

Access to Information Act **Annual Report 2016-2017**



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1. Access to Information Act - Annual Report 2016-2017

1.1 Introduction

The *Access to Information Act* (the *ATI Act*) gives Canadian citizens, permanent residents and all individuals and corporations present in Canada the right of access to records under the control of a government institution, subject to the payment of the applicable fees and the exemption and exclusion provisions contained in the *ATI Act*. The *ATI Act* complements, but does not replace, other means of obtaining government information.

Windsor-Detroit Bridge Authority (WDBA) is pleased to present Parliament with its annual report on the administration of the *ATI Act* in accordance with section 72 of the *ATI Act*. This report summarizes WDBA activities for Fiscal Year April 1, 2016, to March 31, 2017.

1.2 Mandate

Windsor-Detroit Bridge Authority (WDBA) is a not-for-profit Crown corporation which reports to Parliament through the Minister of Infrastructure and Communities. As such, WDBA is wholly owned by the Government of Canada but is structured like a private company and operates independently from government.

WDBA is responsible for the management of the procurement process for the design, building, financing, operation and maintenance of the new bridge between Windsor, Ontario and Detroit, Michigan through a public-private partnership (P3). WDBA will select the private-sector partner and manage the P3 concession agreement. WDBA is also responsible for project oversight.

WDBA is set out to fulfil its mandate under the terms of its Letters Patent and of the Crossing Agreement. WDBA is responsible for carrying out the obligations of the Crossing Authority as a party to the Crossing Agreement.

1.3 Organizational Structure

WDBA is led by a President and Chief Executive Officer (CEO) and governed by a board of directors who are responsible for overseeing the business activities and other affairs of WDBA. All Directors are approved by the Government of Canada with the Chair and President and CEO holding office for five years and the directors holding office for up to four years. WDBA is located in Windsor, Ontario.



The powers, duties and functions of the administration of the *ATI Act* have been fully delegated by WDBA’s President and CEO to WDBA’s Vice President, Communications and Stakeholder Relations who also serves as the organization’s ATIP Coordinator. A copy of WDBA’s Delegation Order is provided in Appendix A. The Delegation Order included supersedes the previous Delegation Order dated April 29, 2016, authorizing WDBA’s Chief Financial Administrative Officer these powers, duties, and functions.

WDBA’s ATIP requirements are managed through the ATIP Coordinator and supported by an ATIP Analyst/Records Administrator. Additional ATIP resources are also contracted as needed.

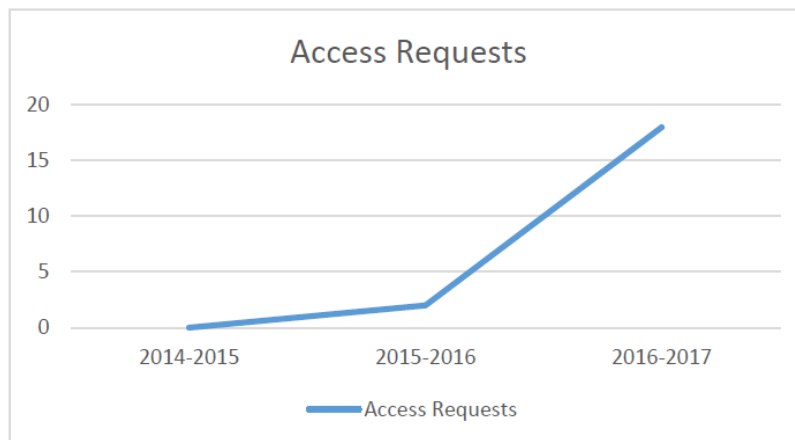
1.4 Highlights of the Statistical Report, 2016-2017

Access Requests

During Fiscal Year 2016-2017, WDBA received a total of eighteen formal access to information requests and three informal requests for information. Including two access requests that were carried over from the previous reporting period, 2015-2016, there were a total of 20 active requests in 2016-2017.

Given WDBA’s early stage of operations, launching in 2014, there is minimal statistical data for comparison. During the first year of operations, Fiscal Year 2014-2015, no access requests were received, following with Fiscal Year 2015-2016, when two requests were received. Access requests have become more common over the 2016-2017 reporting period.

The chart below identifies the source of requests received by WDBA during the 2016-2017 reporting period.



The chart below identifies the source of requests received by WDBA during the 2016-2017 reporting period.



Extensions

In accordance with section 9(1) of the *ATI Act*, requests may be extended beyond the 30-day time limit if the request is for a large number of records and meeting the original timeframe would unreasonably interfere with operations, consultations are necessary, or notice of the request is given to a third party.

During this reporting period, WDBA sought extensions for five requests due to interference with operations and required consultations. WDBA extended the time limit more than thirty days and provided notice to the Information Commissioner in instances when this occurred. In 2016-2017 WDBA received one consultation from another institution.

