

DEFENCE
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DE DÉFENSE
CANADA

2021–22

Access to Information Act

Annual Report

April 1, 2021 to March 31, 2022

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Report on the *Access to Information Act*

Introduction

The *Access to Information Act* (ATIA) gives Canadian citizens, as well as individuals and corporations present in Canada, the right to access records under the control of a federal institution. 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 94 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 financial year. This annual report summarizes the administration of the ATIA within Defence Construction (1951) Limited (DCC) during 2021–22.

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—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 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 DCC respects the Acts;
- promoting awareness of the Acts within DCC to ensure employees know and understand their responsibilities;
- preparing annual reports to Parliament and other statutory reports, as well as other material Central Agencies may require;
- representing DCC in dealings with the Treasury Board of Canada 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.

During 2021–22, the ATIP Office supported DCC's compliance with ancillary statutory requirements by doing the following:

- reporting travel and hospitality expenses of senior officials on the Open Government portal;
- responding to parliamentary questions (Order Paper Questions);
- responding to constituent inquiries; and
- reviewing DCC's corporate services contracts.

Organizational Structure

During 2021–22, the ATIP Office had three full-time positions: the ATIP Coordinator, the ATIP Deputy Coordinator and the ATIP Administrator. The ATIP Deputy Coordinator position was filled at the beginning of the reporting period as the result of a successful recruitment process. As is the case for most institutions, recruitment and retention of qualified ATIP professionals is a significant challenge for DCC.

DCC was not party to any service agreements under section 96 of the ATIA during 2021–22.

Delegation of Authority

Pursuant to section 95 of the ATIA, DCC's President has delegated his powers and duties to the ATIP Coordinator to allow the Corporation to meet its legislated requirements. These powers may be sub-delegated to the Deputy Coordinator, as required.

See Appendix A for the Delegation Order.

Summary and Highlights of Activities

In accordance with the Interim Directive on the Administration of the ATIA, DCC posted summaries of completed ATIA requests on the Open Government portal each month.

In addition, the ATIP Office regularly reviewed its acknowledgement letter, extension letter, other government entity consultation letter, third-party notice letter and release letters during 2021–22. To better meet the needs of requesters, DCC also continued to offer interim release packages, when possible.

The ATIP Office onboarded to Treasury Board of Canada Secretariat's (TBS) ATIP Online Request Service (AORS) during the 2021-22 fiscal year, which supported requesters in offering an electronic option for submitting ATIP requests.

The ATIP Office continued to monitor the TBS/PSPC initiative to procure new ATIP processing software.

Training and Awareness

During 2021–22, DCC continued to inform senior management of the volume of access to information and privacy requests and increase awareness of ATIP matters.

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.

The ATIP Office continued to provide reports to DCC's Board of Directors. Through quarterly reports, the ATIP Office provides an overview of its activities administering the ATIA and the PA. Topics covered in the ATIP Board Report include the following:

- ATIP activities relating to legislative compliance;

- statistical reporting and new request summaries;
- corporate risk assessments; and
- issues identified through ATIP-related environmental scans.

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

The ATIP Office maintained a training module for DCC employees based on the Canada School of Public Service's introductory online ATIP course. This self-directed training covers DCC's responsibilities under the ATIA and PA and is reviewed by the ATIP Coordinator annually.

The ATIP Office continued to develop training and awareness strategies aimed at keeping access to information and information management front of mind for all DCC employees. All training documents continued to be made available to all employees on DCC's intranet and additional support and education was provided as required.

Additionally, the ATIP Office continued to provide advice and guidance to regional and site employees on ATIP activities.

The Deputy ATIP Coordinator continued to train the ATIP Administrator on DCC ATIP processes and practices, and also provided developmental training based on active access to information files, recent jurisprudence and updated TBS Directives related to the administration of requests and of the ATIA and PA.

Policies, Guidelines and Procedures

In accordance with the Government of Canada's priorities of openness and transparency, DCC remained committed to reviewing and improving its administration of the ATIA in 2021–22.

The ATIP Office continued to use its refined tasking process to identify appropriate POCs within each region. In the preceding reporting period, lead contacts were identified and compiled in a reference document for use by the ATIP Office. This document is updated regularly, with the goal of improving engagement of appropriate subject-matter experts when retrieving DCC-held records and responding to external consultation requests.

