



Report on the administration of the Access to Information Act 2020-2021

PUBLISHED BY: Economic Development Agency of Canada
for the Regions of Quebec
Montréal, Quebec H3B 1X9
ced.canada.ca

© Her Majesty the Queen in Right of Canada,
represented by the Minister of Economic Development
and Official Languages, 2021

CATALOGUE: lu90-1/11E-PDF

ISSN: 2291-7209

Table of contents

Introduction	4
Summary of the purpose of the <i>Access to Information Act</i>	4
Annual report prepared in accordance with section 94.....	4
Mandate of the institution.....	4
CED's Grants and Contributions Programs and Initiatives, in effect in 2019-2020	5
Organizational structure	6
Access to Information and Privacy Office.....	6
Delegation order	7
Highlights of the statistical report 2019-2020	8
2019-2020 Review.....	8
Requests received and processed.....	8
Decline to act.....	9
Source of applicants.....	9
Subject of requests.....	10
Disposition and completion times.....	10
Informal Requests.....	11
Exemptions and exclusions invoked.....	12
Format of information released.....	12
Pages processed and pages disclosed	13
Extensions	13
Consultations received from other federal institutions.....	14
Consultations with Privy Council Office.....	15
Statistical Report.....	15
Access to information fees	16
Fees collected and waived.....	16
Costs of administering the Act	16
Training and awareness	17
Policies, guidelines, procedures and initiatives	18
Summary of key issues and actions taken on complaints or audits	19
Complaints.....	19
Audits.....	19
Monitoring compliance	20
Monitoring of the processing time	20
Appendices	21

Introduction

Summary of the purpose of the *Access to Information Act*

The *Access to Information Act* (the Act), promulgated on July 1, 1983, aims to broaden access to the records of the federal government. It enshrines the principle of the right of the public to be given information and endeavours to complement arrangements for access to records.

In deference to this legal principle, federal institutions are required to establish standardized practices and procedures for processing access to information requests. These practices and procedures must include an undertaking to make all reasonable efforts to assist applicants, regardless of who they may be. Institutions must also apply the Act in an effective, coordinated and proactive manner so as to provide full, accurate and timely responses to access to information requests, subject only to regulatory constraints.

The Bill C-58 having received Royal Assent in the previous fiscal year, proactive disclosure has become more prominent as a wider range of information is now made available.

The *Access to Information Act* allows Canadians, permanent residents and anyone in Canada to exercise a general right of access to information held by federal institutions, subject to specific and limited exceptions.

Annual report prepared in accordance with section 94

This document was prepared in response to section 94 of the Act, which requires federal institutions to submit an annual report to Parliament on administration of the Act. This report provides details on activities related to administration of the Act at Canada Economic Development for Quebec Regions (CED). This report is also prepared in accordance with section 20 of the *Service Fees Act*.

Mandate of the institution

CED is one of the regional development agencies (RDA) that make up the Innovation, Science and Economic Development Portfolio. Quebec communities and businesses — especially small and medium-sized enterprises (SMEs) — are at the heart of its action. Through the projects it funds and its networking and integration role, CED is the key federal actor in the Quebec entrepreneurial ecosystem.

CED maintains client relations with businesses and supports them in their projects. It makes strategic investments that promote competitive regional advantages and support the transition and modernization of communities. Aiming to position Quebec businesses at the leading edge of tomorrow's economy, CED focuses on business growth, innovation, clean technologies, inclusive economy and the participation of groups that are generally underrepresented in the labor market.

Well rooted in the regions thanks to its 12 business offices, CED builds on collaboration and creating synergies with businesses, communities, supporting organizations and other levels of government to increase the quality and impact of its programs. For example, it forms partnerships to foster a concerted action by regional economic development actors and ensures a better exchange of information between federal organizations.

CED provides a regional strategic perspective that supports national priorities and works with other departments to ensure coordination of government policies and programs. Its action has a significant impact on Quebec communities and businesses, not only through its direct investments, but also because it contributes to understanding the economic development needs of the regions.

