



Public Works and
Government Services
Canada

Travaux publics et
Services gouvernementaux
Canada

Canada



Serving
GOVERNMENT,
Serving
CANADIANS.

Annual Report 2013-14

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, permanent residents as well as individuals and corporations 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 for the fiscal year 2013-14.

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 that provides government departments, boards and agencies with support services for their programs.

Today, PWGSC has evolved into a sophisticated operational arm of government that employs approximately 12,000 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

PWGSC plays an important role in the daily operations of the Government of Canada. The Department is its treasurer, accountant, central purchasing agent, linguistic authority, and 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 goal is to manage business in a way that demonstrates accountability, transparency, and adds value for its clients.

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 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 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 Services;
- 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. The PWGSC Access to Information and Privacy (ATIP) Program

1.1 ATIP Directorate Structure and Responsibilities

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

In 2013-14, the ATIP Directorate operated with up to 17 ATIP officers, four students and eight consultants who worked under five Team Leaders to manage the requests received within the Department.

The Director, ATIP, reports to the Director General, Ministerial Services and Access to Information (DG-MSAI), who, in turn, reports to the Assistant Deputy Minister, Policy, Planning and Communications Branch (ADM-PPCB). Reporting to the Director, ATIP, the teams are overseen by two Managers, ATIP Operations, and the Manager, ATIP Policy and Governance. The two operational units are responsible for processing ATIP requests, consultations, complaints, and court cases; the other unit is responsible for policy, governance and training. The administrative functions are supported by an administrative assistant, an office manager and up to six support staff members.

The ATIP Directorate is responsible for establishing and directing all activities within the Department relating to the management of the departmental ATIP program, in accordance with the related PWGSC delegation instruments and the provisions of the Act, Regulations, directives, policies and guidelines.

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.

1.2 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 is 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 Team Leaders to speed up the processing of requests. Full authority under the Act is also delegated to the ADM-PPCB and the DG-MSAI who are responsible for the ATIP Program.

An excerpt of the Delegation of Authorities approved by the Minister of PWGSC is attached in Annex A.

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 *Policy on the Access to Information and Privacy Program (002)* outlines the Delegation of Authority and sets out the definitions, and the roles and responsibilities of all stakeholders within PWGSC. The policy has been updated to harmonize with the revisions made to the Acts and the related Treasury Board policies and directives. Key changes included: clarification of responsibilities; access to records in the Minister's office; the "duty to assist" requesters; suspected contraventions of section 67.1 of the *ATI Act* and privacy breaches; and, updates to the references and definitions.

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.

1.4 Training

1.4.1 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, 15 training and awareness sessions were given to 195 managers and employees at all levels from all branches of the Department.

As well, a section on ATIP is included in 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.

1.4.2 ATIP Directorate Staff

An ATIP Officer Development Program was created in 2006 and revised in 2008-09 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.

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 by the TBS.

In 2013-14, two program participants were promoted to the next level, and five successfully completed the program to the PM-04 level.

2. Statistical Report – Interpretation and Explanation of Trends

Statistical reporting on the administration of the Act has been conducted since 1983. Since 2011-12, government institutions have completed more in-depth statistical reporting forms on the administration of the Act as prescribed by the TBS.

The 2013-14 statistical report on the *Access to Information Act* is attached in Annex B.

2.1 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.

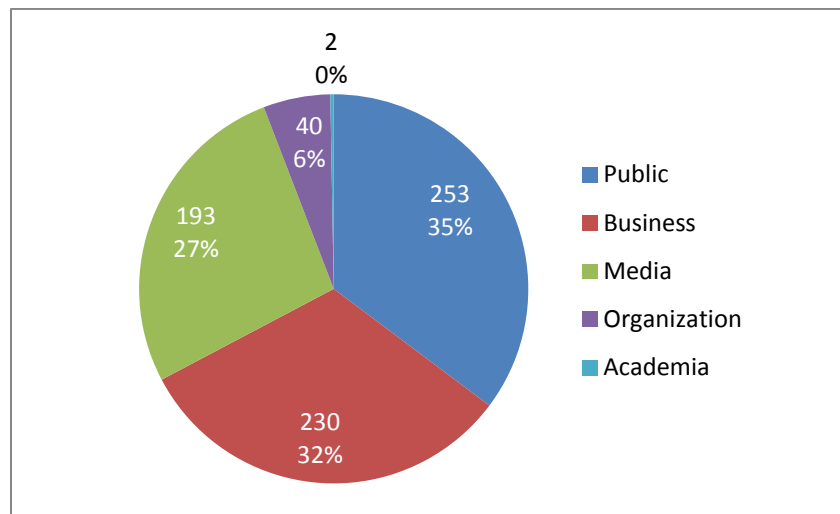
Organizational units review their relevant records and provide recommendations to the ATIP Directorate on any sensitivity related to their disclosure. Where necessary, the ATIP Directorate also undertakes consultations with other organizations and third parties before a skilled ATIP analyst reviews each 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 the access to information requests received by the Department during 2013-14 related to the contracting and procurement services provided by PWGSC, of which a good number related to the National Shipbuilding Procurement Strategy and the replacement of the fighter jets.

