



Canada Economic
Development
for Quebec Regions

Développement
économique Canada
pour les régions du Québec



Report on the administration of the Access to Information Act 2021-2022

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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 2019-2020, 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 a regional economic development agency. 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 2021-2022

MAIN PROGRAMS	Quebec Economic Development Program (QEDP)
	<u>Targeted and/or temporary initiatives:</u>
	<ul style="list-style-type: none"> ● Regional Air Transportation Initiative ● Economic Recovery Initiative for Lac-Mégantic ● Linguistic Duality Economic Development Initiative (EDI) (Canada-wide initiative) ● Initiative for the development of regional economic infrastructure ● Canada Community Revitalization Fund ● Tourism Relief Fund ● Major Festivals and Events Support Initiative ● Jobs and Growth Fund
CANADA-WIDE PROGRAM IMPLEMENTED IN QUEBEC BY CED	Regional Economic Growth through Innovation (REGI)
	<u>Targeted and/or temporary initiatives:</u>
	<ul style="list-style-type: none"> ● Black Entrepreneurship Program ● Regional Relief and Recovery Fund (RRRF) ● Canadian Seafood Stabilization Fund ● Women Entrepreneurship Strategy ● Jobs and Growth Fund ● Aerospace Regional Recovery Initiative
	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.

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 2021-2022

2021-2022 Review

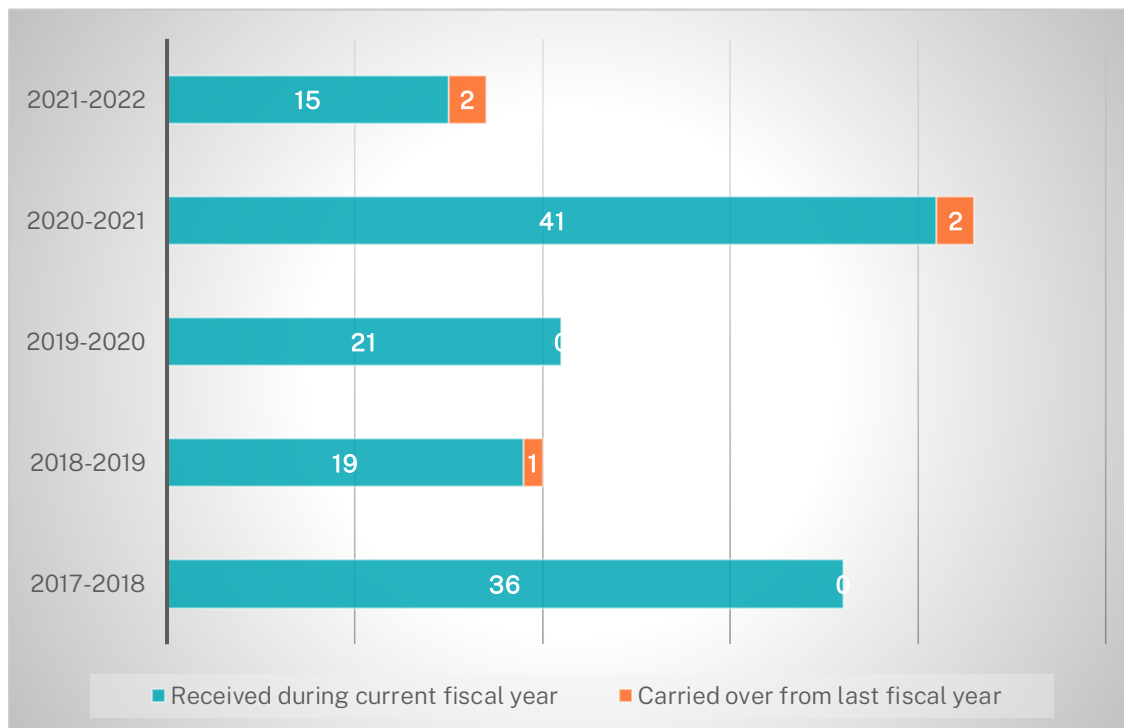
- CED received a total of 15 requests, which represents a decrease of over 63% from the previous year, when 41 requests were received. Two requests had been carried over from the previous year and the AIPO did not carry over any requests to the next fiscal year.
- Over 4, 336 pages were reviewed, which represents an increase of approximately 39% over the previous period. 100% of these pages were released during the year.
- CED responded to 100% of requests within the timeframes set out in the Act, 47% of which were answered before the 15th day following receipt of the request.
- The sources of applicants are broken down as follows: 27% from the commercial sector, 27% from the media, 27% from the public, 0% from organizations, 6% from the academic sector and 13% who decline to identify.
- Considering the requests for which records were disclosed, the AIPO released the requested information in full, without applying any protection, in 36% of cases. The AIPO invoked exemptions in the remaining 64% of requests.
- CED also processed 40 consultations from other federal institutions as well as 17 informal access to information requests.
- The year 2021-2022 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 2021-2022, CED received 15 access to information requests. As a result, the number of requests received and processed was down from the previous year, by over 63%. However, the number of pages processed increased considerably, by approximately 39%, compared to the previous year. All requests were processed during the year and none were transferred to the 2022-2023 year.

