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Government Services
Canada

Travaux publics et
Services gouvernementaux
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Annual Report 2012-2013

Access to Information Act



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PREFACE

The *Access to Information Act* (Revised Statutes of Canada, 1985, Chapter A-1) was proclaimed on July 1, 1983. The Act was most recently amended as a result of the Royal Assent of the *Federal Accountability Act* on December 12, 2006. Certain provisions came into force on December 12, 2006, and others took effect on April 1, 2007, and September 1, 2007.

The *Access to Information Act* gives Canadian citizens and individuals present in Canada a right of access to information contained in government records subject to certain specific and limited exceptions.

Section 72 of the *Access to Information Act* requires that the head of every federal government institution prepare, for submission to Parliament, an annual report on the administration of the Act within their institution during each fiscal year.

This annual report provides a summary of the management and administration of the *Access to Information Act* within Public Works and Government Services Canada (PWGSC) for the fiscal year 2012-2013.

PART I - INTRODUCTION

1. Public Works and Government Services Canada (PWGSC)

1.1 Background

The Department, founded in 1841 and originally known as The Board of Works, was instrumental in the building of our nation's canals, roads and bridges, the Houses of Parliament, post offices and federal buildings across the country.

In 1993, the Department became Public Works and Government Services Canada (PWGSC) through the amalgamation of the former Supply and Services Canada, Public Works Canada, Government Telecommunications Agency (Communications Canada), and the Translation Bureau (Secretary of State of Canada).

The *Department of Public Works and Government Services Act*, passed in 1996, established the Department and set out the legal authorities for PWGSC's services. The Act established PWGSC as a common service organization providing government departments, boards and agencies with support services for their programs.

Today, the Department has evolved into a sophisticated operational arm of government that employs more than 12,200 people working across Canada and Headquartered in the National Capital Area.

The Office of the Procurement Ombudsman, an independent office, and part of the portfolio of the Minister of PWGSC, was established on May 5, 2008, as one of the final steps in the implementation of the *Federal Accountability Act*.

1.2 Raison d'être and Responsibilities

Public Works and Government Services Canada plays an important role in the daily operations of the Government of Canada. The Department is its treasurer, accountant, central purchasing agent, linguistic authority, real property manager. The Department's vision is to excel in government operations, and its mission is to deliver high-quality services and programs that meet the needs of federal organizations and ensure sound stewardship on behalf of Canadians.

The Minister serves as the Receiver General for Canada and is responsible for maintaining the Accounts of Canada and producing the Public Accounts. The Minister also has the authority for the administration of services related to benefits, superannuation, pension plans, and the disbursement of pay to federal employees.

The Department's goal is to manage business in a way that demonstrates accountability, transparency, and adds value for its clients. In doing so, PWGSC:

- injects more than \$14 billion annually into the Canadian economy through government procurement;

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- handles over \$2.2 trillion in cash flow transactions through the Receiver General function;
 - issues more than 14 million federal pay and pension payments;
 - provides accommodation to parliamentarians and more than 270,455 public servants in 1,796 locations across Canada; and,
 - provides translation and interpretation services, annually, for more than 1,700 parliamentary sittings and parliamentary committee meetings, and translates more than one million pages of text on behalf of other federal organizations.

The Office of the Procurement Ombudsman, which reports to the Minister and operates independently, reviews complaints from suppliers. It also reviews procurement practices in departments and agencies, and makes recommendations for the improvement of those practices to ensure improved fairness, openness, and transparency in the procurement process.

1.3 Strategic Outcome and Program Alignment Architecture

PWGSC's Program Alignment Architecture (PAA), as approved by the Treasury Board, supports the strategic outcome to deliver high-quality, central programs and services that ensure sound stewardship on behalf of Canadians and meet the program needs of federal institutions. The following lists the program activities that comprise PWGSC's PAA.

- Acquisitions;
- Accommodation and Real Property Assets Management;
- Receiver General for Canada;
- Integrity Programs and Services;
- Federal Pay and Pension Administration;
- Linguistic Management and Services;
- Specialized Programs and Services;
- Internal Services; and,
- Procurement Ombudsman¹.

¹ Although it is a program activity of PWGSC, the Office of Procurement Ombudsman operates in an impartial and independent manner.

PART II - REPORT ON THE ACCESS TO INFORMATION ACT

1. Organization of the Access to Information and Privacy Directorate

The Access to Information and Privacy (ATIP) Directorate administers the provisions of the *Access to Information Act* (the Act) for PWGSC, including one special operating agency, the Translation Bureau, as well as the Office of the Procurement Ombudsman.

The Director, ATIP, reports to the Director General, Corporate Services, who, in turn, reports to the Assistant Deputy Minister, Corporate Services and Strategic Policy Branch (ADM-CSSPB). The ATIP Directorate operated with up to 17 ATIP officers and ten consultants who worked under five Team Leaders to manage the requests received within the Department. Reporting to the Director, ATIP, the teams are overseen by the two Managers, ATIP Operations, and the Manager (vacant), ATIP Policy and Governance. The two operational units are responsible for processing ATIP requests, consultations, complaints, and court cases, with the other one also being responsible for policy, governance and training. The administrative functions of the ATIP Directorate are supported by an administrative assistant, an office manager and up to five clerks.

1.1 Delegation Instruments

Under section 3 of the Act, the Minister is designated as the head of the government institution for purposes of the administration of the Act. Pursuant to section 73, the Minister may delegate any of her powers, duties or functions under the Act by signing an order authorizing one or more officers or employees of the institution, who are at the appropriate level, to exercise or perform the powers, duties or functions of the head, specified in the order.

Within PWGSC, this delegation instrument continued to be based on a centralized process with the Director and Managers of the ATIP Directorate having full delegated authority under the Act. Certain administrative functions are also delegated to the ATIP Chiefs to speed the processing of requests. Full authority under the Act is also delegated to the ADM-CSSPB as the branch head responsible for the ATIP Program. The delegation instrument is being updated to reflect the organizational change in Directors General, from the Executive Secretariat to Corporate Services.

