



Office of the Commissioner
of Lobbying of Canada

Commissariat au lobbying
du Canada

Access to Information Act

ANNUAL REPORT 2024-25

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Introduction

The [Access to Information Act](#) (ATIA) (Revised Statutes of Canada 1985, Chapter A-1) was proclaimed on July 1, 1983. The ATIA gives Canadian citizens and permanent residents a broad right of access to information contained in government records, subject to certain specific and limited exceptions.

Section 94 of the ATIA stipulates that the head of every government institution shall prepare and submit to parliament an annual report on the administration of the ATIA for each fiscal year.

Consequently, this annual report is submitted by the Office of the Commissioner of Lobbying (OCL) in accordance with the ATIA. It describes how the OCL fulfilled its access to information responsibilities during the reporting period from April 1, 2024, to March 31, 2025.

In addition, this annual report is prepared and tabled in accordance with section 20 of the [Services Fees Act](#).

The Office of the Commissioner of Lobbying

The federal lobbying regime sets requirements and standards for the transparent and ethical lobbying of federal officials. The Commissioner of Lobbying with the support of the Office administers the [Lobbying Act](#) and the [Lobbyists' Code of Conduct](#).

Our primary responsibilities include:

- maintaining and enhancing the Registry of Lobbyists,
- expanding awareness and understanding of the lobbying regime and compliance obligations through education,
- conducting compliance work that supports respect of federal lobbying requirements.

The OCL is a micro-organization of 36 full-time equivalents (FTEs) that supports the Commissioner in achieving her mandate.

The OCL did not have any non-operation (“paper”) subsidiaries during this reporting period.

Organizational Structure and Delegation of Authority

The ATIA provides the authority to the Commissioner of Lobbying to exercise all powers granted under the Act. The OCL's Access to Information and Privacy (ATIP) Coordinator is delegated this authority via a Delegation Order, of which a copy is attached in Annex A. The OCL has two employees responsible for the administration of the ATIA: the ATIP Coordinator and the Manager of Corporate Services.

The Executive Director of Corporate Services was the ATIP Coordinator from April 1st, 2024, to March 31, 2025. The ATIP Coordinator is responsible for the development, coordination and implementation of effective policies, guidelines and procedures to ensure the OCL's compliance with the ATIA. The Coordinator makes decisions on the disposition of requests under the ATIA, promotes awareness of the legislation to ensure organizational responsiveness to its obligations, as well as monitors and advises on compliance with the ATIA, regulations, procedures and policies. Further, the Coordinator acts as spokesperson for the OCL in dealings with the Treasury Board Secretariat, the Office of the Information Commissioner, and other government departments and agencies. The ATIP Coordinator is also responsible for conducting consultations with other federal organizations and other governments within Canada as required. Additionally, the ATIP Coordinator is responsible for ensuring that the OCL proactive disclosures are published within the prescribed timeframe.

The Manager of Corporate Services provides support to the ATIP Coordinator for the process of any requests received and for ensuring that the OCL proactive disclosures are published in a timely manner.

Due to the limited number of requests received, the OCL did not dispose of any service agreements under section 96 of the *Access to Information Act* during the reporting period from April 1, 2024, to March 31, 2025.

Under the Lobbying Act, the OCL collects information from registrants and lobbyists and the disclosures filed by registrants are accessible on the Registry of Lobbyists at the following address: lobbycanada.gc.ca.

The OCL's annual report and completed investigation reports must be tabled in both Houses of Parliament. They are published on the [OCL website](#) and disclosed on [Canada's Open Government portal](#).

For a breakdown of the group and positions responsible for meeting each applicable proactive publication requirement under Part 2 of the *Access to Information Act*, see the section [Proactive Publication under Part 2 of the ATIA](#), below.

Administration of the *Access to Information Act*

Performance 2024-25

Annex B provides a statistical summary of requests under the Access to Information Act (ATIA) received during fiscal year 2024-25.

At the beginning of 2024-25, the OCL had one outstanding request from the previous reporting period. This request was closed as abandoned within the 16 to 30 days timeframe due to a nil response from the requester to our clarifications request. In 2024-25, the OCL received 15 requests under the ATIA: eight were formal requests, three were consultation requests and four were informal requests.

All the requests that were processed informally were requests for information that was previously released under the ATIA. All these requests were processed in less than 15 days.

The formal requests received pertained to the following subjects:

- Two requests regarding correspondence between an individual and the Office of the Commissioner of Lobbying of Canada;
- Four requests concerned information published of the Registry of Lobbyists’;
- One request concerned information with regard to investigations;
- One request concerned information with regard to human resources.

Of the eight formal requests received in 2024-25:

- Seven requests were closed within legislated timelines (approximately 88% of our formal requests). Six were closed in less than 15 days, and one was closed within 16 to 30 days.
- One request was carried over to the next reporting period beyond legislated timelines (approximately 12% of our formal requests).

Table 1 Statistics for the disposition of records

Disposition	Number of formal requests received	Representation percentage
Disclosed in part	0	0%
No records exist	2	25%
All disclosed	1	12.5%
Abandoned	2	25%
Carried over to the next reporting period	1	12.5%
Neither confirmed or denied	2	25%

Total	8	100%
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Extensions

As mentioned, one request that was carried over beyond legislated timelines to the next reporting period. For this request, the OCL requested an extension under paragraph 9(1)(a) of the ATIA. That said, due to the large number of documents to review, the OCL was not able to process the request in the delay requested by the extension. The request in question was carried-over to the next reporting period.

Consultations From Other Institutions

In 2024-25, the OCL received three consultations from other federal institutions. All these consultations were completed in less than 15 days. A total of 87 pages were reviewed. For all these requests, we recommended that the information be completely disclosed.

