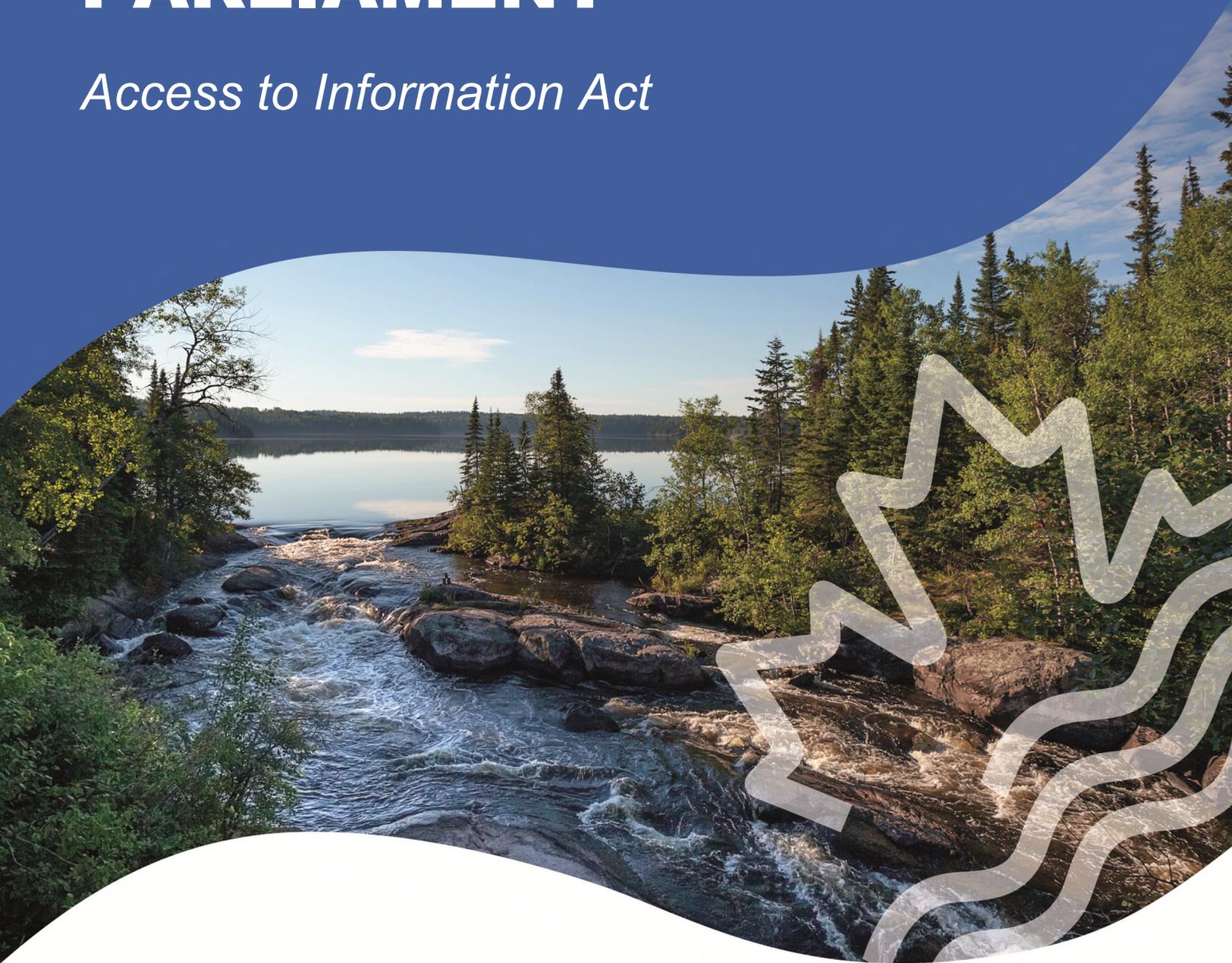


2024-2025 ANNUAL REPORT TO PARLIAMENT

Access to Information Act



Canada
Water Agency

Agence de l'eau
du Canada

Canada 

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List of Acronyms and Abbreviations

Acronym/Abbreviation	Definition
<i>ATIA, the Act</i>	<i>Access to Information Act</i>
ATIP	Access to Information and Privacy
CWA	Canada Water Agency
ECCC	Environment and Climate Change Canada

Introduction

The Canada Water Agency (CWA) is pleased to present to Parliament its first annual report outlining its *Access to Information Act* activities during the reporting period of October 15th, 2024 (the day the CWA became a standalone entity) to March 31st, 2025.

This report is submitted in accordance with section 20 of the *Service Fees Act* and section 94 of the *ATIA*, which requires every head of a federal government institution to report to Parliament on the administration of the Act within their institution during the reporting period.

