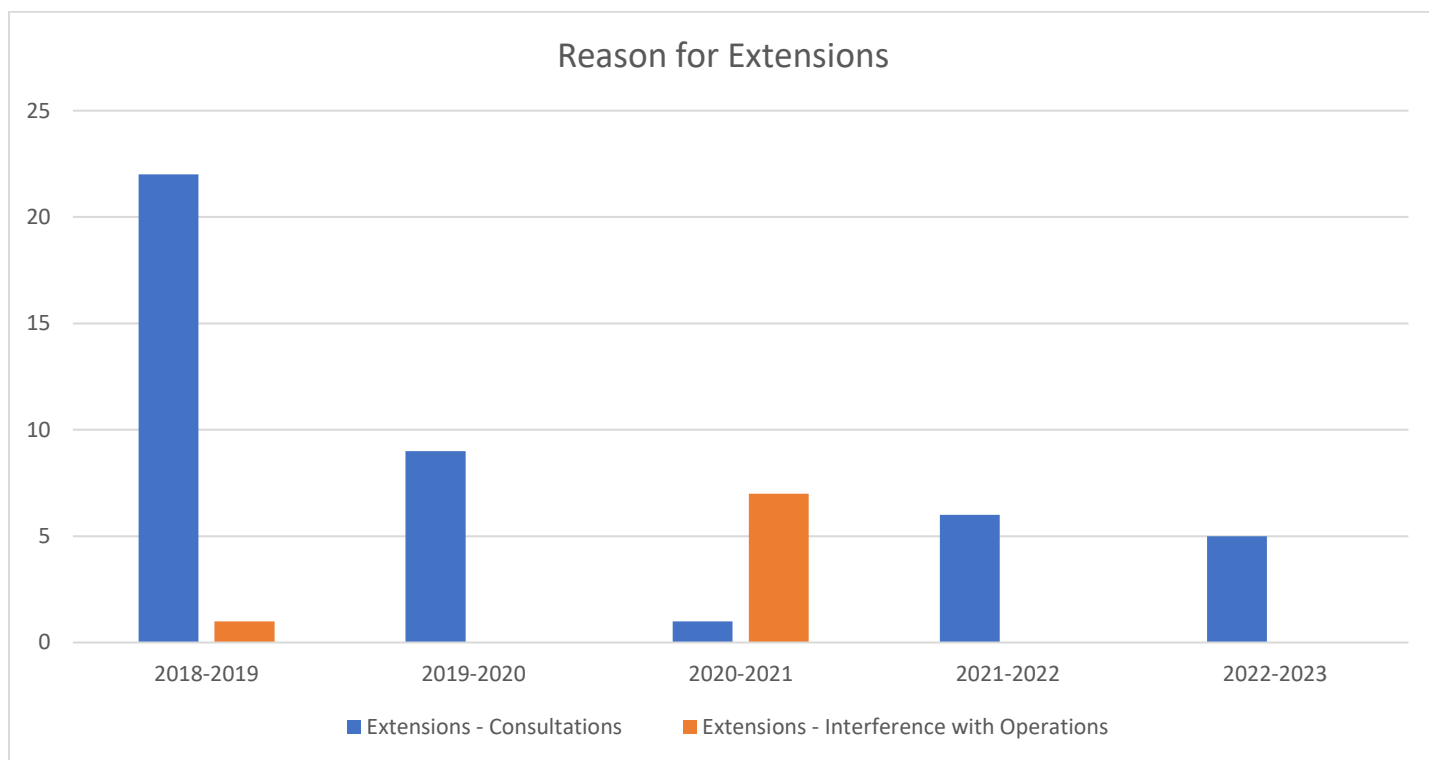
Concerning the number of pages processed, an average of seven thousand, three hundred and twenty-five (7,325) was recorded.



The most frequently used exemptions were:

- 19(1) at 50%
- 16(1)(d) at 18%
- 16(1)(c) at 9%

A total of forty-three (43) extensions for consultations were recorded for an average of nine (9) extensions per reporting period. Because the majority of the records held by the Office were provided by or of interest to the Correctional Service of Canada, the majority of our files require a consultation with the CSC ATIP office.



A total of twenty-six (26) consultations were received from other government organizations for an average of five (5) consultations per reporting period.

This baseline data will continue to be used in future years to assess trends, inform ongoing improvement in the processing of ATI requests and implementing corrective measures where necessary.

APPENDIX A
Delegation Order

Access to Information Act Delegation Order

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

The Minister of Public Safety and Emergency Preparedness, pursuant to section 95 of the Access to Information Act, hereby designates the persons holding the positions set out in the schedule hereto to exercise the powers and perform the duties and functions of the Minister as head of a government institution, that is, the Office of the Correctional Investigator, under the sections of the Act set out in the schedule opposite each position.

En vertu de l'article 95 de la Loi sur l'accès à l'information, le Ministre de la Sécurité publique et de la Protection civile délègue aux titulaires des postes mentionnés à l'annexe ci-après les attributions dont il est, en qualité de responsable d'une institution fédérale, c'est à dire, Bureau de l'enquêteur correctionnel, investi par les articles de la Loi mentionnés en regard de chaque poste.

