



Department of Highways and Public Works  
September 19, 2023

Applicant c/o  
Access and Privacy Officer  
Corporate Information Management, ATIPP Office

### **Final Response ATIPP Access Request 23-197**

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The Department of Highways and Public Works has searched Corporate Information Management and has identified records responsive to Access Request 23-197 noted below:

*In June 2023, the Globe and Mail launched a project called Secret Canada, an investigation that includes a national database of completed FOI summaries from hundreds of public institutions.*

*SecretCanada.com is a free, public service. Globe reporters collected the FOI summaries primarily through individual FOI requests sent to each public body. We'll be repeating this process every year to keep the database up to date. The vast majority of large public bodies use a records/data management system to track and manage FOI requests. We are seeking access to the following fields:*

- 1. Identifier: The request number or unique identifier for each request.*
- 2. Summary: The most detailed request text available in the tracking system, be that the full request text or a summary written by an FOI coordinator.*
- 3. Date received: The date each FOI was received.*
- 4. Date completed: The date each FOI was completed.*
- 5. Disposition: The disposition for each FOI (records granted in full, in part, denied, etc.).*
- 6. (Not mandatory) Department, division, body or entity:*

*If your tracking system provides detail on which part of your organization is being targeted with a request, we would like this information. For example, some municipalities process FOIs for local transit and police services. Similarly, Ontario's Ministry of the Solicitor General handles requests for the Ontario Provincial Police, and various provincial health authorities handle requests on behalf of many hospitals. If this is the case for your organization and you are able to distinguish these entities with a field, that is helpful. If this information is not readily available, please disregard this part of our request. You do not need to contact us for permission to disregard this field. We are seeking the above information for FOIs that were completed between January 1, 2022 and June 30, 2023. We are only seeking access to data from general records requests, not personal records requests. (For example, we do not want information on requests from people asking for their own police or health file.)*

*We are not seeking access to information about FOIs that are not yet completed, or FOIs that were withdrawn, abandoned, or transferred to another institution. In rare instances, institutions are consulted on FOIs received by other institutions, and this interaction is captured in their tracking systems.*

*We are not interested in requests that your organization does not have custody*

*of. If you cannot easily filter out these unwanted requests (incomplete, withdrawn, abandoned, transferred, consultations) that's fine. Send us what you have. You do not need to check with us about this. We require this data in a machine readable table format (Excel or CSV, for instance). If you need help downloading a spreadsheet from your system, please contact us as we are now familiar with the FOI tracking technology used by many public bodies across the country. Providing the records as a spreadsheet greatly assists us in providing accurate information to the public. If you do not provide the information in a machine-readable format, we must either manually transcribe the files or use OCR technology, which introduces formatting errors, typos and in some cases means we cannot include your information in this free, public database. If you are one of the few public bodies that does not have an FOI tracking system, contact us for next steps.*

*The FOI information you send us will be included as is in our SecretCanada.com database. Please send us the records by e-mail. Please do not password protect your response. Some institutions have begun uploading FOI responses to a third-party website, which we then have to download. If possible, we would prefer not to communicate this way as we have found the emails are sometimes lost in our junk folder and The Globe's security system screens them out. We have prepared a detailed guide for public institutions that answers many of the questions we have often received from FOI offices during this project. Please read it before reaching out to us with questions:*

*<https://www.secretcanada.com/dear-foi-office> All information you send us will be published for public viewing.*

### **Decision**

The Head of the Department of Highways and Public Works has approved the following response to this request:

### **Access Granted in Full**

Certain types of information have been withheld pursuant to the Access to Information and Protection of Privacy Act. A summary of records reviewed, and withheld redactions is enclosed.

Note: attachments with extension ".png" are a result of file conversion of images embedded within email signatures and have been removed.

### **Final Costs**

Fees totaling \$ must be paid before access can be provided. There are no charges associated with duplicate and out-of-scope records. The following is a breakdown of the fee calculation:

<b>Fee Calculation Summary</b>	
Total hours: <b>Create Record from database</b>	<b>7 hours</b>
Hours provided free of charge:	5 hours
Total Cost Payable (2 hours @ \$30.00/hour)	\$60.00
Deposit paid:	\$0.00
<b>Total Fees Owed:</b>	<b>\$60.00</b>

## **Right to Complain**

Pursuant to section 66 of the Access to Information and Protection of Privacy Act you may contact Yukon's Information and Privacy Commissioner with a complaint in respect to this response. Section 66 states:

*An applicant may, in respect of the head of a responsive public body's response to their access request under section 64, make a complaint to the commissioner by filing the complaint in accordance with section 90.*

Should you wish to do so, please refer your written complaint within 30 business days to the Information and Privacy Commissioner at:

Yukon Information and Privacy Commissioner  
3162 Third Avenue, Main Floor, Whitehorse, Yukon Y1A 1G3  
E-mail: [intake@yukonombudsman.ca](mailto:intake@yukonombudsman.ca)  
Phone: (867) 667-8468; (toll free: 1-800-661-0408 ext. 8468)

## **Contact Person in Department**

If the applicant has any questions, please contact the Designated Access Officer for Department of Highways and Public Works at [hpw.atipp@yukon.ca](mailto:hpw.atipp@yukon.ca).