



ANNUAL REPORT TO PARLIAMENT

ACCESS TO INFORMATION ACT

**Federal Economic Development Agency
For Southern Ontario**

April 1, 2014 to March 31, 2015



Federal Economic Development
Agency for Southern Ontario

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

Canada

This publication is available upon request in accessible formats.

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PDF Cat. No: lu93-1/1E-PDF

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INTRODUCTION

The *Access to Information Act* (the 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.

Section 72 of the 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. For the Federal Economic Development Agency for Southern Ontario (FedDev Ontario), the President has been designated as the head of the institution by order in council.

This annual report describes how FedDev Ontario, in its sixth year of operation, administered its responsibilities under the Act.

ABOUT THE ORGANIZATION

Raison d'être

As Canada's most populous region – home to more than 12 million residents living in 288 communities – southern Ontario's economy is a key contributor to the health of the Canadian economy. In 2009, the Government of Canada created FedDev Ontario with a five-year mandate. Budget 2013 renewed FedDev Ontario for an additional five years, beginning April 2014. To fulfill its mandate, FedDev Ontario supports the competitiveness, innovation, and diversification of southern Ontario's economy by delivering strategic investments to businesses, not-for-profit organizations and communities; establishing and strengthening collaborative partnerships with key economic stakeholders; and representing the region's interests at the federal and national levels.

Responsibilities

FedDev Ontario is aware of the changing economic landscape in the region and has developed another suite of initiatives during its second mandate that will continue to help the region achieve economic prosperity. FedDev Ontario works to support sustainable and long-term economic benefits for the region, contributing to a strong and prosperous Ontario, to ensure a strong and prosperous Canada.

Scope of Operations

FedDev Ontario is headquartered in Kitchener-Waterloo and has regional offices in Ottawa, Peterborough and Toronto. Its mandate covers southern Ontario, which includes 37 Statistics Canada census divisions. According to Statistics Canada's annual population estimates for 2013, this area has a population of over 12.7 million, representing 93.6 percent of Ontario's total population and 36 percent of the total population of Canada.

FedDev Ontario is part of the Industry Canada portfolio. Its President oversees Agency operations and resources, and reports to the Honourable Gary Goodyear, Minister of State (FedDev Ontario).

STRUCTURE OF THE ACCESS TO INFORMATION AND PRIVACY OFFICE

Responsibility for processing requests received under the *Access to Information Act* rests with the Access to Information and Privacy (ATIP) Coordinator who reports to the Corporate Secretary of the Agency. The ATIP Coordinator oversees the implementation of the *Access to Information Act* and the *Privacy Act* within FedDev Ontario, and ensures compliance with the legislation. The ATIP Office structure also includes one officer as per the organizational chart in Annex A.

The ATIP Coordinator is responsible for the development, coordination and implementation of effective policies, guidelines and procedures necessary to manage the Agency's compliance with the Acts. The ATIP Office, which is located in Ottawa's regional office, responds to all formal requests submitted under the applicable Act.

The administration of the above Acts at FedDev Ontario is also facilitated at the branch and regional office levels. Each organizational branch has a liaison officer (reporting to a Vice-President or Director General) who coordinates activities on the administrative processes and procedures of these Acts.

DELEGATION OF AUTHORITY

The current ATIP Delegation Order was approved by the President on February 2, 2015. This provides full delegated authority to the Vice-President of the Policy, Partnership and Performance Management branch, to the Corporate Secretary and to the ATIP Coordinator. The designation of the Corporate Secretary position is for the purpose of providing strategic support and advice to the executive management of the Agency concerning ATIP issues, if and when required. For all daily ATIP activities and operations, the ATIP Coordinator exercises full responsibility. A copy of the ATIP Delegation Order is attached in Annex B.

STATISTICS

FedDev Ontario received 24 access to information requests from April 1, 2014 to March 31, 2015, and carried forward two requests from the previous period. Of the 26 active requests, 21 were completed during the 2014–15 reporting period and five requests were carried forward to the next reporting period. A detailed statistical report on access to information requests is attached in Annex C.

Sources of Requests

The breakdown of the 24 new requests received by type of user is as follows:

Media	5
Academia	2
Business (Private Sector)	4
Organization	2
Public	7
Decline to identify	4

Disposition and Completion Time

The 21 completed requests were disposed of as follows: three requesters were provided full access to the relevant records, nine requesters were granted partial disclosure, the records for one request were excluded entirely, for four requests there were no existing records, three requests were transferred and one request was abandoned by the requester.

