

DEFENCE
CONSTRUCTION
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DE DÉFENSE
CANADA

2023–2024 ***Access to Information Act*** **Annual Report**

April 1, 2023 to March 31, 2024

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Report on the Access to Information Act

Introduction

The *Access to Information Act* (ATIA) gives Canadian citizens and permanent residents, as well as individuals and corporations residing 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.

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 during 2023–2024 for Defence Construction (1951) Limited, carrying on business as Defence Construction Canada (DCC).

Mandate of DCC

DCC's enabling legislation is the *Defence Production Act* (DPA) and DCC is an agent of the Crown. DCC reports to Parliament through the Minister of Public Services and Procurement.

The principal mandate of DCC 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 operates in six regions: Pacific Region, Western Region, Ontario Region, National Capital Region, Quebec Region and Atlantic Region across Canada; and has five service lines: Contract Management Services, Contract Services, Environmental Services, Project and Program Management Services, and Real Property Management Services.

DCC's Access to Information and Privacy Office

DCC's Access to Information and Privacy (ATIP) Office is accountable for developing and implementing 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:

1. monitoring and maintaining compliance with related acts, regulations, procedures and policies, and processing formal and informal requests under both acts;
2. maintaining relationships with all points of contact (POC) within DCC's Regions to support processing of ATIA business;
3. promoting awareness of the ATIA within DCC to ensure employees are mindful of their responsibilities;

4. preparing annual reports to Parliament and other statutory reports, as well as other materials that may be required associated with compliance activities, such as proactive disclosure; and
5. representing DCC in collaborations with the Treasury Board of Canada Secretariat (TBS), the Information Commissioner, and other government departments and agencies.

During 2023–2024, the ATIP Office supported DCC’s compliance requirements by doing the following:

1. processing ATIA requests and responding to complaints;
2. reporting travel and hospitality expenses of senior officials;
3. responding to parliamentary questions (*Order Paper* questions); and
4. responding to constituent inquiries.

Organizational Structure

During 2023–2024, the ATIP Office had three full-time positions: the ATIP Coordinator, the Deputy ATIP Coordinator, and the ATIP Administrator. No consultants were employed, and DCC was not party to any service agreements under section 96 of the ATIA during 2023–2024. DCC’s ATIP Office maintained responsibility for proactive publication functions under Part 2 of the ATIA.

Delegation of Authority

Pursuant to section 95 of the ATIA, DCC’s President has delegated powers and duties to the ATIP Coordinator (see Appendix A: Delegation Order).

Improvements to the ATI Program

DCC continued to use the TBS’s ATIP Online Request Service (now referred to as the Access to Information and Personal Information Request Service) which offers requesters an electronic option for submitting ATIP requests.

DCC also continued to offer interim release packages, when possible, which expedited the delivery of records to requesters.

The ATIP Office continued to monitor an initiative by TBS and Public Services and Procurement Canada (PSPC) to procure two new ATIP processing software solutions. DCC purchased one of the available solutions from that initiative in the third quarter of 2023–2024. This software was installed and configured in the third and fourth quarters of 2023–2024 and will be fully implemented once the training is completed (likely in 2024–2025).

Training and Awareness

During 2023–2024, DCC continued to inform DCC’s Board of Directors and senior management of the volume of ATIP requests and status of ATIP matters. The ATIP Office briefs the Board of Directors on a quarterly basis, the Executive Management Group monthly, and all Senior Managers twice a year. Topics covered include ATIP requests, pages reviewed, consultation requests, and external requests for information. DCC’s ATIP Office provides an overview of the activities to administer the ATIA, such as:

1. ATIP activities relating to legislative compliance;
2. statistical reporting and new request summaries;
3. corporate risk assessments; and
4. issues identified through ATIP-related environmental scans.

Also, an ATIA training document, using plain language, was made accessible to all DCC employees.

In addition, DCC’s ATIP Office reviewed tools and updated the module for in-person and self-led training of DCC employees, to reflect related updates.

DCC’s Deputy ATIP Coordinator developed a training plan and an ATIP general awareness campaign for all DCC Regions. This work will continue into the next fiscal year.

In 2023–2024, ATIP training took place in two of DCC’s six Regions. In total, five training sessions were delivered.

Policies, Guidelines and Procedures

In support of the Government of Canada’s priorities of openness and transparency, DCC remained committed to reviewing and improving its administration of the ATIA in 2023–2024.

DCC’s ATIP Office continues to ensure compliance with TBS’s policy suite.

DCC has established awareness tools to remind employees of their obligations under the ATIA, as well as DCC ATIP policies and procedures, and DCC’s Code of Business Conduct, which incorporates the *Public Servants Disclosure Protection Act* by reference.

