



Innovation, Science and
Economic Development Canada

Innovation, Sciences et
Développement économique Canada

2018-19

ANNUAL REPORT ON THE
ACCESS TO INFORMATION ACT

Canada 



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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.

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 94 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.

Section 20 of the *Service Fees Act* requires a responsible authority to report annually to Parliament on the fees collected by institutions.

This annual report is tabled in Parliament pursuant to section 94 of the *Access to Information Act* and section 20 of the *Service Fees Act*, and describes how Innovation, Science and Economic Development Canada administered its responsibilities for the reporting period.



ABOUT THE ORGANIZATION

Departmental Mandate

Innovation, Science and Economic Development Canada (ISED) helps Canadian businesses grow, innovate and export so that they can create good quality jobs and wealth for Canadians. It also supports science research and the integration of scientific considerations into investment and policy choices. The Department helps small businesses grow through trade and innovation and promotes increased tourism in Canada. The Department also works to position Canada as a global centre for innovation where investments support clean and inclusive growth, the middle class prospers through more job opportunities and companies become global leaders.

ISED's efforts focus on improving conditions for investment, supporting science, helping small and medium-sized businesses grow, building capacity for clean and sustainable technologies and processes, increasing Canada's share of global trade, promoting tourism and building an efficient and competitive marketplace.

ISED works with Canadians in all areas of the economy and in all parts of the country to improve conditions for investment, to enhance Canada's innovation performance, increase Canada's share of global trade and build a fair, efficient and competitive marketplace.

ISED supports four Ministers:

- The Minister of Innovation, Science and Industry;
- The Minister of Economic Development and Official Languages;
- The Minister of Small Business, Export Promotion and International Trade; and
- The Minister for Women and Gender Equality and Rural Economic Development

The Department also supports one Deputy Minister and one Associate Deputy Minister.

For more information on the Department's organizational mandate letter commitments, see the [ministers' mandate letters](#).



Access to Information and Privacy Services

Access to Information and Privacy (ATIP) Services is part of the Office of the Corporate Secretary (OCS) of ISED. The team has a complement of 16 employees consisting of one director, two managers and 13 advisors, all of whom are dedicated to processing Access to Information and Privacy requests, as well as related functions (e.g. policy and outreach). With the significant increase in business since 2015-2016 (92%), the team was allocated temporary funding for five (5) additional resources (PM2 to PM4). The team is also supported by three students, who were hired to perform various administrative activities.

Recruitment is ongoing due to a high turn-over (more than 25% in 2018-19) of full-time, qualified employees.

ATIP Services 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 the Department. Specifically, ATIP Services 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 ISED when dealing with the Treasury Board Secretariat, the Information Commissioner, the Privacy Commissioner, and other government departments and agencies. ATIP Services is also responsible for consulting with other federal departments and third parties with respect to ATIP requests received.

Delegation of Authority

The current ATIP Delegation Order was approved in June 2016. Pursuant to section 73 of the Acts, the Minister has delegated full authority to the Corporate Secretary, the Director and the Managers of ATIP Services. The designation of the Corporate Secretary position is 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 ATIP Services exercise full responsibility (see Appendix B).

The Director of ATIP Services 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 the Department is managed by ATIP Services, 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. ATIP Services, which is located in Ottawa, responds to all formal requests submitted to the Department 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, ATIP Services regularly develops and updates various internal guidelines, procedures, and business practices.

The team continued implementing measures from past experiences and lessons learned to address a high volume of work. For example, team members further increased efforts in negotiating with applicants, conducted faster consultations with other government departments and third-parties, relied on research and evidence provided by program officials to reduce the amount of consultations overall, ensured timelines at all stages of the process were efficient, and that tracking and reporting mechanisms were effective.

Ongoing communication and collaboration across the department continued to be important to achieve the level of productivity required by the team.

The department now regularly uses Epost Connect™ to transmit responses to applicants electronically in a safe, secure and timely manner. Feedback from our clients who have signed up for this service has been positive.