Schedule
Annexe

<u>Position</u>	<u>Sections of the Access to Information Act and Regulations</u>
<u>Poste</u>	<u>Articles de la Loi sur l'accès à l'information et Règlement</u>
Correctional Investigator Enquêteur correctionnel	Full Authority Autorité absolue
Executive Director Directrice exécutive	Full Authority Autorité absolue
Access to Information and Privacy Coordinator Coordonnateur, accès à l'information et protection des renseignements personnels	Full Authority Autorité absolue

Dated at the City of Ottawa this 31 th day of July, 2020.

Daté en la ville d'Ottawa ce 31 ième jour de juillet, 2020



The Honourable Bill Blair, P.C., M.P. / L'honorable Bill Blair, C.P., député
Minister of Public Safety and Emergency Preparedness / Ministre de la Sécurité publique et de la Protection civile

APPENDIX B
Statistical Report

**Statistical Report on the Access to Information Act**Name of institution: Office of the Correctional InvestigatorReporting period: 2022-04-01 to 2023-03-31**Section 1: Requests Under the Access to Information Act****1.1 Number of requests**

		Number of Requests
Received during reporting period		25
Outstanding from previous reporting periods		8
• Outstanding from previous reporting period	7	
• Outstanding from more than one reporting period	1	
Total		33
Closed during reporting period		29
Carried over to next reporting period		4
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	4	

1.2 Sources of requests

Source	Number of Requests
Media	4
Academia	2
Business (private sector)	4
Organization	1
Public	13
Decline to Identify	1
Total	25

1.3 Channels of requests

Source	Number of Requests
Online	4
E-mail	11
Mail	9
In person	1
Phone	0
Fax	0
Total	25

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	1
Carried over to next reporting period	1

2.2 Channels of informal requests

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

2.3 Completion time of informal requests

Completion Time							
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
1	0	0	0	0	0	0	1

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
1	89	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
	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	0	0	1	1	0	0	0	2
Disclosed in part	0	4	4	6	1	7	1	23
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	2	0	0	0	0	0	2
Request transferred	1	0	0	0	0	0	0	1
Request abandoned	0	1	0	0	0	0	0	1
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	7	5	7	1	7	1	29

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)	1	18(d)	0	21(1)(a)	0
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	5
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	1
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	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)	21	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	4
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	2				
16(1)(c)	6						
16(1)(d)	10						

* 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	
7	22	0	0	0	0

4.5 Complexity

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

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
4107	3171	26

4.5.2 Relevant pages processed per request disposition for paper and e-record 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	4	0	0	0	0	0	0	0	0
Disclosed in part	13	418	8	1995	2	1690	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	1	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	16	422	8	1995	2	1690	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	2	0	0	2
Disclosed in part	14	0	0	14
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	16	0	0	16

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 (%)	27.5862069

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
21	4	8	0	9

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	2	0	2
16 to 30 days	2	1	3
31 to 60 days	2	1	3
61 to 120 days	3	1	4
121 to 180 days	2	1	3
181 to 365 days	5	1	6
More than 365 days	0	0	0
Total	16	5	21

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	1	0
Disclosed in part	0	0	4	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	5	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	3	0
31 to 60 days	0	0	1	0
61 to 120 days	0	0	1	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	5	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	5	\$25.00	20	\$100.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	5	\$25.00	20	\$100.00	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
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
	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

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
	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 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
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 orders issued 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		\$20,208
Overtime		\$0
Goods and Services		\$29,543
• Professional services contracts	\$25,095	
• Other	\$4,448	
Total		\$49,751

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.102
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.160
Students	0.000
Total	0.262

Note: Enter values to three decimal places.

APPENDIX C
Supplemental Statistical Report

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

Name of institution: Office of the Correctional investigator

Reporting period: 2022-04-01 to 2023-03-31

Section 1: Capacity to Receive Requests under the *Access to Information Act* and the *Privacy Act*

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	52
Able to receive requests by email	52
Able to receive requests through the digital request service	52

Section 2: Capacity to Process Records under the *Access to Information Act* and the *Privacy Act*

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	0	0	52	52
Protected B Paper Records	0	0	52	52
Secret and Top Secret Paper Records	0	0	52	52

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Electronic Records	0	0	52	52
Protected B Electronic Records	0	0	52	52
Secret and Top Secret Electronic Records	0	0	52	52

Section 3: Open Requests and Complaints Under the *Access to Information Act*

3.1 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, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	0	3	3
Received in 2021-2022	0	0	0
Received in 2020-2021	0	1	1

Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	0	4	4

Row 11, Col. 3 of Section 3.1 must equal Row 7, Col. 3 of the 2022-2023 Statistical Report on the Access to Information Act.

3.2 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 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	0

Section 4: Open Requests and Complaints Under the Privacy Act

4.1 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, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	0	1	1
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0

Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	0	1	1

Row 11, Col. 3 of Section 4.1 must equal Row 7, Col. 3 of the 2022-2023 Statistical Report on the *Privacy Act*

4.2 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 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	0

Section 5: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2022-2023?	No
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Section 6: Universal Access under the Privacy Act

How many requests were received from confirmed foreign nationals outside of Canada in 2022-2023?	0
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Row 1, Col. 1 of Section 6 n Section 1.1 of the 2022-2023 Statistical Report on the *Privacy Act*