2.2 Requests under the *Access to Information Act*

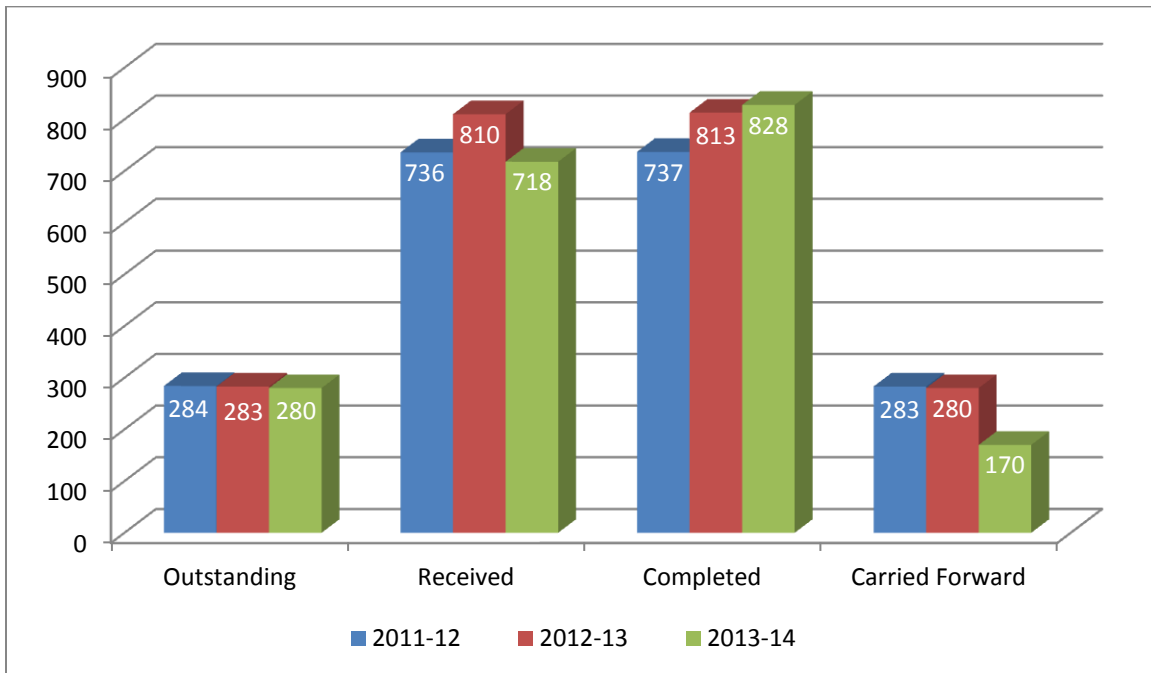
In the 2013-14 fiscal year, the public continued to be the highest percentage of users of the Act, generating 35 percent of the requests received by PWGSC. The business community represented the second largest source of requests, constituting 32 percent of those received, whereas the media accounted for 27 percent, with the remaining coming from organizations and the academic community. Chart I provides the related details.

Chart I
Access to Information Requests Received by Source



A total of 998 requests were in progress during this reporting period, which represents a nine percent decrease in volume compared with the previous fiscal year. Of the 998 requests in progress, 718 (72 percent) were new requests, while 280 requests (28 percent) were outstanding from the previous years. Chart II provides an overview of the trends related to the volume of requests processed by PWGSC over the past three fiscal years.

