



ANNUAL REPORT TO PARLIAMENT

ACCESS TO INFORMATION ACT

REPORTING PERIOD:

APRIL 1, 2024, TO MARCH 31, 2025

Introduction

The *Access to Information Act* (the “Act”) provides Canadian citizens, permanent residents, or any person or corporation present in Canada a right to access information, within the provisions of the Act, that is contained in government records.

Prince Rupert Port Authority (“PRPA”) is listed in Schedule 1 of the Act, and pursuant to section 94, has prepared this annual report on the application of the Act within the organization to be tabled in Parliament by the Minister of Transportation, the Minister responsible for Canada Port Authorities. PRPA had no non-operational subsidiaries during the reporting period applicable to this report.

PRPA is a Canada Port Authority (“CPA”) established by virtue of Letters Patent, issued by the Minister of Transportation pursuant to Section 8 of the *Canada Marine Act*. As a PRPA is responsible for administering activities within the Port of Prince Rupert related to shipping, navigation, transportation of passengers and goods, and the handling and storage of goods, with a mission to develop and grow the Port of Prince Rupert in a sustainable, economical, safe and environmentally sound manner.

This report is intended to fulfill the reporting requirements of only the PRPA. The PRPA does not have any non-operations subsidiaries during this reporting period.

Access to Information Program

The President and Chief Executive Officer of the Prince Rupert Port Authority is the Head of the Institution for the purpose of administering the Act. The responsibilities of the Head of the Institution under the Act have been delegated to the Vice President, Commercial and Regulatory Affairs (the “Delegated Head”), pursuant to the attached Delegation of Authority Order of April 20, 2023. The Director, Regulatory Compliance is acting temporarily as PRPA's Access to Information and Privacy Coordinator (“ATIP Coordinator”).

Procedures and Monitoring

Procedures are in place directing all formal *Access to Information Act* Requests (“Requests”) and enquiries to the ATIP Coordinator, under the supervision of the Delegated Head, who ensures that Requests are processed in accordance with the Act.

The ATIP Coordinator monitors the processing time of the Requests and reports monthly to the Delegated Head of the program. The ATIP Coordinator ensures that responses to Requests are in compliance with the Act, and endeavors to respond to Requests within the prescribed 30-day timeline.

PRPA was not party to any service agreements under section 96 of the Act.

As required by the Directive on Access to Information, summaries of completed Access to Information (ATI) requests are published on the Open Government portal.

Performance 2024-2025

PRPA received one (1) formal Access to Information Requests (the “Requests”) during the period of April 1, 2024, to March 31, 2025 (the “Current Reporting Period”). The response to the Request required two extensions due to the volume of material to be reviewed and to allow for consultation with external third parties. The extensions were applied in conformance with the Act and the Request was fulfilled within the legislated timeframes.

A summary of PRPA's activities for April 1, 2024 to March 31, 2025 (the "Current Reporting Period") is shown below.

Formal Access to Information Requests ("Requests")

- One formal Request was received;
- PRPA required two extensions to complete the response due to the volume of material to be reviewed and to allow for external third-party consultation
- The Request response was fulfilled in eighty (80) days, within the legislated timelines allowing for extensions, representing a one hundred percent (100 %) response rate within legislated timelines.

Requests Carried Over

- There are no Requests carried over from the Current Reporting Period
- PRPA had seven (7) Requests carried forward from previous reporting periods, as described below
 - o Two (2) Requests were carried forward from the 2023-24 reporting period were the subject of complaints to the Office of the Information Commissioner (the "OIC"); however, both Requests were closed in June 2025, which will be reflected in next year's report; of note, both Requests are the subject of continued investigation by the OIC
 - o Two (2) Requests are carried forward from the 2022-23 reporting period; preparation of the annual report for the current reporting period revealed that one (1) Request has been incorrectly recorded and carried forward. This administrative error will be corrected in the subsequent reporting period. Also, one (1) Request was partially responded to but given the information requested is the subject of active litigation the parties have agreed to deal with the request through the document disclosure process of the litigation.
 - o Three (3) Requests have been carried forward from the 2018-2019 reporting period; two (2) Requests were responded to in part; the Requests predate staff currently managing Requests and information concerning actions taken to respond is limited; PRPA acknowledges the time the Requests have been on file and is working to respond and close the Requests within the 2025-2026 reporting period

For the Current Reporting Period, no Consultations ("Consultation Requests") were received from other Government of Canada Institutions.

