

DEFENCE CONSTRUCTION (1951) LIMITED

Annual Report

on the Access to Information Act

April 1, 2011 - March 31, 2012

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INTRODUCTION

The *Access to Information Act* and the *Privacy Act* (Revised Statutes of Canada, Chapter A-1, 1985) were proclaimed on July 1, 1983.

The *Access to Information Act* gives Canadian citizens and individuals present in Canada a broad 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 government institution shall prepare for submission to Parliament annual reports on the administration of the Acts within the institution during each fiscal year.

This Annual Report provides a summary of the management and administration of the *Access to Information Act* within Defence Construction (1951) Limited for the fiscal year 2011-2012.

ORGANIZATION AND MANDATE

Defence Construction (1951) Limited, known under the Federal Identity Program as Defence Construction Canada, or DCC, is a Crown corporation that was established by Letters Patent issued in May of 1951 pursuant to the *Defence Production Act*. The Corporation provides contracting, construction management, infrastructure and environmental services for the Department of National Defence (DND) and the Canadian Forces (CF), as required for the defence of Canada. As a corporation listed in Schedule III, Part I of the *Financial Administration Act*, DCC follows governance, planning, reporting, and internal and external audit practices as established in Part X of that legislation. DCC reports to Parliament through the Minister of Public Works and Government Services.

Defence Construction adheres to federal policy on official languages, employment equity, privacy and equal pay. Transparency of operations is maintained through involvement in the process of access to information.

DCC contracts for and manages consulting, construction and environmental services on behalf of a number of client groups with DND, including the Infrastructure and Environmental Group; the chiefs of the maritime, land and air staffs; the Canadian Forces Personnel Support Agency; the Canadian Forces Housing Agency, Defence Research and Development Canada and the Communications Security Establishment Canada. The Corporation has five primary service lines: Construction Services, Contract Services, Environmental Services, Projects and Program Management Services, and Real Property Management Services.

DCC also plays a major role in projects that shape the Canadian economic and military landscape and fulfil Canada's international obligations. In the past, DCC's construction expertise has been tapped to construct the Distant Early Warning (DEW) Line across the Arctic, the northern Ontario section of the Trans-Canada Pipeline and, more recently, from 2006 to 2011, to commission the construction of on-base military infrastructure and nation-building projects throughout Afghanistan.

DCC employs more than 1000 professionals – among them engineers, engineering technicians and technologists, environmental engineers and technologists, experienced trades people and other professionals.

DCC maintains site offices at all active CF establishments in Canada, as well as seasonal offices in the Far North as required for work on the Distant Early Warning Line and the North Warning system radar stations.

ADMINISTRATION OF THE *ACCESS TO INFORMATION ACT*

Delegation Authority

By Order in Council 1998-1822, dated October 8, 1998, the President of Defence Construction (1951) Limited is authorized to act directly as the Head of the Institution for the purposes of the *Access to Information Act*. The Manager, Corporate Administrative Services, has been designated by the President as the Access to Information and Privacy (ATIP) Coordinator.

See Appendix A for the Delegation Order.

ATIP Office

The ATIP Coordinator oversees the implementation of the *Access to Information Act* within DCC and ensures compliance with the legislation. The Coordinator has a close working relationship with the Executive Committee members concerning the application of, and compliance with, the *Act*.

The responsibilities of the ATIP Office include the following:

- developing, implementing and monitoring corporate policies, procedures and practices for administering the *Act*, including processing and tracking requests, ensuring adherence to legislative requirements and reporting to Parliament;
- establishing a process aimed at accurate and timely response to requests;
- training and development of all staff in the corporation;
- consultation with program managers, senior management, legal counsel, Treasury Board Secretariat, Department of Justice and the Privy Council Office as necessary for the proper application of the legislation and policy;
- explaining institutional decisions on administration of the *Act* in investigations by the Information Commissioner and decisions on the granting or refusal of Access before the Federal Court;
- preparing the annual update of the DCC's descriptions of its organization and its record holdings for inclusion in the Treasury Board publication *Info Source*;
- preparing an annual report to Parliament in accordance with section 72 of the *Act* and any instructions issued pursuant to paragraph 70(1)(d) of the *Act*;
- aiding in the review of corporate policy recommendations on issues related to the legislation.

