

Annual Report on the
Access to Information Act

2012-2013

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PREFACE AND PURPOSE

The *Access to Information Act* (Revised Statutes of Canada, Chapter A-1, 1985) was proclaimed on July 1, 1983.

Section 2 of the *Access to Information Act* gives Canadian citizens and permanent residents a broad right of access to information contained in government records, subject to certain specific and limited exceptions.

Section 72 of the *Access to Information Act* requires that the head of every government institution prepare, for submission to Parliament, an annual report on the administration of the Act within the institution during each financial year.

This annual report is tabled in Parliament in accordance with section 72 of the *Access to Information Act* and describes how Industry Canada administered its responsibilities for 2012-2013 in the thirtieth year of operation of the *Access to Information Act*.

ABOUT THE ORGANIZATION

Industry Canada's Mandate

Industry Canada's mandate is to help make Canadian industry more productive and competitive in the global economy, thus improving the economic and social well-being of Canadians.

The many and varied activities Industry Canada carries out to deliver on its mandate are organized around three interdependent and mutually reinforcing strategic outcomes, each linked to a separate key strategy. The key strategies are shown in the illustration below.



Additional information is available on [Industry Canada's website](http://www.ic.gc.ca/eic/site/icgc.nsf/eng/h_00018.html) (www.ic.gc.ca/eic/site/icgc.nsf/eng/h_00018.html).

Information and Privacy Rights Administration

Information and Privacy Rights Administration (IPRA) is part of the Information Management Branch (IMB) which is part of the Small Business, Tourism and Marketplace Services (SBTMS) Sector of Industry Canada. IPRA has a complement of 15 employees consisting of one Director, three managers, eight advisors and three support staff, all of whom are dedicated to processing access and privacy requests, as well as related functions.

IPRA is responsible for the implementation and management of programs and services relating to the administration of the *Access to Information Act* and *Privacy Act* for Industry Canada. Specifically, IPRA makes decisions on the disposition of access and privacy requests; promotes awareness of the legislation to ensure departmental responsiveness to statutory obligations; monitors and advises on departmental compliance with the Acts, regulations, procedures and policies; and acts as the spokesperson for the Department when dealing with the Treasury Board Secretariat, the Information

Commissioner, the Privacy Commissioner, and other government departments and agencies. IPRA is also responsible for consulting with other federal departments and third parties with respect to ATIP requests received by Industry Canada.

Delegation of Authority

The current Access to Information and Privacy (ATIP) Delegation Order was approved by the Minister in September 2011, and provides full delegated authority to the Assistant Deputy Minister of SBTMS, the Director General of IMB, the Director and the managers of IPRA. The designation of the Assistant Deputy Minister and Director General positions are for the purposes of providing strategic support and advice to the executive management of the Department concerning ATIP issues, if and when required. For all daily ATIP activities and operations, the Director and the managers of IPRA exercise full responsibility (see Appendix C).

The Director of IPRA is responsible for the development, coordination and implementation of effective policies, guidelines and procedures to manage the Department's compliance with the Acts. The administration of the legislation within Industry Canada is managed by IPRA, but is also facilitated at the sector, branch and regional office levels. Each sector and corporate branch has an ATIP Liaison Officer (reporting to an Assistant Deputy Minister, Executive Director, etc.) who coordinates activities and provides guidance on the administrative processes and procedures of the Acts. IPRA, which is located in Ottawa, responds to all formal requests submitted to Industry Canada under both Acts.

ATIP Policies, Procedures and Business Practices

To improve the administration of the ATIP program, and to ensure that Treasury Board ATIP policies are respected and implemented, IPRA develops and updates various internal guidelines, procedures, and business practices. Given the continued priority of eliminating the backlog of access requests in 2012-2013, the Department focused its efforts on implementing the ATIP processes and business practices developed in 2011-2012. No new policies, procedures or business practices were developed during the reporting period. In addition, no issues were raised by the Office of the Information Commissioner or other Agents of Parliament that would have necessitated any policy or procedural changes.