An excerpt of the Delegation of Authorities approved by the Minister of Public Works and Government Services is attached in Annex A.

1.2 Responsibilities of the ATIP Directorate

The responsibilities of the ATIP Directorate are as follows:

- managing all activities within PWGSC relating to the operation of the Act, as well as the regulations, directives and guidelines pursuant to them;
- developing, producing and promulgating departmental access to information policies, procedures, standards and guidelines;

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- developing and delivering awareness training to PWGSC managers and staff to ensure departmental responsiveness to the legal obligations imposed by the Act and associated regulations;
 - reviewing departmental policies, procedures and agreements to ensure that they are in compliance with the provisions of the Act and making recommendations for amendments;
 - defending institutional decisions on the administration of the Act during investigations conducted by the Information Commissioner of Canada and during judicial proceedings at the Federal Court of Canada and the Supreme Court of Canada;
 - providing the departmental reading room where the public may inspect manuals used by employees, in accordance with section 71 of the Act;
 - coordinating and approving the annual update of PWGSC's chapter in the Treasury Board of Canada Secretariat (TBS) publication *Info Source*;
 - reporting annually to Parliament, in accordance with section 72 of the Act and any instructions issued pursuant to paragraph 70(1)(d) of the Act; and,
 - acting as spokesperson for the Department in dealings with the TBS, the Information Commissioner of Canada and other government departments and agencies.

The administration of the Act by the ATIP Directorate is also facilitated at the branch and regional office levels of PWGSC. Each organizational branch has an ATIP liaison officer who coordinates the collection of information and provides guidance to branch managers on the application of the Act, as well as related departmental directives and procedures.

1.3 Policies and Procedures

1.3.1 Departmental Policy on ATIP

For the reference of all employees, departmental policies are posted on PWGSC's intranet.

The Departmental Policy 002 outlines the access to information Delegation of Authority and sets out the definitions as well as the roles and responsibilities of all stakeholders within PWGSC.

1.3.2 ATIP Liaison Officer Handbook

The *ATIP Liaison Officer Handbook* is produced by the ATIP Directorate and is posted on PWGSC's intranet as a guide to:

- introduce departmental ATIP liaison officers to the *Access to Information Act* and regulations;
- outline the roles and responsibilities of each PWGSC ATIP stakeholder; and,
- provide national processing standards and guidelines for the centralized handling of requests.

1.3.3 ATIP Directorate Desk Procedures

The ATIP Directorate has an ATIP Officer Desk Procedures manual in place, to standardize the work procedures used by staff, to facilitate the training of new hires and to complement the functionality of the electronic ATIP tracking system.

2. Summary of Activities and Highlights

2.1 Information Commissioner Investigation

The complaint investigation initiated on October 8, 2010, is still underway by the Office of the Information Commissioner (OIC) regarding the potential interference in the processing of 14 requests. The Department continues to fully cooperate with their office during their investigation.

2.2 Management Accountability Framework

The Management Accountability Framework (MAF) requirements for Area of Management 12 Information Management, Line of Evidence 12.4 Access to Information, necessitate that PWGSC demonstrate compliance with statutory and regulatory requirements of the Act, including a demonstration of consistent public reporting on the administration of the Act.

The ATIP Directorate submitted the 2011-2012 ATIP statistical reports on time and in accordance with the TBS requirements. As Parliament was not sitting at the end of June, the Department tabled the ATIP annual reports in the House of Commons and the Senate on October 4, 2012.

Taking into account the feedback received from the TBS on PWGSC's 2011 *Info Source* submission, and with the goal of maintaining the Green rating received in the Round VII MAF assessment, the ATIP Directorate worked closely with the departmental branches on the 2012 update, that included revisions to classes of records and personal information banks. PWGSC's *Info Source* chapter was submitted to the TBS on October 1, 2012, in accordance with the TBS requirements.

2.3 Committees

The Director, ATIP, participated on the ATIP Community Development Initiative Working Group for developing and making recommendations to the ATIP DG Committee on generic tools for the ATIP Community, specifically organizational models, job descriptions, and competency profiles.

2.4 ATIP Officer Development Program

The ATIP Officer Development Program was created in 2006 and revised in 2008-2009 to address the Department's mid and long-term shortage of skilled ATIP professionals by recruiting new employees at the junior level, and preparing them to fill senior ATIP Officer positions at the PM-4 group and level within a three-year horizon. The Program is also intended to reduce the costs associated with the competitive staffing process and, in the long-term, the use of consultants.

In 2012-2013, assessment tools have been developed and program participants have been evaluated for promotion to the next level.

2.5 Training and Information Sessions

2.5.1 Departmental Employees

Given the complex nature of the *Access to Information Act*, and the need to balance the public's right to access information with the need to protect the legitimate interests of other parties, the ATIP Directorate provides regular guidance and information sessions.

During the fiscal year, 12 training and awareness sessions were given to 145 managers and employees at all levels from all branches of the Department.

As well, a section on ATIP is included to the Department's Orientation Program for new employees. This section provides information on employee obligations under the Act, including an explanation of the duty to assist, a reminder that only those delegated under the Act can make disclosure decisions, a reference to procedures for reporting suspected contraventions, as well as a link to the departmental policy on ATIP.

2.5.2 ATIP Directorate Staff

All participants in the ATIP Officer Development Program, as well as other officers of the ATIP Directorate, are given the opportunity to register and complete the University of Alberta Information Access and Protection of Privacy Certification Program, and to take advantage of the ATIP training offered in-house and by the TBS.

3. STATISTICAL REPORT - Interpretation and Explanation of Trends

Statistical reporting on the administration of the Act has been conducted since 1983. This is the second year government institutions have completed more in-depth statistical reporting forms on the administration of the Act as prescribed by the TBS. The statistical report on the *Access to Information Act* is attached in Annex B.

3.1 Departmental Overview of Requests Received

All requests pursuant to the *Access to Information Act* are processed by the ATIP Directorate where they are first received and reviewed for clarity. Each request is then assigned to one or more organizational units of the Department that become responsible for locating and retrieving the records containing the information sought, and identifying any costs or fees for processing the request.

