

DEFENCE CONSTRUCTION CANADA

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# **2017–2018 ACCESS TO INFORMATION ACT ANNUAL REPORT**

**April 1, 2017, to March 31, 2018**



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 this Act during the financial year. This annual report summarizes the management and administration of the ATIA within Defence Construction (1951) Limited (DCC) in the 2017–18 reporting period.

### MANDATE OF DCC

The principal mandate of DCC, pursuant to the *Defence Production Act* (DPA), 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 DPA 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 Services and Procurement.

## 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 the Treasury Board of Canada Secretariat, 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.

## ORGANIZATIONAL STRUCTURE

At the end of the 2017–18 reporting period, the ATIP Office had two full-time employees: the ATIP Coordinator and the ATIP Deputy Coordinator. During the reporting period, two ATIP Administrators departed; as a result, DCC hired three consultants to provide coverage through the staffing transition. To meet changing demands in workload, DCC restructured the ATIP Office which now includes the following positions: ATIP Coordinator, ATIP Deputy Coordinator and ATIP Administrator. The position of ATIP Deputy Coordinator was filled, and DCC began the process to staff the ATIP Administrator position during this reporting period.

## DELEGATION OF AUTHORITY

Pursuant to section 73 of the ATIA, the President has delegated his powers and duties to the ATIP Coordinator to allow the Corporation to meet its legislated requirements.

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 the [Open Government](#) portal each month.

## TRAINING AND AWARENESS

During the 2017–18 reporting period, DCC continued to present the ATIP Activity Report to inform senior management of the volume of access to information and privacy requests, increase awareness of access to information and privacy issues, and help the ATIP Office fulfill its mandate.

The ATIP Office briefs DCC's five executives monthly and 20 senior managers twice a year. Topics covered in the presentation include the following:

- annual and quarterly comparisons of ATIP requests handled and pages reviewed;
- consultation requests, by region and government institution; and
- annual ATIP requests, by source type.

A plain language policy document on the ATIA is accessible to all employees via the DCC intranet.

The ATIP Coordinator provided training to the new ATIP Deputy Coordinator on DCC's ATIP processes and practices.

## INSTITUTION-SPECIFIC POLICIES, GUIDELINES AND PROCEDURES

DCC did not implement any new or revised policies, guidelines or procedures related to access to information during the reporting period.

DCC has established and reminds employees of their obligations under the following policies, guidelines and procedures related to the ATIA:

- DCC ATIP Policies and Procedures; and
- DCC Code of Business Conduct which includes the *Public Servants Disclosure Protection Act*.

DCC requires all employees to review and comply with DCC's Code of Business Conduct, as a condition of employment. This Code articulates expectations, incorporates the *Public Servants Disclosure Protection Act* and provides procedures for the disclosure of wrongdoing under that Act. Each year, DCC employees are required to review their obligations and responsibilities under the Code and to actively acknowledge their continued compliance. This annual process is concluded electronically. DCC sends each employee an e-mail reminder and tracks responses through an automated system. This allows DCC to keep accurate records and to take appropriate follow-up action. New employees must pass an online test regarding the Code shortly after they are hired. In 2017–18, 100% of DCC's employees responded to the annual request for review and all new hires completed the required test.

The Code includes DCC employee obligations under the ATIA, to help ensure effective and consistent administration and compliance with the Act and its regulations.

During the 2017–18 reporting period, the ATIP Coordinator, in conjunction with the ATIP Deputy Coordinator, launched a complete review of existing policies and processes related to the processing of requests and consultations received under the ATIA. This review is expected to be completed during the next reporting period.

## ACCESS TO INFORMATION ACT STATISTICAL REPORT

### FORMAL REQUESTS

The table below shows the number of access to information requests DCC has received and processed, by source, over the past four reporting periods:

Source	2014–15	2015–16	2016–17	2017–18
Public	6	9	3	3
Media	1	2	7	0
Business (private sector)	22	18	25	15
Academia	1	4	1	0
Organization	1	3	2	0
Decline to identify	0	0	0	0
<b>Total received</b>	<b>31</b>	<b>36</b>	<b>38</b>	<b>18</b>

Between April 1, 2017, and March 31, 2018, DCC received 18 requests for information under the ATIA.

Thirteen requests were carried over from the previous reporting period, for a total of 31 requests processed. Of these, DCC completed 28, which involved processing a total of 2,200 pages. DCC carried over three requests into the next reporting period.