Proactive Publication Under Part 2 of the ATIA

DCC’s ATIP Office continued to comply with section 81 of the ATIA reporting requirements for Crown corporations. DCC’s proactively published content can be found on the [Open Government](#) portal. Once tabled in Parliament, DCC’s corporate reports were also made available in accessible formats on the [Corporate Reporting](#) and [Transparency](#) pages of DCC’s website.

DCC met 100% of the monthly reporting requirements for publication of hospitality expenses, travel expenses and reports tabled in Parliament in 2023–2024.

Further to TBS's *Directive on Proactive Publication Under the ATIA*, DCC established a proactive disclosure standard operating procedure, including monthly tracking, to ensure proactive publication occurs within legislated timelines.

Proactive Publication Requirements

Legislative Requirement	Section	Publication Timeline	Institutional Requirement
All Government Institutions as defined in section 3 of the <i>Access to Information Act</i>			
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	✓
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	✓
Reports tabled in Parliament	84	Within 30 days after tabling	✓
Government entities or Departments, agencies, and other bodies subject to the Act and listed in Schedules I, I.1, or II of the <i>Financial Administration Act</i>			
Contracts over \$10,000	86	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	N/A
Grants & Contributions over \$25,000	87	Within 30 days after the quarter	N/A
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	N/A
Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office	88(b)	Within 30 days after the end of the month received	N/A
Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament	88(c)	Within 120 days after appearance	N/A

Legislative Requirement	Section	Publication Timeline	Institutional Requirement
Government institutions that are departments named in Schedule I to the <i>Financial Administration Act</i> or portions of the core public administration named in Schedule IV to that Act (i.e. government institutions for which Treasury Board is the employer)			
Reclassification of positions	85	Within 30 days after the quarter	N/A
Ministers			
Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Within 120 days after appointment	N/A
Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office	74(b)	Within 30 days after the end of the month received	N/A
Package of question period notes prepared by a government institution for the minister and in use on the last sitting day of the House of Commons in June and December	74(c)	Within 30 days after last sitting day of the House of Commons in June and December	N/A
Packages of briefing materials prepared by a government institution for a minister's appearance before a committee of Parliament	74(d)	Within 120 days after appearance	N/A
Travel Expenses	75	Within 30 days after the end of the month of reimbursement	N/A
Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	N/A

Legislative Requirement	Section	Publication Timeline	Institutional Requirement
Contracts over \$10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	N/A
Ministers' Offices Expenses *Note: This consolidated report is currently published by TBS on behalf of all institutions.	78	Within 120 days after the fiscal year	N/A

Monitoring Compliance

DCC's ATIP Office monitors the ATIP program by, for example, reviewing file status weekly and reporting that information to the ATIP Coordinator biweekly. DCC is dedicated to maintaining 100% compliance with the legislated due dates of files.

Section 30 of the DPA legislatively mandates that no information with respect to an individual business that has been obtained under or by virtue of this Act shall be disclosed without the consent of the person carrying on that business, except in specific circumstances. Therefore, DCC must undertake consultations on all such files. DCC's ATIP Office attempts to educate all parties on this legislative requirement.

DCC's Deputy ATIP Coordinator actions the proactive publication process monthly and ensures that all records associated with hospitality expenses, travel expenses, and reports tabled in Parliament are gathered, reviewed, approved for disclosure (by the ATIP Coordinator) and uploaded to the Open Government portal. The Deputy ATIP Coordinator queries internal systems, manually reviews expenses, and collaborates with other DCC employees to ensure the accuracy and completeness of proactively published content under Part 2 of the Act.

Access to Information Act Performance 2023–2024

Summary of Requests

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

Source	2019–20	2020–21	2021–22	2022–23	2023–24
Public	3	2	0	7	8
Media	0	1	0	0	1
Business (private sector)	6	6	2	2	3
Academia	0	0	0	0	0
Organization	1	0	2	1	0
Decline to identify	0	0	0	0	2
Total received	10	9	4	10	14

Between April 1, 2023, and March 31, 2024, DCC received 14 requests for information under the ATIA.

Four requests were carried over from the previous reporting periods, for a total of 18 requests active during the reporting period. Of these, DCC completed 12 requests in 2023–2024, which involved processing a total of 4,111 pages. DCC carried over six requests from previous reporting periods into 2024–2025, with one file beyond legislated timelines.

Disposition of Completed Requests

Of the 12 requests completed, DCC disclosed records in part in response to 10 requests (84% of dispositions). One request resulted in all records being disclosed (8% of dispositions). One request was closed without disclosure, as DCC held no responsive records (8% of dispositions).