This year, ATIP Services launched an updated Intranet site, where all departmental employees can access plans, reports, acts, regulations, policies, directives, procedures and checklists in one convenient area. A new Privacy Impact Assessment Policy and User Guide was also developed, and implemented.

ATIP Services continues to maintain its LEAN engineering practices by reviewing processes and eliminating redundant administrative activities on a continuing basis to ensure a high-level compliance and performance as well as positive communications with its clients and stakeholders.

Fees

The authority enabling ISED to collect fees under the *Service Fees Act* is the



Access to Information Act. The department collects \$5 in respect of each request. Total revenue collected for 2018-2019 was \$3,210.

To reduce volume and deliver responses in more timely fashion, ISED will at times, separate requests that contain multiple subjects (e.g. briefing notes, etc.), and waive additional application fees in respect of these types of requests. In 2018-2019, ISED waived \$820 in application fees through this practice.

Training and Outreach

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

Even with the increased volume of business, the team managed to deliver 26 awareness/training sessions to departmental employees as compared to the ten provided in the previous year. In total, 441 employees received training, a significant increase from the previous year (25).

ATIP Services also took the lead in preparing the department for the implementation of Bill C-58, the Modernization of the *Access to Information Act*.

ACCESS TO INFORMATION – TRENDS AND STATISTICS

A summarized statistical report on *Access to Information Act* requests processed April 1, 2018 to March 31, 2019 is found at Appendix A. An explanation and interpretation of the information contained in the statistical report follows.

Statistical Report – Interpretation and Analysis

The Department received a total of 1,110 ATI requests. This represents a 34% decrease compared to the 1,700 requests received during the previous reporting period. In addition to the 1,110 new requests received, 379 incomplete requests were carried-over from the previous year, for a total caseload of 1,489 requests. Of the total 1,489 requests, 1,228 were closed during the reporting period, and 261 were carried forward to the next year.

Additionally, the Department also managed 439 consultation requests from other Government of Canada institutions and other organizations (416 new during the reporting period and 23 carried over from the previous year).



Of these 439 consultation requests, 361 were closed and 78 were carried forward to 2019-20.

The Department also received and completed 452 informal requests re-releasing an additional 42,521 pages.

The volume of pages processed (both access and consultation requests, including informal ones) totaled 290,797 pages – a decrease of 25% from the previous year. Of these pages, 219,275 pages were disclosed in part or in full, while the balance was either entirely exempt or excluded in keeping with legislative requirements. The volume of pages is reflective of the type of requests most frequently received – briefing notes and lists.

This reporting period, there are several significantly large files carried over into 2019-20 that are being processed (one related to telecommunication and others involving the *Competition Act*) that potentially involve in excess of 2 million pages.

Trends

Topics of requests received were similar to those reported in previous years, most notably relating to telecommunications, funding agreements, expenses, and business issues as well as requests for specific briefing notes on various topics relating to the Department's mandate.

This year, as with the previous two, briefing notes (including lists) was the number-one requested topic:

Year	2018-19 (1110)	2017-18 (1700)	2016-17 (1476)
% of Requests	57%	71%	66%

Levelling of costs and human resources

ATIP Services

Total salary costs associated with ATIP Services' administration of the *Access to Information Act* activities amounted to \$1,144,852 for this reporting period. Non-salary costs amounted to \$106,484 for a total cost of \$1,251,336. This amount included the contracting services of a consultant for a four-month period.

The human resources required to administer the *Access to Information Act*



amounted to 15.52 full-time equivalents (FTEs), including students, plus the consultant (0.28 FTE) for a total of 15.8 FTEs.

Department

Administrative costs as reported by program officials across the Department associated with retrieving, reviewing and providing information to ATIP Services amounted to \$133,600. The human resources outside of ATIP Services required to retrieve documents and provide recommendations totaled 2.10 FTEs.

Total Costs

The overall cost to administer the *Access to Information Act* at Innovation, Science and Economic Development Canada amounts to \$1,384,936 for the reporting period. Total human resources requirements for the reporting period was 17.90 FTEs.