For the past six fiscal years, CED has been accepting online access to information requests. Thus, all requesters submitted their requests online during 2021-2022.

TABLE 1: REQUESTS RECEIVED



Decline to act

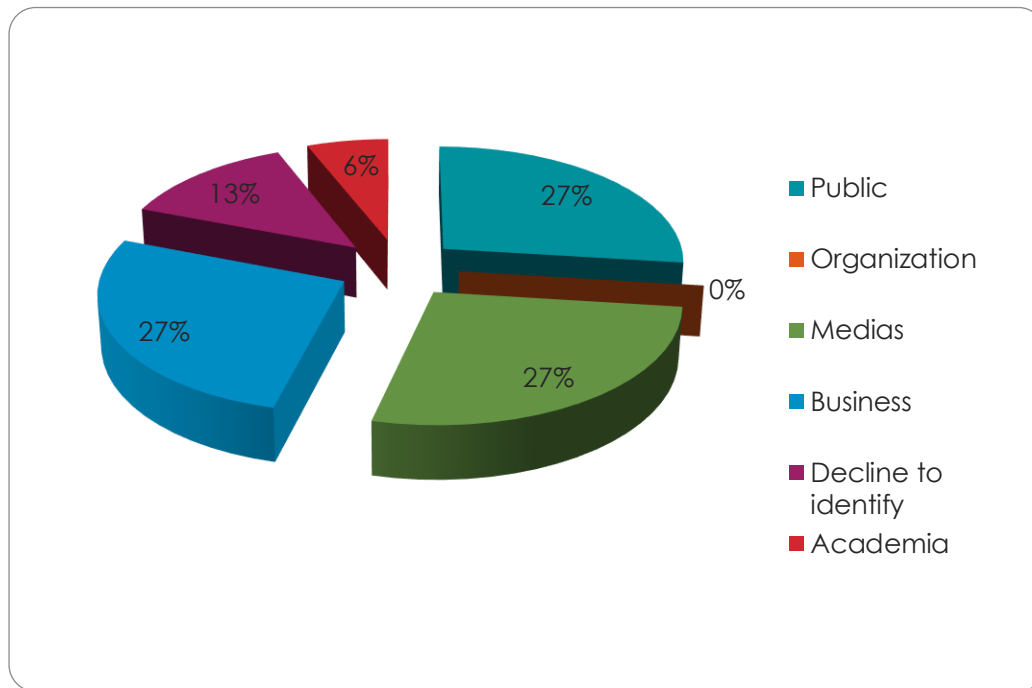
Section 6.1 (1) allows an organization to refuse to process a request, with the authorization of the Information Commissioner, if the request is deemed to be frivolous, vexatious or made in bad faith.

In 2021-2022, CED did not invoke this section to refuse to process a request, as the only request submitted to the Information Commissioner was ultimately withdrawn after the requester abandoned his access to information request.

Source of applicants

Fiscal year 2021-2022 saw a change in the distribution of application sources from the previous two years. Unlike the last two fiscal years, this year we find that the media group no longer accounts for the largest proportion of requests (49% in 2020-2021 and 38% in 2019-2020) but instead is tied with the public and the commercial sector at 27% each. No requests come from organizations as opposed to 17% in the previous fiscal year. Finally, the remaining requests came from academia (6%), with 13% 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 11 requests where documents were provided in 2021-2022, 55% were related to CED’s internal activities and 45% 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 17 requests closed in 2021-2022, 13 (81%) were answered within 30 days, which is similar as in the previous year. Of these, 8 requests (62%) were completed within 15 days, a slight increase from the previous year when 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, three 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 2021-2022, CED received and processed five requests (31%) where no record existed. This is one less request 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.

CED currently has no active requests that are outstanding from previous reporting periods.

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	3	1	0	0	0	0	0	4
Disclosed in part	1	3	1	2	0	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	4	1	0	0	0	0	0	5
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	1	0	0	0	0	0	1
Neither confirmed nor denied	0	0	0	0	0	0	0	0
TOTAL	8	6	1	2	0	0	0	17

Informal Requests

In 2021-2022, the number of informal requests decreased significantly compared to the previous year. In fact, 17 informal applications were processed during the reporting period, compared to 51 in 2020-2021. The increase in the previous year was attributed to the fact that CED's mandate, regional economic development, was a hot topic with the challenges brought about by the pandemic. However, this year's data is similar to previous years 2020-2021 (14 in 2019-2020).