The ATIP Office is composed of the ATIP Coordinator and one administrative assistant. Due to the limited number of requests, the team members also have other responsibilities.

The DCC ATIP Office is located at DCC's Head Office in Ottawa.

Education and Training

The ATIP Coordinator, which is also the manager responsible for Document and Records Management (DM) at DCC, gave an overview of ATIP at several DM training sessions throughout the country during 2011-2012. The number of participants was not tracked. Furthermore, it is expected that by the end of 2012-2013, all DCC employees will have received an ATIP overview as part of the DM training.

The Coordinator provides ongoing individualized training on DCC's policies and procedures to an administrative assistant who has been assigned ATIP responsibilities.

The Coordinator regularly discusses ATIP issues with Management to increase awareness of the *Act*, and how DCC processes requests and applies the exemptions and exclusions where appropriate. In addition, the ATIP Coordinator provides information and guidance to other business units within DCC where Access to Information legislation impacts contracting and information management on an ongoing basis.

The ATIP Office hopes to expand its resources to be able to provide more frequent and comprehensive training sessions for employees as well as develop training materials and resources.

The ATIP Office also maintains an "Access to Information and Privacy" presence on its internal Web site that includes policies, procedures, contact information and links to useful sites related to access and privacy.

Summary of Activities and Highlights

a) Corporate Policy on ATIP

The Corporate Policy and Procedures on Access to Information set out the definitions, and the roles and responsibilities of all stakeholders, as well as processing standards and guidelines for handling of requests within DCC.

DCC did not implement any new and/or revised *Access to Information Act* policies, guidelines or procedures during the reporting period.

b) Contracting Information

It is the policy of Defence Construction Canada to provide the names and addresses of all tenderers and the amounts tendered. This information is made available either at tender opening or subsequently upon request.

The posting of contract award information on the DCC Internet has provided the public with direct access to information relative to contracts awarded by DCC on behalf of the Department of National Defence. The Internet address for the site is: http://www.dcc-cdc.gc.ca/english/cc_contracts.html.

PROCESSING OF FORMAL REQUESTS

Summary

All formal access requests are forwarded to the ATIP Office where they are reviewed for clarity and processed for conformity with the legislation. Each request is then assigned to an organizational sector of the corporation, which becomes responsible for locating and retrieving the records containing the information sought, and assisting in determining the costs and fees for processing the request.

After a review of the relevant records, the organizational sector is responsible for transmitting copies of the records to the ATIP Office. The ATIP Office makes any necessary consultations with other organization.

Once a decision has been made on the disclosure of the information, the ATIP coordinator notifies the requester and arranges to provide access to all of the records that can be disclosed.

Formal Requests

The table below provides an overview of the trends and volume of access requests received and processed by DCC, by type of originator, over the past four years.

Type of Originator	2008-2009	2009-2010	2010-2011	2011-2012
Public	24	8	5	9
Media	3	0	1	0
Business	8	7	17	12
Academic	0	0	0	0
Other Organizations	0	0	0	0
Total Received	35	15	23	21

Between April 1, 2011 and March 31, 2012, DCC received 21 requests for information under the *Access to Information Act*. This is in line with traditional trends.

Of the 21 requests received over the course of the 2011-2012 fiscal year, 18 requests were completed. Only three requests have been forwarded into the 2012-2013 fiscal year.

STATISTICAL REPORT - INTERPRETATION

Appendix B provides the statistical report on *Access to Information Act* applications processed by Defence Construction Canada between April 1, 2011 and March 31, 2012.

Compared to other government organizations, Defence Construction has traditionally received a very small number of requests under the *Access to Information Act*. It is a very small number which makes it difficult to identify and analyse trends. There were only 21 requests made over the course of the 2011-2012 fiscal year.

DCC is the recipient of a considerable amount of commercial, technical and financial third party information and, the tendency noted in reports over the past five years was for records containing third party information. While most third party information is of a sensitive nature, DCC has endeavoured to release as much information as possible, consistent with the severability provisions of section 25 of the *Act*.

Requests under the *Access to Information Act*

During the reporting period, Defence Construction processed 23 requests under the *Access to Information Act*, with two being carried over from the previous year.

