

DEFENCE
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CONSTRUCTION
DE DÉFENSE
CANADA

2020–21

Access to Information Act

Annual Report

April 1, 2020 to March 31, 2021

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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 2020–21.

Mandate of DCC

The principal mandate of DCC, pursuant to the *Defence Production Act* (DPA), is to meet the infrastructure and environmental needs of the Department of National Defence and the Canadian Armed Forces (DND/CAF) by providing quality services. DCC's mission is to provide timely, effective and efficient project delivery and full lifecycle support for infrastructure and environmental assets required for the defence of Canada.

DCC is an agent of the Crown incorporated for the purpose of carrying out the procurement for and delivering of defence infrastructure projects. The DPA defines a defence contract as a contract with an agent of Her Majesty that in any way relates to defence projects or to the designing, manufacturing, producing, constructing, finishing, assembling, transporting, repairing, maintaining, servicing or storing of, or dealing in defence projects.

DCC's Letters Patent permit DCC to take on, lease, or in exchange, procure, purchase or otherwise acquire, construct, alter, renovate, add to, improve, and to hold, manage, maintain, operate, supervise, repair, heat, lease, sell, salvage, realize or otherwise dispose of real and personal property—and in particular, lands and buildings. DCC reports to Parliament through the Minister of Public Services and Procurement.

DCC's Access to Information and Privacy Office

DCC's Access to Information and Privacy (ATIP) Office is accountable for developing and implementing effective policies, guidelines, systems and procedures to ensure 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 2020–21, 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 2020–21, the ATIP Office had two full-time positions: the ATIP Coordinator and the ATIP Administrator. The ATIP Deputy Coordinator position was vacated during the reporting period, and a recruitment process was initiated to staff the role. 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 2020–21.

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 2020–21.

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

Finally, the ATIP Office continued to monitor the TBS initiative to procure new ATIP processing software.

Training and Awareness

During 2020–21, 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
- issued 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 created 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.

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

The ATIP Coordinator trained the ATIP Administrator on DCC ATIP processes and practices, and provided general training based on TBS resources, including the Interim Directive on the ATIA, Access to Information Regulations and Access to Information Manual.

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 2020–21.

The ATIP Office continued to use its refined tasking process to identify appropriate points of contact 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 is committed to continuous improvement of its policies and processes related to the processing of requests and consultations received under the ATIA.

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.

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 2020–21, 100% of DCC’s employees responded to the annual request for review and all new hires completed the required test.

Overview of 2020–21 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. However, DCC’s ability to carry out ATIP activities was hindered by the circumstances and exceptional measures put in place to respond to the COVID-19 pandemic and protect the health and safety of its employees.

DCC took its lead from the Public Health Agency of Canada, and employees were supported in their transition to working from home whenever possible. This transition impacted the ATIP Office, whose employees faced, as did other Government of Canada ATIP personnel, the unprecedented reality of working in a new physical location and set-up, while trying to balance multiple work and home responsibilities.

As a result, DCC’s ATIP Office operated at reduced capacity throughout 2020–21.

Access to Information Act Statistical Report

Formal Requests

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

Source	2016–17	2017–18	2018–19	2019–20	2020–21
Public	3	3	1	3	2
Media	7	0	0	0	1
Business (private sector)	25	15	17	6	6
Academia	1	0	0	0	0
Organization	2	0	2	1	0
Decline to identify	0	0	0	0	0
Total received	38	18	20	10	9

Between April 1, 2020, and March 31, 2021, DCC received 9 requests for information under the ATIA.

Three requests were carried over from the previous reporting period, for a total of 12 requests processed. Of these, DCC completed seven in 2020–21, which involved processing a total of 2,269 pages. DCC carried over five requests into the next reporting period.

Disposition of Completed Requests

Of the seven requests completed, DCC disclosed records in part in response to three. Two requests resulted in all records being withheld. Two requests had no records associated with them.

DCC provided paper copies of documents in response to one request. For two other requests, DCC sent the responses electronically.

Completion Time and Extensions

DCC completed three requests within 15 days during 2020–21; one request within 16 to 30 days; none within 31 to 60 days or 61 to 120 days; two requests within 121 to 180 days; and one within 181 to 365 days. No requests required more than 365 days to complete.

Of the seven requests closed, five (71.4%) were completed within the allowable 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 DND 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 2020–21, 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. This 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 Administrator monitors DCC's case management system daily to check for "red" highlights in case files, which indicate a delay. This ensures continued compliance with principles of the ATIA.

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

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 2020–21, DCC invoked exemptions under the ATIA, as follows:

Exemption		Number of times applied
Section 19	Personal information	2
Section 20	Third-party business information	1
Section 21	Information relating to the internal decision-making processes of government	2
Section 23	Information subject to solicitor-client privilege or litigation privilege	1
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	4

Exclusions Invoked

DCC did not invoke any exclusions relating to the requests it completed in 2020–21.

Informal Requests

DCC did not receive any informal requests during 2020–21.

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 2020–21, DCC received five such requests. DCC worked closely with DND/CAF and TBS to respond to these requests in a timely fashion.

Translation

DCC received no requests to translate requested records in 2020–21.