Purpose of the *Access to Information Act*

Enacted in 1983, the *Access to Information Act* gives Canadian citizens and people present in Canada the right to access information in the federal government.

The Canada Water Agency is responsible for accepting and processing formal requests to access information held by the Agency, in accordance with provisions of the Act. It must also develop proper governance to ensure accountability.

Canada Water Agency's Mandate

The Canada Water Agency's mandate is to improve freshwater management in Canada by providing leadership, effective collaboration federally, and improved coordination and collaboration with provinces, territories, and Indigenous peoples to proactively address national and regional transboundary freshwater challenges and opportunities.

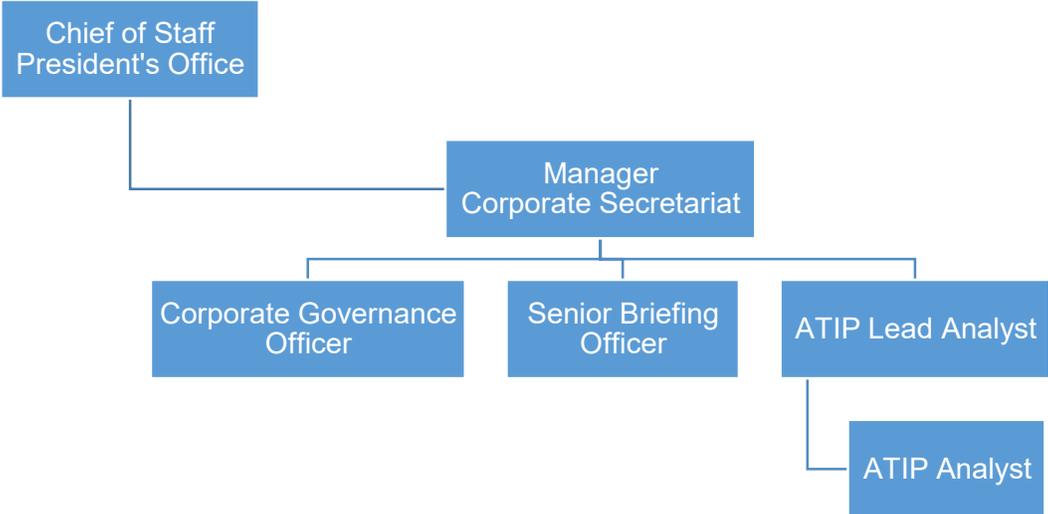
To deliver on this mandate, the CWA is advancing various priorities:

1. Restoring and protecting Canada's transboundary and nationally significant freshwater ecosystems;
2. Anticipating and proactively responding to Canada's most pressing freshwater challenges and opportunities;
3. Creating impactful partnerships to responsibly steward and sustainably use Canada's transboundary freshwater ecosystems;
4. Cultivating water awareness in Canada; and,
5. Translating freshwater science and data into knowledge to inform decision-making.

For more information about the Agency, please visit our [website](#).

Organizational Structure

The Canada Water Agency’s Access to Information and Privacy Unit is responsible for the administration and application of the *Access to Information Act* and *Privacy Act*. It sits within the Corporate Secretariat, which is part of the broader President’s Office. The Unit consists of two full-time employees – an ATIP Lead Analyst and ATIP Analyst. Their activities are overseen by the Manager of the Corporate Secretariat, who directly reports to the President’s Chief of Staff.



Delegation Order

The Delegation Order of this report outlines the Canada Water Agency officials with authority and accountability for decision-making related to the application of the *Access to Information Act*.

On June 26th, 2024, the Honourable Steven Guilbeault, Minister of Environment and Climate Change, approved the Delegation Order in effect during the reporting period (Annex A).

Performance 2024-2025

The following report represents an overview of activities undertaken by the Canada Water Agency during the reporting period. Annex B contains detailed statistics on the requests processed by the Agency under the *Access to Information Act*.

From October 15th, 2024, to March 31st, 2025, the CWA received one (1) Access to Information request that carried forward into the next reporting period due to: the volume of records, the time needed for consultations with other areas, and potential interference with Agency operations. The time limit was extended by one-hundred-and-twenty (120) days pursuant to sections 9(1) of the *ATIA*.

The CWA received three (3) consultation requests under the Act from other government institutions during the reporting period. The outcomes/recommendations were nil for two (2) requests and full disclosure for one (1) request.

Exemptions and Exclusions

The *Access to Information Act* prescribes exemptions and exclusions that allow or require the Canada Water Agency to refuse to disclose certain types of information.

During the reporting period, no requests were completed by the Agency and, therefore, no exemptions or exclusions were applied.