The organizational units review their relevant records and provide recommendations to the ATIP Directorate on any sensitivity related to their disclosure. Where necessary, the ATIP Directorate also undertakes consultations with other organizations and third parties before a skilled ATI analyst reviews each record to make a decision on disclosure. The ATIP Directorate then notifies the requester and provides access to all of the records that can be disclosed.

The majority of ATI requests received by the Department during 2012-2013 were related to the contracting and procurement services provided by PWGSC, including the National Shipbuilding Procurement Strategy and the F-35. As well, a significant volume of requests was also received for briefing notes and question period cards to the Minister and records regarding real property.

3.2 Requests Under the *Access to Information Act*

In the 2012-2013 fiscal year, the public accounted for the highest percentage of users of the Act, generating 45 percent of the requests received by PWGSC. The media represented the second largest source of requests, constituting 26 percent of those received, whereas the business community accounted for 24 percent, with the remaining coming from organizations and the academic community. Table I provides the related details.

Table I
Access to Information Requests Received by Source

Source of Request	2010-2011	2011-2012	2012-2013
Public	384	398	364
Media	158	95	214
Business	258	228	196
Organizations	78	14	25
Academic	3	1	11
Total	881	736	810

A total of 1,093 requests were in progress during this reporting period, representing a seven percent increase in volume compared with the previous fiscal year. Of them, 810 requests (74 percent) were new requests, while 283 requests (26 percent) were outstanding from the previous years. Table II provides an overview of the trends related to the volume of requests received by PWGSC over the past three years.

Table II
Processing Trends for Access to Information Requests

Reporting Period	Outstanding	Received	Completed	Carried Forward
2010-2011	220	881	817	284
2011-2012	284	736	737	283
2012-2013	283	810	813	280

3.3 Requests Closed During the Reporting Period

Of the 1,093 requests in progress, 813 requests (74 percent) were completed during the 2012-2013 reporting period. The remaining 280 requests (26 percent) were carried forward to the next fiscal year. This carry forward of 280 requests is comparable to the last fiscal year.

Of the 813 cases where the Department completed the request, information was released either in whole or in part in 573 requests (70 percent). This represents a workload increase of 10 percent compared to last fiscal year with more than 350,000 pages of records reviewed, and over 200,000 pages released.

3.3.1 All Disclosed

In 129 of the 813 completed cases (16 percent), requesters were provided with full access to the relevant records totalling 23,621 pages. On average, the files consisted of 226 pages, and the Department took 37 days to complete them. This is 14 days faster than last fiscal year. Seven requests (five percent) had more than 1,000 pages.

3.3.2 Disclosed in Part

PWGSC was compelled by the exemptive and exclusionary provisions of the Act to provide requesters partial access in 55 percent of the completed cases (444 of the 813 cases). This represents a one percent increase from last fiscal year. On average, these files contained about 625 pages, and 153 days were required to complete them. Sixty-seven requests (15 percent) contained more than 1,000 pages, including two that had over 10,000 pages.

Consultations with third parties or other government institutions were necessary for 302 (68 percent) of the 444 requests disclosed in part. In most instances, the information withheld related to personal and third party information.

3.3.3 Nothing Disclosed (*All Exempted; All Excluded*)

In 25 of the 813 completed requests (three percent), PWGSC was compelled by the exemptive and exclusionary provisions of the Act to release no information. PWGSC required 115 days on average to complete these requests, of which 16 (64 percent) required necessary consultations.

3.3.4 Transferred

Of the 813 requests completed, 30 (four percent) concerned records not under the control of the Department. After initial processing, 25 of these requests were transferred within the initial 15 days to the appropriate government institution, in accordance with section 8 of the Act. Five requests were transferred between days 16 and 30, with the requester's agreement to have the request re-started upon receipt at the other government institution.

3.3.5 No Records Exist

After initial review, the Department was unable to process 92 requests (11 percent) because the Department did not have any records pertaining to the request. This represents a two percent decrease from the last fiscal year.

3.3.6 Request Abandoned

Of the completed requests, 89 (11 percent) were eventually considered to be abandoned. Such an action may occur at any point in the processing of a request and is often due to a requester not paying the application fee or fees for search and preparation, or no longer desiring the information.

3.3.7 Treated Informally

Four of the requests received in 2012-2013 were treated informally and within an average of 21 days.

3.4 Exemptions

Sections 13 through 24 of the Act set out the exemptions intended to protect information pertaining to a particular public or private interest, and section 26 of the Act is an administrative exception relating to the publication of information.

PWGSC is the recipient of a considerable amount of commercial, technical and financial information from third parties and, as in past years, the majority of ATI requests received by the Department were for records containing third party information. While most third party information is of a sensitive nature, PWGSC has endeavoured to release as much as possible, to remain consistent with the spirit of the Act and the severability provisions of its section 25.

Annex B is intended to show the types of exemptions invoked to refuse access. For clarity purposes, if five different exemptions were used in one request, one exemption under each relevant section would be reported for a total of five. If the same exemption was used several times for the same request, it would be reported only once.

As noted in Annex B, personal information [subsection 19(1)], third party information [paragraphs 20(1)(b) and (c)] as well as statutory prohibitions [subsection 24(1)] of the Act accounted for the majority of the exemptions applied by the Department.

3.5 Exclusions

Pursuant to section 68, the Act does not apply to material that is published or available for purchase, library or museum material preserved solely for public record, material deposited with Library and Archives Canada, as well as records considered to be confidences of the Queen's Privy Council of Canada pursuant to section 69 of the Act.

As in the case of exemptions, Annex B shows the types of exclusions invoked. Again, for the sake of clarity, if five different exclusions were cited in one request, one exclusion under each relevant section would be reported for a total of five. If the same exclusion was used several times for the same request, it would be reported only once.

In the 2012-2013 fiscal year, exclusions were applied pursuant to sections 68 and 69 of the Act on 56 requests or seven percent of the total number of cases completed. This represents a five percent increase compared to the previous reporting period.