**Chart II
Processing Trends for Access to Information Requests**



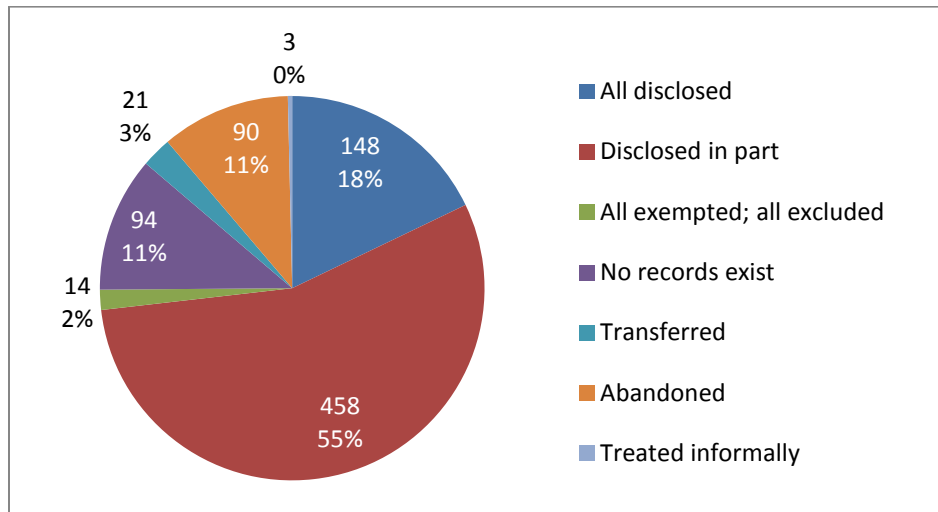
2.3 Requests Closed During the Reporting Period

Of the 998 requests in progress, 828 requests (83 percent) were completed during the 2013-14 reporting period. The remaining 170 requests (17 percent) were carried forward to the next fiscal year, which represents a 40 percent decrease compared with the previous fiscal year.

In addition to the above workload, PWGSC responded to 214 informal requests for records previously released under the Act.

Of the 828 cases completed, information was released either in whole or in part in 606 requests (73 percent), with more than 255,000 pages reviewed, and approximately 175,000 pages released. Chart III provides an overview of the disposition of requests closed by PWGSC during the fiscal year.

Chart III
Disposition of Access to Information Requests Closed



2.4 Exemptions and Exclusions

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.

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.

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

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 the 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.

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.

In the 2013-14 fiscal year, exclusions were applied pursuant to sections 68 and 69 of the Act on 42 requests or five percent of the total number of cases completed. This represents a two percent decrease compared to the previous reporting period.

2.5 Format of Information Released

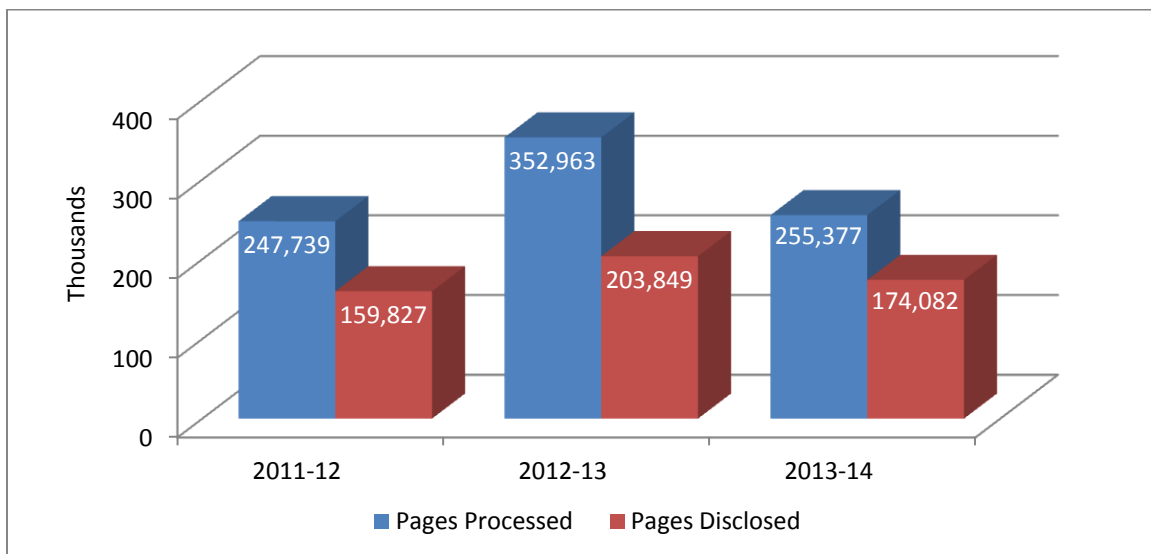
Of the 606 requests in which information was released, the requesters received copies of the records in all cases. There were no cases where access was provided by a combination of copies and in-person examination. It should be noted that the data in this section reflect only requests for which information was *all disclosed* or *disclosed in part* and therefore not those abandoned.