The ATIP Office continues to comply with the ATIA reporting requirements for Crown corporations, including posting information relating to senior officials' travel and hospitality expenses monthly on the Open Government portal. Summaries of completed ATI requests are also posted monthly, even though such transparency is not a legislative requirement for Crown corporations.

DCC has established and reminds employees of their obligations under DCC ATIP policies and procedures, and DCC's Code of Business Conduct, which incorporates the *Public Servants Disclosure Protection Act* by reference. The Code articulates expectations and provides procedures

for the disclosure of wrongdoing under that Act. The Code also sets out DCC employees' obligations under the ATIA to help ensure effective and consistent administration of and compliance with the ATIA and its regulations.

Each year, DCC employees are required as a condition of employment to review their obligations and responsibilities under the Code and to acknowledge through an electronic process, their continued compliance. 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 2021–22, 100% of DCC's employees responded to the annual request for Code review and all new hires completed the required form.

Overview of 2021–22 Operating Environment Impacting ATIP Activity

DCC continues to modernize its IT infrastructure to ensure the Corporation keeps pace with industry and government partners in the use and application of technology for infrastructure and environment services. Since being affected by a cyber incident in September 2019, DCC has continued to update its IT systems in line with industry standards and is dedicated to ensuring efficiency and effectiveness.

DCC fully supports openness, transparency and accountability, guiding principles of the Government of Canada. As in the previous fiscal year, DCC's ability to carry out ATIP activities was impacted by the circumstances and exceptional measures put in place by health officials in response to the COVID-19 pandemic.

DCC continued to take its lead from the Public Health Agency of Canada, and employees maintained their remote working schedule. Remote work environments had an impact on the ATIP Office, whose employees successfully balanced multiple work and home responsibilities in response to the pandemic.

DCC's ATIP Office operated at reduced capacity throughout 2021–22.

Access to Information Act Statistical Report

Summary of Requests

The table below shows the number of ATIA requests received and processed by DCC, by source, over the past five reporting periods:

Source	2017–18	2018–19	2019–20	2020–21	2021–22
Public	3	1	3	2	0
Media	0	0	0	1	0
Business (private sector)	15	17	6	6	2
Academia	0	0	0	0	0
Organization	0	2	1	0	2
Decline to identify	0	0	0	0	0
Total received	18	20	10	9	4

Between April 1, 2021, and March 31, 2022, DCC received four requests for information under the ATIA.

Five requests were carried over from the previous reporting period, for a total of nine requests processed. Of these, DCC completed seven in 2021–22, which involved processing a total of 6,695 pages. DCC carried over two requests into the next reporting period.

Disposition of Completed Requests

Of the seven requests completed, DCC disclosed records in part in response to two requests. Four requests resulted in all records being disclosed. One request was abandoned by the requester.

DCC provided electronic copies of documents in response to all requests in 2021–22.

Completion Time and Extensions

DCC completed two requests within 15 days during 2021–22; none within 16 to 30 days or 31 to 60 days; one request within 61 to 120 days; three requests within 121 to 180 days; none within 181 to 365 days; and one request required more than 365 days to process.

Of the seven requests closed, all (100%) were completed within the legislated time limits. Section 9 of the ATIA provides for the extension of the statutory time limits if the request is for a large number of records or necessitates a search through a large number of records and meeting the original time limit would unreasonably interfere with DCC's operations (paragraph 9(1)(a)); if consultations are necessary and cannot be reasonably completed within the original time limit (paragraph 9(1)(b)); or if notice of the request is given pursuant to subsection 27(1) (paragraph 9(10)(c)).

The ATIP Office most often carries out consultations with other governmental entities on requested records, extending the time DCC has to respond under paragraph 9(1)(b).

The majority of DCC's requests are for information obtained under or by virtue of the DPA, which is listed in Schedule II of the ATIA. Section 30 of the DPA 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.

DCC takes its duty to assist very seriously and works closely with requesters during all aspects of request processing. During 2021–22, the ATIP Office onboarded to TBS' AORS, offering all requesters the opportunity to submit their requests electronically; this saves the requester time and provides the ATIP Office a secure medium for receiving electronic requests.

Additionally, the ATIP Administrator increased their assistance to requesters at initial contact to identify records of interest to them and narrow the scope of the request, when possible. This improves response turnaround times and reduces the use of extensions. It also lessens the impact on DCC employees by reducing the number of records for review, and ultimately minimizes operational impact. It permits DCC to balance its commitment to openness and transparency with its fee-for-service operating model, while still meeting its obligations under the ATIA.