CED's Grants and Contributions Programs and Initiatives, in effect in 2020-2021

MAIN PROGRAMS	Quebec Economic Development Program (QEDP)
	Targeted and/or temporary initiatives:
	<ul style="list-style-type: none">• Regional Air Transportation Initiative• Canadian Experiences Fund• Economic Recovery Initiative for Lac-Mégantic• Linguistic Duality Economic Development Initiative (EDI) (Canada-wide initiative)• Initiative for infrastructure development
	Regional Economic Growth through Innovation (REGI) ¹
	Targeted and/or temporary initiatives:
	<ul style="list-style-type: none">• Black Entrepreneurship Program• Regional Relief and Recovery Fund (RRRF)• Canadian Seafood Stabilization Fund• Women Entrepreneurship Strategy
CANADA-WIDE PROGRAM IMPLEMENTED IN QUEBEC BY CED	Community Futures Program (CFP)

The main recipients of CED's programs are SMEs, business groups or associations and NPOs whose principal mission is to support businesses or economic development. These programs include repayable and non-repayable contributions.

To learn more about the CED's mandate, programming and operations, go to its Web site: ced.canada.ca.

¹ Program delivered by all regional development agencies across Canada.

Organizational structure

Access to Information and Privacy Office

CED fulfills its *Access to Information Act* (ATI) and *Privacy Act* (PA) responsibilities with an Access to Information and Privacy Office (AIPO) to process requests. The AIPO reports to the Manager of the Corporate Secretariat, who in turn reports to the Chief of Staff to the Deputy Minister/President.

AIPO has an access to information and privacy coordinator, as well as an advisor. The coordinator, with the help of the advisor, oversees compliance with legislation, regulations, procedures and broad government trends.

Through its delegated authority, AIPO represents the Agency on matters relating to the Act in dealings with the public, Treasury Board Secretariat, the Commissioners of Information and Privacy and other federal departments and institutions.

The AIPO is primarily responsible for the following functions:

- processing requests and coordinating all attendant administrative and legal operations.
- assisting applicants.
- developing opinions, general guidelines and procedures relating to the application of the ATI and PA.
- reporting on CED's application of the ATI and PA.
- meeting the training and information needs of CED employees.

Delegation order

CED's enabling legislation identifies its head as being the Deputy Minister / President. In addition to managing the institution and overseeing management of its personnel, the Deputy Minister / President is responsible for application of the *Access to Information Act* (ATI).

To this end, the authority for application of the Act was delegated to the Coordinator, Access to Information and Privacy, while most administrative authority was delegated to the Advisor, Access to Information and Parliamentary Affairs.

A copy of the signed and dated delegation order is attached to this report.