Completed Requests

In Fiscal Year 2016-2017, WDBA completed 11 access requests. Of these requests 82 per cent were responded to within the established timelines. Nine requests have been carried over to the 2017-2018 reporting period.



Requests Under the <i>Access to Information Act</i>	
Number of requests (2016-2017)	
Type	Number of Requests
Received during reporting period	18
Outstanding from previous reporting period	2
Total	20
Closed during reporting period	11
Carried over to next reporting period	9

WDBA's 2016-2017 statistical report on the *Access to Information Act* is provided in Appendix B.

1.5 Training

During Fiscal Year 2016-2017, WDBA continued to promote ATIP awareness throughout the organization by providing mandatory training sessions for employees with two in May 2016 and three held in November 2016. A third-party ATIP Consultant delivered the five, three-hour training sessions to all staff who had not attended a previous training session within the last twelve months. The training course was also offered as an optional refresher for staff if the employee had attended a session within the last twelve months.

The content of the training sessions included a high level review of *ATI Act* requirements, roles and responsibilities and the formulation of recommendations on the disclosure of information. Other topics covered included the creation of records and information, government communications, information management and information security. Across the five training sessions, 51 employees participated.

WDBA's Executive Team also received a private training session to highlight their roles and responsibilities under the *ATI Act* and *Privacy Act*. This session also covered specific topics of interest such as the application of the *ATI Act* to meeting minutes, project records and personal notes as defined by the Courts.

As of spring 2016, an ATIP briefing has been incorporated into the orientation process for new WDBA hires. Twenty-seven employees received this one-hour training session, within one week following their position's start date to provide a high level overview of *ATI Act* requirements. The mandatory training sessions then followed based on the relevant start dates.



1.6 Policies, Guidelines, Procedures and Initiatives

During the 2016-2017 reporting period, WDBA undertook various initiatives to comply with new Treasury Board of Canada Secretariat policies and directives, respond to issues raised by the Office of the Information Commissioner or other Agents of Parliament and improve organizational efficiency in relation to the *Act*. WDBA initiatives undertaken during this period included:

- publication of Info Source in compliance with Section 5 of the *ATI Act* (Info Source provides information about the functions, programs, activities and related information holdings of government institutions in accordance with the *ATI Act* and the *Privacy Act*. WDBA's Personal Information Banks were not included in this publication and have been submitted for registration. These will be publicized when registration has been finalized)
- updated WDBA's employee Call Out Form for access to information requests to include more detailed instructions.)
- published completed access to information requests on www.open.canada.ca
- hired an ATIP consultant to produce a Policy and Procedure Manual covering the processing of access to information requests, as part of the delivery of an ATIP Management Framework
- drafted notification letter to inform select federal departments about WDBA and the availability of new consultation records
- created templates to add consistency to communications with requesters
- updated WDBA's website, www.wdbridge.com, to provide a dedicated web page on Access to Information and Privacy (ATIP) Requests and the associated procedures.

1.7 Summary of Key Issues and Actions Taken on Complaints and Audits

During Fiscal Year 2016-2017, WDBA was notified of one complaint received by the Office of the Information Commissioner (OIC) under the *ATI Act*. Review and investigation of this complaint was not concluded during this reporting period.

1.8 Monitoring Compliance

WDBA's timeliness and compliance are monitored closely through internal tracking procedures. The status of each current access request is reported to the ATIP Coordinator on a weekly basis and to senior management on a monthly basis. Statistical data is compiled in a spreadsheet when a request is closed.




Appendix A: Signed Delegation Order



**Delegation of Authority
Access to Information Act
And
Privacy Act**

I, the undersigned, Michael Cautillo, pursuant to Section 73 of the Access to Information Act and Section 73 of the Privacy Act, hereby authorize those officers and employees of the Windsor-Detroit Bridge Authority occupying the positions identified within the attached schedules to exercise signing authorities or perform any of the CEO's powers, duties or functions specified therein.

Dated at Windsor this 17th day of November, 2016.



President & CEO

**Delegation of Authority Under the
Access to Information Act**

Provision	Task/Function	Position / Title				
		VP, Communi- cations & Stakehol- der Relations	ATIP Officer	Program Directors	All	N/A
4(2.1)	Responsibility of government institutions	X				
7(a)	Notice when access requested	X				
7(b)	Giving access to record	X				
8(1)	Transfer of request to another government institution	X				
9	Extension of time limits	X				
11(2), (3), (4), (5), (6)	Additional fees	X				
12(2)(b)	Language of access	X				
12(3)(b)	Access in an alternative format	X				



