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2022–23 ***Access to Information Act*** **Annual Report**

April 1, 2022 to March 31, 2023

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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.

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 2022–23 for Defence Construction (1951) Limited, carrying on business as Defence Construction Canada (DCC).

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 deliver and maintain infrastructure and environmental projects and services, and provide full lifecycle infrastructure support, 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 and the DPA defines defence contracts.

Throughout our history, DCC has supported the Government of Canada, both at home and abroad, and we currently have two primary Client-Partners: the infrastructure and environment community at DND; and Communications Security Establishment.

DCC operates across Canada in six regions (Pacific Region, Western Region, Ontario Region, National Capital Region, Quebec Region and Atlantic Region) and offers service delivery across five service lines (Contract Management Services; Contract Services; Environmental Services; Project and Program Management Services; and Real Property Management Services).

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:

1. monitoring compliance with relevant Acts, regulations, procedures and policies;
2. processing requests under both Acts;
3. maintaining relationship with all Points of Contact (POC) within the regions to support seamless processing of ATIA business;
4. developing and maintaining policies, procedures and guidelines to ensure DCC respects the Acts;
5. promoting awareness of the Acts within DCC to ensure employees know and understand their responsibilities;
6. preparing annual reports to Parliament and other statutory reports, as well as other materials that may be required;
7. representing DCC in dealings with the Treasury Board of Canada Secretariat (TBS), the Information Commissioner, and other government departments and agencies; and
8. helping DCC meet its commitments to ensure openness and transparency, through proactive and informal disclosure of information.

During 2022–23, the ATIP Office supported DCC’s compliance requirements by:

- processing ATIA requests and responding to complaints;
- reporting travel and hospitality expenses of senior officials;
- responding to parliamentary questions (Order Paper Questions);
- responding to constituent inquiries; and
- reviewing DCC’s contracts.

Organizational Structure

During 2022–23, the ATIP Office had three full-time positions: the ATIP Coordinator, the Deputy ATIP Coordinator and the ATIP Administrator.

DCC was not party to any service agreements under section 96 of the ATIA during 2022–23.

Delegation of Authority

Pursuant to section 95 of the ATIA, DCC’s President has delegated his powers and duties to the ATIP Coordinator. See Appendix A for the Delegation Order.

Summary and Highlights of Activities

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

The ATIP Office reviewed its documentation, including the acknowledgement letter, extension letter, other government entity consultation letter, third-party notice letter and release letters during 2022–23.

To better meet the needs of requesters, DCC also continued to offer interim release packages, when possible.

The ATIP Office onboarded to TBS' ATIP Online Request Service (now referred to as Access to Information and Personal Information Request Service) 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 and Public Services and Procurement Canada's (PSPC) initiative to procure new ATIP processing software and intends to purchase an available solution in the future.

Training and Awareness

During 2022–23, 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 ATIP requests and pages reviewed; and
- consultation requests.

The ATIP Office also 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.

In 2022–2023, the ATIP Office reviewed training tools and developed a new training module for in-person and self-led training of DCC employees that reflects updates to the ATIA and to related ATIA policies. This training covers DCC’s responsibilities under the ATIA.

DCC’s Deputy ATIP Coordinator is developing a training plan and an ATIP awareness campaign to implement training and general awareness across all DCC regions. This work will continue into the next fiscal year.

In 2022–23, an on-site training was conducted at one of DCC’s six regions.

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 2022–23.

DCC’s ATIP Office continues to ensure compliance with the following TBS policy instruments and tools:

- Policy on Access to Information;
- Policy on Service and Digital;
- Interim Directive on the Administration of the *Access to Information Act*;
- Directive on Access to Information Requests; and
- Directive on Service and Digital.

The ATIP Office continued to comply with the ATIA reporting requirements for Crown corporations, including posting information travel and hospitality expenses monthly. Once tabled in Parliament, reports were also made available in accessible formats on the transparency section on DCC’s website.

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.

Overview of 2022–23 Operating Environment Impacting ATIP Activity

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 2022–23.

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	2018–19	2019–20	2020–21	2021–22	2022–23
Public	1	3	2	0	7
Media	0	0	1	0	0
Business (private sector)	17	6	6	2	2
Academia	0	0	0	0	0
Organization	2	1	0	2	1
Decline to identify	0	0	0	0	0
Total received	20	10	9	4	10

Between April 1, 2022, and March 31, 2023, DCC received 10 requests for information under the ATIA.

Two requests were carried over from the previous reporting period, for a total of 12 requests active during the reporting period. Of these, DCC completed eight requests in 2022–23, which involved processing a total of 1,165 pages. DCC carried over four requests into 2023–24.

Disposition of Completed Requests

Of the eight requests completed, DCC disclosed records in part in response to six requests. One request resulted in all records being disclosed. One request was closed without disclosure as no responsive records were held by DCC.

DCC provided electronic copies of documents in response to all requests in 2022–23.

Completion Time and Extensions

Of the eight requests, DCC completed two within 15 days during 2022–23; four within 16 to 30 days; one within 61 to 120 days; and one within 181 to 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'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(1)(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. For example, 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 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. It permits DCC to balance its commitment to openness and transparency, while still meeting its obligations under the ATIA.