Monitoring Requests

The ATIP Deputy Coordinator and ATIP Administrator monitored DCC's request file management document daily to check for updates or highlights in request files and to ensure that file progression occurs within the legislated timeframe. This ensures continued compliance with principles of the ATIA.

The ATIP Administrator meets with the ATIP Deputy Coordinator weekly to review the status of request files and manage the ATIP Office's response to complex and nuanced requests in a high tempo environment. The ATIP Coordinator has touchpoints with both the ATIP Deputy Coordinator and the ATIP Administrator as needed to respond to urgencies and files requiring escalation.

Additionally, the ATIP Administrator 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 regarding ATIP Office activity on a monthly and year-to-date basis.

Exemptions Invoked

During 2021–22, DCC invoked exemptions under the ATIA, as follows:

Exemption		Number of times applied
Section 15	International affairs & defence	1
Section 16	Security	1
Section 19	Personal information	2
Section 20	Third-party business information	2
Section 21	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 <i>Defence Production Act</i>	2
	Section 30 of the DPA was applied in tandem with Section 24, as per Schedule II of the ATIA	

Exclusions Invoked

DCC did not invoke any exclusions relating to the requests it completed in 2021–22.

Informal Requests

DCC did not receive any informal requests during 2021–22.

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 2021–22, DCC received nine such consultations. DCC worked closely with Department of National Defence

(DND)/ Canadian Armed Forces (CAF), Shared Services Canada (SSC) and Public Services and Procurement Canada (PSPC) to respond to these requests in a timely fashion.

Translation

DCC received no requests to translate requested records in 2021–22.

Fees and Costs

As per ATIA Regulations, DCC collected application fees totalling \$15. The application fee for one request was waived pursuant to subsection 11(2) of the ATIA.

DCC's costs directly associated with administering the ATIA in 2021–22 was estimated to be \$251,653.

Complaints and Requests for Judicial Review

During 2021–22, DCC received one complaint from the Office of the Information Commissioner (OIC), for a total of three active complaints during the reporting period.

The OIC completed its investigation of one of the complaints that was initiated during the 2020-21 fiscal year, as it was discontinued by the requester. The other active complaint initiated during 2020–21 was carried over into the next reporting period along with the new complaint from the current year.

There were no requests for judicial review in 2021–22.

Appendix A:

Delegation Order



Defence Construction Canada
Construction de Défense Canada

ACCESS TO INFORMATION ACT AND PRIVACY ACT DELEGATION ORDER
ARRÊTÉ DE DÉLÉGATION EN VERTU DE LA LOI SUR L'ACCÈS À L'INFORMATION ET LA LOI SUR
LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

By means of this Delegation Order (Order), I, Derrick Cheung, as President and Chief Executive Officer (CEO) of Defence Construction (1951) Limited, operating as Defence Construction Canada (DCC), delegate the authority herein described to the Director, Governance and Legal Affairs and Corporate Secretary, as follows:

- I. The Director, Governance and Legal Affairs and Corporate Secretary, may, on my behalf, exercise or perform any of the powers, duties or functions as they relate to the administration of the *Access to Information Act* (ATIA) and the *Privacy Act* (PA) and associated Regulations.
- II. This delegation is made pursuant to section 95 of the ATIA and section 73 of the PA and is subject thereto.
- III. This Order is effective immediately and shall run until revoked by me or my successor and supersedes all previous Orders.
- IV. The powers, duties or functions delegated by means of this Order may be subdelegated to the Specialist, Access to Information and Privacy, with prior and written consent of the Director, Governance and Legal Affairs and Corporate Secretary.

Par cet Arrêté de délégation (Arrêté), je, soussigné Derrick Cheung, président et premier dirigeant de Construction de défense (1951) Limitée communément appelée Construction de Défense Canada (CDC), délègue les pouvoirs décrits ci-dessous à la directrice, Gouvernance et Affaires juridiques et secrétaire de la Société :

- I. La directrice, Gouvernance et Affaires juridiques et secrétaire de la Société, est autorisée à exercer les attributions liées à l'administration de la *Loi sur l'accès à l'information* (LAI) et la *Loi sur la protection des renseignements personnels* (LPRP) et aux règlements y relatifs, en mon nom.
- II. Cette délégation de pouvoirs est accordée en vertu de l'article 95 de la LAI et de l'article 73 de la LPRP, et leur est assujettie.
- III. Cet Arrêté prend effet immédiatement et restera en vigueur jusqu'à ce qu'il soit révoqué par moi-même ou par mon successeur et il remplace tout Arrêté qui le précède.
- IV. Les attributions déléguées en vertu de cet Arrêté peuvent être sujettes à une subdélégation à la spécialiste, Accès à l'information et protection des renseignements, moyennant le consentement écrit et préalable de la directrice, Gouvernance et Affaires juridique et secrétaire de la Société.