Monitoring Compliance

The Manager of the Corporate Secretariat oversees the Canada Water Agency's ATIP Unit and receives regular reports on incoming requests, timelines, retrieval, challenges, and compliance related to Access to Information. This allows for regular performance and compliance management to ensure that the Agency's legislative requirements related to the *Access to Information Act* are met in a timely and efficient manner.

Reporting on Access to Information Fees for the Purposes of the *Service Fees Act*

Section 20 of the *Service Fees Act* requires an annual report to Parliament on the fees collected by institutions.

With respect to fees collected under the *Access to Information Act* during the reporting period, a total of \$5.00 was collected for the processing of one (1) request by the CWA. No fees were waived or refunded.

Training and Awareness

The Canada Water Agency offers employees training and awareness resources from the Canada School of Public Service on their responsibilities under the *Access to Information Act*. Moreover, the ATIP Unit is available for employees to ask questions, raise concerns, and seek advice.

Proactive Publication Under Part 2 of the *Access to Information Act*

The ATIP Unit works closely with a delegated lead from the Finance and Results Division, Human Resources Division, Corporate Secretariat, and Environment and Climate Change Canada's Grants and Contributions Centre of Expertise to fulfill, review, and publish the proactive disclosure requirements found in Part 2 of the *Access to Information Act* by their deadline.

The Canada Water Agency's proactive publications and summary list of completed Access to Information requests can be found on the [Open Government website](#).

Proactive Publication Requirements Table

Legislative Requirement	Section	Publication Timeline	Institutional Requirement	Compliance Rate
All government institutions as defined in section 3 of the <i>Access to Information Act</i>				
Travel expenses	82	Within 30 days after the end of the month of reimbursement	Finance and Results Division	100%
Hospitality expenses	83	Within 30 days after the end of the month of reimbursement	Finance and Results Division	100%

Reports tabled in Parliament	84	Within 30 days after tabling	Corporate Secretariat	N/A
Government entities or departments, agencies, and other bodies subject to the Act and listed in Schedules I, I.1, or II of the <i>Financial Administration Act</i>				
Contracts over \$10,000	86	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	Finance and Results Division	100%
Grants & contributions over \$25,000	87	Within 30 days after the quarter	ECCC's Grants and Contributions Centre of Expertise	100%
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	Corporate Secretariat	100%
Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office	88(b)	Within 30 days after the end of the month received	Corporate Secretariat	100%
Packages of briefing materials prepared for a deputy head or equivalent's appearance before a	88(c)	Within 120 days after appearance	Corporate Secretariat	N/A

committee of Parliament				
Government institutions that are departments named in Schedule I to the <i>Financial Administration Act</i> or portions of the core public administration named in Schedule IV to that Act (i.e. government institutions for which Treasury Board is the employer)				
Reclassification of positions	85	Within 30 days after the quarter	Human Resources Division	100%
Ministers				
Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Within 120 days after appointment	Corporate Secretariat	100%
Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office	74(b)	Within 30 days after the end of the month received	Corporate Secretariat	100%
Package of question period notes prepared by a government institution for the minister and in use on the last sitting day of the House of Commons in June and December	74(c)	Within 30 days after last sitting day of the House of Commons in June and December	ECCC publishes on the CWA's behalf	

Packages of briefing materials prepared by a government institution for a minister's appearance before a committee of Parliament	74(d)	Within 120 days after appearance	ECCC publishes on the CWA's behalf
Travel expenses	75	Within 30 days after the end of the month of reimbursement	ECCC publishes on the CWA's behalf
Hospitality expenses	76	Within 30 days after the end of the month of reimbursement	ECCC publishes on the CWA's behalf
Contracts over \$10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	ECCC publishes on the CWA's behalf
Ministers' office expenses	78	Within 120 days after the fiscal year	Treasury Board Secretariat publishes on behalf of all government institutions

Policies, Guidelines, and Procedures

The ATIP Unit is currently reviewing and finalizing Access to Information and Privacy policy frameworks and annexes to share with employees. This work is expected to continue into the next fiscal year.

Initiatives and Projects to Improve Access to Information

During the reporting period, the Canada Water Agency created its ATIP Unit to fulfill its legislative obligations in regard to the *Access to Information Act*. For the remainder of the period, it focused on developing ATIP policies and procedures (for processing requests from the public, proactively disclosing information, etc.) in line with Treasury Board Secretariat guidelines. These efforts helped to improve the ATIP Unit's workflow, processing times, and accountability.

Furthermore, the ATIP Unit produced two training sessions for CWA staff and committed to producing more training sessions and materials in the upcoming fiscal year so that employees are equipped to manage requests efficiently and comply with the *ATIA*.