Highlights of the statistical report 2020-2021

2020-2021 Review

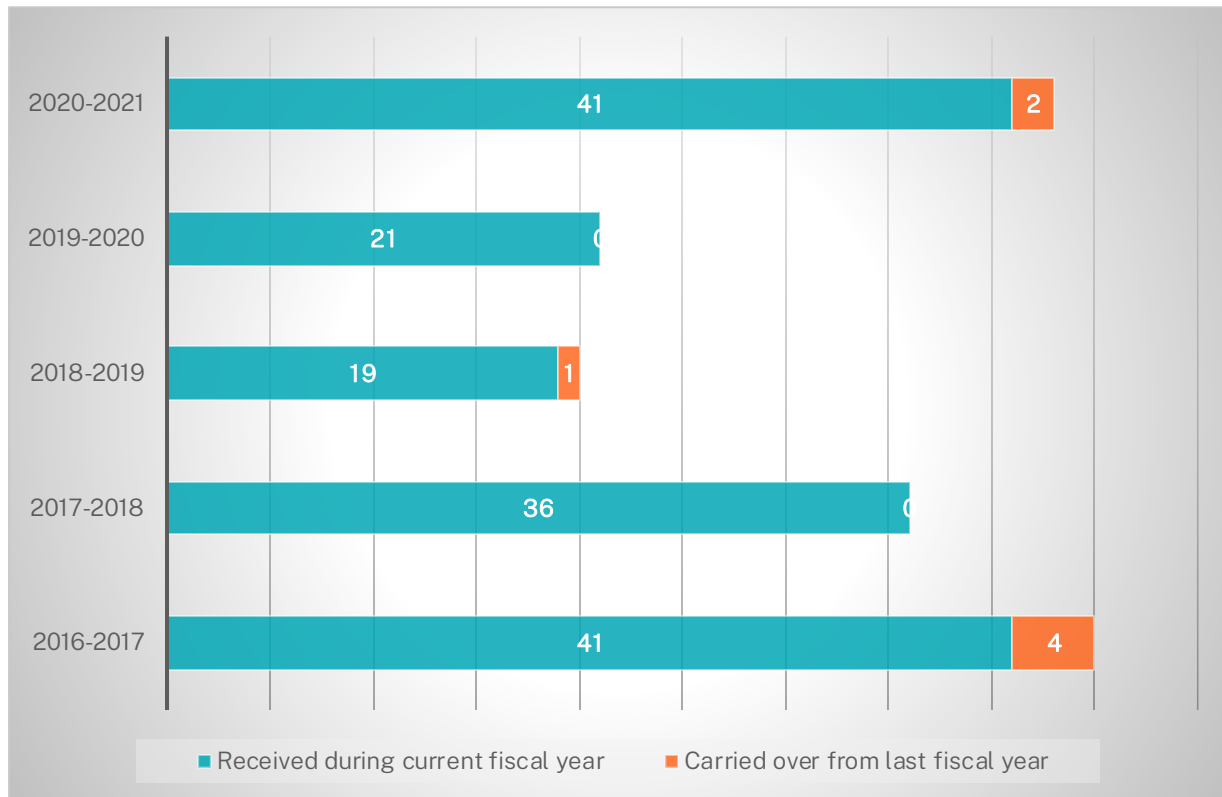
- CED received a total of 41 requests, which represents a 200% increase over the previous year, when 21 requests were received. The AIPO carried over two requests to the next fiscal year.
- More than 3,118 pages were reviewed, which represents an increase of approximately 9% over the previous period. 3,086 of these pages were released during the year.
- CED responded to 100% of requests within the timeframes set out in the Act, 56% of which were answered before the 15th day following receipt of the request.
- The sources of applicants are broken down as follows: 2% from the commercial sector, 49% from the media, 7% from the public, 17% from organizations, 5% from the academic sector and 20% who decline to identify.
- Considering the requests for which records were disclosed, the AIPO disclosed the requested information in full, without applying any protection, for 79% of the requests. The AIPO invoked exemptions in the remaining 21% of requests.
- CED also processed 19 consultations from other federal institutions as well as 51 informal access to information requests.
- The year 2020-2021 was marked by the COVID-19 pandemic. Despite this, the AIPO was able to continue its activities without interruption or disruption of its operations.

Requests received and processed

During the fiscal year 2020-2021, the number of access requests received and processed increased notably from the previous year, almost doubling. CED received 41 access to information requests. Of these, 39 were processed during the year and 2 requests were transferred to the year 2021-2022.

For the past six fiscal years, CED has been accepting online access to information requests. Thus, all requesters submitted their requests online during 2020-2021.

TABLE 1: REQUESTS RECEIVED



Decline to act

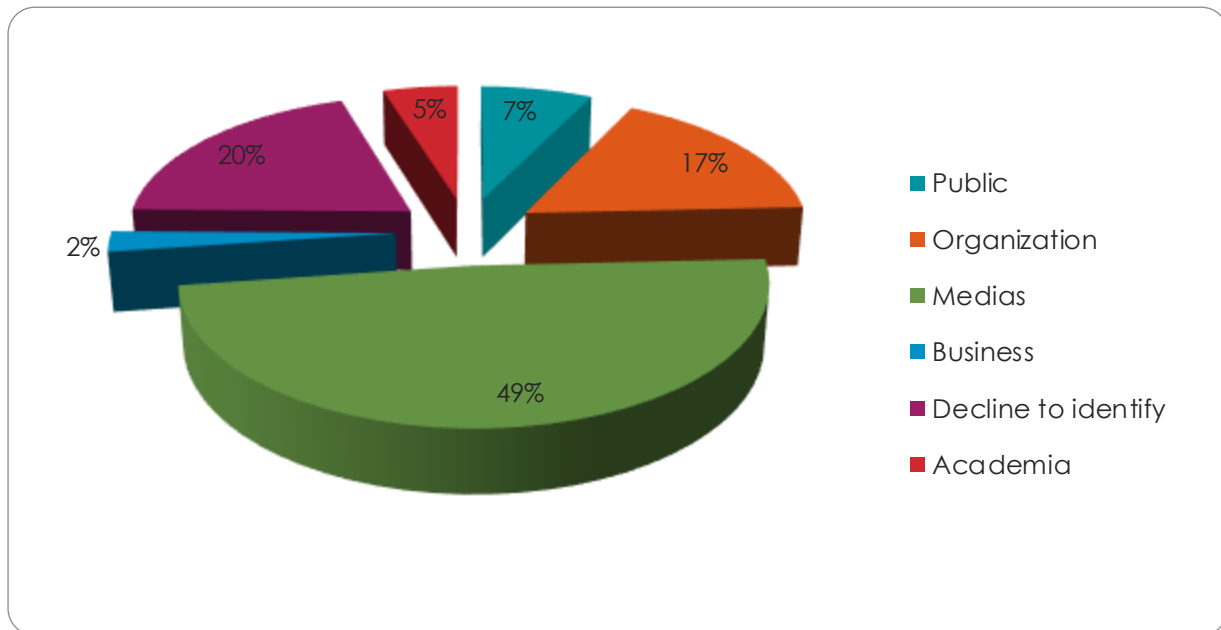
Section 6.1 (1) allows an organization to refuse to process a request, with the authorization of the Information Commissioner, if the request is deemed to be frivolous, vexatious or made in bad faith.