Of the 13 requests for which FedDev Ontario held responsive records, a total of 11,798 pages were processed and 5,326 pages were disclosed.

Of the 21 completed requests, the Agency responded to 15 requests within the legislated 30 days. In six cases, an extension was required under the Act to allow for consultations with other federal institutions, other government institutions and with third parties. In one instance an extension was taken in order to avoid unreasonable interference with the operation of our institution. These consultations resulted in the Agency responding to two requests within the 31 to 60 days completion time range, and four requests within the 61 to 120 days completion time range.

Exemptions and Exclusions

As noted in Annex C, exemptions under sections 18, 19, 20, 21 and 22, and one exclusion pursuant to section 68 of the Act were invoked by FedDev Ontario.

Additional Information

In addition to the 24 requests received and accounted for in the ATI statistics (Annex C), the Agency received 15 consultation requests from other government institutions.

Overall, the Agency completed a total of 36 requests (21 access requests and 15 consultation requests). This represents an increase of 12.5 percent overall, compared to the previous period.

Operational Costs to Administer the *Access to Information Act*

Annex C reflects the cost for the access to information component of the ATIP Office. Non-salary costs are estimated at \$14,320, salary-related costs are estimated at \$155,832, overtime-related costs are estimated at \$7,930, and full-time employees utilized are estimated at 2.29 full-time employees.

The total salary cost associated with the administration of the Access to Information Act in the Agency for this fiscal year, including both the ATIP Office and Agency officials, is estimated at \$188,923, and the associated human resources are estimated at 2.41 full-time employees.

EDUCATION AND TRAINING

The Agency delivered nine access to information-specific training sessions to a total of 117 employees during the reporting period. The ATIP Coordinator and the ATIP Officer were available to provide coaching and advice to all employees on access to information related matters.

Guidelines and procedures are provided to staff when they are tasked to respond to an access to information request.

Procedural information is also posted on the Agency's wiki.

INSTITUTIONAL POLICIES AND PROCEDURES

An ATIP page is available on the external FedDev Ontario website. The page contains general information for the public, points of contact, and links to other key departments and agencies.

FedDev Ontario has been posting summaries of completed requests on its website.

FedDev Ontario's internal procedures are reviewed periodically to maintain compliance with Treasury Board Secretariat's policies and guidelines.

COMPLAINTS, AUDITS AND INVESTIGATIONS

There were no complaints received and no audits or investigations concluded concerning the administration of the Act during this reporting period.

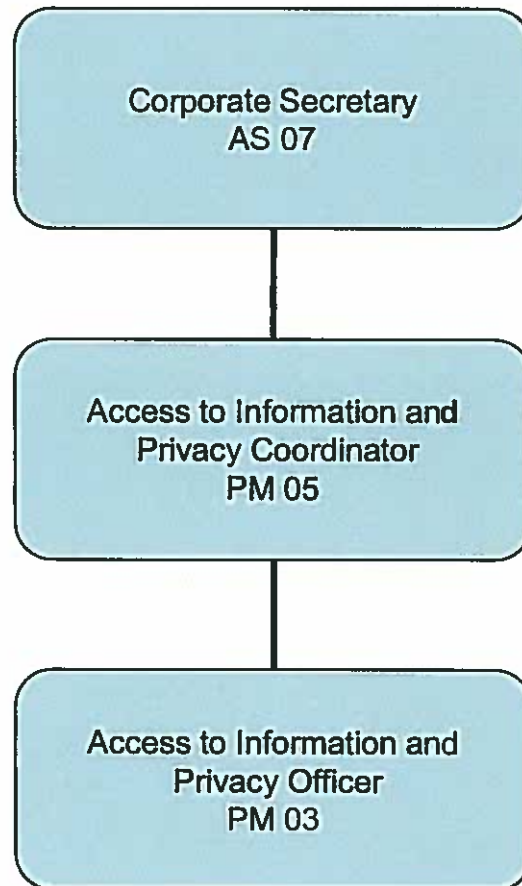
PROCESSING TIMES

The ATIP Office monitors the time to process access to information requests on an ongoing basis using the ATIP requests management software in order to ensure compliance with established deadlines. The Corporate Secretary, Vice-Presidents, Directors General or the Office of the President are notified as appropriate.