Training and Awareness

In 2024-25, the OCL requested that all its employees complete a training on access to information and privacy offered by the Canada School of Public Service.

Implemented policies, guidelines, procedures and initiatives

During the reporting period, the OCL did not implement new policies, guidelines, procedures or initiatives related to the Access to Information Act.

Proactive Publication under Part 2 of the ATIA

As set out in [Part 2 of the Access to Information Act](#), the OCL, as a government institution, is required to proactively disclose the following information:

- Travel expenses
- Hospitality expenses
- Reports tabled in Parliament
- Reclassification of positions
- Contracts over \$10,000
- Briefing materials

[Table 2](#) indicates the prescribed publication timelines associated with each type of proactive publication required for the OCL.

In addition to information that is required to be proactively disclosed as set out in the ATIA, the OCL also publishes summaries of completed access to information requests.

Table 2. Proactive Publication Requirements

Legislative Requirement	Section of the ATIA	Publication Timeline	Internal group or position(s) responsible for fulfilling requirement
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	Corporate Services
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	Corporate Services
Reports tabled in Parliament	84	Within 30 days after tabling	Corporate Services
Reclassification of positions	85	Within 30 days after the quarter	Corporate Services
Contracts over \$10,000	86	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	Corporate Services
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	Corporate Services
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 Services
Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament	88(c)	Within 120 days after appearance	Corporate Services

The OCL proactive publications are posted on the Open Government portal at open.canada.ca and on the [proactive disclosure page on the OCL Website](#).

For the fiscal year 2024-25, all proactive publications for the OCL have been published within legislated timelines.

Initiatives and Projects to Improve Access to Information

The OCL is a micro-organization of 36 full time equivalents (FTEs) with very limited resources. For that reason and the fact that the OCL receives few requests for information, the Office did not allocate resources to put in place initiatives and projects to improve access to information.

Complaints

The OCL did not receive any notice of investigation from the Information Commissioner's office during the reporting period. The OCL does not currently have any active complaints.

Application to the Federal Court

There were no applications filed during 2024-25 related to the ATIA.

Fees

The *Service Fees Act* requires a responsible authority to report annually to Parliament on the fees collected by the institution. With respect to fees collected by the OCL under the ATIA, the information below is reported in accordance with the requirements of section 20 of the *Service Fees Act*.

A \$5 application fee is usually charged for an ATI request. However, on July 12, 2019, the OCL took the decision to dispense the \$5 fees for the processing of requests pursuant to paragraph 7(1)(a) of the *Access to Information Regulations*. Consequently, the \$5 fees for the eight formal requests received during the year 2024-25 were dispensed, for a total of \$40.

In accordance with the *Directive on Access to Information Request*, issued on July 13, 2022, and the changes to the *Access to Information Act* that came into force on June 21, 2019, the OCL waives all fees prescribed by the Act and Regulations. No fees are imposed for reviewing records, overhead or shipping costs.

Monitoring Compliance

Other than filling a tracking document to monitor the time taken to process access to information requests, no formal monitoring was conducted during the reporting period. This is due to the small number of requests received and processed by the OCL. All levels of the organization have access to this information.

Reading Room

A reading room is available at the OCL's office. Our office is located on the 8th Floor at 410 Laurier Avenue West, Ottawa, Ontario, K1R 1B7, Canada.

Annex A – Delegation Order

Commissioner of Lobbying



Commissaire au lobbying

August 18, 2022

Delegation Order

Access to Information Act and Privacy Act

The Commissioner of Lobbying, pursuant to section 95(1) of the Access to Information Act and section 73(1) of the Privacy Act, hereby designates the person holding the position set out in the schedule hereto, or the person occupying on an acting basis that position, to exercise the powers, duties and functions of the Commissioner of Lobbying as the head of the Office of the Commissioner of Lobbying, under the provisions of the Act and related regulations set out in the schedule opposite each position. This designation replaces all previous delegation orders.

Schedule

Position	Access to Information Act and Regulations	Privacy Act and Regulations
Executive Director, Corporate Services	Full authority	Full authority

Dated, at the City of Ottawa, this Thursday August 18, 2022,

Belanger
r, Nancy

Digitally signed by
Belanger, Nancy
Date: 2022.08.18
12:56:40 -04'00'

Nancy Bélanger
Commissioner of Lobbying



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Annex B – 2024-25 Statistical Report



Government
of Canada

Gouvernement
du Canada

Statistical Report on the *Access to Information Act*

Name of institution: Office of the Commissioner of Lobbying

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		8
Outstanding from previous reporting periods		1
• Outstanding from previous reporting period	1	
• Outstanding from more than one reporting period	0	
Total		9
Closed during reporting period		8
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	3
Decline to Identify	5
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		4
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		4
Closed during reporting period		4
Carried over to next reporting period		0

2.2 Channels of informal requests

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

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
4	0	0	0	0	0	0	4

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
2	11	1	287	1	587	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							
	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
All disclosed	1	0	0	0	0	0	0	1
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	2	0	0	0	0	0	0	2
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	2	1	0	0	0	0	0	3
Neither confirmed nor denied	2	0	0	0	0	0	0	2
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	7	1	0	0	0	0	0	8

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	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	8	\$40.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	0	\$0.00	8	\$40.00	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	3	87	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	3	87	0	0
Closed during the reporting period	3	87	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
	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	3	0	0	0	0	0	0	3
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	3	0	0	0	0	0	0	3

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
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	\$60,000
Overtime	\$0
Goods and Services	\$0
• Professional services contracts	\$0
• Other	\$0
Total	\$60,000

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.600
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	0.600

Note: Enter values to three decimal places.