3.6 Format of Information Released

Of the 573 requests in which information was released, the requesters received copies of the records in all cases. There were no cases where access was provided by a combination of copies and in-person examination. It should be noted that the data in this section reflect only requests for which information was *all disclosed* or *disclosed in part* and therefore not those abandoned, etc.

Records were provided in the form of paper copies for 357 requests (62 percent), whereas 216 cases (38 percent) were in electronic format, representing a three percent decrease compared to the last fiscal year. With either method of access, as well as in-person examination, the ATIP Directorate offered the choice to the requester.

3.7 Complexity

PWGSC processed over 350,000 pages during the reporting period. This represents a 42 percent increase compared to last fiscal year. While on average files contained 458 pages to be processed, 82 of the 813 requests completed (10 percent) had over 1,000 pages, including 13 with more than 5,000 pages. Table III provides the trends related to the pages processed and disclosed by PWGSC over the past three years.

Table III
Processing Trends for Pages Processed and Disclosed

Reporting Period	Pages Processed	Pages Disclosed
2010-2011	487,034	139,816
2011-2012	247,739	159,827
2012-2013	352,963	203,849

In addition to the high volume, consultations were required for 352 of the 813 requests completed (43 percent). Other complexity factors included the assessment of fees, multiple tasking and clarifications of requests, unprecedented cases, as well as the processing and disclosing of electronic records in their original software format.

The consultation process with the Privy Council Office (PCO) on Cabinet confidences is also challenging as detailed schedules must be prepared. In some cases, PCO returned the consultations to the Department seeking additional information that in turn required further internal and/or external consultations, prior to resubmitting to PCO for decision. This contributed to increasing the complexity and processing time. Of the 77 responses received from PCO, 70 (91 percent) were received after the deadline.

3.8 Processing Time

Due to the nature of PWGSC's mandate, the records requested often contained commercial and/or government sensitive information. As a result, many of the requests were extended pursuant to paragraphs 9(1)(b) and/or (c) of the Act, in order to undertake the necessary consultations with other government institutions and third parties prior to disclosure. Time extensions under paragraph 9(1)(a) of the Act were also required for requests involving a large number of records.

Of the 813 requests completed during the fiscal year, 433 (53 percent) needed to be extended in accordance with section 9 of the Act. While on average a 174-day time extension was taken, the average completion time for these requests was 179 days.

Despite the volume and complexity, 344 requests (42 percent) were completed within the initial 30-day period. This is a four percent decrease compared to the last fiscal year. The average processing time for all requests completed was 105 days. This represents an improvement compared to the average of 109 days in the previous fiscal year.

Having achieved an ATI compliance rate of 95.5 percent, 96.7 percent, 95.1 percent and 93.4 percent in the previous fiscal years for responding to requests within legislative timelines, PWGSC has achieved a 95.2 percent compliance rate² in the 2012-2013 fiscal year.

² The compliance rate has been calculated in accordance with the methodology used by the Office of the Information Commissioner for their Report Card process.

During the reporting period, 65 requests fell in a deemed refusal status and were closed after the statutory deadline. On average, PWGSC needed an additional 182 days to complete these late files.

The ATIP Directorate workload and the external consultations undertaken were the principal reasons of delays in 39 percent of the late cases. Other factors such as the complexity of requests and the reassignment of files within the ATIP Directorate also contributed to the delays.

The Department's timeliness and compliance also continue to be closely monitored and reported to senior management on a weekly basis. Progress, success and performance are also reported to the Deputy Minister Management Committee on a semi-annual basis.

3.9 Translation

There were no requests for the translation of information from one official language to another.

3.10 Fees

The *Access to Information Act* authorizes fees for certain activities related to the processing of formal requests under the Act. In addition to the \$5 application fee, other fees may also apply for search, preparation and reproduction of the various records, as specified in the *Access to Information Regulations*.

No fees are imposed for reviewing records or for overhead or shipping. Moreover, in accordance with section 11 of the Act, no fees are charged for the first five hours required to search for a record or to prepare any part of it for disclosure.

There was a continued decrease in the amount of fees collected in relation to the search for, and the reproduction of, records. This is attributed to the increase of information disclosures made in electronic format.

It is the Department's practice to waive fees where (a) the total costs assessed are less than \$25; and, (b) the legislative time limits have been exceeded by more than 6 months. Furthermore, since April 2011, when photocopying fees assessed are over \$25, the Department provides the records in electronic format, on disc, waiving the related \$2 fee. As per the delegation instrument, any decision to waive fees is delegated to the ATIP Chiefs and is made in accordance with the ATIP Directorate Fee Policy.

The fees collected during this reporting period totalled \$7,072, while the fees waived in accordance with subsection 11(6) of the Act were \$4,660. Fees collected for this reporting period are estimated to represent less than one percent of the Department's total cost of administering the ATI Program.

A credit/debit card system continues to be used to facilitate the payment of fees by Interac and popular credit cards.

3.11 Consultations from Other Government Institutions and Organizations

In addition to ATI requests, the Department received 317 consultations during the reporting period, amounting to approximately 26,300 pages of records for review. Table IV outlines the government institutions that consulted PWGSC most frequently in 2012-2013.

**Table IV
Consultations Received**

Originating Institution	Received	%	Pages to review
National Defence	77	24	6,548
Privy Council Office	47	15	1,162
Aboriginal Affairs and Northern Development	20	6	2,621
Treasury Board Secretariat	18	6	1,348
Foreign Affairs and International Trade	15	5	417
Fisheries and Oceans	11	3	1,761
Canadian Heritage	9	3	961
Others	120	38	11,470
Total	317	100%	26,288

A total of 343 consultations were in progress during the reporting period. PWGSC responded to 316 consultations, within an average of 34 days. This is eight more days than the last fiscal year. Table V provides the consultation trends over the last three years.