Original signed by | Document original signé par :

DERRICK CHEUNG, LL.M., MBA, MA
PRESIDENT AND CEO, DCC | PRÉSIDENT ET PREMIER DIRIGEANT, CDC

DATED | DATÉ : DEC. 19, 2019

Acknowledged and agreed | Reconnu et accepté :

Original signed by | Document original signé par :

ALISON LAWFORD, LL.B., LL.M.
DIRECTOR, GOVERNANCE AND LEGAL AFFAIRS AND CORPORATE SECRETARY,
DCC | DIRECTRICE, GOUVERNANCE ET AFFAIRES JURIDIQUES ET SECRÉTAIRE
DE LA SOCIÉTÉ, CDC

DATED | DATÉ : DEC. 19, 2019

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: 2021-04-01 to 2022-03-31

Section 1: Requests Under the *Access to Information Act*

1.1 Number of requests

		Number of Requests
Received during reporting period		4
Outstanding from previous reporting periods		5
• Outstanding from previous reporting period	3	
• Outstanding from more than one reporting period	2	
Total		9
Closed during reporting period		7
Carried over to next reporting period		2
• Carried over within legislated timeline	1	
• Carried over beyond legislated timeline	1	

1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	0
Business (private sector)	2
Organization	2
Public	0
Decline to Identify	0
Total	4

1.3 Channels of requests

Source	Number of Requests
Online	4
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	4

Section 2: Informal Requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		0
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		0
Closed during reporting period		0
Carried over to next reporting period		0

2.2 Channels of informal requests

Source	Number of Requests
Online	0
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	0

2.3 Completion time of informal requests

Completion Time							
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
0	0	0	0	0	0	0	0

2.4 Pages released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1000 Pages Released		1001-5000 Pages Released		More Than 5000 Pages Released	
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released
0	0	0	0	0	0	0	0	0	0

2.5 Pages re-released informally

Less Than 100 Pages Re-released		100-500 Pages Re-released		501-1000 Pages Re-released		1001-5000 Pages Re-released		More Than 5000 Pages Re-released	
Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released
0	0	0	0	0	0	0	0	0	0

Section 3: Applications to the Information Commissioner on Declining to Act on Requests

	Number of Requests
Outstanding from previous reporting period	0
Sent during reporting period	0
Total	0
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	0
Withdrawn during reporting period	0
Carried over to next reporting period	0

Section 4: Requests Closed During the Reporting Period

4.1 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	2	0	0	0	2	0	0	4
Disclosed in part	0	0	0	1	1	0	0	2
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	1	1
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	2	0	0	1	3	0	1	7

4.2 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)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	1	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)	1
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)	2	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	0
15(1) - Def.*	0	16.3	0	20(1)(b)	2	23.1	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	2
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	2	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	0	17	0				
16(1)(c)	0						
16(1)(d)	0						

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

4.3 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

4.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	7	0	0	0	0

4.5 Complexity

4.5.1 Relevant pages processed and disclosed for paper and e-record formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
6695	1275	7

4.5.2 Relevant pages processed per request disposition for paper and e-record formats by size of requests

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	2	57	2	550	0	0	0	0	0	0
Disclosed in part	0	0	2	804	0	0	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	0	0	0	0	0	0	0	0	1	5284
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0	0	0
Total	2	57	4	1354	0	0	0	0	1	5284

4.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

4.5.4 Relevant minutes processed per request disposition for audio formats by size of requests

Disposition	Less Than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
	Number of Request	Minutes Processed	Number of Requests	Minutes Processed	Number of Request	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
Total	0	0	0	0	0	0

4.5.5 Relevant minutes processed and disclosed for video formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

4.5.6 Relevant minutes processed per request disposition for video formats by size of requests

Disposition	Less Than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
	Number of Request	Minutes Processed	Number of Requests	Minutes Processed	Number of Request	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
Total	0	0	0	0	0	0

