

**COPYRIGHT BOARD OF CANADA**

**ACCESS TO INFORMATION ACT  
ANNUAL REPORT**

**2012-13**

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## ACCESS TO INFORMATION ACT ANNUAL REPORT FOR REPORTING PERIOD OF APRIL 1, 2012 TO MARCH 31, 2013

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### 1. INTRODUCTION

In accordance with the provisions of section 72 of the *Access to Information Act* (the “*Act*”), the Copyright Board of Canada has prepared its annual report on the administration of this *Act*.

The *Act* extends the laws of Canada to provide a right of access to information in records under the control of a government institution in accordance with the principles that government information should be available to the public, that necessary exceptions to the right of access should be limited and specific, and that decisions on the disclosure of government information should be reviewed independently of government.

The *Act* is intended to complement rather than to replace existing procedures for access to government information and is not intended to limit in any way access to the kind of government information that is normally available to the general public.

The Copyright Board of Canada is an economic regulatory body empowered to establish, either mandatorily or at the request of an interested party, the royalties to be paid for the use of copyrighted works, when the administration of such copyright is entrusted to a collective-administration society. The Board also has the right to supervise agreements between users and licensing bodies and issues licences when the copyright owner cannot be located.

### 2. ORGANIZATION OF ACCESS TO INFORMATION ACTIVITIES

The administration of the *Act* is the responsibility of the Secretariat of the Board. All requests are received and processed by the Manager of Corporate Services who acts as Access to Information and Privacy coordinator.

### 3. STATISTICAL REPORT

The Board received two requests for access to information between April 1, 2012 and March 31, 2013. The Board has incurred costs in the amount of \$2,600 for the administration of the *Act*.

In general, the Board receives very few requests annually. For example, in 2011-12 two requests were received and in 2010-11 four requests were received. All requests were completed in a timely fashion.

4. **TRAINING ACTIVITIES**

The Access to Information and Privacy coordinator keeps abreast of new development through information communiques received on a regular basis from the Information and Privacy Policy Division of the Chief Information Officer Branch at Treasury Board. However, no formal training was followed by the personnel of the Copyright Board of Canada.

The Copyright Board did not implement any new policies, guidelines and procedures during the reporting period.

5. **COMPLAINTS**

No complaint was filed with the Information Commissioner during the reporting period.

6. **APPEALS**

No appeal was filed with the Federal Court during the reporting period.

7. **INFORMAL REQUESTS**

The Copyright Board of Canada receives regularly informal requests for information and responds to them in accordance with the spirit of the *Act*.