Training and Outreach

Enhanced awareness and knowledge of ATIP obligations on the part of departmental officials improves the quality of responses and the Department's rate of compliance with legal obligations.

Given the continued priority of eliminating the backlog of access requests in 2012-2013, as well as the 51% increase in new access requests received, only two formal ATIP training sessions were conducted during the reporting period, with 28 employees receiving training. In addition to formal sessions, an intranet site and wiki were used to raise awareness and disseminate information to employees.

Quarterly meetings with Sector ATIP Liaison Officers, which were established in 2011-2012, continued in 2012-2013 and provided a forum to provide regular updates, discuss various ATIP issues,

and ensure understanding of ATIP roles and responsibilities. IPRA also continued to work closely with various program areas to improve compliance and address ATIP related issues.

ACCESS TO INFORMATION – TRENDS AND STATISTICS

A summarized statistical report on *Access to Information Act* requests processed from April 1, 2012 to March 31, 2013 is found at Appendix A. The supplementary report on completed informal access to information requests is found at Appendix B. An explanation and interpretation of the information contained in the statistical report follows.

Significant Trends

Increase in the number of requests received and completed

The Department received a total of 741 new ATI requests in 2012-2013, a 51 percent increase over the previous reporting period (492). A total of 860 requests were completed during the reporting period, which represents an increase of 36 percent from the previous year.

Increase in the number of consultations received and completed

The Department received 26 percent more consultation requests from other institutions (774), compared to the 615 received in 2011-2012. Of the consultations received, 73 percent (562) involved the review of declassified Cabinet documents. Consultation requests completed totaled 714, a 37 percent increase from the previous reporting period (520).

Decrease in number of requests carried forward from previous years

In 2012-2013, IPRA reported a 54 percent decrease in the number of requests carried forward (101) from the previous reporting period (220). As a result of the ATIP Action Plan, the Department completed 105 of the 106 requests carried forward from 2010-2011.

Statistical Report – Interpretation and Analysis

Workload

In 2012–2013, the Department received 741 new access requests and continued to process 220 outstanding requests from previous years, for a total workload of 961 requests. In addition, the Department carried forward 112 consultation requests from the previous reporting period, and received another 774 consultation requests from other government departments and organizations.

The Department completed a total of 860 requests and responded to 714 consultations from other government institutions and organizations. This represents an increase of 36 percent in completed access requests (632 completed the previous year) and a 37 percent increase in completed consultation requests (520 completed the previous year). The volume of pages processed in 2012-2013 was 2,828,056 – a five percent increase from the previous year (2,698,190).

Despite the increased operational workload, the IPRA Policy and Outreach Unit continued to support Industry Canada program areas through the provision of guidance and advice on the legislation, TBS policies, and a variety of access and privacy issues. The unit responded to more than 83 queries from both internal and external clients; reviewed 11 audit/evaluation reports, 123 parliamentary questions, along with 1,713 pages of documents on a variety of subjects prior to posting on Industry Canada's [Proactive Disclosure site](#) (Contracts, Travel and Hospitality claims, Grants and Contributions, summaries of completed ATI requests).

Other activities completed during the reporting period consisted of updating Info Source, maintaining the proactive disclosure website for completed ATI requests and updating various ATIP instructional communication products for the Department.

Costs

Total salary costs associated with IPRA administering the *Access to Information Act* activities amounted to \$1,234,371 for this reporting period. Non-salary costs amounted to \$138,905 for a total cost of \$1,373,276.

In addition to the above, administrative costs as reported by program officials across the Department associated with retrieving, reviewing and providing information to IPRA amounted to \$384,686.

The overall cost to administer the ATIA at Industry Canada amounts to \$1,757,962 for the reporting period.

Human resources

The human resources required to administer the *Access to Information Act* amounted to 20.5 full-time equivalents (FTE). This figure included 12.7 FTEs in IPRA as well as 7.8 additional resources acquired temporarily from within Industry Canada.