In 2020-2021, CED did not invoke this section to refuse to process a request and no requests were submitted to the Information Commissioner.

Source of applicants

The 2020-2021 fiscal year saw a similar distribution of application sources compared to the previous year. As such, we see that the group representing the largest proportion of requests again this year is media at 49% compared to 38% the previous year. Requests from organizations represent 17% compared to 7% from the public. Finally, the remainder of requests are split between academia and the business sector with 5% and 2% respectively, with 20% of requesters declining to identify themselves.

TABLE 2: SOURCE OF APPLICANTS



Subject of requests

Year after year, the same pattern can be seen in what requesters are seeking. Once again, applicants submitted requests for documents related to grants and contributions awarded by CED or for documents pertaining to CED’s internal activities.

Of the 39 requests where documents were provided in 2020-2021, 66% were related to CED’s internal activities and 34% were aimed at documents pertaining to grants and contributions.

Disposition and completion times

The Act stipulates that access requests must normally be answered within 30 calendar days. Excluding the request that was abandoned, of the 41 requests closed in 2020-2021, 34 (83%) were answered within 30 days, which is the same as in the previous year. Of these, more than 23 requests (56%) were completed within 15 days. In the previous year, in 2019-2020, once again 56% of requests were answered before the 15th day.

It is also important to note that the Act provides extensions to the deadlines for requests where consultations are needed with third parties and with other organizations or if the request is for many records. Thus, considering the number of requests closed during the year, seven requests required such extensions. It was therefore necessary for the AIPO to extend the time limits in order to fulfill its duties under the Act. The responses to these requests were all provided within the timelines set out in the Act. No requests were late.

In 2020-2021, CED received and processed six requests (15%) where no record existed. This is four more requests than in the previous year. Although no records were provided, the AIPO was still called upon to process the request, deal with the applicant and coordinate a search for records by the office of primary interest.

TABLE 3: DISPOSITION AND 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
All disclosed	14	11	2	0	0	0	0	27
Disclosed in part	2	0	1	1	3	0	0	7
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	6	0	0	0	0	0	0	6
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	1	0	0	0	0	0	0	1
Neither confirmed nor denied	0	0	0	0	0	0	0	0
TOTAL	23	11	3	1	3	0	0	41

Informal Requests

In 2020-2021, the number of informal requests has significantly increased compared to the previous year. Indeed, 51 informal requests were completed during the reporting period, compared to 14 in 2019-2020. This increase can be attributed to CED's mandate of economic development, which is a timely topic with the challenges brought by the pandemic.

Exemptions and exclusions invoked

If we consider the 34 requests where information was provided, the AIPO fully disclosed the information being sought, without invoking protection, for 27 requests (79%). The AIPO invoked exemptions in the remaining 7 cases (21%). As a result of its activities, CED holds a great deal of third-party information. It is therefore often cited to justify the redaction of information. Given the nature of this year's requests, the exception related to personal information was also invoked on several occasions within documents. In addition, the AIPO invoked section 16(2)(c) to redact information relating to the vulnerability of specific buildings or structures or various networks or systems while processing two access to information requests.

