



ANNUAL REPORT TO PARLIAMENT

ACCESS TO INFORMATION ACT

Federal Economic Development Agency for Southern Ontario

April 1, 2017 to March 31, 2018



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.

Contact:

Access to Information and Privacy Coordinator
Federal Economic Development Agency for Southern Ontario
410 Laurier Avenue West, 3rd Floor
Ottawa, Ontario
K1A 0H5
Telephone: 613-941-7754
Fax: 613-952-9026
Email: atip-airpr@feddevontario.canada.ca

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Table of Contents

INTRODUCTION.....	1
ABOUT THE ORGANIZATION.....	1
Raison d'être	1
Responsibilities	1
Scope of Operations.....	1
STRUCTURE OF THE ACCESS TO INFORMATION AND PRIVACY OFFICE	2
DELEGATION OF AUTHORITY.....	2
ANALYSIS OF THE STATISTICAL REPORT	2
Sources of Requests	3
Disposition and Completion Time.....	3
Exemptions and Exclusions	4
Additional Information.....	4
EDUCATION AND TRAINING.....	5
INSTITUTIONAL POLICIES AND PROCEDURES	5
COMPLAINTS, INVESTIGATIONS AND COURT ACTION	6
MONITORING COMPLIANCE	6
ANNEX A – Structure of Access to Information and Privacy Office.....	7
ANNEX B – Delegation Order	9
ANNEX C – Statistical Report	12

INTRODUCTION

The *Access to Information Act* (the Act) gives Canadian citizens, as well as people and corporations in Canada, the right to have access to records under the control of federal institutions that are not of a personal nature. This right of access is consistent with the principles that government information should be available to the public, necessary exceptions to the rights of access should be limited and specific, and decisions on the disclosure of government information should be reviewed independently of government.

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. Tabling of the report “shall be laid before each House of Parliament within three months after the financial year in respect of which it is made or, if that House is not then sitting, on any of the first fifteen days next thereafter that it is sitting.”

This Annual Report describes how FedDev Ontario, in its ninth year of operation, administered its responsibilities under the Act.

ABOUT THE ORGANIZATION

Raison d’être

FedDev Ontario was created in 2009 to work with communities, businesses, not-for-profit organizations and other levels of government in southern Ontario, to actively promote the region, and to build a strong foundation of investment and partnerships to help secure the region's economic growth and long-term prosperity.

In 2018, FedDev Ontario's mandate was renewed for a five-year term, from 2019-2020 to 2023-2024.

Responsibilities

Through its suite of programs and activities, FedDev Ontario works to strengthen economic capacity for innovation, entrepreneurship and collaboration; and to promote the development of a strong and diversified southern Ontario economy.

Scope of Operations

FedDev Ontario is headquartered in Waterloo and has regional offices in Ottawa, Peterborough and Toronto. Its mandate covers southern Ontario, which includes 37 Statistics Canada census divisions.

FedDev Ontario is part of the Innovation, Science and Economic Development portfolio. Its President oversees Agency operations and resources and reports to the Minister of Innovation, Science and Economic Development.

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. The ATIP Coordinator oversees the administration of the *Access to Information Act* and the *Privacy Act* (the Acts) 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; this position became vacant in July 2017 and has not yet been filled.

The ATIP Coordinator is responsible for all daily ATIP activities and operations, as well as 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.