In addition to the above, the departmental program officials required to retrieve and provide the documents to IPRA totaled 5.9 full-time employees. Overall total human resources required to administer the *Access to Information Act* at Industry Canada during the reporting period was 26.4 full-time employees.

Requests received at Industry Canada

Nature of information requested

In 2012-2013, there was a continued level of interest in specific activities, particularly related to government expenditures. Many of the requests received concerned grants and contributions, travel, hospitality, as well as issue-specific requests linked to particular legislation, such as the *Investment Canada Act* and the *Competition Act*. There also continued to be a high level of interest in Copyright Reform, the Digital Economy Strategy, and the automotive and telecommunications sectors.

Source of requests

The media was once again the most frequent type of requester (39% of requests), and business was the second most frequent requester category (26% of requests). The proportion of requests received from the public declined from 25 percent in 2011-2012 to 16 percent of requests received. The proportion of requests from academia (5 percent) and organizations (14 percent) remain unchanged.

Completion time

The 860 requests were completed within the following timeframes:

- 357 within 1 to 15 days (42 percent)
- 195 within 16 to 30 days (23 percent)
- 70 within 31 to 60 days (8 percent)
- 85 within 61 to 120 days (10 percent)
- 52 within 121 to 180 days (6 percent)
- 22 within 181 to 365 days (2 percent)
- 79 in 366 or more days (9 percent)

An overall 84 percent compliance level was achieved for on-time responses to ATI requests (“C” rating as per the Office of the Information Commissioner’s ranking), which marks a significant improvement from the 72 percent compliance level reported the previous year (“F” rating).

Extensions

The Department completed 348 requests (excluding those treated informally) within the first 30 calendar days. Of the extensions invoked, 70 percent were for reasons of consultations pursuant to section 9(1)(b) of the Act.

Of the 294 legal extensions taken during the reporting period:

- 39 were extended 30 days or less (13 percent)
- 87 were extended 31 to 60 days (30 percent)
- 108 were extended 61 to 120 days (37 percent)
- 45 were extended 121 to 180 days (15 percent)
- 12 were extended 181 to 365 days (4 percent)
- 3 were extended 365 days or more (1 percent)

Fees

The *Access to Information Act* authorizes fees for certain activities related to the processing of formal requests. In addition to a \$5 application fee, search, preparation and reproduction charges may also apply. No fees are imposed for reviewing records, overhead or shipping costs, or for the first five hours required to search for a record or prepare any part of it for disclosure. Fees may be waived at the discretion of the delegated authority when a request is deemed to be in the public interest and if less than \$25.00 in accordance with Treasury Board policy.

Fees collected during the reporting period totaled \$2,720 (\$2,405 for application, \$215 for search, and \$100 for preparation fees). Fees in the amount of \$393 were waived during 2012-2013 (reproduction costs).

Relevant Pages Processed and Disclosed by Size of Requests

Of the 860 requests completed, 204 were treated informally, 95 were abandoned, 90 had no records, and 6 were transferred to other institutions having a greater interest in the requested information.

Of the remaining 560 requests for which Industry Canada held responsive records, a total of 2,828,056 pages were processed and 104,396 pages were disclosed. The volume of pages processed includes a handful of requests related to large investigation files with the Competition Bureau, which can involve several hundred thousand pages.

Complexities contributing to processing delays

Defining the complexity levels of requests has allowed IPRA to better manage workload and positively impact performance, in particular, when assigning cases to appropriate level officers.

In building its definitions, IPRA reviewed other jurisdictions and found that a number of provinces were also using similar descriptions in defining the complexity level of requests received pursuant to their respective legislation. IPRA has described the complexity level from low to high as noted below:

Level 1 (low)	Level 2 (moderate)	Level 3 (high)
<ul style="list-style-type: none"> - Fewer than 100 pages - Full disclosure and/or minor severances - Minimal number of interests in the file, if any (limited or no consultations) - Exemption application, if any, is consistent - Disclosure of previously released information - Informal disclosure 	<ul style="list-style-type: none"> - Fewer than 2 000 pages - Involves more than one area of the Department - Partial disclosure or full exemption due to limited number of exemptions with appropriate arguments - Reasonable number of consultations with other government departments (OGDs) and third parties (less than 10) - Track and monitor significant number of administrative activities such as consultations, updates, follow-ups, etc. 	<ul style="list-style-type: none"> - More than 2 000 pages - Information is intertwined - Involves one or more areas of the Department - A number of entities are involved - Disclosure is influenced by other legal authorities/obligations (e.g., other governments, other statutes, third party, etc.) - May require legal services to provide opinion and/or comments - Subject issue may be high profile and sensitive - May require the need to advise senior management of the outcome due to subject matter - May require multiple consultations with OGDs, third parties and other levels of government (in excess of 10) - Variety of exemptions invoked with a mixture of mandatory and discretionary exemptions
<p>Examples:</p> <ul style="list-style-type: none"> - Temp Help contracts - List of terms/casuals - List of contracts 	<p>Examples:</p> <ul style="list-style-type: none"> - Telecommunication files - Bankruptcy files - Contracts and deliverables 	<p>Examples:</p> <ul style="list-style-type: none"> - Copyright reform - <i>Competition Act</i> requests

In 2012-2013, IPRA found that of the 860 access cases completed, 69 percent (593 requests) were of level 1 complexity, due mainly to routine cases and large number of re-released information, 20

percent (172 requests) were of level 2 complexity, and 11 percent (95 requests) were of level 3 complexity. Section 2.5 of the statistical report at Appendix A provides additional details about the complexity of requests completed during the reporting period.

Frequency and reasons for not meeting statutory deadline

Of the 860 completed requests, the Department was able to respond within legislated deadlines 84 percent of the time (730 requests). However, 130 requests were completed past the legal due date. Most of these instances were attributed to workload, but external and internal consultations and other reasons were also contributing factors in some instances. For example, of the 49 consultations to confirm Cabinet confidences, 37 responses were completed past the deadline.

Format of information released

In 399 instances (excluding the 204 informal requests), documents were released and the requesters received copies of the material that they were seeking, either on paper (235) or electronically (164). There have been no requests for on-site examination since the department implemented the use of CDs in 2001.

Disposition of requests

The disposition of the 860 completed requests is as follows:

- 310 were disclosed in part (36 percent)
- 204 requests were treated informally* (24 percent)
- 95 requests were abandoned (11 percent)
- 89 were fully disclosed (10 percent)
- 90 had no existing records (10 percent)
- 35 were all exempted (4 percent)
- 31 were all excluded (4 percent)
- 6 requests were transferred* to another institution (1 percent)

**Note: these cases still involve a certain amount of work, be it research, administrative activities, negotiations with applicants and other government departmental officials, and discussions with departmental employees, prior to determining their disposition.*

Limits to the right of access - Exemptions and Exclusions

Exemptions in accordance with sections 13 through 24 of the *Access to Information Act* were invoked by the Department as outlined at Appendix A. Several exemption provisions can be applied to withhold information in response to one request, and these are reported separately in the statistical report. However, the same exemption provision invoked to withhold information more than once within the same request is reported only once in the statistical report.

The statistics demonstrate that IPRA invoked a broad range of exemption provisions throughout the reporting period. Paragraphs 19, 20, 21, 23 and 24 were the most frequently used exemption provisions. This reflects the nature of the information held by the Department (i.e., third party, personal, advice/recommendations, legal advice and other statutes).

Although the Department has four statutory provisions recognized by the *Access to Information Act* relating to section 24, such exemptions are most frequently applied to information relating to the *Competition Act* and the *Investment Canada Act*.

The *Access to Information Act* does not apply to published material, material available for purchase by the public, or confidences of the Queen's Privy Council for Canada, pursuant to sections 68 and 69 of the Act, respectively. As in the case of exemptions, Appendix A shows the types of exclusions invoked. The majority of exclusionary provisions invoked by Industry Canada to withhold information related to Cabinet records.