**Delegation of Authority Under the
Access to Information Act**

Provision	Task/Function	Position / Title				
		VP, Communi- cations & Stakehol- der Relations	ATIP Officer	Program Directors	All	N/A
13	Exemption - Information obtained in confidence	X				
14	Exemption - Federal-provincial affairs	X				
15	Exemption - International affairs and defense	X				
16	Exemption - Law enforcement and investigations	X				
16.5	Exemption - Public Servants Disclosure Protection Act	X				
17	Exemption - Safety of individuals	X				
18	Exemption - Economic interests of Canada	X				



**Delegation of Authority Under the
Access to Information Act**

Provision	Task/Function	Position / Title				
		VP, Communi- cations & Stakehol- der Relations	ATIP Officer	Program Directors	All	N/A
18.1	Exemption - Economic interest of the Canada Post Corporation, Export Development Canada, the Public Sector Pension Investment Board and VIA Rail Canada Inc.					X
19	Exemption - Personal information	X				
20	Exemption - Third-party information	X				
21	Exemption - Operations of Government	X				
22	Exemption - Testing procedures, tests and audits	X				
22.1	Exemption - Audit working papers and draft audit reports	X				



**Delegation of Authority Under the
Access to Information Act**

Provision	Task/Function	Position / Title				
		VP, Communi- cations & Stakehol- der Relations	ATIP Officer	Program Directors	All	N/A
23	Exemption - Solicitor-client privilege	X				
24	Exemption - Statutory prohibitions	X				
25	Severability	X				
26	Exception - Information to be published	X				
27(1), (4)	Third-party notification	X				
28(1)(b), (2), (4)	Third-party notification	X				
29(1)	Where the Information Commissioner recommends disclosure	X				
33	Advising Information Commissioner of third-party involvement	X				



**Delegation of Authority Under the
Access to Information Act**

Provision	Task/Function	Position / Title				
		VP, Communi- cations & Stakehol- der Relations	ATIP Officer	Program Directors	All	N/A
35(2)(b)	Right to make representations	X				
37(4)	Access to be given to complainant	X				
43(1)	Notice to third party (application to Federal Court for review)	X				
44(2)	Notice to applicant (application to Federal Court by third party)	X				
52(2)(b), (3)	Special rules for hearings	X				
71(1)	Facilities for inspection of manuals	X				
72	Annual report to Parliament	X				



**Delegation of Authority Under the
Access to Information Regulations**

Provision	Task/Function	Position / Title				
		VP, Communi- cations & Stakehol- der Relations	ATIP Officer	Program Directors	All	N/A
6(1)	Transfer of request	X				
7(2)	Search and preparation fees	X				
7(3)	Production and programming fees	X				
8	Providing access to record(s)	X				
8.1	Limitations in respect of format	X				



**Delegation of Authority Under the
Privacy Act**

Provision	Task/Function	Position / Title				
		VP, Communi- cations & Stakehol- der Relations	ATIP Officer	Program Directors	All	N/A
8(2)(j)	Disclosure for research purposes	X				
8(2)(m)	Disclosure in the public interest or in the interest of the individual	X				
8(4)	Copies of requests under 8(2)(e) to be retained	X				
8(5)	Notice of disclosure under 8(2)(m)	X				
9(1)	Record of disclosures to be retained	X				
9(4)	Consistent uses	X				
10	Personal information to be included in personal information banks	X				
14	Notice where access requested	X				



**Delegation of Authority Under the
Privacy Act**

Provision	Task/Function	Position / Title				
		VP, Communi- cations & Stakehol- der Relations	ATIP Officer	Program Directors	All	N/A
15	Extension of time limits	X				
17(2)(b)	Language of access	X				
17(3)(b)	Access to personal information in alternative format	X				
18(2)	Exemption (exempt bank) - Disclosure may be refused	X				
19(1)	Exemption - Personal information obtained in confidence	X				
19(2)	Exemption - Where authorized to disclose	X				
20	Exemption - Federal-provincial affairs	X				
21	Exemption - International affairs and defense	X				



**Delegation of Authority Under the
Privacy Act**

Provision	Task/Function	VP, Communi cations & Stakehol der Relations	Position / Title			N/A
			ATIP Officer	Program Directors	All	
22	Exemption - Law enforcement and investigation	X				
22.3	Exemption - Public Servants Disclosure Protection Act	X				
23	Exemption - Security clearances	X				
24	Exemption - Individuals sentenced for an offence					X
25	Exemption - Safety of individuals	X				
26	Exemption - Information about another individual	X				
27	Exemption - Solicitor-client privilege	X				
28	Exemption - Medical record	X				



**Delegation of Authority Under the
Privacy Act**

Provision	Task/Function	Position / Title				
		VP, Communi cations & Stakehol der Relations	ATIP Officer	Program Directors	All	N/A
31	Notice of intention to investigate	X				
33(2)	Right to make representation	X				
35(1)	Findings and recommendations of Privacy Commissioner (complaints)	X				
35(4)	Access to be given	X				
36(3)	Report of findings and recommendations (exempt banks)	X				
37(3)	Report of findings and recommendations (compliance review)	X				
51(2)(b)	Special rules for hearings	X				
51(3)	Ex parte representations	X				



