



Federal Economic Development
Agency for Southern Ontario

Agence fédérale de développement
économique pour le Sud de l'Ontario

Annual Report to Parliament

Access to Information Act

**Federal Economic Development Agency for
Southern Ontario**



August 13, 2009 to March 31, 2010

This publication is available upon request in accessible formats.

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PDF Cat. No.: Iu93-1/1-2010E-PDF
978-1-100-16326-0

Print Cat. No.: Iu93-1/1-2010
978-1-100-51933-3

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INTRODUCTION

The *Access to Information Act* gives Canadian citizens as well as people and corporations present in Canada the right to have access to federal government records that are not of a personal nature. The Act complements but does not replace other procedures for obtaining government information. It is not intended to limit in any way the access to government information that is normally available to the public upon request.

ABOUT THE ORGANIZATION

The *Economic Action Plan* introduced in Budget 2009 provided \$1 billion over five years for a new Southern Ontario development agency to support restructuring, community and business development, innovation and commercialization initiatives, and other measures to promote economic diversification in Southern Ontario. The Federal Economic Development Agency for Southern Ontario (FedDev Ontario) was formally established on August 13, 2009.

The Agency is charged with delivering federal government economic development programs tailored to the specific priorities of workers, businesses and communities in Southern Ontario. The mandate of FedDev Ontario is to help support excellence by making the Southern Ontario economy and its communities more competitive, innovative and diversified.

FedDev Ontario is headquartered in Kitchener and has offices in Stratford, Peterborough, Toronto and Ottawa. According to the 2006 Census, this area has a population of over 11 million, representing approximately 93% of Ontario's total population and 36% of the total population of Canada.

FedDev Ontario is part of the Industry portfolio. Its President oversees the Agency operations and resources, and reports to the Honourable Gary Goodyear, Minister of State (Science and Technology) (Federal Economic Development Agency for Southern Ontario).

STRUCTURE OF THE ACCESS TO INFORMATION AND PRIVACY OFFICE

Responsibility for processing requests received under the Act rests with the Access to Information and Privacy (ATIP) Coordinator who reports to the Corporate Secretary of the Agency. The ATIP Office is located in Ottawa. The ATIP Coordinator oversees the implementation of the Act within FedDev Ontario, and ensures compliance with the legislation. One junior officer is also part of the ATIP Office. You will find in Annex A the organizational chart of the ATIP Office.

DELEGATION OF AUTHORITY

For the period August 13, 2009 to March 31, 2010, the signing authority for the administration of the *Access to Information Act* remained with the President of FedDev Ontario. A delegation order is being prepared for the next reporting period.

STATISTICS

FedDev Ontario is a new organization and only two requests were received from August 13, 2009 to March 31, 2010. A summarized statistical report on *Access to Information Act* requests is attached as Annex B.

Of the two requests processed during this reporting period, one was completed and one was carried forward to the next reporting period.

As noted in Annex B, exemptions under sections 19 and 20 of the *Access to Information Act* were invoked by FedDev Ontario. No exclusions were invoked by the Agency.

The response time for completing the request was 120 days. The extension was taken to complete external consultation with third parties.

Operational Costs to Administer the Act

Total salary costs associated with the *Access to Information Act* activities are estimated at \$25,884 for this period. Non-salary costs are estimated at \$6,000. The associated employee resources for this period are fixed at 30% of one full-time equivalent (FTE) for administering the Act.

It should be noted that prior to having an Access to Information and Privacy Coordinator appointed for the Agency, Industry Canada's Information and Privacy Rights Administration were managing FedDev Ontario's Access to Information Request and the associated costs related to these activities are included in their statistics.

INSTITUTIONAL POLICIES AND PROCEDURES

No new policies, guidelines or procedures were implemented during the reporting period as it was the first year of operation for FedDev Ontario and the ATIP Coordinator familiarised herself with the Treasury Board Secretariat policies and directives. The ATIP Coordinator has been looking at ways to ensure FedDev Ontario implements Treasury Board policies. Specific tools will be developed and implemented during the next reporting period.

EDUCATION AND TRAINING

The ATIP Coordinator has provided informal training / briefings sessions to Agency staff in order to coach them in performing activities related to the requests received during the reporting period. This training also addressed specific questions from employees and management with the Agency. The ATIP coordinator has initiated the development of training tools which will be implemented in the next reporting period.

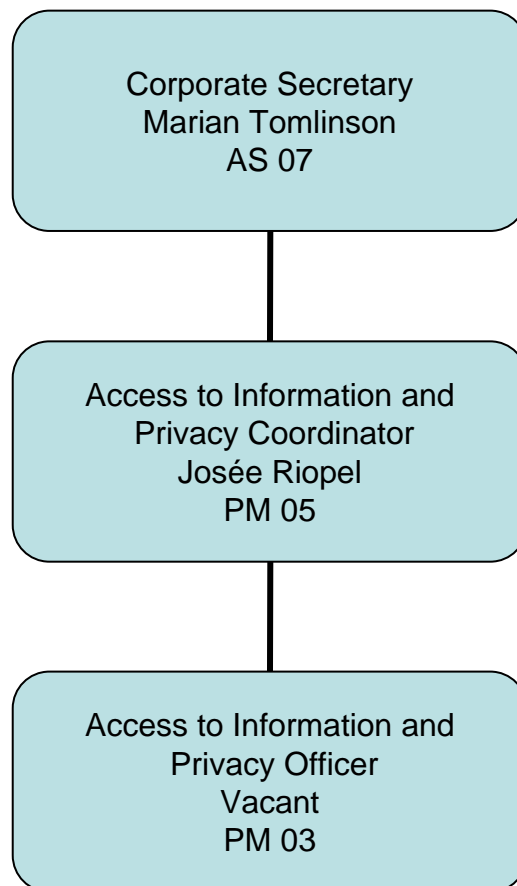
COMPLAINTS AND INVESTIGATIONS

There were no complaints received concerning the administration of the *Access to Information Act*, and no difficulties have been encountered in the administration of the *Access to Information Act* during the reporting period.