Fees and Costs

As per ATIA Regulations, DCC collected application fees totalling \$40. 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 2020–21 were estimated to be \$119,086.

Complaints and Requests for Judicial Review

During 2020–21, DCC received three new complaints from the Office of the Information Commissioner (OIC), for a total of four active complaints during the reporting period.

The OIC completed its investigation of one of the new complaints, issuing a ruling in November 2020. The OIC also concluded its investigation of one complaint carried over from a previous reporting period, issuing a ruling in December 2020. Two complaints initiated during 2020–21 were carried over into the next reporting period.

There were no requests for judicial review in 2020–21.

Appendix A: Delegation Order



Defence Construction Canada
Construction de Défense Canada

ACCESS TO INFORMATION ACT AND PRIVACY ACT DELEGATION ORDER

ARRETE DE DELEGATION EN VERTU DE LA LOI SUR L'ACCES A 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 Arrête de délégation (Arrête), 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 Arrête 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 Arrête qui le précède.
- IV. Les attributions déléguées en vertu de cet Arrête 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, L.M., MBA, MA
PRESIDENT AND CEO, DCC | PRÉSIDENT ET PREMIER DIR/GEANT, CDC

DATED | DATE: 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 | DATE: 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: 2020-04-01 to 2021-03-31

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

1.1 Number of requests

	Number of Requests
Received during reporting period	9
Outstanding from previous reporting period	3
Total	12
Closed during reporting period	7
Carried over to next reporting period	5

1.2 Sources of requests

Source	Number of Requests
Media	1
Academia	0
Business (private sector)	6
Organization	0
Public	2
Decline to Identify	0
Total	9

1.3 Informal requests

Completion Time							Total
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
0	0	0	0	0	0	0	0

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

Section 2: Decline to act vexatious, made in bad faith or abuse of right 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
Carried over to next reporting period	0

Section 3: Requests Closed During the Reporting Period

3.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	1	0	0	0	2	0	0	3
All exempted	1	0	0	0	0	1	0	2
All excluded	0	0	0	0	0	0	0	0
No records exist	1	1	0	0	0	0	0	2
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
Decline to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	3	1	0	0	2	1	0	7

3.2 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)	0	18(d)	0	21(1)(a)	1
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	1
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	2	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)	1	23.1	0
15(1) - S.A.*	0	16.31	0	20(1)(b.1)	0	24(1)	4
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(c)	0	26	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(d)	0		
16(1)(a)(iii)	0	16.5	0				
16(1)(b)	0	16.6	0				
16(1)(c)	0	17	0				
16(1)(d)	0						

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

3.3 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

3.4 Format of information released

Paper	Electronic	Other
1	2	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
2269	562	5

3.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 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
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	1	27	2	535	0	0	0	0	0	0
All exempted	0	0	1	0	0	0	1	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	1	27	3	535	0	0	1	0	0	0

3.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	1	0	0	0	1
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0
Total	1	0	0	0	1

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	5
Percentage of requests closed within legislated timelines (%)	71.4

3.7 Deemed refusals

3.7.1 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
2	2	0	0	0

3.7.2 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	1	1
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	1	0	1
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	1	1	2

3.8 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 4: Extensions

4.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	2	0	2	2
Disclosed in part	0	0	1	1
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Decline to act with the approval of the Information Commissioner	0	0	0	0
Total	2	0	3	3

4.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	2	0	0	0
31 to 60 days	0	0	3	3
61 to 120 days	0	0	0	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	2	0	3	3

Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Requests	Amount	Requests	Amount
Application	8	\$40	1	\$5
Other fees	0	\$0	0	\$0
Total	8	\$40	1	\$5

Section 6: Consultations Received From Other Institutions and Organizations

6.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	5	4231	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	5	4231	0	0
Closed during the reporting period	3	444	0	0
Carried over to next reporting period	2	3787	0	0

6.2 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	1	0	0	0	0	0	0	1
Disclose in part	0	1	0	1	0	0	0	2
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	1	0	1	0	0	0	3

6.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	more Than 365 Days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

Section 7: Completion Time of Consultations on Cabinet Confidences

7.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Request	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

7.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Request	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 8: Complaints and investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal representations	Section 37 Reports of finding received	Section 37 Reports of finding containing recommendations issued by the Information Commissioner	Section 37 Reports of finding containing orders issued by the Information Commissioner
3	0	0	1	1	0

Section 9: Court Action

9.1 Court actions on complaints received before June 21, 2019 and on-going

Section 41 (before June 21, 2019)	Section 42	Section 44
0	0	0

9.2 Court actions on complaints received after June 21, 2019

Section 41 (after June 21, 2019)				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

Section 10: Resources Related to the *Access to Information Act*

10.1 Costs

Expenditures		Amount
Salaries		\$71,080
Overtime		\$0
Goods and Services		\$48,006
• Professional services contracts	\$48,006	
• Other	\$0	
Total		\$119,086

10.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1.000
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.440
Students	0.000
Total	1.440

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 *Privacy Act*

Name of institution: Defence Construction Canada

Reporting period: 2020-04-01 to 2021-03-31

Section 1: Capacity to Receive Requests

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	0

Section 2: Capacity to Process Records

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