**Delegation of Authority Under the
Privacy Act**

Provision	Task/Function	Position / Title				
		VP, Communi cations & Stakehol der Relations	ATIP Officer	Program Directors	All	N/A
72(1)	Report to Parliament	X				



**Delegation of Authority Under the
Privacy Regulations**

Provision	Task/Function	Position / Title				
		ATIP Coordi- nator	ATIP Officer	Program Directors	All	N/A
9	Reasonable facilities and time provided to examine personal information	X				
11(2)	Notification that correction to personal information has been made	X				
11(4)	Notification that correction to personal information has been refused	X				
13(1)	Disclosure of personal information relating to physical or mental health may be made to a qualified medical practitioner or psychologist for an opinion on whether to release information to the requestor	X				
14	Disclosure of personal information relating to physical or mental health may be made to a requestor in the presence of a qualified medical practitioner or psychologist	X				



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





Statistical Report on the Access to Information Act

Name of institution: Windsor-Detroit Bridge Authority

Reporting period: 2016-04-01 to 2017-03-31

Part 1: Requests Under the Access to Information Act

1.1 Number of requests

	Number of Requests
Received during reporting period	18
Outstanding from previous reporting period	2
Total	20
Closed during reporting period	11
Carried over to next reporting period	9

1.2 Sources of requests

Source	Number of Requests
Media	2
Academia	0
Business (private sector)	2
Organization	0
Public	14
Decline to Identify	0
Total	18

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	
2	1	0	0	0	0	0	3

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

Part 2: Requests Closed During the Reporting Period

2.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	3	0	0	0	0	0	3
Disclosed in part	0	0	0	1	0	1	0	2
All exempted	1	0	0	0	0	0	0	1
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	5	0	0	0	0	0	0	5
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	6	3	0	1	0	1	0	11

2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	2	16(2)	1	18(a)	1	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	1	20.2	0
13(1)(c)	1	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	1	16(2)(c)	2	18(d)	2	21(1)(a)	2
13(1)(e)	1	16(3)	0	18.1(1)(a)	0	21(1)(b)	2
14	1	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	2
14(a)	1	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	1	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	1	16.1(1)(d)	0	19(1)	2	22.1(1)	0
15(1) - I.A.*	1	16.2(1)	0	20(1)(a)	1	23	1
15(1) - Def.*	0	16.3	0	20(1)(b)	2	24(1)	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	1		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	2		
16(1)(a)(iii)	0	17	0				
16(1)(b)	0						
16(1)(c)	0						
16(1)(d)	0						

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

2.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	1	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)	1
68.2(a)	0	69(1)(d)	0	69(1)(g) re (e)	1
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	0	3	0
Disclosed in part	0	2	0
Total	0	5	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	0	12	3
Disclosed in part	5708	4057	2
All exempted	2482	0	1
All excluded	0	0	0
Request abandoned	0	0	5
Neither confirmed nor denied	0	0	0

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1000 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	3	12	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	2	4057	0	0
All exempted	0	0	0	0	0	0	1	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	5	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	8	12	0	0	0	0	3	4057	0	0

2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	0	0	0	0	0
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor	0	0	0	0	0
Total	0	0	0	0	0

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
2	2	0	0	0

2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline Where An Extension Was Taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	1	1
61 to 120 days	0	0	0
121 to 180 days	0	1	1
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	2	2

2.7 Requests for translation

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

Part 3: Extensions

3.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	2	0	0	0
All exempted	1	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	2	0	2	0
Total	5	0	2	0

3.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	0	0	0	0
31 to 60 days	3	0	0	0
61 to 120 days	2	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	5	0	2	0

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	13	\$65	0	\$0
Search	0	\$0	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
Total	13	\$65	0	\$0

Part 5: Consultations Received From Other Institutions and Organizations

5.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	1	10	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	1	10	0	0
Closed during the reporting period	1	10	0	0
Pending at the end of the reporting period	0	0	0	0

5.2 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	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	1	0	0	0	0	0	0	1

5.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	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

Part 6: Completion Time of Consultations on Cabinet Confidences

6.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 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

6.2 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 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

Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
1	0	0	1

Part 8: Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0

Part 9: Resources Related to the Access to Information Act

9.1 Costs

Expenditures		Amount
Salaries		\$71,178
Overtime		\$0
Goods and Services		\$87,688
• Professional services contracts	\$87,688	
• Other	\$0	
Total		\$158,866

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1.00
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.20
Students	0.00
Total	1.20

Note: Enter values to two decimal places.