The great majority of requests received by DCC continue to be related to the contracting services provided by DCC. The requests are for DCC's contracting documents and/or for third-party technical proposals or other technical or commercial documents.

Disposition of Completed Requests

Of the 23 requests processed by Defence Construction in 2011-2012, 20 requests were completed and three were carried over to 2012-2013.

Of the 20 completed requests, 15 requests involved disclosures, either in whole or in part. Of the remaining requests, one was transferred, one was abandoned by applicant and three were unable to process.

Exemptions Invoked

The exemptions most commonly applied by the corporation were: section 19(1) exempting records containing personal information and section 20(1) exempting records containing third-party business information. One exemption was applied under the following sections of the *Act*: 16(2)(c) security and 21(1)(a)(b) advice.

Exceptions Cited

The *Act* does not apply to certain materials, such as published material pursuant to Section 68, or confidences of the Queen's Privy Council pursuant to Section 69.

During the reporting year, DCC did not invoke exclusions on the 20 completed requests.

Completion Times and Extension of the Time Limits

Of the 20 completed requests, 7 were completed within the initial 30-day period. For another 13 of the requests processed, DCC was obliged under the legislation to extend the time limits pursuant to paragraphs 9(1)(a), (b) and (c) of the *Act* in order to conduct consultations.

Consultation

During the reporting period, DCC received a total of 12 requests for consultation from other federal institutions. The federal department which most frequently consulted with DCC was the Department of National Defence. These 12 consultation requests are not reflected in the annual report's statistical tables but account for an increasing portion of the ATIP Coordinator's total caseload.

Translations and Method of Access

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

The method by which requesters prefer to obtain access to information continues to be in the form of copies of documents.

Fees and Costs

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 applicable fee, search, preparation and reproduction charges may apply to various records. Current fees are 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 prepare any part of it for disclosure.

In 2011-2012, fees--other than application fees--were not charged for preparation. The corporation usually waives the requirement to pay fees, other than the application fees, because of the small amount payable per request.

The Corporation incurred \$62,014 in salary and administrative costs to administer the *Access to Information Act*.

COMPLAINTS AND REQUESTS FOR JUDICIAL REVIEW

During fiscal year 2011-2012, there was no complaint filed with the Office of the Information Commissioner of Canada.

There was no application for judicial review registered with the Federal Court of Canada in fiscal year 2011-2012.

READING ROOMS

A reading room is provided by Defence Construction Canada at its Head Office location in Ottawa. Arrangements have been made during the last fiscal year to provide reading rooms in each regional and site offices.

APPENDIX A



Defence Construction Canada
Construction de Défense Canada

ACCESS TO INFORMATION AND PRIVACY ACT DELEGATION ORDER

ARRÊTÉ SUR LA DÉLÉGATION EN VERTU DE LA LOI SUR L'ACCÈS À L'INFORMATION ET
DE LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

The President and CEO of Defence Construction (1951) Limited, pursuant to section 73 of the *Access to Information Act* and the *Privacy Act*, hereby designates the person holding the position set out below, or the person occupying on an acting basis the position, to exercise the powers and functions of the President as the head of a government institution, under the section of the Act set out in the attached schedules. This Designation Order supersedes all previous Designation Orders.

En vertu de l'article 73 de la Loi sur l'accès à l'information et la Loi sur la protection des renseignements personnels, le Président et premier dirigeant de Construction de Défense (1951) Limitée délègue au titulaire du poste mentionné ci-après, ainsi qu'à la personne occupant à titre intérimaire ledit poste, les attributions dont il est, en qualité de responsable d'une institution fédérale, investie par les articles des Loi mentionnées dans les annexes ci-jointes. Le présent décret de délégation remplace et annule tout décret antérieur.