4.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Other	Total
All disclosed	2	0	0	2
Disclosed in part	2	0	0	2
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	4	0	0	4

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	7
Percentage of requests closed within legislated timelines (%)	100

4.7 Deemed refusals

4.7.1 Reasons for not meeting legislated timelines

Number of requests closed past the legislated timelines	Principal Reason			
	Interference with operations/ Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

4.7.2 Requests closed beyond legislated timelines (including any extension taken)

Number of days past legislated timelines	Number of requests past legislated timeline where no extension was taken	Number of requests past legislated timeline 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	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	0	0

4.8 Requests for translation

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

Section 5: Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	2	0	2	2
Disclosed in part	2	0	2	2
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
No records exist	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	4	0	4	4

5.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations/ Workload	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	4	0	0	4
61 to 120 days	0	0	4	0
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	4	0	4	4

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	3	\$15.00	1	\$5.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	3	\$15.00	1	\$5.00	0	\$0.00

Section 7: Consultations Received From Other Institutions and Organizations

7.1 Consultations received from other Government of Canada institutions and other organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	8	324	1	16
Outstanding from the previous reporting period	2	3831	0	0
Total	10	4155	1	16
Closed during the reporting period	9	4111	1	16
Carried over within negotiated timelines	1	44	0	0
Carried over beyond negotiated timelines	0	0	0	0

7.2 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	2	0	0	0	0	0	0	2
Disclose in part	1	3	1	0	1	0	1	7
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	3	3	1	0	1	0	1	9

7.3 Recommendations and completion time for consultations received from other organizations outside the 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	0	0	0	0	0	0	0	0
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	0
Total	1	0	0	0	0	0	0	1

Section 8: Completion Time of Consultations on Cabinet Confidences

8.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		100-500 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	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

8.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		100–500 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	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

Section 9: Investigations and Reports of finding

9.1 Investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal Representations
1	0	0

9.2 Investigations and Reports of finding

Section 37(1) Initial Reports			Section 37(2) Final Reports		
Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
0	0	0	1	0	0

Section 10: Court Action

10.1 Court actions on complaints

Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

10.2 Court actions on third party notifications under paragraph 28(1)(b)

Section 44 - under paragraph 28(1)(b)
0

Section 11: Resources Related to the *Access to Information Act*

11.1 Allocated Costs

Expenditures		Amount
Salaries		\$220,812
Overtime		\$0
Goods and Services		\$30,841
• Professional services contracts	\$30,841	
• Other	\$0	
Total		\$251,653

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	2.350
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.250
Students	0.000
Total	2.600

Note: Enter values to three decimal places.

Appendix C:
Supplemental Statistical Report on the *Access to*
Information Act* and *Privacy Act



Government
of Canada

Gouvernement
du Canada

Supplemental Statistical Report on the *Access to Information Act* and the *Privacy Act*

Name of institution: Defence Construction Canada

Reporting period: 2021-04-01 to 2022-03-31

Section 1: Capacity to Receive Requests under the Access to Information Act and the Privacy Act

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	52
Able to receive requests by email	52
Able to receive requests through the digital request service	14

Section 2: Capacity to Process Records under the Access to Information Act and the Privacy Act

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	0	0	52	52
Protected B Paper Records	0	0	52	52
Secret and Top Secret Paper Records	0	0	52	52

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Electronic Records	0	0	52	52
Protected B Electronic Records	0	0	52	52
Secret and Top Secret Electronic Records	0	0	52	52

Section 3: Open Requests and Complaints Under the Access to Information Act

3.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2022	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2022	Total
Received in 2021-2022	1	0	1
Received in 2020-2021	0	0	0
Received in 2019-2020	0	1	1
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016 or earlier	0	0	0
Total	1	1	2

Row 8, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2021-2022 Statistical Report on the *Access to Information Act*

3.2 Enter the number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2021-2022	1
Received in 2020-2021	1
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016 or earlier	0
Total	2

Section 4: Open Requests and Complaints Under the Privacy Act

4.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2022	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2022	Total
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016 or earlier	0	0	0
Total	0	0	0

Row 8, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2021-2022 Statistical Report on the *Privacy Act*

4.2 Enter the number of open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016 or earlier	0
Total	0

Section 5: Social Insurance Number (SIN)

Did your institution receive authority for a new collection or new consistent use of the SIN in 2021-2022?	No
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