TABLE 4: EXCEPTIONS INVOKED²

Section		Number of requests
Security information	16 (2) c)	2
Personal information	19(1)	4
Third party information	20(1) b)	3
	20 (1) b.1	1
	20(1) c)	4
	20(1) d)	4

Format of information released

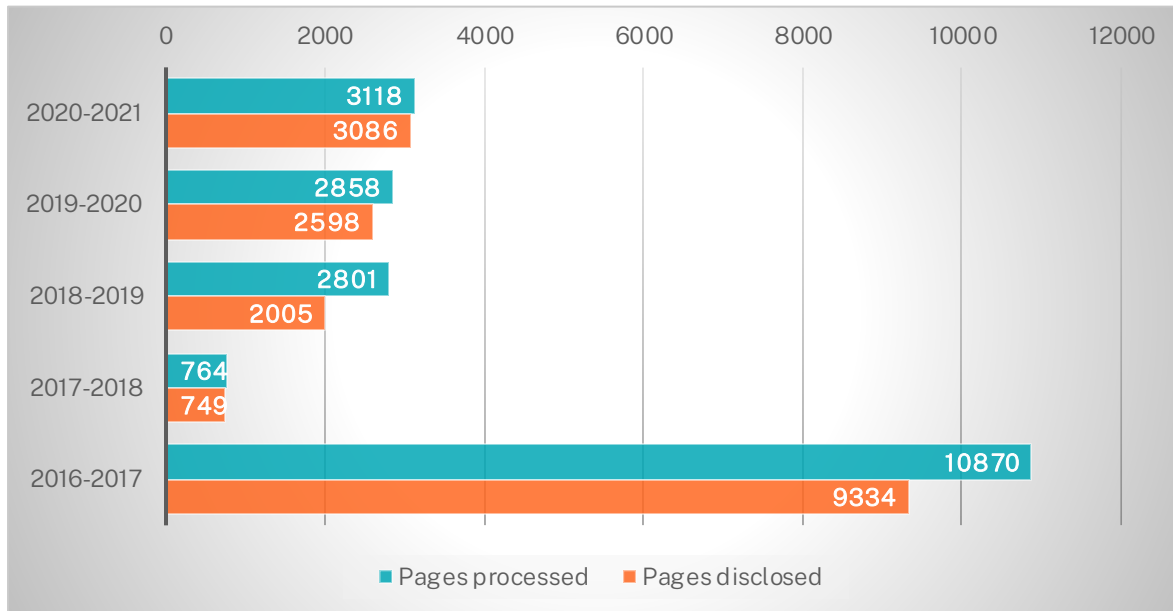
In recent years, we have noted an increasing trend in the willingness of requesters to receive documents electronically. For the third year in a row, all documents were sent electronically to requesters. Compared to 2015-2016, where only 10% of requesters required documents electronically. This trend is attributable, in part, to the fact that CED accepts online filing of access requests and prioritizes electronic communication when response documents are voluminous.

² More than one section may be invoked for a given request.

Pages processed and pages disclosed

The amounts of pages processed and pages disclosed vary considerably from one year to the next, depending on the subject of the requests and the quantity of relevant documents held by CED. In 2020-2021, the number of pages reviewed was 3,118, an increase from the previous year, when 2,858 pages were reviewed. The number of pages released represents 99% of the pages reviewed. As such, 3,086 pages were released to requesters. This is the second highest total number of pages released in the last five years.

TABLE 5: PAGES PROCESSED AND DISCLOSED



Extensions

Because of the nature of the CED's operations, mainly aimed at allocating financial assistance to SMEs and organizations, it is not unusual when processing requests to consult with third parties, which leads to the extension of the time limit as stipulated in the Act. In addition, consultations with other federal institutions are sometimes required in processing requests, which also results in extensions being taken within the time limits. A total of seven requests required these types of consultations during the reporting period.

In order to comply with the Act, extensions were granted in 7 out of 34 (19%) requests where records were provided, which is the same as last year. In these 7 cases, the applicants were notified of the extension beyond the 30-day time limit specified in the Act and each request was answered within the allotted time. Therefore, for every request closed during the reporting period, CED processed each file within the deadline regardless if an extension was taken or not.