Consultations received from other government institutions and organizations

Industry Canada received 26 percent more consultation requests from other institutions and organizations (774) in 2012-2013 than it received during the previous reporting period (615). Seven hundred and seventy-four (774) new consultation requests were received in 2012-2013, in addition to the 112 carried forward from the previous reporting period, for a total of 886 requests. Of the consultations received, 73 percent (562) involved the review of declassified Cabinet documents.

A total of 714 consultation requests were completed during the reporting period, which required the review of 21,106 pages. One hundred and seventy-two (172) consultation requests were carried forward to the following reporting period.

Of the 770 consultation requests received from other government institutions, 710 were completed during the reporting period. Of these, 37 percent of the consultation requests (265) were concluded within 60 days. The Department recommended that the other government institutions either disclose the documents entirely or in part in 98 percent of these requests.

Four requests were received from other organizations during the reporting period. All four requests were completed within 60 days. Of the four completed consultation requests, three were recommended for full release and one was recommended to be fully exempt.

Complaints, Audits, Investigations and Appeals

Applicants have the right to register a complaint with the Office of the Information Commissioner regarding any matter relating to the processing of their requests, and several complaints can relate to the same request. A total of 39 new complaints were reported to the Information Commissioner during the reporting year, which is slightly higher than the 32 complaints received during the previous reporting period. An increase in the number of complaints is reasonable in light of the significant increase in the number of requests completed during this time.

Nearly half of the complaints received (18 of 39) by the Office of the Information Commissioner concerned exemptions that had been applied to refuse the disclosure of certain information. Nine (9) complaints concerned the Department's refusal to disclose information that was considered to consist of Cabinet confidences, while seven (7) others involved general allegations of refusal. The remaining five (5) complaints were administrative in nature and concerned the Department's performance in responding to requests within legislated timeframes.

The Information Commissioner issued findings and concluded 28 complaint investigations during the reporting period. The nature of these complaints and their findings are summarized as follows:

Complaint type	Number completed	Findings
Refusal – exemptions	9	3 – well-founded resolved (no recommendations) 3 – discontinued 2 – not well-founded 1 – settled in the course of investigation
Refusal - general	7	5 – not well-founded 1 – settled in the course of investigation 1 – discontinued
Deemed refusal (delay)	5	3 – well-founded (no recommendations) 2 – discontinued
Extensions	3	2 – not well-founded 1 – resolved with no recommendations
Refusal - exclusion	2	1 – not well-founded 1 – discontinued
Delay	1	1 – well-founded resolved (no recommendations)
Miscellaneous	1	1 – discontinued
Total	28	

No new court challenges were received during the reporting period. The two cases noted in 2011-2012 remain pending. No audits relating to the administration of ATIP legislation were concluded during the reporting period.

APPENDIX A



Government
of Canada Gouvernement
du Canada

Statistical Report on the *Access to Information Act*

Name of institution: Industry Canada

Reporting period: 2012-04-01 to 2013-03-31

PART 1 – Requests under the *Access to Information Act*

1.1 Number of Requests

	Number of Requests
Received during reporting period	741
Outstanding from previous reporting period	220
Total	961
Closed during reporting period	860
Carried over to next reporting period	101

1.2 Sources of requests

Source	Number of Requests
Media	291
Academia	39
Business (Private Sector)	192
Organization	105
Public	114
Total	741

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	10	51	12	13	2	1	0	89
Disclosed in part	3	64	54	61	37	20	71	310
All exempted	6	24	0	4	0	1	0	35
All excluded	6	0	4	7	13	0	1	31
No records exist	36	54	0	0	0	0	0	90
Request transferred	6	0	0	0	0	0	0	6
Request abandoned	86	2	0	0	0	0	7	95
Treated informally	204	0	0	0	0	0	0	204
Total	357	195	70	85	52	22	79	860