Monitoring Requests

The Deputy ATIP 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 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 high tempo environment. The ATIP Coordinator has touchpoints with both the Deputy ATIP Coordinator and the ATIP Administrator as needed.

Additionally, the ATIP Administrator distributed the ATIP Monthly Activity Report 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 2022–23, DCC invoked exemptions under the ATIA, as follows:

Exemption	Explanation	Number of times applied
Section 16	Security	2
Section 19	Personal information	6
Section 20	Third-party business information	4
Section 21	Information relating to the internal decision-making processes of government	2
Section 24	Statutory prohibition against releasing information under provisions in Schedule II of 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 of the ATIA	2

Exclusions Invoked

DCC did not invoke any exclusions relating to the requests it completed in 2022–23.

Informal Requests

DCC received 10 informal requests in 2022–23 for copies of release packages that had been disclosed in prior fiscal years. Three of those requests were processed in 61 to 120 days and seven of those requests were processed in 121 to 180 days. The 10 informal requests required a re-release of 1,024 pages. All disclosures were provided electronically.

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 formal requests received by other government institutions and organizations.

In 2022–23, DCC received 11 such consultations, totalling 4,282 pages for review. In addition, one consultation request was carried forward from the previous fiscal year and contained 44 pages of records. DCC's ATIP Office was able to close 10 consultation requests and will carry two consultation requests into 2023–24.

DCC received consultation requests from the DND/CAF, Shared Services Canada, PSPC and Environment and Climate Change Canada, and responded in a timely fashion.

Translation

DCC received no requests to translate requested records in 2022–23.

Fees and Costs

As per ATIA Regulations, DCC collected application fees totalling \$25. The application fees for five additional requests, totalling \$25, were waived pursuant to subsection 11(2) of the ATIA.

DCC's costs directly associated with administering the ATIA in 2022–23 was estimated to be \$210,937.

Complaints and Requests for Judicial Review

During 2022–23, DCC did not receive any new complaints from the Office of the Information Commissioner. Two complaints were carried forward from previous reporting periods.

For the two complaints carried forward, DCC's ATIP Office made formal representations to the OIC, under section 35 of the ATIA. The OIC completed its investigation of one of these complaints.

There were no requests for judicial review in 2022–23.

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.

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

Acknowledged and Agreed | Reconnu et accepté

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.

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

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

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: 2022-04-01 to 2023-03-31

Section 1: Requests Under the Access to Information Act

1.1 Number of requests

		Number of Requests
Received during reporting period		10
Outstanding from previous reporting periods		2
• Outstanding from previous reporting period	1	
• Outstanding from more than one reporting period	1	
Total		12
Closed during reporting period		8
Carried over to next reporting period		4
• Carried over within legislated timeline	3	
• Carried over beyond legislated timeline	1	

1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	0
Business (private sector)	2
Organization	1
Public	7
Decline to Identify	0
Total	10

1.3 Channels of requests

Source	Number of Requests
Online	8
E-mail	2
Mail	0
In person	0
Phone	0
Fax	0
Total	10

Section 2: Informal Requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		10
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		10
Closed during reporting period		10
Carried over to next reporting period		0

2.2 Channels of informal requests

Source	Number of Requests
Online	0
E-mail	10
Mail	0
In person	0
Phone	0
Fax	0
Total	10

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	3	7	0	0	10

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
7	102	3	922	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	0	1	0	0	0	0	0	1
Disclosed in part	1	3	0	1	0	1	0	6
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	1	0	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	2	4	0	1	0	1	0	8

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)	0
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)	0	16.1(1)(d)	0	19(1)	6	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)	1	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
1165	1155	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	1	81	0	0	0	0	0	0	0	0
Disclosed in part	3	40	2	508	1	536	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	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	4	121	2	508	1	536	0	0	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	3	0	0	3
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	3	0	0	3

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	8
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	1	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	1	0	2	2

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	1	0	0	0
31 to 60 days	0	0	0	2
61 to 120 days	0	0	2	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	1	0	2	2

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	5	\$25.00	5	\$25.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	5	\$25.00	5	\$25.00	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	11	4282	0	0
Outstanding from the previous reporting period	1	44	0	0
Total	12	4326	0	0
Closed during the reporting period	10	3699	0	0
Carried over within negotiated timelines	2	627	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	0	0	0	0	0	0	0	0
Disclose in part	0	4	2	0	2	0	0	8
Exempt entirely	1	0	0	0	0	0	0	1
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	1	0	0	1
Total	1	4	2	0	3	0	0	10

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	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
0	0	2

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	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		\$210,937
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$210,937

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	2.160
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	2.160

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: 2022-04-01 to 2023-03-31

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	52

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, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	3	0	3
Received in 2021-2022	0	0	0
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	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	3	1	4

Row 11, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 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 2022-2023	0
Received in 2021-2022	1
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	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	1

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, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	0	0	0
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	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	0	0	0

Row 11, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 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 2022-2023	1
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	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	1

Section 5: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2022-2023?	No
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Section 6: Universal Access under the Privacy Act

How many requests were received from confirmed foreign nationals outside of Canada in 2022-2023?	0
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Row 1, Col. 1 of Section 6 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the *Privacy Act*