TABLE 6: LENGTH OF EXTENSIONS³

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	2	1
31 to 60 days	0	0	0	1
61 to 120 days	0	0	0	3
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	0	0	2	5

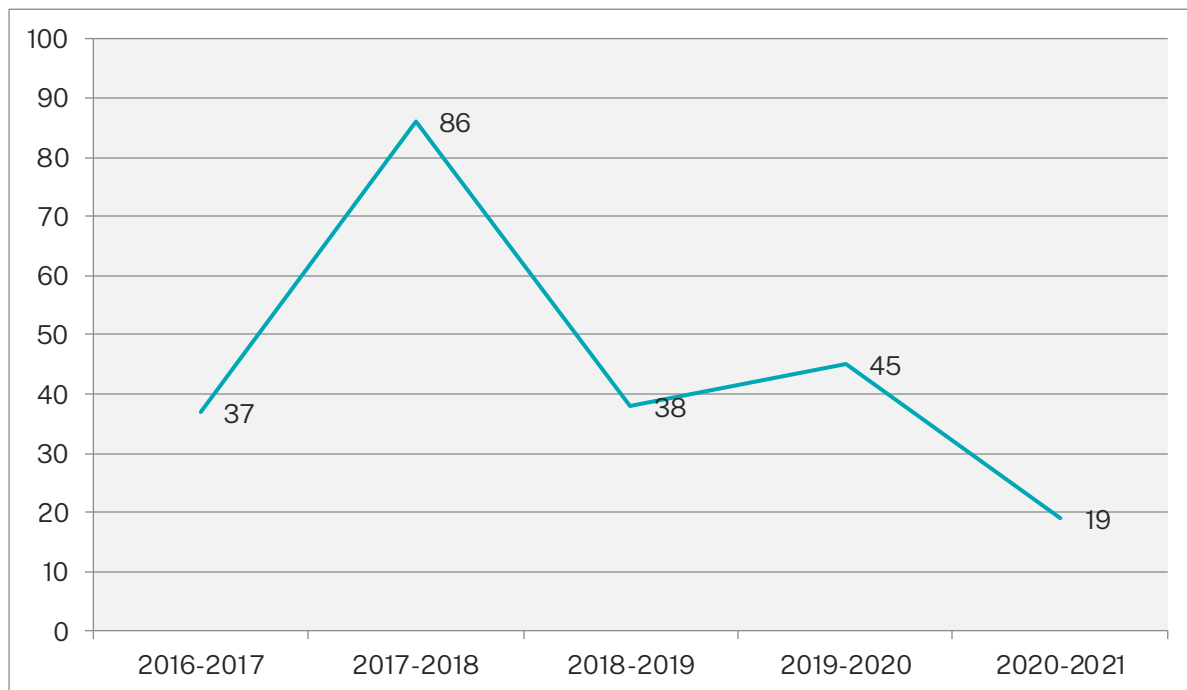
Consultations received from other federal institutions

For this fiscal year, the AIPO received a total of 19 consultation requests from federal institutions, only one of which was carried over to the following year. This is a significant decrease from the 45 consultations closed in 2019-2020. These requests represented a total of 367 pages to process, which is also a decrease from the 546 pages processed last year.

Of the 18 consultations processed during the fiscal year, a recommendation was made to release the records in full for all of them. All requests were responded to within 15 days.

³ More than one type of extension may be reported for the same request.

TABLE 7: CONSULTATIONS RECEIVED



Consultations with Privy Council Office

No consultations with the Privy Council Office (PCO) were conducted for the 2020-2021 fiscal year. In addition, section 69 has not been applied to any records subject to an access to information request, consistent with PCO's decision in 2013 to establish a new process for determining Queen's Privy Council confidences for Canada.

Impacts of COVID-19 pandemic measures on the institution's ability to fulfill its responsibilities under the *Access to Information Act*

The measures taken by CED in connection with the COVID-19 pandemic, such as telework, did not have an impact on the organization's ability to fulfill its responsibilities under the Access to Information Act.

Statistical Report

A copy of the 2020-2021 statistical report on the administration of the *Access to Information Act* is attached to this report.

Access to information fees

Fees collected and waived

With respect to fees collected under the *Access to Information Act*, the information below is reported in accordance with the requirements of section 20 of the *Service Fees Act*.

Enabling authority:	<i>Access to Information Act</i>
Fee amount:	\$120 in application fees were charged for 24 ATI requests.
Total revenue:	No revenue was reported.
Fees waived:	The AIPO waived \$85 in fees This is mainly due to requests processed informally as well as requests transferred from other institutions. For the transferred requests, their application fees were reported once and only by the institution that initially received the request.

In accordance with the Interim Directive on the Administration of the *Access to Information Act*, issued on May 5, 2016, Canada Economic Development for Quebec Regions waives all fees prescribed by the Act and Regulations, other than the application fee set out in paragraph 7(1)a) of the Regulations.