Records were provided in the form of paper copies for 370 requests (61 percent), whereas 236 cases (39 percent) were in electronic format, representing a three percent decrease compared to the previous fiscal year. With either method of access, as well as in-person examination, the ATIP Directorate offered the choice to the requester.

2.6 Complexity

PWGSC processed over 255,000 pages during the reporting period. This represents a 27 percent decrease compared to the previous fiscal year. While on average files contained 421 pages to be processed, 55 of the 828 requests completed (seven percent) had over 1,000 pages, including seven with more than 5,000 pages. Chart IV provides the trends related to the relevant pages processed and disclosed by PWGSC over the past three fiscal years.

Chart IV
Trends for Relevant Pages Processed and Disclosed



In addition to the high volume of records, consultations were required for 414 of the 828 requests completed (50 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 on Cabinet confidences is also complex as detailed schedules must be prepared. In some cases, consultations have been returned to the ATIP Directorate seeking additional information that in turn required further internal and/or external consultations. This contributed to increasing the complexity and processing time. Of the 44 responses received from PCO and/or Justice Canada, 35 (80 percent) were received after the deadline. On average, the consultation process took 157 days with the PCO and 89 days with Justice Canada.

2.7 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 828 requests completed during the fiscal year, 458 (55 percent) needed to be extended in accordance with section 9 of the Act. While on average a 132-day time extension was taken, the average completion time for these requests was 173 days.

Despite the volume and complexity, 345 requests (42 percent) were completed within the initial 30-day period. The average processing time for all requests completed was 105 days. This is comparable to the previous fiscal year.

Since 2009-10, the Department has strived to maintain a high performance and attained a 92.7 percent compliance rate² in 2013-14 for responding to access to information requests within the legislated timelines.

During the reporting period, 88 requests fell in a deemed refusal status and were closed after the statutory deadline. On average, PWGSC needed an additional 149 days to complete these late files.

The ATIP Directorate workload and the external consultations undertaken were the principal reasons for delays in 67 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.

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.

The Department's timeliness and compliance 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 Executive Committee on an annual basis.

2.8 Translation

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

2.9 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 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 to search for records 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 six 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 made by the ATIP Team Leaders in accordance with the ATIP Directorate Fee Policy.

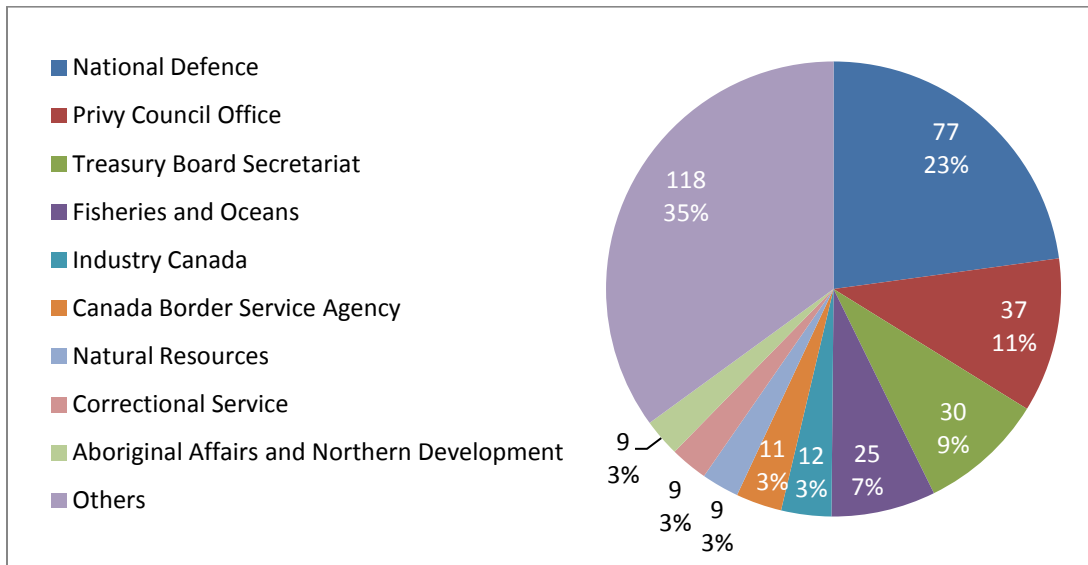
The fees collected during this reporting period totalled \$4,591, while the fees waived in accordance with subsection 11(6) of the Act were \$4,197. Fees collected for this reporting period are estimated to represent less than one percent of the Department's total cost of administering the ATIP Program.