Position / Poste	Access to Information Act and Regulations <i>Loi sur l'accès à l'information et règlements</i>	Privacy Act and Regulations <i>Loi sur la protection des renseignements personnels et règlements</i>
Manager, Corporate Administrative Services Gestionnaire, Services administratifs de l'entreprise	Schedule A Annexe A	Schedule B Annexe B

Dated, at the City of Ottawa, this <u>2nd</u> day of <u>June</u> , 2010.	Daté, en la ville d'Ottawa, ce <u>2^e</u> jour de <u>juin</u> 2010.
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LE PRÉSIDENT ET PREMIER DIRIGEANT
CONSTRUCTION DE DÉFENSE (1951) LIMITEE

PRESIDENT AND CEO
DEFENCE CONSTRUCTION (1951) LIMITED

SCHEDULE A - DELEGATION OF POWERS, DUTIES AND FUNCTIONS PURSUANT TO SECTION 73 OF THE ACCESS TO INFORMATION ACT

ANNEXE A - DELEGATION DE POUVOIRS ET D'ATTRIBUTIONS EN VERTU DE L'ARTICLE 73 DE LA LOI SUR L'ACCES A L'INFORMATION

Articles	Access to Information Act	Loi sur l'accès à l'information
4(2.1)	Responsibility of the government institutions	Responsabilité de l'institution fédérale
7(a)	Notice when access requested	Aviser l'auteur de la demande d'accès
7(b)	Giving access to record	Autoriser l'accès à un document
8(1)	Transfer of request to another government institution	Transmission de la demande à une autre institution
9	Extension of time limits	Prorogation du délai
11(2), (3), (4), (5), (6)	Additional fees	Frais supplémentaires
12(2)(b)	Language of access	Langue de communication des renseignements
12(3)(b)	Access in an alternative format	Accès aux renseignements sur un support de substitution
13	Exemption - Information obtained in confidence	Exception - Renseignements obtenus à titre confidentiel
14	Exemption - Federal-provincial affairs	Exception - Affaires fédéro-provinciales
15	Exemption - International affairs and defence	Exception - Affaires internationales et défense
16	Exemption - Law enforcement and investigations	Exception - Application de la loi et enquêtes
16.5	Exemption - <i>Public Servants Disclosure Protection Act</i>	Exception - <i>Loi sur la protection des fonctionnaires divulgateurs d'actes répréhensibles</i>
17	Exemption - Safety of individuals	Exception - Sécurité des personnes
18	Exemption - Economic interests of Canada	Exception - Intérêts économiques du Canada
18.1	Exemption - Economic interest of the Canada Post Corporation, Export Development Canada, the Public Sector Pension Investment Board and VIA Rail Canada Inc.	Exceptions - Intérêts économiques de la Société canadienne des postes, d'Exportation et développement Canada, de l'Office d'investissement des régimes de pensions du secteur public et de VIA Rail Canada Inc.
19	Exemption - Personal information	Exception - Renseignements personnels
20	Exemption - Third party information	Exception - Renseignements de tiers

21	Exemption - Operations of Government	Exception – Activités du gouvernement
22	Exemption - Testing procedures, tests and audits	Exception – Examens et vérifications
22.1	Exemption - Audit working papers and draft audit reports	Exception - Documents de travail relatifs à la vérification et ébauche des rapports de vérification
23	Exemption - Solicitor-client privilege	Exception - Secret professionnel des avocats
24	Exemption - Statutory prohibitions	Exception - Interdictions réglementaires
25	Severability	Prélèvements
26	Exception - Information to be published	Exception - Renseignements devant être publiés
27(1), (4)	Third-party notification	Avis aux tiers
28(1)(b), (2), (4)	Third-party notification	Avis aux tiers
29(1)	Where the Information Commissioner recommends disclosure	Recommandation du Commissaire à l'information
33	Advising Information Commissioner of third party involvement	Avis au Commissaire à l'information de la participation d'un tiers
35(2)(b)	Right to make representations	Droit de présenter des observations
37(4)	Access to be given to complainant	Accès accordé au plaignant
43(1)	Notice to third party (application to Federal Court for review)	Avis au tiers (demande de révision par la Cour fédérale)
44(2)	Notice to applicant (application to Federal Court by third party)	Avis à la personne qui a fait la demande (demande de révision par la Cour fédérale faite par un tiers)
52(2)(b), (3)	Special rules for hearings	Règles spéciales concernant les audiences
71(1)	Facilities for inspection of manual	Salles publiques de consultation des manuels