Summary of Key Issues and Actions Taken on Complaints

Applicants have the right to file a complaint with the Information Commissioner of Canada related to the processing of an Access to Information request.

During the reporting period, no complaints were received.

Annex A: Delegation Order

ACCESS TO INFORMATION AND PRIVACY ACTS DELEGATION ORDER

I, the undersigned, Minister of Environment and Climate Change, pursuant to section 95 of the *Access to Information Act* and section 73 of the *Privacy Act*, hereby delegate the persons holding the positions set out in the Delegation of Authority Schedule attached hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Minister as head of the Canada Water Agency, under the provisions of those Acts and related regulations set out in the schedule opposite each position.

Position	<i>Access to Information Act</i> , and Regulations	<i>Privacy Act</i> and Regulations
President, Canada Water Agency	Full authority	Full authority
Director General, Policy, Engagement and Corporate Secretary	Full authority	Full authority
Director General, Corporate Services and Chief Financial Officer	Full authority	Full authority
Manager, Corporate Secretariat and Access to Information and Privacy Coordinator	Full authority	Full authority
Lead Analyst, Access to Information and Privacy	7(a), 8, 9, 11, 26, & 27(1) (4)	15, 17(2)(b) & (3)(b)

Dated at the City of Ottawa, Ontario, this June 26, 2024

(signed)

The Honourable Steven Guilbeault
Minister of Environment and Climate Change Canada

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



Statistical Report on the *Access to Information Act*

Name of institution: Canada Water Agency

Reporting period: 4/1/2024 to 3/31/2025

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

1.1 Number of requests

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

1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	0
Business (private sector)	0
Organization	0
Public	1
Decline to Identify	0
Total	1

1.3 Channels of requests

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

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	

4.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	0	18(d)	0	21(1)(a)	0
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	0
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	0	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	0
15(1) - Def.*	0	16.3	0	20(1)(b)	0	23.1	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	0	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	0	17	0				
16(1)(c)	0						
16(1)(d)	0						

* I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities

4.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	0	69(1)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(a)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	0
68.1	0	69(1)(c)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(d)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

4.4 Format of information released

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

4.5 Complexity

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

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

4.5.5 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	0
Percentage of requests closed within legislated timelines (%)	0

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	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	1	\$5.00	0	\$0.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	1	\$5.00	0	\$0.00	0	\$0.00

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 an intent to issue an order by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
0	0	0	0	0	0

Section 10: Court Action

10.1 Court actions on complaints

Section 41				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

10.2 Court actions on third party notifications under paragraph 28(1)(b)

Section 44 - under paragraph 28(1)(b)
0

Section 11: Resources Related to the Access to Information Act

11.1 Allocated Costs

Expenditures		Amount
Salaries		\$69,331
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$69,331

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.800
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.500
Total	1.300

Note: Enter values to three decimal places.

Annex C:
Supplemental 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: Canada Water Agency

Reporting period: 2024-04-01 to 2025-03-31

Section 1: Requests Carried Over and Active Complaints Under the *Access to Information Act*

1.1 Requests carried over to next reporting period, broken down by reporting period received

Reporting Period Requests Carried Over Were Received	Requests Carried Over that are <i>Within</i> Legislated Timelines as of March 31, 2025	Requests Carried Over that are <i>Beyond</i> Legislated Timelines as of March 31, 2025	Total
Received in 2024-25	0	1	1
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 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16 or earlier	0	0	0
Total	0	1	1

Row 11, Col. 3 of Section 1.1 must equal Row 7, Col. 1 of Section 1.1 of the 2024-25 Statistical Report on the Access to Information Act

1.2 Active complaints with the Information Commissioner of Canada, broken down by reporting period received

Reporting Period Active Complaints Were Received by Institution	Number of Active Complaints
Received in 2024-25	0
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 or earlier	0
Total	0

Section 2: Requests Carried Over and Active Complaints Under the *Privacy Act***2.1 Requests carried over to next reporting period, broken down by reporting period received**

Reporting Period Requests Carried Over Were Received	Requests Carried Over that are <i>Within</i> Legislated Timelines as of March 31, 2025	Requests Carried Over that are <i>Beyond</i> Legislated Timelines as of March 31, 2025	Total
Received in 2024-25	0	0	0
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 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16 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 2024-25 Statistical Report on the Privacy Act

2.2 Active complaints with the Privacy Commissioner of Canada, broken down by reporting period received

Reporting Period Active Complaints Were Received by Institution	Number of Active Complaints
Received in 2024-25	0
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 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 2024-25?	No
--	----

Section 4: Universal Access under the Privacy Act

How many requests were received from foreign nationals outside of Canada in 2024-25?	0
--	---

Row 1, Col. 1 of Section 4 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2024-25 Statistical Report on the *Privacy Act*