A electronic payment system continues to be used to facilitate the payment of fees by debit and credit cards.

2.10 Consultations from Other Government Institutions and Organizations

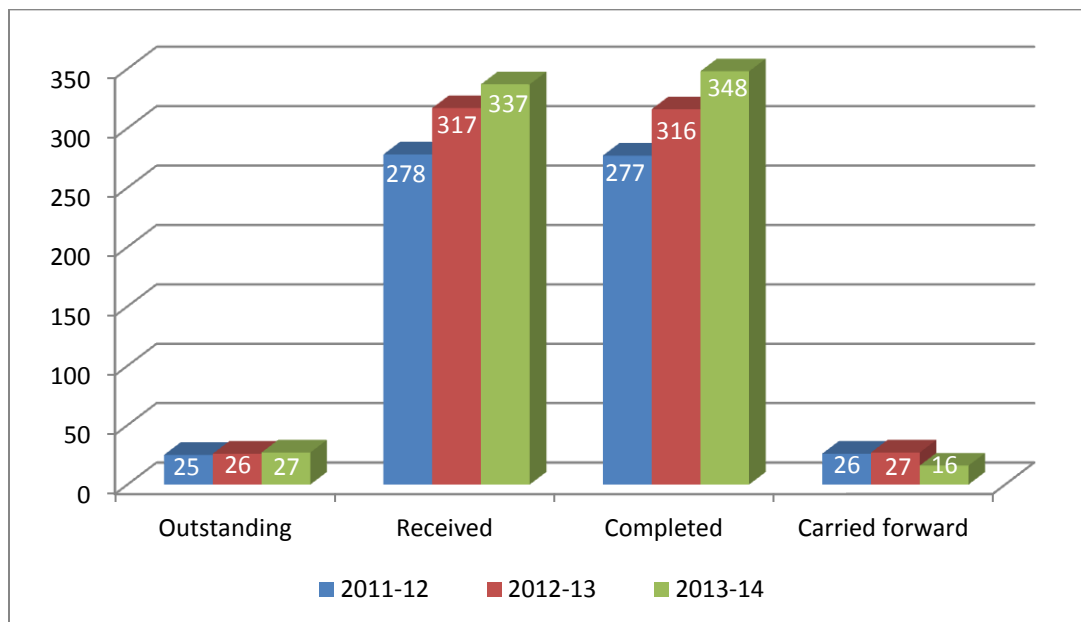
In addition to ATI requests, the Department received 337 consultations during the reporting period, amounting to 19,466 pages of records to review. Chart V outlines the government institutions that consulted PWGSC most frequently in 2013-14.

**Chart V
Consultations Received by Originating Institution**



A total of 364 consultations were in progress during the reporting period. PWGSC responded to 348 consultations, within an average of 26 days. This is eight days less than the previous fiscal year. Chart VI provides consultation trends over the last three years.

**Chart VI
Processing Trends for Consultations**



2.11 Resources Related to the *Access to Information Act*

Total operations and maintenance costs amounted to \$1,138,365. This included \$818,097 for temporary help resources and \$320,268 for other goods and services as well as 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 \$1,737,675 or 60 percent of the ATIP Directorate's budget. The number of employees and temporary help resources were estimated at 47 for fiscal year 2013-14.