Costs of administering the Act

The costs related to administering the Act during the reporting period reached \$104,349, a decline of \$381 from last year. This included \$100,406 in salaries for 1.283 full-time equivalents and \$3,949 for travel, training, software licensing, supplies and translation.

Training and awareness

In 2020-2021, one training session was offered to employees in Operations and one training session was delivered to employees in Policy and Communications, totaling approximately 40 people. In addition, access to information was discussed at the orientation session for students and new employees, which was attended by about thirty people. The AIPO is always available to provide employees whose duties require some knowledge of access to information with specific training.

As of 2017-2018, the Manager of the Corporate Secretariat (formerly CED's Access to Information and Privacy Coordinator) has become an associate member of the Canada School of Public Service's faculty. In this capacity, he normally delivers some training entitled "Access to Information in the Government of Canada" and "Privacy in the Government of Canada". However, no such training was delivered by the Manager during the reporting period due to the context of the pandemic.

Policies, guidelines, procedures and initiatives

CED develops and regularly updates its internal procedures to ensure good practices related to the administration of the Access to Information Act and ensures quality control, particularly with respect to the proactive disclosure of grants and contributions granted by the organization, contracts, briefing note titles, access to information request summaries, etc. Finally, the AIPO reviewed its internal procedure to structure how the organization would deal with requests that were deemed frivolous or vexatious.

Summary of key issues and actions taken on complaints or audits

Complaints

DEC did not receive any new complaint over the course of the year and for a sixth consecutive year.

Audits

CED was not the subject of any audit over the reporting period.

Monitoring compliance

Monitoring of the processing time

The AIPO ensures the time to process access to information requests is monitored through a weekly report of on-going requests. The report provides the details of each request, such as the due date and current status, i.e. documents being retrieved, under review, in consultation or in the approval process. This report is distributed to CED's senior management, including its Deputy Head.

Since 2011, the AIPO has equipped itself with software to manage and track access to information requests and privacy requests. This program makes it easier to follow every activity and task related to any request and serves as a tool to monitor processing time to comply with the provisions on timeframes as set out in the Act.

Appendices



Statistical Report on the Access to Information Act

Name of institution: Canada Economic Development for Quebec Regions

Reporting period: 2020-04-01 to 2021-03-31

Section 1: Requests Under the Access to Information Act

1.1 Number of requests

	Number of Requests
Received during reporting period	41
Outstanding from previous reporting period	2
Total	43
Closed during reporting period	41
Carried over to next reporting period	2

1.2 Sources of requests

Source	Number of Requests
Media	20
Academia	2
Business (private sector)	1
Organization	7
Public	3
Decline to Identify	8
Total	41

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	
51	0	0	0	0	0	0	51

Note: All requests previously recorded as “treated informally” will now be accounted for in this section only.

Section 2: Decline to act vexatious, made in bad faith or abuse of right requests

	Number of Requests
Outstanding from previous reporting period	0
Sent during reporting period	0
Total	0
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	0
Carried over to next reporting period	0

Section 3: Requests Closed During the Reporting Period

3.1 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	14	11	2	0	0	0	0	27
Disclosed in part	2	0	1	1	3	0	0	7
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	6	0	0	0	0	0	0	6
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	1	0	0	0	0	0	0	1
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Decline to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	23	11	3	1	3	0	0	41

3.2 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)	2	18(d)	0	21(1)(a)	0
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	0
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)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
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)	3	23,1	0
15(1) - S.A.*	0	16,31	0	20(1)(b.1)	1	24(1)	0
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(c)	4	26	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(d)	4		
16(1)(a)(iii)	0	16,5	0				
16(1)(b)	0	16,6	0				
16(1)(c)	0	17	0				
16(1)(d)	0						

* I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities

3.3 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

3.4 Format of information released

Paper	Electronic	Other
0	34	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
3118	3086	35

3.5.2 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	27	235	0	0	0	0	0	0	0	0
Disclosed in part	4	52	0	0	1	506	2	2293	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
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0	0	0
Total	32	287	0	0	1	506	2	2293	0	0

3.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	17	0	0	0	17
Disclosed in part	7	0	0	0	7
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
Declined to act with the approval of the Information Commissioner	0	0	0	0	0
Total	24	0	0	0	24

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	41
Percentage of requests closed within legislated timelines (%)	100

