

DEFENCE CONSTRUCTION CANADA

2014–2015 ACCESS TO INFORMATION ACT ANNUAL REPORT

April 1, 2014, to March 31, 2015



Defence Construction Canada
Construction de Défense Canada

Canada

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REPORT ON THE ACCESS TO INFORMATION ACT

INTRODUCTION

The *Access to Information Act* (hereafter, the “ATIA”) gives Canadian citizens, as well as individuals and corporations present in Canada, the right to access federal government records that are not of a personal nature. The public’s right of access to information is balanced against the legitimate need to protect sensitive information and to permit the effective functioning of government, while promoting transparency and accountability in government institutions.

The ATIA complements but does not replace other procedures for obtaining government information. It is not intended to limit in any way access to government information normally available to the public upon request.

Section 72 of the ATIA requires the head of every federal government institution to submit an annual report to Parliament on the administration of the ATIA during the fiscal year. This *Annual Report* summarizes the management and administration of the ATIA within Defence Construction (1951) Limited (DCC) in 2014–15.

MANDATE OF DCC

The principal mandate of DCC, pursuant to the *Defence Production Act*, is to meet the infrastructure and environmental needs of the Department of National Defence and the Canadian Armed Forces (DND/CAF) by providing quality services. DCC’s mission is to provide timely, effective and efficient project delivery and full lifecycle support for infrastructure and environmental assets required for the defence of Canada. DCC is an agent of the Crown incorporated for the purpose of carrying out the procurement for and delivering of defence infrastructure projects. The *Defence Production Act* defines a defence contract as a contract with an agent of Her Majesty that in any way relates to defence projects or to the designing, manufacturing, producing, constructing, finishing, assembling, transporting, repairing, maintaining, servicing or storing of or dealing in defence projects. DCC’s Letters Patent permit DCC to take on, lease, or in exchange, procure, purchase or otherwise acquire, construct, alter, renovate, add to, improve, and to hold, manage, maintain, operate, supervise, repair, heat, lease, sell, salvage, realize or otherwise dispose of real and personal property—and in particular, lands and buildings. DCC reports to Parliament through the Minister of Public Works and Government Services.

DCC'S ACCESS TO INFORMATION AND PRIVACY OFFICE

DCC's Access to Information and Privacy (ATIP) Office is accountable for developing and implementing effective policies, guidelines, systems and procedures to ensure that DCC meets its responsibilities under the ATIA and the *Privacy Act* (PA).

The main activities of the ATIP Office include the following:

- monitoring compliance with relevant acts, regulations, procedures and policies;
- processing requests under both acts;
- developing and maintaining policies, procedures and guidelines to ensure that DCC respects the acts;
- promoting awareness of the acts within DCC to ensure that employees are aware of their responsibilities;
- preparing annual reports to Parliament and other statutory reports, as well as other material that central agencies may require;
- representing DCC in dealings with Treasury Board Secretariat (TBS), the information and privacy commissioners, and other government departments and agencies to determine how the acts apply to DCC; and
- helping DCC meet its commitments to ensure openness and transparency, through proactive and informal disclosure of information.

The ATIP Office has two employees: the ATIP Coordinator and the ATIP Administrator.

DELEGATION OF AUTHORITY

Pursuant to section 73 of the ATIA, the President's authority has been delegated to enable the Corporation to meet its legislated requirements. The President has delegated his powers and duties to the ATIP Coordinator.

See Appendix A for the Delegation Order.

SUMMARY AND HIGHLIGHTS OF ACTIVITIES

In accordance with the amended Directive on the Administration of the ATIA, DCC posts summaries of completed ATIA requests on DCC's website each month.

EDUCATION AND TRAINING

During the 2014–15 reporting period, DCC continued to present the *ATIP Quarterly Statistical Report* to inform senior management, increase awareness of access to information and privacy issues, and help the ATIP Office fulfill its mandate.

The ATIP Office briefs 10 senior managers quarterly and 19 senior managers twice a year. Topics covered in the presentation include the following:

- annual and quarterly comparisons of ATIP cases handled and pages reviewed;
- consultation cases, by region and government institution;
- annual ATI cases, by source type;
- a 10-year analysis of ATIP requests received; and
- staff time spent on ATIP work.

POLICIES, GUIDELINES AND PROCEDURES

DCC did not implement any new or revised ATIP policies, guidelines or procedures during the reporting period.