3. Complaints and Requests for Judicial Review

Table I provides the breakdown of complaints made to the Office of the Information Commissioner of Canada (OIC) and of requests for judicial review filed with the Federal Court and the Federal Court of Appeal.

Table I
Complaints and Requests for Judicial Review

Reporting Period	Complaints	Judicial Reviews
2011-12	41	2
2012-13	37	11
2013-14	28	6

3.1 Complaints to the Office of the Information Commissioner of Canada

In 2013-14, the OIC notified the Department that it had received 28 new complaints (some are from the previous reporting period), 14 of which related to requests received in previous fiscal years. This represents a 24 percent decrease compared to the previous fiscal year.

Of the 28 new complaints, nine (32 percent) pertained to time extensions taken, nine (32 percent) related to information withheld under the Act, eight (29 percent) concerned missing records, and two (seven percent) were about delays.

In 2013-14, the OIC closed 31 complaints. Of these, 21 were well-founded, seven were not well-founded, and three were discontinued. Forty-eight complaint investigations were still ongoing at the end of the fiscal year.

Of the 21 complaints deemed well-founded in 2013-14, eleven concerned time extensions greater than that necessary to process the requests, four pertained to delays in the processing of requests, four concerned missing records, and two related to information withheld under the Act. While the valid complaints represent less than three percent of requests closed during the reporting period, PWGSC regularly reviews investigative findings to improve its administration of the *Access to Information Act*.

3.2 Complaints Initiated by the Information Commissioner of Canada

3.2.1 Interference in the Processing of Requests

In 2009, the Information Commissioner (the Commissioner) launched an investigation into alleged interference in the processing of an access to information request and tabled her report in 2011. During the course of that initial investigation, the Commissioner self-initiated a second complaint against the Department, on the same issue, on October 8, 2010. Fifteen files were identified for this investigation. The Department has fully cooperated with the Commissioner during both investigations.

In September 2013, the Information Commissioner provided the Department with her Final Report which concluded that there was political interference in the handling of five ATIP files, and she made eight recommendations. PWGSC developed a Management Action Plan (MAP) to address the recommendations in a timely manner. All action items identified in the MAP have been completed.

The measures that PWGSC has implemented since 2010, combined with the additional measures responding to the Commissioner's latest recommendations, maintain the integrity of the Department's access to information process.

The Commissioner tabled her report titled *Interference with Access to Information: Part 2* on April 10, 2014.

3.2.2 Text-Based Messaging Functions

In August 2012, the Information Commissioner initiated a complaint under the *Access to Information Act* to investigate whether text-based messages sent or received on government-issued wireless devices are properly managed and preserved so as to be accessible, in compliance with the Act.

PWGSC was one of 11 institutions subject to this investigation. The others were Aboriginal Affairs and Northern Development, Foreign Affairs and International Trade, Health; Industry, Justice; Library and Archives of Canada (LAC), National Defence; Privy Council Office, Transport; and Treasury Board of Canada Secretariat (TBS).

The complaint was discontinued for PWGSC.

The Information Commissioner tabled her report titled *Access to Information At Risk from Instant Messaging* in November 2013.

3.3 Requests for Judicial Review

In 2013-14, six applications for judicial reviews were registered with the Federal Court, all involving records related to third party information. Below is a summary of these cases.