**Table V
Processing Trends for Consultations**

Reporting Period	Outstanding	Received	Completed	Carried Forward
2010-2011	12	262	247	25
2011-2012	25	278	277	26
2012-2013	26	317	316	27

3.12 Resources Related to the *Access to Information Act*

Total operations and maintenance costs amounted to \$1,918,166 that included \$1,528,723 for consultants and \$389,443 for other goods and services, and the maintenance of the Secret Local Area Network and the case management and redaction systems.

The total salary costs of the Access to Information program were \$1,508,433 or 44 percent of the ATIP Directorate's budget. The number of employees and temporary help resources were estimated at 46 for fiscal year 2012-2013.

4. Complaints and Requests for Judicial Review

Table VI provides the breakdown of complaints made to the Office of the Information Commissioner of Canada and of requests for judicial review filed with the Federal Court and the Federal Court of Appeal, for which PWGSC has been informed of over the past three fiscal years.

Table VI
Complaints and Requests for Judicial Review

Reporting Period	Complaints	Judicial Reviews
2010-2011	92	4
2011-2012	41	2
2012-2013	37	11

4.1 Complaints to the Office of the Information Commissioner of Canada

In total, the Department was notified in 2012-2013 of 37 complaints, 10 of which related to requests received in previous fiscal years. This is a 10 percent decrease compared to the previous fiscal year.

Of the 37 complaints, 16 (43 percent) pertained to time extensions taken, eight (22 percent) concerned missing records, six (16 percent) related to information withheld under the Act, and four (11 percent) were about delays. The remaining three complaints (eight percent) were on other matters relating to the requests.

Of the complaints investigated, 19 were not well founded, 13 were well-founded, 10 were discontinued, four were settled, and 61 complaint investigations were still ongoing at the end of the fiscal year. Of the 13 well-founded complaints, three pertained to delays in the processing of requests, six concerned time extensions greater than that required to process requests, three related to information withheld under the Act, and the remaining one was on another matter relating to the request. While this represents less than two percent of requests closed during the reporting period, PWGSC regularly reviews investigative findings to improve its administration of the *Access to Information Act*.

4.2 Requests for Judicial Review

In 2012-2013, eleven applications for judicial reviews were registered with the Federal Court and involving records related to third party information, and all of the cases have been discontinued. Below is a summary of these cases:

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- Federal Court Number T-1464-12: Adga Group Consultants Inc. has requested a judicial review of PWGSC's decision to disclose records pertaining to contracts for Aerological/Weather Observation for Environment Canada. They claimed that the records contain confidential and trade secret information and that the proposed disclosure is contrary to the provisions of section 30 of the *Defence Production Act*, and sections 19 and 20 of the Act. A notice of discontinuance was filed on October 18, 2012.
 - Federal Court Number T-1566-12: CSDC Systems has requested a judicial review of PWGSC's decision to disclose records pertaining to their proposal and contract EN578-070389 for a File Imaging and Records Management Software Solution. The company claimed that information specific to the Privasoft ATIP system software that is generic or not commonplace in nature should be exempted from disclosure pursuant to paragraphs 20(1)(b) and (c) of the Act. Affidavits have been exchanged and, following an agreement reached between the two parties, on December 12, 2012, the application was discontinued.
 - Federal Court Numbers T-1870-12, T-1874-12 and T-175-12: Irving Shipbuilding Inc. and Vancouver Shipyards Co. Ltd. have requested a judicial review of PWGSC's decision to part of the Umbrella Agreement for the National Shipbuilding Procurement Strategy. They claimed that the records are exempt from disclosure pursuant to section 18, 19, 20 and 24 of the Act and that they should not be released. Notices of discontinuances were filed on behalf of Irving Shipbuilding on October 19, 2012, and Vancouver Shipyards on February 18, 2013 and March 12, 2013.
 - Federal Court Numbers T-1979-12, T-1981-12, T-1982-12 and T-1983-12: MHPM Project Managers Inc. and Tiree Facility Solutions Inc. have requested a judicial review of PWGSC's decision to disclosed records pertaining to their proposals submitted in response to solicitation EP751-12-1221/A, EN463-103790/A, EP747-113520/A and EP747-120500/A for Project Management Support Services. They claimed that their proposals are exempt from disclosure under paragraphs 20(1)(a),(b),(c), and/or (d) and should not be released. Notices of discontinuances were filed on June 25, 2013.
 - Federal Court Numbers T-2234-12 and T-2235-12: Civil Air Search and Rescue Association (CASARA) and John Davidson have requested a judicial review of PWGSC's intention to proceed with two requests for correspondence stored, transmitted or received by Mr. John Davidson, a PWGSC employee, related to CASARA. Upon further consideration, PWGSC determined that the documents had nothing to do with the mandate and operations of the Department and that it did not have control of the records as described in subsection 2(1) of the Act. As a result, on May 17, 2013, notices of discontinuance were filed by the applicants.

ANNEX A
DELEGATION OF AUTHORITIES
(Excerpt)



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

PUBLIC WORKS AND GOVERNMENT SERVICES CANADA

DELEGATION OF AUTHORITIES

**August 8, 2011
(revised on November 4, 2011)**

Canada

Please note that the August 8, 2011 version has been updated as follows:

1. Changes to Schedule 1

Increase the contracting authorities further to the approval of the Integrated Investment Plan.

Increase the delegation of authority limit from \$10K to \$25K on individual transactions where the supplier is CORCAN where allowed by the per purchase limit on the cardholder's acquisition card.

Increase the delegation of authority for Call-ups Against Standing Offers to include contracts pursuant to Supply Arrangements for goods.

Increase authority limit for ITSB services contracting (electronic and competitive).

Addition or change to the "Table of Equivalent Positions" and "Specific Delegation of Authorities" tables to reflect the current organizational structures.

Extend the delegations pursuant to the *Access to Information Act* and the *Privacy Act*, as follows:

- a) full authority to the Assistant Deputy Minister, Corporate Services and Strategic Policy, as the Branch head responsible for the Access to Information and Privacy (ATIP) program;
- b) additional authority to the chiefs within the ATIP Directorate to allow them to make disclosure decisions about routine requests involving third party Information; and,
- c) authority to officers within the ATIP Directorate regarding their duty to assist applicants.