2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	11	16(2)(a)	1	18(a)	44	20.1	0
13(1)(b)	5	16(2)(b)	0	18(b)	4	20.2	0
13(1)(c)	14	16(2)(c)	9	18(c)	0	20.4	0
13(1)(d)	3	16(3)	0	18(d)	1	21(1)(a)	214
13(1)(e)	0	16.1(1)(a)	1	18.1(1)(a)	0	21(1)(b)	217
14(a)	29	16.1(1)(b)	0	18.1(1)(b)	4	21(1)(c)	37
14(b)	7	16.1(1)(c)	1	18.1(1)(c)	0	21(1)(d)	8
15(1) - I.A.*	49	16.1(1)(d)	0	18.1(1)(d)	0	22	1
15(1) - Def.*	22	16.2(1)	0	19(1)	208	22.1(1)	0
15(1) - S.A.*	0	16.3	0	20(1)(a)	16	23	77
16(1)(a)(i)	1	16.4(1)(a)	0	20(1)(b)	122	24(1)	54
16(1)(a)(ii)	4	16.4(1)(b)	0	20(1)(b.1)	0	26	0
16(1)(a)(iii)	0	16.5	0	20(1)(c)	151		
16(1)(b)	3	17	17	20(1)(d)	25		
16(1)(c)	7						
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)	11	69(1)(a)	14	69(1)(g) re (a)	71
68(b)	0	69(1)(b)	0	69(1)(g) re (b)	1
68(c)	0	69(1)(c)	9	69(1)(g) re (c)	54
68.1	0	69(1)(d)	10	69(1)(g) re (d)	27
68.2(a)	0	69(1)(e)	31	69(1)(g) re (e)	80
68.2(b)	0	69(1)(f)	4	69(1)(g) re (f)	12
				69.1(1)	2

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	68	21	0
Disclosed in part	167	143	0
Total	235	164	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	10,121	10,121	89
Disclosed in part	285,252	94,275	310
All exempted	2,466,980	0	35
All excluded	959	0	31
Request abandoned	64,744	0	95

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	77	1,330	6	1,111	1	814	5	6,866	0	0
Disclosed in part	161	3,124	58	9,226	36	9,756	41	25,512	14	46,657
All exempted	24	0	1	0	0	0	0	0	10	0
All excluded	28	0	3	0	0	0	0	0	0	0
Abandoned	90	0	0	0	0	0	2	0	3	0
Total	380	4454	68	10337	37	10570	48	32378	27	46657

2.5.3 Other complexities

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	14	0	0	0	14
Disclosed in part	130	3	0	59	192
All exempted	3	0	0	14	17
All excluded	22	0	0	7	29
Abandoned	1	5	0	0	6
Total	170	8	0	80	258

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
130	99	15	13	3

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	30	4	34
16 to 30 days	0	0	0
31 to 60 days	3	1	4
61 to 120 days	1	7	8
121 to 180 days	0	3	3
181 to 365 days	1	12	13
More than 365 days	15	53	68
Total	50	80	130

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	1	1	14	5
Disclosed in part	42	47	111	36
All exempted	1	0	2	1
All excluded	0	21	2	0
No records exist	0	0	0	0
Request abandoned	3	0	7	0
Total	47	69	136	42

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	25	2	4	8
31 to 60 days	9	5	43	30
61 to 120 days	11	39	54	4
121 to 180 days	1	20	24	0
181 to 365 days	0	3	9	0
365 days or more	1	0	2	0
Total	47	69	136	42

PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	483	\$2,405	0	\$0
Search	2	\$215	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	1	\$100	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	186	\$393
Total	486	\$2,720	186	\$393

PART 5 – Consultations received from other institutions and organizations

5.1 Consultations received from other government institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during reporting period	770	16190	4	358
Outstanding from the previous reporting period	112	5009	0	48
Total	882	21199	4	406
Closed during the reporting period	710	20700	4	406
Pending at the end of the reporting period	172	499	0	0

5.2 Recommendations and completion time for consultations received from other government institutions

Recommendation	Number of days required to complete consultation requests							
	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	Total
Disclose entirely	82	52	30	12	8	65	1	250
Disclose in part	22	36	31	101	152	101	4	447
Exempt entirely	2	1	0	0	0	0	0	3
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	3	2	0	0	1	0	0	6
Other	4	0	0	0	0	0	0	4
Total	113	91	61	113	161	166	5	710