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- Federal Court Number **T-1003-13**: Equifax Canada requested a judicial review of PWGSC's decision to release the total amount of the contract for credit protection services offered to Canada Student Loan Program participants whose personal information was on the hard drive lost by or stolen from Human Resources and Skills Department. The Federal Court has heard the case and determined on May 21, 2014 that the contract total should not be disclosed pursuant to paragraph 20(1)(c) of the Act. The Department has decided not to appeal this decision.
 - Federal Court Number **T-1429-13**: Provincial Aerospace Limited (PAL) requested a judicial review of PWGSC's decision to disclose documents and contracts pertaining to the Fisheries and Oceans Canada Air Surveillance Program from 2009. PAL claimed that releasing the information including the bid/contract details as well as the names and contact information of employees would be contrary to subsection 19(1) and paragraph 20(1)(c) of the Act. Affidavits have been exchanged.
 - Federal Court Number **T-1818-13**: PriceWaterhouse Coopers LLP requested a judicial review of PWGSC's decision to release information related to the records they provided under contract EN463-130729/001/ZQ (Financial Audit). They claimed that some of the information in the contracts is exempt from disclosure pursuant to section 20 of the Act. A notice of discontinuance was filed on March 26, 2014.
 - Federal Court Number **T-1861-13**: First North Health Group (FNHG) requested a judicial review of PWGSC's decision to disclose records pertaining to contracts for Short Term Nurse Relief Services in Manitoba. They claimed that the records contain information revealing their inner-workings, arrangements and internal organization including how they put together a winning bid and manage their resources. They are of the view that releasing this information would be contrary to paragraph 20(1)(c) of the Act. Affidavits have been exchanged.
 - Federal Court Number **T-291-14**: Calian Ltd. requested a judicial review of PWGSC's decision to release the per diem rates in contract W0046-080001/001TOR (Provision of Research Assistance) based on a disclosure clause contained therein. Affidavits have been exchanged.
 - Federal Court Number **T-482-14**: Cisco requested a judicial review of PWGSC's decision to release information contained in their proposal for Solicitation EN578-030742 (ADP Input-Output and Storage Devices), and the resulting Standing Offer. The company claimed that the records are exempt from disclosure pursuant to paragraphs 20(1)(b) and (c) of the Act. A notice of discontinuance was filed on May 20, 2014.

ANNEX A
DELEGATION OF AUTHORITIES
(Excerpt)



Public Works and
Government Services
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PUBLIC WORKS AND GOVERNMENT SERVICES CANADA

DELEGATION OF AUTHORITIES

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

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.

Original signed by the Minister

March 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

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			
Level 4	FULL See Notes	FULL See Notes	FULL 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.

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
Departmental Limit	FULL	FULL	FULL	FULL & PCRA Level 3	FULL	FULL	FULL	FULL	FULL	FULL	FULL	FULL
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
References to Notes to Schedule 1	50	51	52	53	54	55	56	57	58	59	60	61

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 CanadaReporting 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	718
Outstanding from previous reporting period	280
Total	998
Closed during reporting period	828
Carried over to next reporting period	170

1.2 Sources of requests

Source	Number of Requests
Media	193
Academia	2
Business (Private Sector)	230
Organization	40
Public	253
Total	718

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	17	74	22	24	7	4	0	148
Disclosed in part	7	63	48	137	78	88	37	458
All exempted	1	3	2	2	0	1	0	9
All excluded	1	1	0	0	1	2	0	5
No records exist	30	53	6	2	0	3	0	94
Request transferred	20	1	0	0	0	0	0	21
Request abandoned	37	34	2	7	2	5	3	90
Treated informally	2	1	0	0	0	0	0	3
Total	115	230	80	172	88	103	40	828

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)	0	18(a)	3	20.1	0
13(1)(b)	0	16(2)(b)	0	18(b)	41	20.2	0
13(1)(c)	2	16(2)(c)	25	18(c)	0	20.4	0
13(1)(d)	7	16(3)	0	18(d)	24	21(1)(a)	81
13(1)(e)	0	16.1(1)(a)	0	18.1(1)(a)	0	21(1)(b)	89
14(a)	2	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	55
14(b)	3	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	27
15(1) - I.A.*	6	16.1(1)(d)	0	18.1(1)(d)	0	22	6
15(1) - Def.*	13	16.2(1)	0	19(1)	385	22.1(1)	2
15(1) - S.A.*	2	16.3	0	20(1)(a)	7	23	90
16(1)(a)(i)	4	16.4(1)(a)	0	20(1)(b)	229	24(1)	150
16(1)(a)(ii)	2	16.4(1)(b)	0	20(1)(b.1)	3	26	3
16(1)(a)(iii)	0	16.5	4	20(1)(c)	197		
16(1)(b)	4	17	5	20(1)(d)	33		
16(1)(c)	5						
16(1)(d)	3						

* 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)	10	69(1)(a)	6	69(1)(g) re (a)	23
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)	19
68.1	0	69(1)(d)	5	69(1)(g) re (d)	5
68.2(a)	0	69(1)(e)	10	69(1)(g) re (e)	7
68.2(b)	0	69(1)(f)	0	69(1)(g) re (f)	4
				69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	120	28	0
Disclosed in part	250	208	0
Total	370	236	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	12042	11348	148
Disclosed in part	206173	162734	458
All exempted	22219	0	9
All excluded	3984	0	5
Request abandoned	10959	0	90