Increase authority limit for Hospitality from \$5K to "Full" for the Deputy Minister where he holds government-wide responsibility for a community of practice.

MINISTER'S AND DEPUTY MINISTER'S DELEGATION OF AUTHORITIES

We hereby delegate the powers vested in the offices of the Minister and Deputy Minister of Public Works and Government Services, in the manner defined in Schedules 1 to 4, the associated Tables of Equivalent Positions and specific delegations in the Notes to these schedules, including officers appointed on a temporary or acting basis to positions so defined, subject to the principles, guidelines, limitations and restrictions described in the department's Delegation of Authorities Manual and all relevant legislation, regulations and policies.

Specifically, this instrument is intended to delegate authority, as defined by:

Schedule 1

"Department-Wide Authorities", the "Table of Equivalent Positions" for Schedule 1 and the Specific Delegations contained in the "Notes to Schedule 1";

Schedule 2

"Real Property Services Authorities", the "Table of Equivalent Positions" for Schedule 2 and the Specific Delegations contained in the "Notes to Schedule 2";

Schedule 3

"Common Service Acquisition Authorities", the "Table of Equivalent Positions" for Schedule 3 and the Specific Delegations contained in the "Notes to Schedule 3";

Schedule 4

"Receiver General for Canada Authorities".

Further, these delegations are made on the explicit understanding that they are to be used only:

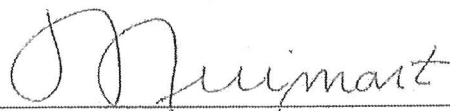
- commensurate with the level of responsibility assigned to the position and when required to undertake the duties of that position as described in the operational plans of the Department; and
- to attain departmental objectives, within the departmental mandate; or
- to attain clients' objectives when providing common services to client departments.

The department's Delegation of Authorities Manual documents the delegated authorities of Public Works and Government Services Canada and includes important information on the conditions under which we have made these delegations. All officers of the Department who are acting on our behalf in any matter related to these delegations must make themselves familiar with the contents of the Manual to ensure that they are fully cognizant of the conditions and implications of doing so.



MAR 13 2012

The Honourable Rona Ambrose, P.C., M. P. (Edmonton–Spruce Grove) Date
Minister of Public Works and Government Services



François Guimont Date
Deputy Minister of Public Works and Government Services

DEPARTMENT-WIDE AUTHORITIES

SCHEDULE 1

Administrative Authorities - Approvals

	Asset Disposals	Asset Write-Offs	Asset Loans	Project Approval: IT-Enabled Projects* & Business Projects	Treasury Board Submission	Amendment to the Table of Equivalent Positions	Access to Information Act	Privacy Act	Use of Government Vehicles	Exemption From Parking Charges	Certification of True Copies	Release Settlement Documents
Departmental Limit	FULL	FULL	FULL	FULL & PCRA Level 3	FULL	FULL	FULL	FULL	FULL	FULL	FULL	FULL
<u>Generic Levels</u>												
Level 1	FULL See Notes	FULL	FULL	See Notes	See Notes	See Notes	See Notes	See Notes	See Notes	See Notes	See Notes	See Notes
Level 2	FULL See Notes	FULL	FULL				See Notes	See Notes	See Notes			See Notes
Level 3	FULL See Notes	FULL See Notes	FULL See Notes				See Notes	See Notes	See Notes			See Notes
Level 4	FULL See Notes	FULL See Notes	FULL See Notes				See Notes	See Notes	See Notes			See Notes
References to Notes to Schedule 1	50	51	52	53	54	55	56	57	58	59	60	61

*For IT-Enabled projects, obtaining the approval from the CIO-PWGSC is also required.

DEPARTMENT-WIDE AUTHORITIES

SCHEDULE 1

Supplementary Information

Asset Disposals	Asset Write-Offs	Asset Loans	Project Approval: IT-Enabled Projects & Business Projects	Treasury Board Submission	Amendment to the Table of Equivalent Positions	Access to Information Act	Privacy Act	Use of Government Vehicles	Exemption From Parking Charges	Certification of True Copies	Release Settlement Documents
FULL	FULL	FULL	FULL & PCRA Level 3	FULL	FULL	FULL	FULL	FULL	FULL	FULL	FULL
FULL See Notes	FULL	FULL	See Notes	See Notes	See Notes	See Notes	See Notes	See Notes	See Notes	See Notes	See Notes
50	51	52	53	54	55	56	57	58	59	60	61

Departmental Limit

Level 1

Columns 50 to 52 are administrative authorities that allow managers to identify assets for disposal, write-off or loan. The authority to complete these transactions is only delegated to officers of Materiel Management in Corporate Services or Regional Corporate Services, Strategic Management & Communications.

Departmental Limit: FULL means the authority to dispose, write-off or loan assets for which the Department is responsible. Level 1: FULL means the authority to dispose, write-off or loan assets for which the manager is responsible.

Column 53 For IT-Enabled projects, obtaining the approval from the CIO-PWGSC is also required.

Column 54 is a primary control on spending when that spending is outside the limits of Departmental authority. This is the authority to initiate a TB Submission. Only the Minister and Deputy Minister may approve a Submission to the Treasury Board.

Columns 55 to 61 are administrative authorities which are delegated to positions with assigned responsibility. Exercising of these authorities must also comply with relevant legislation, regulation and policy requirements and limitations.

TABLE OF EQUIVALENT POSITIONS - for Schedule 1

This Table defines the positions at each of the four levels that receive the general delegations of authorities through the Schedule.

Notes:

1. Unless restricted by legislation, regulations and policies, the Deputy Minister and Associate Deputy Minister have full delegated authority;
2. For any position titles not listed in this Table of Equivalent Positions, the equivalent positions as recognized by the Chief Financial Officer shall apply.