Changes in requester source

Media and business were the most frequent types of requesters, representing 69% of all requests received in 2018-2019. Requesters who declined to identify themselves increased to 16% of all requests received during the reporting period, as compared to 12% the previous year.

Organizations and members of the Public submitted 12% of total requests received. As with previous years, academic institutions submitted the least amount of requests at 3%.

Improvements for completion time

The 1,228 requests closed by ISED during the reporting period were completed within the following timeframes:

- 336 within 1 to 15 days (28%)
- 371 within 16 to 30 days (30%)
- 160 within 31 to 60 days (13%)
- 185 within 61 to 120 days (15%)
- 60 within 121 to 180 days (5%)
- 79 within 181 to 365 days (6%)
- 37 within 366 or more days (3%)

An overall 88% on-time compliance level was achieved during the reporting period, a ranking of "C" based on the Information Commissioner's compliance



formula. This represents a 1% decrease from last year's on-time compliance rate of 89%.

Ensuring Compliance

With respect to monitoring the processing time of requests, ATIP Services has continued the following business practices:

- Managers regularly review and monitor the status of access requests using the ATIP case management tool (Axxcess-1);
- Managers regularly review the status of consultations processes on access requests using the ATIP case management tool (Axxcess-1);
- Managers conduct weekly operational meetings with staff to review work plans and establish priorities; and
- Managers report weekly to the Director on requests to be closed as well as on-time compliance.
- The Director reports on the overall departmental performance to senior management on a monthly basis.

Frequency and reasons for not meeting statutory deadline

Of the 1,228 completed requests, the department was able to respond within legislated deadlines 88% of the time (1,053 requests). However, 175 requests were completed past the legal due date, compared to 169 the previous year. This represents a 3% increase in the number of requests that were not completed on time.

Factors that contributed to the slight decrease in on-time performance included a higher-than-ordinary volume of larger, more complex cases, and a high turn-over of experienced ATIP Advisors.

Disposition of requests

The disposition of the 1,228 completed requests is as follows:

- 169 were fully disclosed (14%)
- 769 were disclosed in part (63%)
- 133 had no existing records (11%)
- 76 requests were abandoned (5%)
- 48 requests were transferred (4%)
- 21 were all excluded (2%)
- 12 were all exempted (1%)



Records were fully disclosed in 14% of instances, as compared to 15% in 2017-18, while 63% were disclosed in part as compared to 68% the previous year. Also, records were fully exempted and excluded in only 1% and 2%, respectively, of requests, similar to 2017-18.

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 exempting provisions can be applied to withhold information in response to one request, and these are reported separately in the statistical report. However, the same exempting provision invoked to withhold information more than once within the same request is reported only once in the statistical report.

The statistics demonstrate that the Department invoked most of the exempting provisions throughout the reporting period, with sections 15, 19, 20 and 21 being the most frequently used. This reflects the nature of the information held by the Department (e.g. third party, personal, advice/recommendations, and international affairs).

The department has four statutory exempting provisions recognized under the *Access to Information Act* relating to section 24; such exemptions are most frequently applied to information relating to the *Competition Act* and to 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 the exclusions invoked by the Department to withhold information were related to Cabinet Confidences (section 69).

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 be linked to the same request.

The department received 34 new complaint notices during the reporting year, as compared to the 48 received in 2017-18, a 29% decrease. These 34 complaints represent 3% of the total ATI requests received for this reporting



period. The types of complaints received have been identified in the table below.

The Commissioner also issued findings on 34 complaint investigations during the reporting period. The nature of these complaints and their findings are summarized below:

Complaint type	Received	Completed	Findings
Refusal – exclusions	1	5	3 – discontinued 1 – not well-founded 1 – well-founded/resolved
Refusal – exemptions	16	9	3 – discontinued 1 – not well-founded 3 – well-founded/resolved 1 – well-founded/resolved (w/recommendations) 1 – resolved
Refusal – general (i.e.: missing information, no records, etc.)	6	6	1 – discontinued 1 – well-founded/resolved 4 – not well-founded
Delay	11	10	6 – resolved 3 – well-founded/resolved 1 – not well-founded
Extensions	0	4	3 – well-founded/resolved 1 – well-founded/resolved (w/recommendations)
Total	34	34	

The four Federal Court reviews (section 44) which were pending at the beginning of the reporting period were combined into one review, which was concluded on March 25, 2019. One new challenge was received during the reporting period, pursuant to section 41 of the Act.