### DISPOSITION OF COMPLETED REQUESTS

Of the 28 requests completed during this reporting period, DCC responded to two requests as “all disclosed” and 14 as “disclosed in part,” as per the Government of Canada Statistical Report nomenclature. Three were “request abandoned” and one record was “all exempted.” No requests were “all excluded” or transferred to other institutions. For eight requests, “no records exist.”

DCC provided paper copies of documents in response to eight requests. For eight other requests, DCC sent the response electronically.

### COMPLETION TIME AND EXTENSIONS

During the reporting period, DCC completed five requests within 15 days; six in 16 to 30 days; one in 31 to 60 days; four in 61 to 120 days; two in 121 to 180 days; six in 181 to 365 days; and four in more than 365 days.

Of the 28 requests closed during the reporting period, 18 (64%) 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 four 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.

The majority of DCC's requests are for information obtained under or by virtue of the DPA, which is listed under Schedule II of the ATIA. Section 30 of the DPA is a mandatory exemption in that it explicitly prohibits the disclosure of information without first obtaining the appropriate consent. Nevertheless, in the spirit of openness and transparency, DCC makes every reasonable effort to acquire this consent. In this way, DCC attempts to balance the right of access with the responsibility to protect that information. For example, DCC proactively consults with third parties in order to negotiate the complete or partial disclosure of their information. As a result of this approach, only 74 pages of the 2,200 relevant pages processed in this reporting period were "all exempted." Therefore, it should be noted that, in order to achieve this level of openness and transparency, DCC chose to engage in comprehensive and protracted consultations with third party stakeholders.

#### **MONITORING OF REQUESTS**

The ATIP Deputy Coordinator monitors DCC's case management system daily, checking for files with "red" highlights, which indicate a delay. This ensures continued compliance with the principles of the ATIA.

The ATIP Deputy Coordinator meets with the ATIP Coordinator weekly to review the status of files and develop appropriate strategies to improve compliance rates.

In addition, the ATIP Deputy Coordinator distributes the ATIP Monthly Activity Report by e-mail to the Executive Management Group. This report captures new requests, both formal and informal, as well as requests for consultation received during the preceding month. It also contains statistical information about ATIP Office activity on a monthly and year-to-date basis.



## EXEMPTIONS INVOKED

During the reporting period, 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.	2
Section 16	Exempting records containing information on the vulnerability of a particular building or other structures and systems.	3
Section 18	Exempting records expected to prejudice the economic interests of Canada.	3
Section 19	Exempting records containing personal information.	14
Section 20	Exempting records containing third-party business information.	33
Section 21	Exempting records containing information relating to the internal decision-making processes of government.	1
Section 24	Statutory prohibition against releasing information under provisions in Schedule II of the ATIA relating to the DPA.	14

## EXCLUSIONS INVOKED

During the reporting period, DCC did not invoke any exclusions relating to the completed requests.

## INFORMAL REQUESTS

DCC received two informal requests for the 2017–18 reporting period. This is a decrease from the previous reporting period, when DCC received 16 informal 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 government institutions and organizations. In 2017–18, DCC received 13 such requests, and no requests were carried over from the previous reporting period. DCC works closely with DND/CAF, the Communications Security Establishment Canada, the Privy Council Office, Environment and Climate Change Canada, and Public Services and Procurement Canada to respond to these requests in a timely fashion.

## TRANSLATION

There were no requests for records to be translated during the reporting period.

## **FEES**

As per ATIA regulations, DCC collected application fees totalling \$70.

## **COSTS**

DCC's costs directly associated with the administration of the ATIA for 2017–18 were estimated to be \$158,184.

## **COMPLAINTS AND REQUESTS FOR JUDICIAL REVIEW**

DCC received one complaint from the Office of the Information Commissioner in 2017–18, but it had yet to be assigned to an investigator at the Commissioner's office at the end of the reporting period. One complaint, received during the 2016–17 reporting period, was closed after being deemed well founded and resolved. As a result of this complaint, the ATIP Coordinator initiated a thorough review of internal policies and procedures. This review is expected to be completed in the next reporting period.

One judicial review with the Federal Court of Appeal is ongoing. This application was filed with the Federal Court in the 2013–14 reporting period.