TABLE OF EQUIVALENT POSITIONS	
Level 1	Chief Financial Officer Assistant Deputy Minister Associate, Assistant Deputy Minister Deputy Procurement Ombudsman Chief Executive Officer Chief Information Officer Director General Associate Director General Vice President Executive Director Executive Director General Special Advisor to Deputy Minister Regional Director General Regional Director Senior Director Director, Cheque Redemption and Control Product Executive, Product Management Delivery Executive, Service Management & Delivery
Level 2	Director Deputy Director Regional Manager, Real Property

TABLE OF EQUIVALENT POSITIONS																																											
Level 3	Manager Financial Management Advisor Facilities Management Integrator Internal Audit Principal Executive Assistant Real Property Project Leader, Parliamentary Precinct																																										
Level 4	<table border="0"> <tr> <td>Head</td> <td>Operator</td> </tr> <tr> <td>Group Head</td> <td>Architect</td> </tr> <tr> <td>Chief</td> <td>Designer</td> </tr> <tr> <td>Section Chief</td> <td>Assistant</td> </tr> <tr> <td>Team Leader</td> <td>Hydrogeologist</td> </tr> <tr> <td>Supervisor</td> <td>Surveyor</td> </tr> <tr> <td>Unit Supervisor</td> <td>Superintendent</td> </tr> <tr> <td>Administrator</td> <td>Planner</td> </tr> <tr> <td>Senior Officer</td> <td>Cartographer</td> </tr> <tr> <td>Officer</td> <td>Foreman</td> </tr> <tr> <td>Project Leader</td> <td>Technician</td> </tr> <tr> <td>Senior Advisor</td> <td>Stores-Person</td> </tr> <tr> <td>Advisor</td> <td>Trainer</td> </tr> <tr> <td>Senior Analyst</td> <td>Counsellor</td> </tr> <tr> <td>Analyst</td> <td>Estimator</td> </tr> <tr> <td>Agent</td> <td>Appraiser</td> </tr> <tr> <td>Coordinator</td> <td>Sign Writer</td> </tr> <tr> <td>Engineer</td> <td>Fitter</td> </tr> <tr> <td>Specialist</td> <td>Procurement Clerk</td> </tr> <tr> <td>Technologist</td> <td></td> </tr> <tr> <td>Inspector</td> <td></td> </tr> </table>	Head	Operator	Group Head	Architect	Chief	Designer	Section Chief	Assistant	Team Leader	Hydrogeologist	Supervisor	Surveyor	Unit Supervisor	Superintendent	Administrator	Planner	Senior Officer	Cartographer	Officer	Foreman	Project Leader	Technician	Senior Advisor	Stores-Person	Advisor	Trainer	Senior Analyst	Counsellor	Analyst	Estimator	Agent	Appraiser	Coordinator	Sign Writer	Engineer	Fitter	Specialist	Procurement Clerk	Technologist		Inspector	
Head	Operator																																										
Group Head	Architect																																										
Chief	Designer																																										
Section Chief	Assistant																																										
Team Leader	Hydrogeologist																																										
Supervisor	Surveyor																																										
Unit Supervisor	Superintendent																																										
Administrator	Planner																																										
Senior Officer	Cartographer																																										
Officer	Foreman																																										
Project Leader	Technician																																										
Senior Advisor	Stores-Person																																										
Advisor	Trainer																																										
Senior Analyst	Counsellor																																										
Analyst	Estimator																																										
Agent	Appraiser																																										
Coordinator	Sign Writer																																										
Engineer	Fitter																																										
Specialist	Procurement Clerk																																										
Technologist																																											
Inspector																																											

NOTES TO SCHEDULE 1

The Notes to the Schedule define the exceptions where authority is delegated to specific positions. These delegations are referenced in the Schedule.

Column 56 *Access to Information Act*

Specific Delegation of Authority		
Level 1	ADM, Corporate Services and Strategic Policy	Full
	Director General, Executive Secretariat	Full
Level 2	Director, Access to Information and Privacy	Full
Level 3	Manager, Access to Information and Privacy	Full
Level 4	Chief, Access to Information and Privacy	Full (1)
	ATIP Officer	Full (2)
<p>(1) Only in regard to Sections 4(2.1), 7, 8(1), 9, 11(2) to 11(6), 19, 20, 24(1), 25, 27 28 and 33 of the <i>Access to Information Act</i>; Sections 6(1), 7(2)(3) and 8 of the <i>Access to Information Regulations</i>.</p> <p>(2) Only in regard to Sections 4(2.1), 9 and 27(1) of the <i>Access to Information Act</i>.</p>		

Column 57 *Privacy Act*

Specific Delegation of Authority		
Level 1	ADM, Corporate Services and Strategic Policy	Full
	Director General, Executive Secretariat	Full
Level 2	Director, Access to Information and Privacy	Full*
Level 3	Manager, Access to Information and Privacy	Full*
Level 4	Chief, Access to Information and Privacy	Full (1)
	ATIP Officer	Full (2)
<p>* Except for Section 8(2)(m) of the <i>Privacy Act</i> re; personal information to be disclosed in the public interest.</p> <p>(1) Only in regard to Sections 14, 15 and 26 of the <i>Privacy Act</i>; and section 9 of the <i>Privacy Regulation</i>.</p> <p>(2) Only in regard to Section 15 of the <i>Privacy Act</i>.</p>		

ANNEX B

**STATISTICAL REPORT ON THE
*ACCESS TO INFORMATION ACT***



Statistical Report on the *Access to Information Act*

Name of institution: Public Works and Government Services Canada

Reporting period: 2012-04-01 to 2013-03-31

PART 1 – Requests under the *Access to Information Act*

1.1 Number of Requests

	Number of Requests
Received during reporting period	810
Outstanding from previous reporting period	283
Total	1093
Closed during reporting period	813
Carried over to next reporting period	280

1.2 Sources of requests

Source	Number of Requests
Media	214
Academia	11
Business (Private Sector)	196
Organization	25
Public	364
Total	810

PART 2 – Requests closed during the reporting period

2.1 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	7	66	31	18	1	2	4	129
Disclosed in part	8	75	63	104	65	87	42	444
All exempted	1	6	1	6	2	4	0	20
All excluded	0	2	1	0	0	0	2	5
No records exist	35	49	8	0	0	0	0	92
Request transferred	25	5	0	0	0	0	0	30
Request abandoned	41	20	5	7	8	3	5	89
Treated informally	1	3	0	0	0	0	0	4
Total	118	226	109	135	76	96	53	813