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	2	0	1	0	0	0	0	3
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	1	0	0	0	0	0	0	1
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	3	0	1	0	0	0	0	4

PART 6 – Completion time of consultations on Cabinet confidences

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	7	0
16 to 30	7	2
31 to 60	5	5
61 to 120	23	23
121 to 180	5	5
181 to 365	1	1
More than 365	1	1
Total	49	37

PART 7 – Resources related to the Access to Information Act

7.1 Costs

Expenditures		Amount
Salaries		\$1,234,371
Overtime		\$0
Goods and Services		\$138,905
• Professional services contracts	\$7,493	
• Other	\$131,412	
Total		\$1,373,276

7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	12.70	0.00	12.70
Part-time and casual employees	7.80	0.00	7.80
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.20	0.00	0.20
Students	0.00	0.00	0.00
Total	20.70	0.00	20.70

APPENDIX B – COMPLETED INFORMAL ATI REQUESTS

Previously released ATI package released informally

Institution	Number of informal releases of previously released ATI packages
Industry Canada	204

APPENDIX C – DELEGATION OF AUTHORITY

Industry Canada / Industrie Canada

Access to Information Act and Privacy Act Delegation Order

Arrêté sur la délégation en vertu de la Loi sur l'accès à l'information et de la Loi sur protection des renseignements personnels

The Minister of Industry Canada, pursuant to section 73 of the *Access to Information Act* and the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers and functions of the Minister as the head of a government institution, under the section of the Acts set out in the schedule opposite each position. This Delegation Order supersedes all previous Delegation Orders.

En vertu de l'article 73 de la *Loi sur l'accès à l'information* et la *Loi sur la protection des renseignements personnels*, le Ministre d'Industrie Canada délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire les-dits postes, les attributions dont il est, en qualité de responsable d'une institution fédérale, investie par les articles des lois mentionnées en regard de chaque poste. Le présent décret de délégation remplace et annule tout décret antérieur.

Schedule / Annexe

Position / Poste	<i>Access to Information Act and Regulations / Loi sur l'accès à l'information et règlements</i>	<i>Privacy Act and Regulations / Loi sur la protection des renseignements personnels et règlements</i>
Assistant Deputy Minister, Small Business, Tourism and Marketplace Services / Sous-ministre adjoint(e), Services axes sur le marché, le tourisme et les petites entreprises	Full authority / Autorité absolue	Full authority / Autorité absolue
Director General, Information Management Branch (IMB) / Directeur (trice) général, Gestion de l'information (DGI)	Full authority / Autorité absolue	Full authority / Autorité absolue

Director, Information and Privacy Rights Administration (IPRA), Information Management Branch (MB)/ Directeur (trice), Administration des droits à l'information et à la protection des renseignements personnels (ADIPRP), Gestion de l'information (DGGI)

Full authority / Autorité absolue

Full authority / Autorité absolue

Manager, IPRA-IMB / Gestionnaire, ADIPRP-DGGI

Full authority / Autorité absolue

Full authority / Autorité absolue

and

Senior Advisor IPRA, IMB / Conseiller (ère) principal(e), ADIPRP - DGI

Sections / Articles: 7, 8(1), 9, 11(4)(5), 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27(1), 68, 69

Sections / Articles : 8(1), 14, 15, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 69, 70

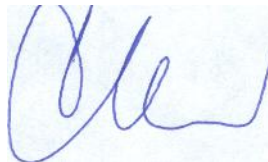
Dated, at the City of Ottawa
this day of , 2011

SEP 06 2011

Date, en la ville d'Ottawa
ce jour de 2011

SEP 06 2011

THE HONOURABLE CHRISTIAN PARADIS
MINISTER OF INDUSTRY CANADA



MINISTRE D'INDUSTRIE CANADA
L'HONORABLE CHRISTIAN PARADIS