ACCESS TO INFORMATION ACT STATISTICAL REPORT

FORMAL REQUESTS

The table below shows the volumes of access to information requests received and processed by DCC, by source, over the past four years:

Source	2011–12	2012–13	2013–14	2014–15
Public	9	9	9	6
Media	0	4	0	1
Business	12	18	14	22
Academic	0	0	0	1
Other organizations	0	1	0	1
Total received	21	32	23	31

Between April 1, 2014, and March 31, 2015, DCC received 31 requests for information under the ATIA.

Eight requests were carried over from the previous reporting period, for a total of 39 requests processed. Of the 39 requests it processed in 2014–15, DCC completed 33 requests, which involved processing a total of 2,206 pages. Six requests have been carried forward into 2015–16.

DISPOSITION OF COMPLETED REQUESTS

Of the 33 requests completed during this reporting period, full disclosure was provided in response to six requests and partial disclosure was provided in response to 11 requests. Four requests were abandoned, and one was transferred to another federal government institution. In 11 cases, no records existed.

Paper copies of documents were provided for 15 requests. For two requests, the response was provided electronically.

COMPLETION TIME AND EXTENSIONS

During the reporting period, DCC completed 22 requests within 30 days; one in between 31 and 60 days; two in between 61 to 120 days; and eight in more than 121 days.

Of the 33 requests completed, 26 (79% of requests) were completed within the allowable time limits. Section 9 of the ATIA provides for the extension of the statutory time limits if consultations are necessary or if a large number of records have been requested, the processing of which would unreasonably interfere with DCC's operations. In 12 instances, DCC found it necessary to seek extensions to prescribed time limits because the scope of the requests would unreasonably interfere with DCC's operations. DCC monitors the time to process access to information requests for the Treasury Board Secretariat *Statistical Report*.

EXEMPTIONS INVOKED

DCC invoked exemptions under the *ATIA* as follows.

Exemption		Number of times applied
Section 15	Exempting records expected to be injurious to the conduct of international affairs and the defence of Canada.	1
Section 18	Exempting records expected to prejudice the economic interests of Canada.	2
Section 19	Exempting records containing personal information.	11
Section 20	Exempting records containing third-party business information.	16
Section 21	Exempting records containing information relating to the internal decision-making processes of government.	2

EXCLUSIONS INVOKED

During the reporting year, DCC did not invoke any exclusions related to the completed requests.

REQUESTS FOR CONSULTATION FROM OTHER GOVERNMENT INSTITUTIONS AND ORGANIZATIONS

A significant amount of the ATIP Office's workload involves responding to requests for consultation related to formal requests received by other institutions. During the reporting period, DCC received 28 requests for consultation from other federal institutions. DCC works closely with departments such as DND/CAF, as well as Public Works and Government Services Canada, to respond to these requests in a timely fashion. Although the consultation requests are not reflected in the *Annual Report's* statistical tables, they nevertheless account for an increasing portion of the ATIP Office's total caseload.

TRANSLATION

There were no requests for translation during the reporting period.

FEES

As per ATIA regulations, DCC collected application fees totalling \$135, and in one case waived the application fee of \$5.

COSTS

DCC's costs directly associated with the administration of the ATIA for 2014–15 were estimated to be \$96,500.

COMPLAINTS AND REQUESTS FOR JUDICIAL REVIEW

During this reporting period, DCC's ATIP Office made representation to the Office of the Information Commissioner (OIC) related to one complaint received in 2011–12, which was still under review at the end of the reporting period. One judicial review with the Federal Court of Canada is ongoing; this application was filed with the Federal Court during the 2013–14 reporting period.

**APPENDIX A:
DELEGATION ORDER
– *ACCESS TO
INFORMATION ACT
AND PRIVACY ACT***



Defence Construction Canada
Construction de Défense Canada

ACCESS TO INFORMATION AND PRIVACY ACT DELEGATION ORDER

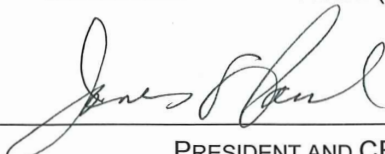
ARRÊTÉ SUR LA DÉLÉGATION EN VERTU DE LA LOI SUR L'ACCÈS À L'INFORMATION ET DE LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