DCC provided electronic copies of records in response to requests in 2023–2024.

Completion Time and Extensions

Of the 12 requests, DCC completed six within 16 to 30 days; one within 31 to 60 days; one within 61 to 120 days; two within 181 to 365 days; and two beyond 365 days. Therefore, 100% of the requests 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 operations (paragraph 9(1)(a)); if consultations are necessary to comply with the request that cannot reasonably be 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(1)(c)).

The majority of DCC's requests are for information obtained under or by virtue of the DPA, which is listed in Schedule II to the ATIA. As noted in the Monitoring Compliance section above, 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 obtain this consent.

DCC takes its duty to assist seriously and works closely with requesters during all aspects of request processing to ensure that their rights are upheld. For example, the ATIP Administrator increased assistance to requesters at initial contact to identify records of interest to them. This improved response turnaround times and reduced the use of extensions. It also lessened the impact on DCC employees by reducing the number of records for review, and ultimately minimized operational impact.

Monitoring Requests

In 2023–2024, the Deputy ATIP Coordinator and ATIP Administrator monitored DCC's request file management document daily to check for updates in request files and to ensure that file progression occurred within the legislated timeframe. This process ensures continued compliance with principles of the ATIA.

The ATIP Administrator met with the Deputy ATIP Coordinator weekly to review the status of request files and managed the ATIP Office's response to complex requests in a fast-tempo environment. The ATIP Coordinator has touchpoints with both the Deputy ATIP Coordinator and the ATIP Administrator as needed.

Exemptions Invoked

During 2023–2024, DCC invoked exemptions under the ATIA, as follows.

Exemption		Number of times applied
Section 16	Security	2
Section 18	Economic interest	6
Section 19	Personal information	8
Section 20	Third-party business information	11
Section 21	Information relating to the internal decision-making processes of government	7
Section 23	Solicitor-client privilege	1
Section 24	Statutory prohibition against releasing information under provisions in Schedule II to the ATIA relating to the <i>Defence Production Act</i> Section 30 of the DPA was applied in tandem with Section 24, as per Schedule II to the ATIA	6

Exclusions Invoked

DCC did not invoke any exclusions relating to the requests it completed in 2023–2024.

Informal Requests

DCC received one informal request in 2023–2024 which will be carried forward into 2024–2025.

Requests for Consultation From Other Government Institutions and Organizations

A significant amount of the ATIP Office's workload involved responding to requests for consultation related to requests received by other government institutions and organizations.

In 2023–2024, DCC received 13 such requests for consultation, totalling 3,474 pages for review. In addition, two consultation requests were carried forward from the previous fiscal year and contained 627 pages of records. DCC's ATIP Office was able to close 11 consultation requests and will carry four into 2024–2025.

DCC received consultation requests from DND/CAF, Shared Services Canada, PSPC, the Office of the Auditor General, Indigenous Services Canada and the Privy Council Office.

Translation

DCC received no requests to translate requested records in 2023–2024.

Fees and Costs

As per ATIA regulations, DCC collected application fees totalling \$60. The application fees for two additional requests, totalling \$10, were waived pursuant to subsection 11(2) of the ATIA.

DCC's costs directly associated with administering the ATIA in 2023–2024 were estimated to be \$236,533.

Complaints and Requests for Judicial Review

During 2023–2024, DCC received one new complaint from the Office of the Information Commissioner (OIC). One complaint was carried forward from previous reporting periods. The OIC discontinued its investigation of one complaint and one complaint was discontinued by the requestor in 2023–2024.

There were no requests for judicial review in 2023–2024.

Appendix A: Delegation Order



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 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 delegation is effective immediately and shall run until revoked by me or my successor.
- IV. The powers, duties or functions delegated by means of this Order are not subject to sub-delegation without my prior and express written consent.

Par cet 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 en mon nom les attributions liées à l'administration de la *Loi sur l'accès à l'information* (LAI) et de la *Loi sur la protection des renseignements personnels* (LPRP) ainsi que de leurs règlements.
- 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. Cette délégation de pouvoirs prend effet immédiatement et restera en vigueur jusqu'à ce qu'elle soit révoquée par moi-même ou par mon successeur.
- IV. Les attributions déléguées en vertu de cet arrêté ne peuvent être subdélégées sans mon consentement écrit, exprès et préalable.