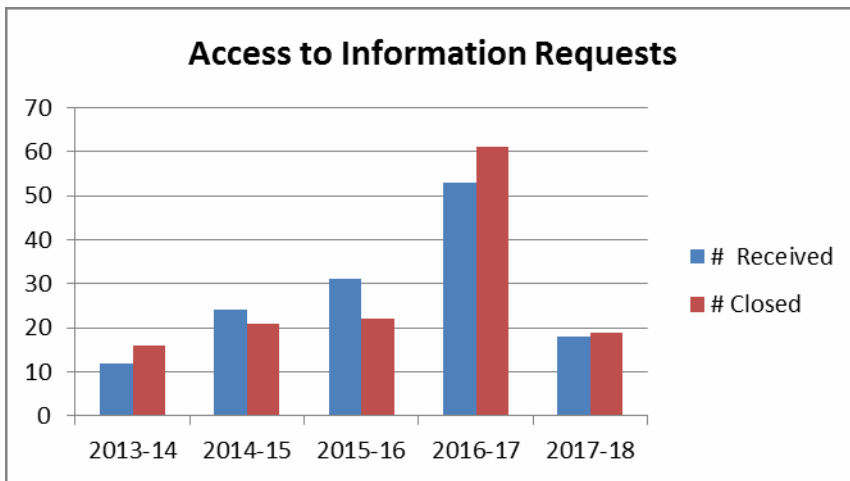
The administration of both Acts at FedDev Ontario is also facilitated at the branch and regional office levels. Each organizational branch has a liaison officer who coordinates activities on the administrative processes and procedures of these Acts.

DELEGATION OF AUTHORITY

The current ATIP Delegation Order was approved by the President (the head of the institution) on May 3, 2018. It provides full delegated authority to the ATIP Coordinator and to the Corporate Secretary. A copy of the ATIP Delegation Order is attached in Annex B.

ANALYSIS OF THE STATISTICAL REPORT

During the reporting period, FedDev Ontario received 19 Access to Information (ATI) requests, a decrease of 64% compared to the previous reporting period, and carried forward five requests from 2016-17. This represents a total ATI workload of 24 files. Excluding numbers for 2016-17, when a spike in requests was experienced (likely due to the public's interest in the Agency's Canada 150 Community Infrastructure Program), the number of ATI requests received in 2017-18 is close to the five-year average of 21 requests received.



Graph 1

Sources of Requests

The breakdown of the 19 new requests received by type of user is as follows:

Media	2
Academia	1
Business (Private Sector)	11
Organization	2
Public	2
Decline to identify	1

Of the new requests received, three, or 16%, related to grants or contributions; 12, or 63%, concerned the Agency's internal activities; and four, or 21%, related to other matters.

Disposition and Completion Time

During the 2017-18 reporting period, 20 requests were completed and four requests were carried forward to financial year 2018-2019. A detailed statistical report on Access to Information requests is attached in Annex C.

The 20 completed requests were disposed of as follows: three requesters were provided full access to the relevant records, six requesters were granted partial disclosure, eight requests had no existing records, two requests were transferred and one request was abandoned by the requester. No requests were exempted in full.

FedDev Ontario processed 1,992 pages and disclosed 468 pages in the nine requests which held responsive records to Access to Information requests.

Of the 20 completed requests, the Agency responded to 19 requests within the 30 days completion range and one within the 181-365 days completion range.

There were no requests closed past the legislated deadlines. This represents an on-time completion rate of 100% (0% Deemed Refusal).

During the reporting period, extensions were required under the Act two times, under subsection 9(1)(c) to allow for consultations with third parties. There was one extension taken under subsection 9(1)(a).

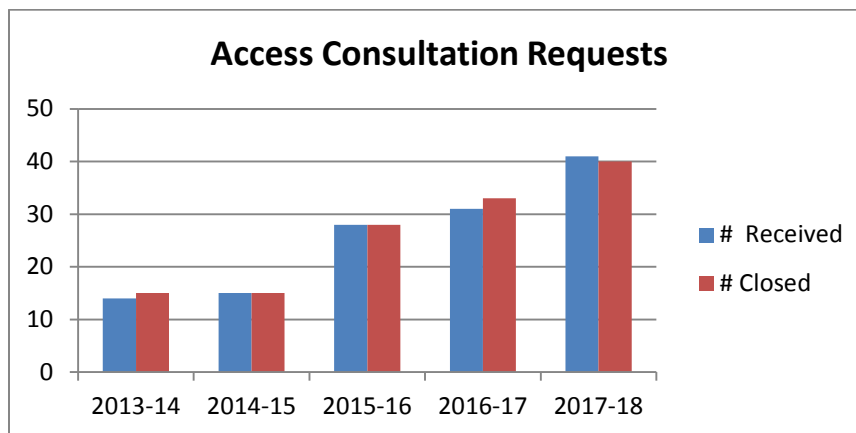
It is important to note the fact that the number of extensions does not necessarily equate to the number of files for which extensions were taken. This is because any given file could require extensions for more than one reason (for example, for volume/interference with operations *and* for consultation with a third party; the statistical table would reflect this as two separate extensions).