Articles	Access to Information Regulations	Règlements sur l'accès à l'information
6(1)	Transfer of request	Transmettre une demande
7(2)	Search and preparation fees	Frais de recherche et de préparation
7(3)	Production and programming fees	Frais liés à la production et aux programmes
8	Providing access to record(s)	Donner accès au(x) dossier(s)
8.1	Limitations in respect of format	Restrictions applicables au support



APPENDIX B

Statistical Report on the *Access to Information Act*

Name of institution: Defence Construction (1951) Limited

Reporting period: 4/1/2011 to 3/31/2012

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

1.1 Number of Requests

	Number of Requests
Received during reporting period	21
Outstanding from previous reporting period	2
Total	23
Closed during reporting period	20
Carried over to next reporting period	3

1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	0
Business (Private Sector)	12
Organization	0
Public	9
Total	21

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	0	2	1	0	0	0	0	3
Disclosed in part	0	4	4	1	3	0	0	12
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	1	2	0	0	0	0	3
Request transferred	1	0	0	0	0	0	0	1
Request abandoned	0	0	1	0	0	0	0	1
Treated informally	0	0	0	0	0	0	0	0
Total	1	7	8	1	3	0	0	20

2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	0	16(2)(a)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(b)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(c)	1	18(c)	0	20.4	0
13(1)(d)	0	16(3)	0	18(d)	0	21(1)(a)	1
13(1)(e)	0	16.1(1)(a)	0	18.1(1)(a)	0	21(1)(b)	1
14(a)	0	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	0
15(1) - I.A.*	0	16.1(1)(d)	0	18.1(1)(d)	0	22	0
15(1) - Def.*	0	16.2(1)	0	19(1)	11	22.1(1)	0
15(1) - S.A.*	0	16.3	0	20(1)(a)	0	23	0
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(b)	8	24(1)	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(b.1)	0	26	0
16(1)(a)(iii)	0	16.5	0	20(1)(c)	0		
16(1)(b)	0	17	0	20(1)(d)	0		
16(1)(c)	0						
16(1)(d)	0						

* 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)	0	69(1)(a)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(b)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(c)	0	69(1)(g) re (c)	0
68.1	0	69(1)(d)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(e)	0	69(1)(g) re (e)	0
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	3	0	0
Disclosed in part	12	0	0
Total	15	0	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	322	322	3
Disclosed in part	2369	2369	12
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	1

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	3	322	0	0	0	0	0	0	0	0
Disclosed in part	7	97	4	861	0	0	1	1411	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Abandoned	1	0	0	0	0	0	0	0	0	0
Total	11	419	4	861	0	0	1	1411	0	0

2.5.3 Other complexities

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	1	0	0	0	1
Disclosed in part	6	0	0	0	6
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
Total	7	0	0	0	7

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
1	0	1	0	0

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	0	0	0
16 to 30 days	0	1	1
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	1	1

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	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	0	0	1	0
Disclosed in part	2	0	3	4
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	1	0	1	0
Request abandoned	0	0	0	0
Total	3	0	5	4

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	2	0	2	2
31 to 60 days	1	0	3	0
61 to 120 days	0	0	0	1
121 to 180 days	0	0	0	1
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	3	0	5	4

PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	17	\$85	0	\$0
Search	0	\$0	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
Total	17	\$85	0	\$0

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	12	3339	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	12	3339	0	0
Closed during the reporting period	12	3339	0	0
Pending at the end of the reporting period	0	0	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	7	0	0	0	0	0	0	7
Disclose in part	0	3	1	0	0	0	0	4
Exempt entirely	0	1	0	0	0	0	0	1
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	7	4	1	0	0	0	0	12

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	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

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	0	0
16 to 30	0	0
31 to 60	0	0
61 to 120	0	0
121 to 180	0	0
181 to 365	0	0
More than 365	0	0
Total	0	0

PART 7 – Resources related to the Access to Information Act

7.1 Costs

Expenditures		Amount
Salaries		\$61,836
Overtime		\$0
Goods and Services		\$178
• Professional services contracts	\$178	
• Other	\$0	
Total		\$62,014

7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	0.00	2.00	2.00
Part-time and casual employees	0.00	0.00	0.00
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.00	0.00	0.00
Students	0.00	0.00	0.00
Total	0.00	2.00	2.00