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	121	1939	20	3933	5	3020	2	2456	0	0
Disclosed in part	219	10434	138	28669	53	29820	42	60838	6	32973
All exempted	6	0	2	0	0	0	0	0	1	0
All excluded	2	0	1	0	0	0	2	0	0	0
Abandoned	82	0	4	0	2	0	2	0	0	0
Total	430	12373	165	32602	60	32840	48	63294	7	32973

2.5.3 Other complexities

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	42	10	2	45	99
Disclosed in part	349	8	3	222	582
All exempted	5	0	0	1	6
All excluded	3	0	0	1	4
Abandoned	15	8	0	0	23
Total	414	26	5	269	714

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
88	24	35	2	27

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	8	10
16 to 30 days	1	7	8
31 to 60 days	1	9	10
61 to 120 days	1	19	20
121 to 180 days	0	14	14
181 to 365 days	1	16	17
More than 365 days	0	9	9
Total	6	82	88

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	8	2	28	12
Disclosed in part	77	42	223	225
All exempted	2	0	2	4
All excluded	2	2	0	1
No records exist	1	1	3	5
Request abandoned	7	1	12	13
Total	97	48	268	260

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	64	0	6	4
31 to 60 days	18	1	48	153
61 to 120 days	9	4	155	65
121 to 180 days	3	9	33	14
181 to 365 days	3	32	26	17
365 days or more	0	2	0	7
Total	97	48	268	260

PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	655	\$3,275	30	\$150
Search	1	\$83	1	\$571
Production	3	\$781	2	\$198
Programming	3	\$452	2	\$80
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	556	\$3,198
Total	662	\$4,591	591	\$4,197

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	331	19049	6	417
Outstanding from the previous reporting period	27	4541	0	0
Total	358	23590	6	417
Closed during the reporting period	342	21152	6	417
Pending at the end of the reporting period	16	2438	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	More than 365 days	
Disclose entirely	69	87	39	3	1	0	0	199
Disclose in part	11	36	30	7	2	0	0	86
Exempt entirely	1	0	2	0	0	0	0	3
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	7	4	4	1	0	0	0	16
Other	18	12	4	3	1	0	0	38
Total	106	139	79	14	4	0	0	342

5.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	Total
Disclose entirely	1	3	1	0	0	0	0	5
Disclose in part	1	0	0	0	0	0	0	1
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	1
Total	2	3	1	0	0	0	0	6

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	2	1
16 to 30	3	2
31 to 60	4	4
61 to 120	14	8
121 to 180	10	9
181 to 365	11	11
More than 365	0	0
Total	44	35

PART 7 – Resources related to the Access to Information Act

7.1 Costs

Expenditures	Amount
Salaries	\$1,726,459
Overtime	\$11,216
Goods and Services	\$1,138,365
• Professional services contracts	\$818,097
• Other	\$320,268
Total	\$2,876,040

7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	5.00	29.67	24
Part-time and casual employees	0.00	1.33	1
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	3.42	3.89	16
Students	2.00	2.00	2
Total	10.42	36.89	47.31

Supplementary Reporting

Previously released ATI package released informally

Institution	Number of informal releases of previously released access to information packages
Public Works and Government Services Canada	214

Completion Time of Consultations on Cabinet Confidences under the ATIA - Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101–500 Pages Processed		501–1,000 Pages Processed		1,001–5,000 Pages Processed		More Than 5,000 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	1	384	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	1	18	1	0	0	0	0	0	0	0
61 to 120	1	48	5	1349	0	0	1	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	1	551	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	2	66	7	1733	1	551	1	0	0	0

Completion Time of Consultations on Cabinet Confidences under the ATIA - Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101–500 Pages Processed		501–1,000 Pages Processed		1,001–5,000 Pages Processed		More Than 5,000 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	1	384	0	0	0	0	0	0
16 to 30	0	0	2	234	1	465	0	0	0	0
31 to 60	1	9	0	0	1	870	0	0	0	0
61 to 120	4	248	2	230	0	0	1	1856	0	0
121 to 180	4	90	3	695	2	1032	1	672	0	0
181 to 365	6	433	1	328	0	0	2	1396	0	0
More than 365	0	0	0	0	0	0	1	1764	0	0
Total	15	780	9	1871	4	2367	5	5688	0	0