Exemptions and Exclusions

As noted in Annex C, exemptions were taken under sections 19, 20, 21 and 22. FedDev Ontario did not invoke any exclusion pursuant to section 69 of the Act during the reporting period.

Additional Information

The Agency received 41 new access consultation requests from other government institutions, an increase of 32% from the previous reporting period. As can be seen in Graph 2 below, the number of access consultations has been steadily rising over the past five years.



Graph 2

Overall, the Agency completed a total of 60 requests related to the Access to Information Act (20 access requests and 40 access consultation requests).

During this reporting period, the ATIP office experienced some staffing

challenges including the departure of the office's ATIP Analyst in July. Several different internal staff members were trained to assist the ATIP Coordinator on a part-time basis but due to internal resourcing issues, they were only available for a few months. The ATIP Coordinator performed all duties for the remainder of the reporting period. FedDev Ontario has been exploring staffing options to fill the gap and expects to resolve the staffing issue later in 2018-19.

EDUCATION AND TRAINING

All FedDev Ontario employees are required to take the Canada School of Public Service course on Access to Information and Privacy Fundamentals. Between April 1, 2017 and March 31, 2018, a total of 157 people, completed the course.

During this reporting period, the ATIP office conducted a more focused ATIP training for 18 participants. This training included a review of the *Access to Information Act* and the *Privacy Act*, as well as an emphasis on process, communication, timelines and the roles and responsibilities of the Liaison Officers, administrative staff and Offices of Primary Interest (OPIs).

Throughout the reporting period, the ATIP Coordinator provided ongoing advice and coaching to employees on access to information related matters as required.

Guidelines and procedures are provided to staff as part of the tasking documentation when they are tasked to respond to an access to information request.

INSTITUTIONAL POLICIES AND PROCEDURES

During this reporting period, the ATIP Coordinator worked with Agency and other stakeholders to prepare for impending changes to the Access to Information Act. Activities included the following: a review of current practices to determine necessary changes to support the implementation of the upcoming amendments to the ATIP legislation, preparation of a new process designed to facilitate the collection, review and posting of lists of memoranda received by the head of the institution, and partnering in the delivery of three video-conference sessions with appropriate Agency staff to inform about the coming changes and to provide guidance regarding best practices and new requirements.

The ATIP office determines and implements best practices on an ongoing basis as topics arise.

COMPLAINTS, INVESTIGATIONS AND COURT ACTION

There were no complaints received from the Office of the Information Commissioner pursuant to Section 32 during the reporting period concerning the administration of the Act. There were no investigations or court action during this period.

MONITORING COMPLIANCE

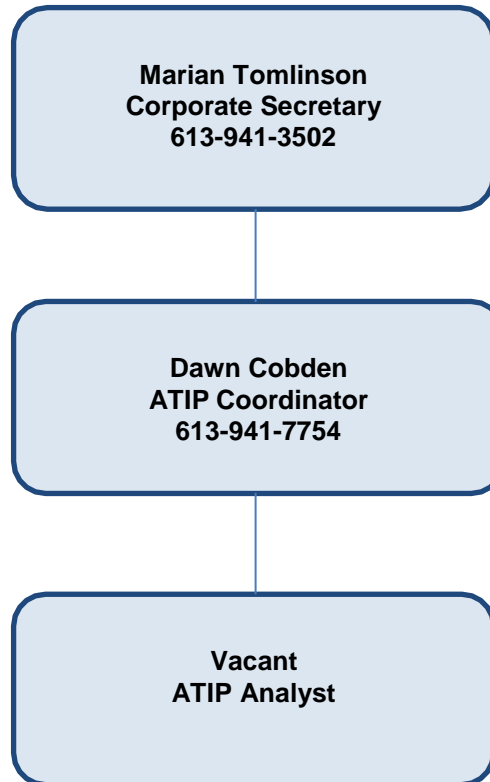
The ATIP office monitors a number of metrics for Access to Information requests. Response rates from OPIs are monitored on an ongoing basis to ensure that response rates are within allowable periods.