No audits relating to the administration of ATIP legislation were concluded during the reporting period.



APPENDIX A

Statistical Report on the *Access to Information Act*

Name of institution: Innovation, Science and Economic Development

Reporting period: 2018-04-01 to 2019-03-31

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

1.1 Number of requests

	Number of Requests
Received during reporting period	1,110
Outstanding from previous reporting period	379
Total	1,489
Closed during reporting period	1,228
Carried over to next reporting period	261

1.2 Sources of requests

Source	Number of Requests
Media	601
Academia	32
Business (private sector)	161
Organization	59
Public	75
Decline to Identify	182
Total	1,110

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
439	13	0	0	0	0	0	452



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	27	89	28	22	0	2	1	169
Disclosed in part	172	160	120	152	58	74	33	769
All exempted	3	2	0	8	0	1	1	12
All excluded	9	4	1	4	2	1	0	21
No records exist	24	100	7	2	0	0	0	133
Request transferred	48	0	0	0	0	0	0	48
Request abandoned	53	16	4	0	0	1	2	76
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	336	371	160	185	60	79	37	1,228

2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	10	16(2)	0	18(a)	13	20.1	0
13(1)(b)	3	16(2)(a)	0	18(b)	3	20.2	0
13(1)(c)	8	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	5	16(2)(c)	57	18(d)	1	21(1)(a)	385
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	413
14	0	16.1(1)(a)	0	18.1(1)(b)	1	21(1)(c)	17
14(a)	38	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	3
14(b)	6	16.1(1)(c)	0	18.1(1)(d)	0	22	6
15(1)	0	16.1(1)(d)	0	19(1)	212	22.1(1)	0
15(1) - I.A.*	91	16.2(1)	0	20(1)(a)	1	23	35
15(1) - Def.*	0	16.3	0	20(1)(b)	162	24(1)	26
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	1	26	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	147		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	6		
16(1)(a)(iii)	0	17	0				
16(1)(b)	1						
16(1)(c)	8						
16(1)(d)	0						

* I.A.: International Affairs
Activities

Def.: Defence of Canada

S.A.: Subversive



2.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	9	69(1)	0	69(1)(g) re (a)	93
68(b)	0	69(1)(a)	15	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	73
68.1	0	69(1)(c)	2	69(1)(g) re (d)	13
68.2(a)	0	69(1)(d)	9	69(1)(g) re (e)	17
68.2(b)	0	69(1)(e)	22	69(1)(g) re (f)	6
		69(1)(f)	1	69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	11	158	0
Disclosed in part	43	726	0
Total	54	884	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	28,670	25,704	169
Disclosed in part	189,515	137,160	769
All exempted	3,967	0	12
All excluded	780	0	21
Request abandoned	9,520	1,211	76
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	155	2,208	10	2,001	0	0	2	1,557	2	19,918
Disclosed in part	592	8,675	119	17,252	29	11,967	25	29,016	4	70,250
All exempted	4	0	6	0	1	0	1	0	0	0
All excluded	19	0	2	0	0	0	0	0	0	0
Request abandoned	72	8	1	0	0	0	3	1,203	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	842	10,891	138	19,253	30	11,967	31	31,796	6	90,168

2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	76	0	0	0	76
Disclosed in part	952	0	14	0	966
All exempted	4	0	0	0	4
All excluded	11	0	0	0	11
Request abandoned	3	0	0	0	3
Neither confirmed nor denied	0	0	0	0	0
Total	1,016	0	14	0	1,030