3.7 Deemed refusals

3.7.1 Reasons for not meeting legislated timelines

Number of Requests Closed Past the Legislated Timelines	Principal Reason			
	Interference with Operations / Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

3.7.2 Requests closed beyond legislated timelines (including any extension taken)

Number of Days Past Legislated Timelines	Number of Requests Past Legislated Timeline Where No Extension Was Taken	Number of Requests Past Legislated Timeline 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

3.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

Section 4: Extensions

4.1 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	1
Disclosed in part	0	0	1	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
Decline to act with the approval of the Information Commissioner	0	0	0	0
Total	0	0	2	5

4.2 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	2	1
31 to 60 days	0	0	0	1
61 to 120 days	0	0	0	3
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	0	0	2	5

Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Requests	Amount	Requests	Amount
Application	24	\$120	17	\$85
Other fees	0	\$0	0	\$0
Total	24	\$120	17	\$85

Section 7: Completion Time of Consultations on Cabinet Confidences

7.1 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 Request	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

7.2 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 Request	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

Section 8: Complaints and investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal representations	Section 37 Reports of finding received	Section 37 Reports of finding containing recommendations issued by the Information Commissioner	Section 37 Reports of finding containing orders issued by the Information Commissioner
0	0	0	0	0	0

Section 9: Court Action

9.1 Court actions on complaints received before June 21, 2019 and on-going

Section 41 (before June 21, 2019)	Section 42	Section 44
0	0	0

9.2 Court actions on complaints received after June 21, 2019

Section 41 (after June 21, 2019)				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

Section 10: Resources Related to the Access to Information Act

10.1 Costs

Expenditures		Amount
Salaries		\$100 406
Overtime		\$0
Goods and Services		\$3 943
• Professional services contracts	\$0	
• Other	\$3 943	
Total		\$104 349

10.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1,283
Part-time and casual employees	0,000
Regional staff	0,000
Consultants and agency personnel	0,000
Students	0,000
Total	1,283

Note: Enter values to three decimal places.



Supplemental Statistical Report on the *Access to Information Act* and *Privacy Act*

Name of institution: Canada Economic Development for Quebec Regions

Reporting period: 2020-04-01 to 2021-03-31

Section 1: Capacity to Receive Requests

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	52
Able to receive requests by email	52
Able to receive requests through the digital request service	52

Section 2: Capacity to Process Records

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	0	0	52	52
Protected B Paper Records	0	0	52	52
Secret and Top Secret Paper Records	0	0	52	52

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Electronic Records	0	0	52	52
Protected B Electronic Records	0	0	52	52
Secret and Top Secret Electronic Records	0	0	52	52



ACCESS TO INFORMATION AND PRIVACY ACT DELEGATION ORDER

ARRÊTÉ DE DÉLÉGATION EN VERTU DE LA LOI SUR L'ACCÈS À L'INFORMATION ET DE LA
LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

The President, pursuant to section 73 of the *Access to Information Act* and *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, duties and functions of the President as the head of the Economic Development Agency for the Regions of Quebec, under the provisions of the Acts and related regulations set out in the schedule opposite each position. This delegation order replaces all previous delegation orders.

En vertu de l'article 73 de la *Loi sur l'accès à l'information* et de la *Loi sur la protection des renseignements personnels*, la présidente délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont elle est, en qualité de responsable de l'Agence de développement économique du Canada pour les régions du Québec, investie par les dispositions des Lois mentionnées et de leurs règlements en regard de chaque poste. Le présent document remplace et annule tout arrêté 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
Manager, Corporate Secretariat / Gestionnaire, Secrétariat ministériel	Full authority / Autorité absolue	Full authority / Autorité absolue
Coordinator, Access to Information and Privacy / Coordonnateur, Accès à l'information et protection des renseignements personnels	Full authority / Autorité absolue	Full authority / Autorité absolue
Advisor, Parliamentary Affairs and Access to Information / Conseiller, Affaires parlementaires et accès à l'information	Section / Disposition: 7, 8(1), 9, 12(2)(b), 12(3)(b), 27(1)(4), 29(1), 44(2); Regulation / Règlement: 6(1)	Section / Disposition: 14(1)

Signed in _____ on this _____ day of _____, 2019

Signé à Montréal, le 26 jour de juin 2019

Manon Brassard, Deputy Minister/President of
Canada Economic Development for Quebec Regions

Manon Brassard, sous-ministre/présidente de
Développement économique Canada pour les régions du Québec