The attached Statistical Report provides a more detailed summary of data on Requests received between April 1, 2024, and March 31, 2025.

Training and Awareness

During the Current Reporting Period informal briefings and updates were provided by the ATIP Coordinator at meetings held by various departments. Information was provided on PRPA's obligations for proactive disclosure to applicable departments.

PRPA has been actively participating in virtual training sessions put on by the Access to Information and Privacy Communities Development Office (APCDO).

PRPA has in the past successfully secured training through the Canada School of Public Service ("CSPS"). PRPA has since been advised that the organization is no longer eligible to use the services of CSPS. PRPA is seeking alternative means of acquiring training.

PRPA is actively recruiting for a new position that will take over responding to Requests and develop a program for training and promoting awareness of the organization's responsibilities within the Act.

Policies, Guidelines and Procedures

No new policies, guidelines or procedures related to the Act were implemented by PRPA during the Current Reporting Period.

Proactive Publication

PRPA is a government institution as defined within the Act and therefore is subject to the reporting requirements of Part 2 – Proactive Publication of Information as shown below.

For a breakdown of the group(s) and/or position(s) responsible for meeting each applicable proactive publication requirement under Part 2 of the *Access to Information Act*, see the section "**Proactive Publication under Part 2 of the ATIA**", below.

Legislative Requirement	Section of ATIA	Publication Timeline	Does requirement apply to your institution? (Y/N)	Internal group(s) or position(s) responsible for fulfilling requirement	% of proactive publication requirements published within legislated timelines*	Link to web page where published**
Apply to all Government Institutions as defined in section 3 of the <i>Access to Information Act</i>						
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	Y	VP, Finance	75 %	Government Travel Expenses
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	Y	VP, Finance	75 %	Hospitality Expenses
Reports tabled in Parliament	84	Within 30 days after tabling	Y	VP, Finance	75 %	Access Important Public Documents Prince Rupert Port Authority : Prince Rupert Port Authority

Apply to government entities or Departments, agencies, and other bodies subject to the Act and listed in Schedules I, I.1, or II of the <i>Financial Administration Act</i>						
Contracts over \$10,000	86	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	N	N/A	N/A	N/A
Grants & Contributions over \$25,000	87	Within 30 days after the quarter	N	N/A	N/A	N/A
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	N	N/A	N/A	N/A
Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office	88(b)	Within 30 days after the end of the month received	N	N/A	N/A	N/A
Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament	88(c)	Within 120 days after appearance	N	N/A	N/A	N/A
Applies to government institutions that are departments named in Schedule I to the <i>Financial Administration Act</i> or portions of the core public administration named in Schedule IV to that Act (i.e. government institutions for which Treasury Board is the employer)						
Reclassification of positions	85	Within 30 days after the quarter	N	N/A	N/A	N/A
Apply to Ministers' Offices (therefore apply to any institution that performs proactive publication on behalf of a Minister's Office)						

Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Within 120 days after appointment	N	N/A	N/A	N/A
Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office	74(b)	Within 30 days after the end of the month received	N	N/A	N/A	N/A
Package of question period notes prepared by a government institution for the minister and in use on the last sitting day of the House of Commons in June and December	74(c)	Within 30 days after last sitting day of the House of Common in June and December	N	N/A	N/A	N/A
Packages of briefing materials prepared by a government institution for a minister's appearance before a committee of Parliament	74(d)	Within 120 days after appearance	N	N/A	N/A	N/A
Travel Expenses	75	Within 30 days after the end of the	N	N/A	N/A	N/A

		month of reimbursement				
Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	N	N/A	N/A	N/A
Contracts over \$10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	N	N/A	N/A	N/A
Ministers' Offices Expenses Note: This consolidated report is currently published by TBS on behalf of all institutions.	78	Within 120 days after the fiscal year	N	N/A	N/A	N/A

PRPA's proactive publications can be found on Open Canada website.

Initiatives and Projects to Improve Access to Information

No initiatives or projects to improve access to information were implemented in the Current Reporting Period.