<p>The President and CEO of Defence Construction (1951) Limited, pursuant to section 73 of the <i>Access to Information Act</i> and the <i>Privacy Act</i>, 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.</p>	<p>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.</p>
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Position / Poste	<i>Access to Information Act</i> and Regulations <i>Loi sur l'accès à l'information</i> et règlements	<i>Privacy Act</i> and Regulations <i>Loi sur la protection des renseignements personnels</i> et règlements
Corporate Manager, Governance Gestionnaire nationale, Gouvernance	Schedule A Annexe A	Schedule B Annexe B

Dated, at the City of Ottawa, this <u>25th</u> day of <u>September</u> , 2013.	Daté, en la ville d'Ottawa, ce <u>25</u> jour de <u>septembre</u> 2013.
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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'ACCÈS À L'INFORMATION**

<i>Articles</i>	<i>Access to Information Act</i>	<i>Loi sur l'accès à l'information</i>
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

<i>Articles</i>	<i>Access to Information Regulations</i>	<i>Règlements sur l'accès à l'information</i>
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***



Statistical Report on the Access to Information Act

Name of institution: Defence Construction Canada

Reporting period: 2014-04-01 to 2015-03-31

Part 1: Requests Under the Access to Information Act

1.1 Number of requests

	Number of Requests
Received during reporting period	31
Outstanding from previous reporting period	8
Total	39
Closed during reporting period	33
Carried over to next reporting period	6

1.2 Sources of requests

Source	Number of Requests
Media	1
Academia	1
Business (private sector)	22
Organization	1
Public	6
Decline to identify	0
Total	31

1.3 Informal 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	
0	0	0	0	0	0	0	0

Note: All requests previously recorded as “treated informally” will now be accounted for in this section only.

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	4	1	1	0	0	0	6
Disclosed in part	2	0	0	1	2	6	0	11
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	10	1	0	0	0	0	0	11
Request transferred	1	0	0	0	0	0	0	1
Request abandoned	3	1	0	0	0	0	0	4
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	16	6	1	2	2	6	0	33

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)	0	18(a)	1	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	1	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	0	18(d)	0	21(1)(a)	1
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	1
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	11	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	0
15(1) - Def.*	1	16.3	0	20(1)(b)	9	24(1)	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	5		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	2		
16(1)(a)(iii)	0	17	0				
16(1)(b)	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)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(a)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	0
68.1	0	69(1)(c)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(d)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	6	0	0
Disclosed in part	9	2	0
Total	15	2	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	355	355	6
Disclosed in part	1,851	1,851	11
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	4
Neither confirmed nor denied	0	0	0

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less 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
All disclosed	5	111	1	244	0	0	0	0	0	0
Disclosed in part	8	202	1	175	2	1,474	0	0	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
Request abandoned	4	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	17	313	2	419	2	1,474	0	0	0	0

2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	2		0	0	2
Disclosed in part	9	0	0	0	9
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor	0	0	0	0	0
Total	11	0	0	0	11

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
7	3	4	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	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	1	1
181 to 365 days	0	6	6
More than 365 days	0	0	0
Total	0	7	7

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	2	0
Disclosed in part	0	0	2	8
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	0	0	4	8

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	0	0	0	0
31 to 60 days	0	0	0	0
61 to 120 days	0	0	4	8
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	0	0	4	8

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	27	\$135	1	\$5
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	27	\$135	1	\$5

Part 5: Consultations Received From Other Institutions and Organizations

5.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	28	6,531	0	0
Outstanding from the previous reporting period	1	14	0	0
Total	29	6,545	0	0
Closed during the reporting period	25	4,867	0	0
Pending at the end of the reporting period	4	1,678	0	0

5.2 Recommendations and completion time for consultations received from other Government of Canada 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	10	4	1	0	0	0	0	15
Disclose in part	3	2	2	1	1	0	0	9
Exempt entirely	0	0	0	1	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	13	6	3	2	1	0	0	25

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	More Than 365 Days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

Part 6: Completion Time of Consultations on Cabinet Confidences

6.1 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	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

6.2 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	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
0	1	0	1

Part 8: Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0

Part 9: Resources Related to the Access to Information Act

9.1 Costs

Expenditures		Amount
Salaries		\$83,775
Overtime		\$0
Goods and services		\$12,725
• Professional services contracts	\$12,725	
• Other	\$0	
Total		\$96,500

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1.00
Part-time and casual employees	1.00
Regional staff	0.00
Consultants and agency personnel	1.00
Students	0.00
Total	3.00

Note: Enter values to two decimal places.