Derrick Cheung

DATED | DATÉ: SEPT. 18 2023 | 18 SEPT. 2023

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

Acknowledged and Agreed | Reconnu et accepté

Alison Lawford

DATED | DATÉ: SEPT. 18 2023 | 18 SEPT. 2023

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

Appendix B:
Statistical Report on the *Access to Information Act*



Government
of Canada

Gouvernement
du Canada

Statistical Report on the *Access to Information Act*

Name of institution: Defence Construction Canada

Reporting period: 4/1/2023 to 3/31/2024

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

1.1 Number of requests

		Number of Requests
Received during reporting period		14
Outstanding from previous reporting periods		4
• Outstanding from previous reporting period	3	
• Outstanding from more than one reporting period	1	
Total		18
Closed during reporting period		12
Carried over to next reporting period		6
• Carried over within legislated timeline	5	
• Carried over beyond legislated timeline	1	

1.2 Sources of requests

Source	Number of Requests
Media	1
Academia	0
Business (private sector)	3
Organization	0
Public	8
Decline to Identify	2
Total	14

1.3 Channels of requests

Source	Number of Requests
Online	12
E-mail	2
Mail	0
In person	0
Phone	0
Fax	0
Total	14

Section 2: Informal Requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		1
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		1
Closed during reporting period		0
Carried over to next reporting period		1

2.2 Channels of informal requests

Source	Number of Requests
Online	1
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	1

2.3 Completion time of informal requests

Completion Time							
0 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
	0 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	1	0	0	0	0	0	1
Disclosed in part	0	4	1	1	0	2	2	10
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	1	0	0	0	0	0	1
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
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	0	6	1	1	0	2	2	12

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)	3	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	3	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	2	18(d)	0	21(1)(a)	0
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	3
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	4
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)	8	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	1
15(1) - Def.*	0	16.3	0	20(1)(b)	5	23.1	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	6
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	5	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	1		
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	11	0	0	0	0

4.5 Complexity

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

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
4111	3369	11

4.5.2 Relevant pages processed per request disposition for paper, e-record and dataset 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	1	1	0	0	0	0	0	0	0	0
Disclosed in part	4	59	2	458	3	2297	1	1296	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	0	0
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	5	60	2	458	3	2297	1	1296	0	0

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 Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	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 Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	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	0	0	0	0
Disclosed in part	5	0	0	5
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	5	0	0	5

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	12
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	0	0	0	0
Disclosed in part	6	0	4	4
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	6	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	2	0	0	0
31 to 60 days	4	0	0	4
61 to 120 days	0	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	3	0
365 days or more	0	0	1	0
Total	6	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	12	\$60.00	2	\$10.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	12	\$60.00	2	\$10.00	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	13	3474	0	0
Outstanding from the previous reporting period	2	627	0	0
Total	15	4101	0	0
Closed during the reporting period	11	2831	0	0
Carried over within negotiated timelines	4	1270	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
	0 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	2	0	4	4	0	1	0	11
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	2	0	4	4	0	1	0	11

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
	0 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

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	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

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	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

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	1	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 an intent to issue an order by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
0	0	0	0	0	0

Section 10: Court Action

10.1 Court actions on complaints

Section 41				
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		\$236,533
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$236,533

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	2.280
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	2.280

Note: Enter values to three decimal places.

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



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

Name of institution: Defence Construction Canada

Reporting period: 2023-04-01 to 2024-03-31

Section 1: Open Requests and Complaints Under the *Access to Information Act*

1.1 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, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
Received in 2023-24	5	0	5
Received in 2022-23	0	0	0
Received in 2021-22	0	0	0
Received in 2020-21	0	0	0
Received in 2019-20	0	1	1
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16	0	0	0
Received in 2014-15 or earlier	0	0	0
Total	5	1	6

Row 11, Col. 3 of Section 1.1 must equal Row 7, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the *Access to Information Act*

1.2 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 2023-24	0
Received in 2022-23	0
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16	0
Received in 2014-15 or earlier	0
Total	0

Section 2: Open Requests and Complaints Under the Privacy Act

2.1 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, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
Received in 2023-24	0	0	0
Received in 2022-23	0	0	0
Received in 2021-22	0	0	0
Received in 2020-21	0	0	0
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16	0	0	0
Received in 2014-15 or earlier	0	0	0
Total	0	0	0

Row 11, Col. 3 of Section 2.1 must equal Row 7, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the Privacy Act

2.2 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 2023-24	0
Received in 2022-23	0
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16	0
Received in 2014-15 or earlier	0
Total	0

Section 3: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2023-24?	No
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Section 4: Universal Access under the Privacy Act

How many requests were received from foreign nationals outside of Canada in 2023-24?	0	Row 1, Col. 1 of Section 4 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the <i>Privacy Act</i>
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