2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	2	16(2)(a)	2	18(a)	5	20.1	0
13(1)(b)	2	16(2)(b)	0	18(b)	43	20.2	0
13(1)(c)	1	16(2)(c)	37	18(c)	0	20.4	0
13(1)(d)	3	16(3)	0	18(d)	23	21(1)(a)	56
13(1)(e)	0	16.1(1)(a)	0	18.1(1)(a)	2	21(1)(b)	75
14(a)	0	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	43
14(b)	0	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	22
15(1) - I.A.*	10	16.1(1)(d)	0	18.1(1)(d)	1	22	11
15(1) - Def.*	13	16.2(1)	0	19(1)	383	22.1(1)	0
15(1) - S.A.*	0	16.3	0	20(1)(a)	3	23	87
16(1)(a)(i)	2	16.4(1)(a)	0	20(1)(b)	224	24(1)	158
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(b.1)	2	26	2
16(1)(a)(iii)	0	16.5	6	20(1)(c)	196		
16(1)(b)	1	17	1	20(1)(d)	41		
16(1)(c)	9						
16(1)(d)	2						

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

2.3 Exclusions

Section	Number of requests	Section	Number of requests	Section	Number of requests
68(a)	18	69(1)(a)	4	69(1)(g) re (a)	25
68(b)	0	69(1)(b)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(c)	2	69(1)(g) re (c)	25
68.1	0	69(1)(d)	2	69(1)(g) re (d)	3
68.2(a)	0	69(1)(e)	5	69(1)(g) re (e)	3
68.2(b)	0	69(1)(f)	0	69(1)(g) re (f)	0
				69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	98	31	0
Disclosed in part	259	185	0
Total	357	216	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of requests	Number of pages processed	Number of pages disclosed	Number of requests
All disclosed	29217	23621	129
Disclosed in part	276369	180228	444
All exempted	28122	0	20
All excluded	249	0	5
Request abandoned	19006	0	89

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less than 100 pages processed		101-500 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
All disclosed	96	1615	22	3189	4	1868	6	11616	1	5333
Disclosed in part	173	5545	149	25504	55	25903	58	69496	9	53780
All exempted	7	0	5	0	4	0	2	0	2	0
All excluded	4	0	1	0	0	0	0	0	0	0
Abandoned	77	0	6	0	2	0	3	0	1	0
Total	357	7160	183	28693	65	27771	69	81112	13	59113

2.5.3 Other complexities

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	26	4	0	0	30
Disclosed in part	302	6	10	8	326
All exempted	11	0	1	0	12
All excluded	2	0	0	0	2
Abandoned	11	5	0	0	16
Total	352	15	11	8	386

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of requests closed past the statutory deadline	Principal Reason			
	Workload	External consultation	Internal consultation	Other
65	17	22	0	26

2.6.2 Number of days past deadline

Number of days past deadline	Number of requests past deadline where no extension was taken	Number of requests past deadline where an extension was taken	Total
1 to 15 days	2	2	4
16 to 30 days	0	0	0
31 to 60 days	0	10	10
61 to 120 days	0	16	16
121 to 180 days	0	10	10
181 to 365 days	0	18	18
More than 365 days	0	7	7
Total	2	63	65

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0		0
French to English	0	0	0
Total	0	0	0

PART 3 – Extensions

3.1 Reasons for extensions and disposition of requests

Disposition of requests where an extension was taken	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
All disclosed	10	5	24	11
Disclosed in part	91	58	203	203
All exempted	5	1	9	6
All excluded	1	2	1	0
No records exist	3	0	0	0
Request abandoned	16	9	24	16
Total	126	75	261	236

3.2 Length of extensions

Length of extensions	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
30 days or less	71	0	3	1
31 to 60 days	37	1	33	157
61 to 120 days	10	1	133	45
121 to 180 days	4	3	29	12
181 to 365 days	4	49	57	17
365 days or more	0	21	6	4
Total	126	75	261	236

PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	752	\$3 755	42	\$210
Search	3	\$875	1	\$50
Production	10	\$1 422	1	\$88
Programming	10	\$1 020	1	\$40
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	576	\$4 272
Total	775	\$7 072	621	\$4 660

PART 5 – Consultations received from other institutions and organizations

5.1 Consultations received from other government institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during reporting period	316	26287	1	1
Outstanding from the previous reporting period	26	1996	0	0
Total	342	28283	1	1
Closed during the reporting period	315	23742	1	1
Pending at the end of the reporting period	27	4541	0	0

5.2 Recommendations and completion time for consultations received from other government 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	than 365 days	
Disclose entirely	42	81	41	4	3	0	0	171
Disclose in part	12	31	22	4	2	1	2	74
Exempt entirely	1	2	1	2	0	0	0	6
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	13	11	15	3	1	0	0	43
Other	4	7	7	3	0	0	0	21
Total	72	132	86	16	6	1	2	315

5.3 Recommendations and completion time for consultations received from other organizations

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	than 365 days	
Disclose entirely	1	0	0	0	0	0	0	1
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	1	0	0	0	0	0	0	1

PART 6 – Completion time of consultations on Cabinet confidences

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	4	0
16 to 30	2	1
31 to 60	8	7
61 to 120	12	11
121 to 180	18	18
181 to 365	16	16
More than 365	17	17
Total	77	70

PART 7 – Resources related to the Access to Information Act

7.1 Costs

Expenditures		Amount
Salaries		\$1 484 398
Overtime		\$24 035
Goods and Services		\$1 918 166
• Professional services contracts	\$1 528 723	
• Other	\$389 443	
Total		\$3 426 599

7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	5,00	25,20	30,20
Part-time and casual employees	0,00	2,70	2,70
Regional staff	0,00	0,00	0,00
Consultants and agency personnel	5,26	6,04	11,30
Students	2,00	0,00	2,00
Total	12,26	33,94	46,20