Complaints or Audits

In the Current Reporting Period, two (2) complaints were submitted to the OIC regarding PRPA's response to Requests. The complaints asserted that documents were withheld and documents released were improperly redacted. PRPA is in communication with OIC investigators as requested to support the investigation. The complaints remain under active investigation at the writing of this report.

Appendix 1 - Delegation of Authority

The **PRESIDENT & CEO**, pursuant to subsection 95(1) of the *Access to Information Act* and subsection 73(1) of the *Privacy Act*, and section 6.1 of the *Policy on Official Languages*, hereby delegates to the person holding the position set out in the schedule below, or the person occupying, on an acting basis, that position, to exercise the powers, duties and function of the **PRESIDENT & CEO** as the head of **PRINCE RUPERT PORT AUTHORITY**, under the provision of the Acts and related regulations set out in the schedule opposite each position. This delegation order replaces all previous delegation or designation orders and remains in place until it is revoked, replaced, or modified.

SCHEDULE

Position	<i>Access to Information Act</i>	<i>Privacy Act</i>	<i>Official Languages Act</i>
Vice President, Commercial and Regulatory Affairs and General Counsel	Full Authority	Full Authority	Fully Authority

Dated at the City of Prince Rupert, effective 20th day of April 2023



Shaun Stevenson
President & Chief Executive Officer

Appendix 2 - 2024-2025 Statistical Data

Statistical Report on the *Access to Information Act*

Name of institution: PRINCE RUPERT PORT AUTHORITY

Reporting period: 2024-04-01 to 2025-03-31

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

1.1 Number of requests

		Number of Requests
Received during reporting period		1
Outstanding from previous reporting periods		7
• Outstanding from previous reporting period	2	
• Outstanding from more than one reporting period	5	
Total		8
Closed during reporting period		4
Carried over to next reporting period		4
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	4	

1.2 Sources of requests

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

1.3 Channels of requests

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

Section 2: Informal Requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		8
Outstanding from previous reporting periods		1
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	1	
Total		9
Closed during reporting period		8
Carried over to next reporting period		1

2.2 Channels of informal requests

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

2.3 Completion time of informal requests

Completion Time							
0 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
7	1	0	0	0	0	0	8

2.4 Pages released informally

[illegible]

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
2	5	6	1486	0	0	0	0	0	0

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

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

Section 4: Requests Closed During the Reporting Period

4.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	0 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	1	1	0	1	1	4
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	0	0	1	1	0	1	1	4

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)	1	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)	1	21(1)(a)	2
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	0
14	0	16.1(1)(a)	0	18.1(1)(b)	1	21(1)(c)	2
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)	1	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)	1	23	2
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)	0
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)	2		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	0	17	0				
16(1)(c)	0						
16(1)(d)	0						

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

4.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	0	69(1)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(a)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	0
68.1	0	69(1)(c)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(d)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

4.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	4	0	0	0	0

4.5 Complexity

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

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
641	641	4

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

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	2	5	2	636	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0	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	2	5	2	636	0	0	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	2	2	0	4
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	2	2	0	4

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	4
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	4	0	2	0
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
No records exist	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	4	0	2	0

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	1	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	4	0	2	0

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	0	\$0.00	0	\$0.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	0	\$0.00	0	\$0.00	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	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	0	0	0	0
Closed during the reporting period	0	0	0	0
Carried over within negotiated timelines	0	0	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

[illegible]

7.3 Recommendations and completion time for consultations received from other organizations outside the Government of Canada

[illegible]

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	2	636
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	2	636

8.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Section 9: Investigations and Reports of finding

9.1 Investigations

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

9.2 Investigations and Reports of finding

Section 37(1) Initial Reports			Section 37(2) Final Reports		
Received	Containing recommendations issued by the Information Commissioner	Containing an intent to issue an order by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
0	0	0	0	0	0

Section 10: Court Action

10.1 Court actions on complaints

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		\$75,000
Overtime		\$0
Goods and Services		\$50,000
• Professional services contracts	\$50,000	
• Other	\$0	
Total		\$125,000

11.2 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	0.000
Students	0.000
Total	1.000

Note: Enter values to three decimal places.