A weekly report is provided to the President via the Operations Committee listing the number of active requests (including access consultations and privacy requests), the number of new requests received, the status of each request and the estimated release date for each.

Ad hoc reporting takes place as required. The Corporate Secretary, Vice-Presidents, Director Generals or the Office of the President are notified as appropriate.

ANNEX A – Structure of Access to Information and Privacy Office

Access to Information and Privacy Office



ANNEX B – Delegation Order

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 Regulations /	<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 reglements</i>
Corporate Secretary / Secrétaire générale	Full authority / Autorité absolue	Full authority / Autorité absolue

and

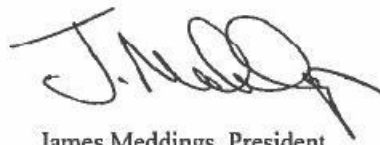
Access to Information and Privacy
Coordinator, Corporate Secretariat /
Coordonnateur de l'accès à l'information
et de la protection des renseignements
personnels, Secrétariat ministériel

Full authority /
Autorité absolue

Full authority /
Autorité absolue

Dated at the City of Ottawa
this 3rd day of May, 2018

Daté en la ville d'Ottawa
ce jour de 2018



James Meddings, President
Federal Economic Development Agency for Southern Ontario

James Meddings, Président
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: FedDev Ontario

Reporting period: 2017-04-01 to 2018-03-31

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

	Number of Requests
Received during reporting period	19
Outstanding from previous reporting period	5
Total	24
Closed during reporting period	20
Carried over to next reporting period	4

1.2 Sources of requests

Source	Number of Requests
Media	2
Academia	1
Business (private sector)	11
Organization	2
Public	2
Decline to Identify	1
Total	19

1.3 Informal requests

Completion Time							
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
0	0	0	0	0	0	0	0

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	1	2	0	0	0	0	0	3
Disclosed in part	1	4	0	0	0	1	0	6
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	6	2	0	0	0	0	0	8
Request transferred	2	0	0	0	0	0	0	2
Request abandoned	1	0	0	0	0	0	0	1
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	11	8	0	0	0	1	0	20

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)	0	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)	0
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	1
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	1
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)	0	22	1
15(1)	0	16.1(1)(d)	0	19(1)	4	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)	2	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)	2		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	1		
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)	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

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	0	3	0
Disclosed in part	1	5	0
Total	1	8	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	11	0	3
Disclosed in part	1981	468	6
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	1

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	3	0	0	0	0	0	0	0	0	0
Disclosed in part	5	59	0	0	0	0	1	409	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	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	59	0	0	0	0	1	409	0	0

2.5.3 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	2	0	0	0	2
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	2	0	0	0	2

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	0	0
Disclosed in part	1	0	0	2
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	0	2

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

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	12	\$60	2	\$10
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	12	\$60	2	\$10

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	41	77	1	0
Outstanding from the previous reporting period	0	0	0	0
Total	41	77	1	0
Closed during the reporting period	40	72	1	0
Pending at the end of the reporting period	1	5	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	7	0	0	0	0	0	0	7
Disclose in part	27	5	1	0	0	0	0	33
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	34	5	1	0	0	0	0	40

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	1	0	0	0	0	0	0	1
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	1	0	0	0	0	0	0	1

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 Cost

Expenditures		Amount
Salaries		\$110,709
Overtime		\$0
Goods and Services		\$10,013
• Professional services contracts	\$1,890	
• Other	\$8,123	
Total		\$120,722

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1.33
Part-time and casual employees	0.10
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.25
Total	1.68

Note: Enter values to two decimal places.