**APPENDIX A:  
DELEGATION ORDER  
– *ACCESS TO  
INFORMATION 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	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>
<p>Director, Governance and Legal Affairs, and Corporate Secretary Directrice, Gouvernance et Affaires juridiques, et secrétaire de la Société</p>	<p>Schedule A Annexe A</p>	<p>Schedule B Annexe B</p>

<p>Dated, at the City of Ottawa, this <u>17<sup>th</sup></u> day of <u>November</u>, 2016.</p>	<p>Daté, en la ville d'Ottawa, ce <u>17<sup>e</sup></u> jour de <u>novembre</u>, 2016.</p>
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LE PRÉSIDENT ET PREMIER DIRIGEANT  
CONSTRUCTION DE DEFENSE (1951) LIMITEE

ORIGINAL SIGNED BY | ORIGINAL SIGNÉ PAR  
JAMES S. PAUL

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: 2017-04-01 to 2018-03-31

### Part 1: Requests Under the Access to Information Act

#### 1.1 Number of requests

	Number of Requests
Received during reporting period	18
Outstanding from previous reporting period	13
<b>Total</b>	<b>31</b>
Closed during reporting period	28
Carried over to next reporting period	3

#### 1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	0
Business (private sector)	15
Organization	0
Public	3
Decline to Identify	0
<b>Total</b>	<b>18</b>

#### 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	
1	1	0	0	0	0	0	2

**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	0	0	2	0	0	0	2
Disclosed in part	0	0	0	2	2	6	4	14
All exempted	0	0	1	0	0	0	0	1
All excluded	0	0	0	0	0	0	0	0
No records exist	2	6	0	0	0	0	0	8
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	3	0	0	0	0	0	0	3
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	5	6	1	4	2	6	4	28

### 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)	2	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)	3	18(d)	0	21(1)(a)	1
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	0
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)	1	16.1(1)(d)	0	19(1)	14	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)	14	24(1)	14
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)	14		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	5		
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	2	0	0
Disclosed in part	6	8	0
<b>Total</b>	<b>8</b>	<b>8</b>	<b>0</b>

## 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	25	25	2
Disclosed in part	2,101	2,101	14
All exempted	74	0	1
All excluded	0	0	0
Request abandoned	0	0	3
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	2	25	0	0	0	0	0	0	0	0
Disclosed in part	5	155	9	1,946	0	0	0	0	0	0
All exempted	1	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	3	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>11</b>	<b>180</b>	<b>9</b>	<b>1,946</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	2	0	0	0	2
Disclosed in part	14	0	0	0	14
All exempted	1	0	0	0	1
All excluded	0	0	0	0	0
Request abandoned	0	0	0	1	1
Neither confirmed nor denied	0	0	0	0	0
<b>Total</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>18</b>

### 2.6 Deemed refusals

#### 2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	Consultation	Consultation	Other
10	6	3	0	1

#### 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	1	1
16 to 30 days	0	0	0
31 to 60 days	0	3	3
61 to 120 days	0	2	2
121 to 180 days	0	1	1
181 to 365 days	0	3	3
More than 365 days	0	0	0
<b>Total</b>	<b>0</b>	<b>10</b>	<b>10</b>

### 2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 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	1
Disclosed in part	4	0	6	14
All exempted	0	0	0	1
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
<b>Total</b>	4	0	7	16

#### 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	1	0
31 to 60 days	0	0	0	5
61 to 120 days	3	0	6	11
121 to 180 days	1	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
<b>Total</b>	4	0	7	16

### Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Requests	Amount	Requests	Amount
Application	14	\$70	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
<b>Total</b>	14	\$70	0	\$0

## 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	12	5,588	1	24
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	12	5,588	1	24
Closed during the reporting period	9	4,675	1	24
Pending at the end of the reporting period	3	913	0	0

### 5.2 Recommendations and completion time for consultations received from other Government of Canada

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	3	2	0	0	0	0	0	5
Disclose in part	2	1	1	0	0	0	0	4
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
<b>Total</b>	5	3	1	0	0	0	0	9

### 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	1	0	0	0	0	0	0	1
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	1	0	0	0	0	0	0	1

## 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
<b>Total</b>	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
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

## Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
1	0	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		\$129,814
Overtime		\$0
Goods and Services		\$28,370
• Professional services contracts	\$28,370	
• Other	\$0	
<b>Total</b>		<b>\$158,184</b>

### 9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1.64
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.42
Students	0.00
<b>Total</b>	<b>2.06</b>

**Note:** Enter values to two decimal places.