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
175	100	30	20	25



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	10	5	15
16 to 30 days	7	3	10
31 to 60 days	9	18	27
61 to 120 days	5	23	28
121 to 180 days	6	19	25
181 to 365 days	17	32	49
More than 365 days	4	17	21
Total	58	117	175

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	13	0	24	9
Disclosed in part	100	98	141	125
All exempted	1	0	2	2
All excluded	0	6	1	0
No records exist	2	0	0	1
Request abandoned	5	0	3	0
Total	121	104	171	137



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	80	8	78	0
31 to 60 days	20	26	39	137
61 to 120 days	15	67	48	0
121 to 180 days	4	2	4	0
181 to 365 days	2	1	2	0
365 days or more	0	0	0	0
Total	121	104	171	137

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	642	\$3,210	164	\$820
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	642	\$3,210	164	\$820

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	398	9,934	18	362
Outstanding from the previous reporting period	23	5,528	0	0
Total	421	15,462	18	362
Closed during the reporting period	345	12,331	16	348
Pending at the end of the reporting period	76	3,131	2	14



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	74	28	21	4	1	0	0	128
Disclose in part	46	43	61	18	2	0	0	170
Exempt entirely	0	4	2	1	0	0	0	7
Exclude entirely	1	1	0	0	0	0	0	2
Consult other institution	17	2	2	1	0	0	0	22
Other	6	9	1	0	0	0	0	16
Total	144	87	87	24	3	0	0	345

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	2	1	0	0	0	0	5
Disclose in part	1	2	4	0	0	0	0	7
Exempt entirely	0	1	0	0	0	0	0	1
Exclude entirely	1	0	0	0	0	0	0	1
Consult other institution	1	0	0	0	0	0	0	1
Other	1	0	0	0	0	0	0	1
Total	6	5	5	0	0	0	0	16



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	1	99	0	0	0	0	0	0
16 to 30	47	726	9	1,287	1	220	2	729	0	0
31 to 60	52	421	11	1,284	1	167	1	30	0	0
61 to 120	1	2	1	40	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	100	1,149	22	2,710	2	387	3	759	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	1	3	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	1	162	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	1	3	1	162	0	0	0	0	0	0

Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
31	1	2	34



Part 8: Court Action

Section 41	Section 42	Section 44	Total
1	0	0	1

Part 9: Resources Related to the Access to Information Act

9.1 Costs

Expenditures		Amount
Salaries		\$1,144,852
Overtime		\$0
Goods and Services		\$ 106,484
• Professional services contracts	\$71,775	
• Other	\$34,706	
Total		\$1,251,336

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	14.25
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.28
Students	1.27
Total	15.80



APPENDIX B

DELEGATION ORDER

Industry Canada (to be known as Innovation, Science and Economic Development)

Industrie Canada (qui sera connu sous le nom d'Innovation, Sciences et Développement économique)

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 la 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

<u>Position / Poste</u>	<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>
Corporate Secretary / Secrétaire général	Full authority / Autorité absolue	Full authority / Autorité absolue
Director, Access to Information and Privacy (ATIP) Services / Directeur (trice), Service de l'accès à l'information et à la protection des renseignements personnels (AIPRP)	Full authority / Autorité absolue	Full authority / Autorité absolue



Manager, ATIP Services /
Gestionnaire, Services de
l'AIPRP

Full authority / Autorité
absolue

Full authority / Autorité
absolue

And / et

Senior Advisor, ATIP
Services / Conseiller (ère)
principal(e), Services de
l'AIPRP

Section / 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

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

Dated, at the City of Ottawa
this 10 day of June

, 2016

Daté, en la ville d'Ottawa
ce 10 jour de juin

2016

THE HONOURABLE NAVDEEP SINGH BAINS
MINISTER OF INDUSTRY CANADA
(to be known as Minister of INNOVATION,
SCIENCE AND ECONOMIC DEVELOPMENT)

MINISTRE D'INDUSTRIE CANADA
(identifié comme Ministre d'INNOVATION, SCIENCES
et DÉVELOPPEMENT ÉCONOMIQUE)
L'HONORABLE NAVDEEP SINGH BAINS