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 – Delegation Order

Federal Economic Development Agency for Southern Ontario /
Agence fédérale de développement économique pour le Sud de
l'Ontario

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 President of the Federal Economic Development Agency for Southern Ontario, 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 President as the head of a government institution, under the sections 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*, la Présidente de l'Agence fédérale de développement économique pour le Sud de l'Ontario délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits 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

Access to Information Act and
*Regulations / Loi sur l'accès à
l'information* et règlements

Privacy Act and Regulations / *Loi
sur la protection des
renseignements personnels* et
règlements

Corporate Secretary /
Secrétaire générale

Full authority / Autorité
absolue

Full authority / Autorité
absolue

and

Access to Information
and Privacy Coordinator,
Corporate Secretariat /
Coordonnateur de l'accès
à l'information et de la
protection des
renseignements
personnels, Secrétariat
ministériel

Full authority /
Autorité absolue

Full authority /
Autorité absolue

and


Vice-President, Policy,
Partnerships &
Performance
Management / Vice-
président, Politiques,
partenariats et gestion de
rendement

Full authority /
Autorité absolue

Full authority /
Autorité absolue

Dated, at the City of Ottawa
this 2 day of Feb , 2015

Daté, en la ville d'Ottawa
ce 2 jour de février 2015



Karen Ellis, President

Federal Economic Development Agency for Southern Ontario

Karen Ellis, Présidente
Agence fédérale de développement économique pour le Sud de l'Ontario

ANNEX C – Statistical Report



Statistical Report on the Access to Information Act

Name of institution: Federal Economic Development Agency for Southern Ont

Reporting period: 2014-04-01 to 2015-03-31

Part 1: Requests Under the Access to Information Act

1.1 Number of requests

	Number of Requests
Received during reporting period	24
Outstanding from previous reporting period	2
Total	26
Closed during reporting period	21
Carried over to next reporting period	5

1.2 Sources of requests

Source	Number of Requests
Media	5
Academia	2
Business (private sector)	4
Organization	2
Public	7
Decline to Identify	4
Total	24

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	
5	0	0	0	0	0	0	5

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	2	0	1	0	0	0	3
Disclosed in part	1	3	2	3	0	0	0	9
All exempted	0	0	0	0	0	0	0	0
All excluded	0	1	0	0	0	0	0	1
No records exist	4	0	0	0	0	0	0	4
Request transferred	3	0	0	0	0	0	0	3
Request abandoned	1	0	0	0	0	0	0	1
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	9	6	2	4	0	0	0	21

2.2 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)	1	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	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)	0	21(1)(a)	2
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	2
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	1
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	1
15(1)	0	16.1(1)(d)	0	19(1)	3	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	0
15(1) - Def.*	0	16.3	0	20(1)(b)	7	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)	6		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	4		
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)	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

2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	2	1	0
Disclosed in part	4	5	0
Total	6	6	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	342	246	3
Disclosed in part	11402	5080	9
All exempted	0	0	0
All excluded	54	0	1
Request abandoned	0	0	1
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	2	61	1	185	0	0	0	0	0	0
Disclosed in part	5	191	2	259	1	159	0	0	1	4471
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	1	0	0	0	0	0	0	0	0	0
Request abandoned	1	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	9	252	3	444	1	159	0	0	1	4471

2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	1	0	0	0	1
Disclosed in part	4	0	0	0	4
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	5	0	0	0	5

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
0	0	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	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

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	1	0
Disclosed in part	1	0	0	4
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	1	0	1	4

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	1
31 to 60 days	1	0	1	2
61 to 120 days	0	0	0	1
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	1	0	1	4

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	24	\$120	5	\$25
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	24	\$120	5	\$25

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	15	121	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	15	121	0	0
Closed during the reporting period	15	121	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	14	1	0	0	0	0	0	15
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	14	1	0	0	0	0	0	15

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
0	0	0	0

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		\$155,832
Overtime		\$7,930
Goods and Services		\$14,320
• Professional services contracts	\$3,220	
• Other	\$11,100	
Total		\$178,082

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	2.07
Part-time and casual employees	0.14
Regional staff	0.00
Consultants and agency personnel	0.08
Students	0.00
Total	2.29

Note: Enter values to two decimal places.