ANNEX A – Structure of Access to Information and Privacy Office

Federal Economic Development Agency for Southern Ontario

Access to Information and Privacy Office



ANNEX B – Statistical Report



REPORT ON THE ACCESS TO INFORMATION ACT
RAPPORT CONCERNANT LA LOI SUR L'ACCÈS À L'INFORMATION

Institution Federal Economic Development Agency for Southern Ontario / Agence fédérale de développement économique pour le Sud de l'Ontario			Reporting period / Période visée par le rapport April 1, 2009 to March 31, 2010		
Source	Media / Médias 1	Academia / Secteur universitaire 0	Business / Secteur commercial 0	Organization / Organisme 0	Public 1

**I Requests under the Access to Information Act /
Demandes en vertu de la Loi sur l'accès à l'information**

Received during reporting period / Reçues pendant la période visée par le rapport	2
Outstanding from previous period / En suspens depuis la période antérieure	0
TOTAL	2
Completed during reporting period / Traitées pendant la période visées par le rapport	1
Carried forward / Reportées	1

**II Disposition of requests completed /
Disposition à l'égard des demandes traitées**

1. All disclosed / Communication totale	0	6. Unable to process / Traitement impossible	0
2. Disclosed in part / Communication partielle	1	7. Abandoned by applicant / Abandon de la demande	0
3. Nothing disclosed (excluded) / Aucune communication (exclusion)	0	8. Treated informally / Traitement non officiel	0
4. Nothing disclosed (exempt) / Aucune communication (exemption)	0	TOTAL	1
5. Transferred / Transmission	0		

**III Exemptions invoked /
Exceptions invoquées**

S. Art. 13(1)(a)	0	S. Art. 16(1)(a)	0	S. Art. 18(b)	0	S. Art. 21(1)(a)	0
(b)	0	(b)	0	(c)	0	(b)	0
(c)	0	(c)	0	(d)	0	(c)	0
(d)	0	(d)	0	S. Art. 19(1)	1	(d)	0
S. Art. 14	0	S. Art. 16(2)	0	S. Art. 20(1)(a)	0	S. Art. 22	0
S. 15(1) International rel. / Art. Relations intern.	0	S. Art. 16(3)	0	(b)	1	S. Art. 23	0
Defence / Défense	0	S. Art. 17	0	(c)	1	S. Art. 24	0
Subversive activities / Activités subversives	0	S. Art. 18(a)	0	(d)	0	S. Art. 26	0

**IV Exclusions cited /
Exclusions citées**

S. Art. 68(a)	0	S. Art. 69(1)(c)	0
(b)	0	(d)	0
(c)	0	(e)	0
S. Art. 69(1)(a)	0	(f)	0
(b)	0	(g)	0

**V Completion time /
Délai de traitement**

30 days or under / 30 jours ou moins	0
31 to 60 days / De 31 à 60 jours	0
61 to 120 days / De 61 à 120 jours	1
121 days or over / 121 jours ou plus	0

**VI Extensions /
Prorogations des délais**

	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus
Searching / Recherche	0	0
Consultation	0	1
Third party / Tiers	0	0
TOTAL	0	1

**VII Translations /
Traduction**

Translations requested / Traductions demandées	0
Translations prepared / Traductions préparées	0
English to French / De l'anglais au français	0
French to English / Du français à l'anglais	0

**VIII Method of access /
Méthode de consultation**

Copies given / Copies de l'original	1
Examination / Examen de l'original	0
Copies and examination / Copies et examen	0

**IX Fees /
Frais**

Net fees collected / Frais net perçus			
Application fees / Frais de la demande	\$ 10	Preparation / Préparation	0
Reproduction	0	Computer processing / Traitement informatique	0
Searching / Recherche	0	TOTAL	\$ 10
Fees waived / Dispense de frais		No. of times / Nombre de fois	\$
\$25.00 or under / 25 \$ ou moins		0	\$ 0
Over \$25.00 / De plus de 25 \$		1	\$ 35.40

**X Costs /
Coûts**

Financial (all reasons) / Financiers (raisons)	
Salary / Traitements	\$ 25,884
Administration (O and M) / Administration (fonctionnement et maintien)	\$ 6,000
TOTAL	\$ 31,884
Person year utilization (all reasons) / Années-personnes utilisées (raison)	
Person year (decimal format) / Années-personnes (nombre décimal)	0.33



Appendix B

Supplemental Reporting Requirements

Access to Information Act

In addition to the reporting requirements addressed in form TBS/SCT 350-62 "Report on the Access to Information Act", institutions are required to report on the following using this form:

Part III – Exemptions invoked

Section 13

Subsection 13(e) 0

Section 14

Subsections 14(a) 0

14(b) 0

Part IV – Exclusions cited:

Subsection 69.1 (1) 0

Annexe B

Exigences en matière de rapports supplémentaires

Loi sur l'accès à l'information

En plus des exigences relatives à l'établissement de rapports dont on traite au formulaire TBS/SCT 350-62, « Rapport concernant la Loi sur l'accès à l'information », les institutions sont tenues de déclarer ce qui suit, en utilisant le présent formulaire :

Partie III – Exceptions invoquées

Article 13

Paragraphe 13(e) 0

Article 14

Paragraphe 14(a) 0

14(b) 0

Partie IV – Exclusions citées

Paragraphe 69.1 (1) 0

Appendix C

Annexe C

Discrepancies	Divergences
No discrepancies to report	Aucune divergence à rapporter