Exemptions and exclusions invoked

If we consider the 11 requests where information was provided, the AIPO fully disclosed the information being sought, without invoking protection, for 4 requests (36%). The AIPO invoked exemptions in the remaining 7 cases (64%). As a result of its activities, CED holds a great deal of third party information (section 20) and regularly provides advice or recommendations to the government (section 21). These are therefore sections that are often cited to justify the redaction of information. Given the nature of the requests this year, the privacy section was also invoked on several occasions to redact certain records. In addition, the AIPO invoked section 14 regarding information relating to federal-provincial affairs, section 16.5 to redact information under the Public Servants Disclosure Protection Act, and section 23 regarding solicitor-client privilege.

TABLE 4: EXCEPTIONS INVOKED¹

Section		Number of requests
Federal — provincial affairs	14 (a)	1
	14 (b)	1
Public Servants Disclosure Protection Act	16.5	1
Personal information	19(1)	4
Third party information	20(1) b)	5
	20(1) c)	1
	20(1) d)	2
Advice	21(1)(a)	2
	21 (1)(b)	1
Protected information - solicitors	23	1

¹ More than one section may be invoked for a given request.

Format of information released

In recent years, we have noted an increasing trend in the willingness of requesters to receive documents electronically. For the fourth year in a row, all documents were sent electronically to requesters. When comparing to 2015-2016, only 10% of requesters required documents electronically. This trend is due, in part, to CED's acceptance of online filing, prioritization of electronic communication when response documents are large, and the context surrounding the pandemic.

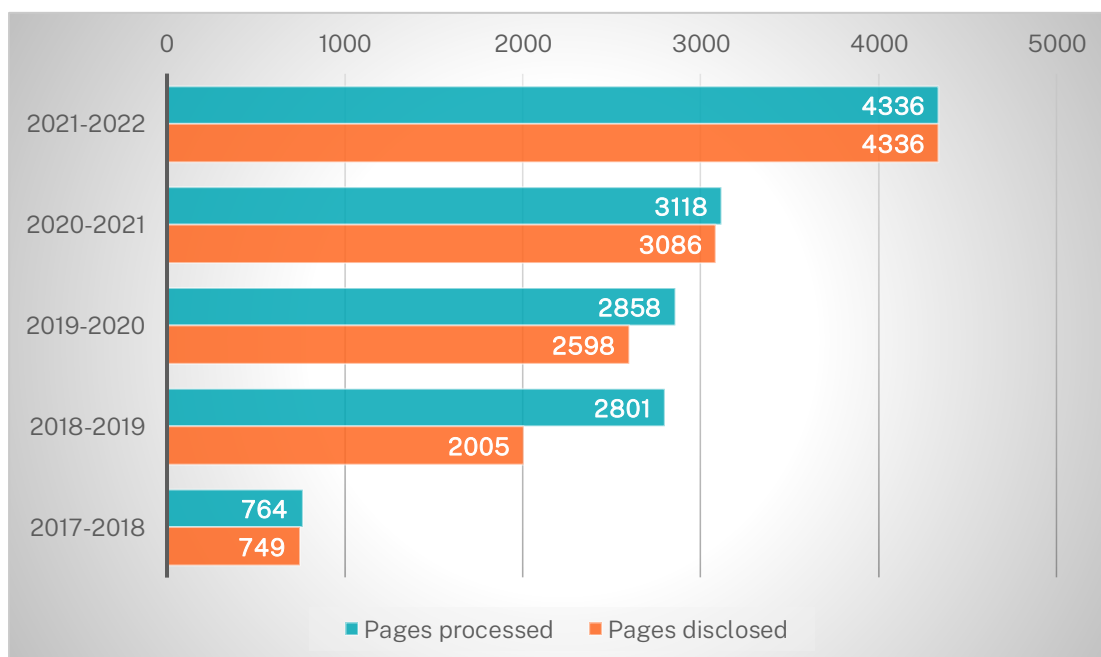
Active complaints

After six consecutive years without a complaint, CED received a new complaint during the year regarding the application of redaction under section 20(1)(b). No decisions have been rendered to date by the Information Commissioner of Canada.

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. However, based on the data for the past 5 years, we can see a consistent upward trend in the number of pages processed. In 2021-2022, the number of pages reviewed was 4336. This is a significant increase from the previous year when 3118 pages were reviewed, or 39%. The number of pages disclosed to requesters amounted to 100% of the pages reviewed. This is the highest total of pages disclosed 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 six requests required these types of consultations during the reporting period.

In order to comply with the Act, extensions were granted in 3 out of 6 (50%) requests for which consultations were required and records were provided, which is higher than last year (19%). In these 3 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 EXTENSIONS²

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

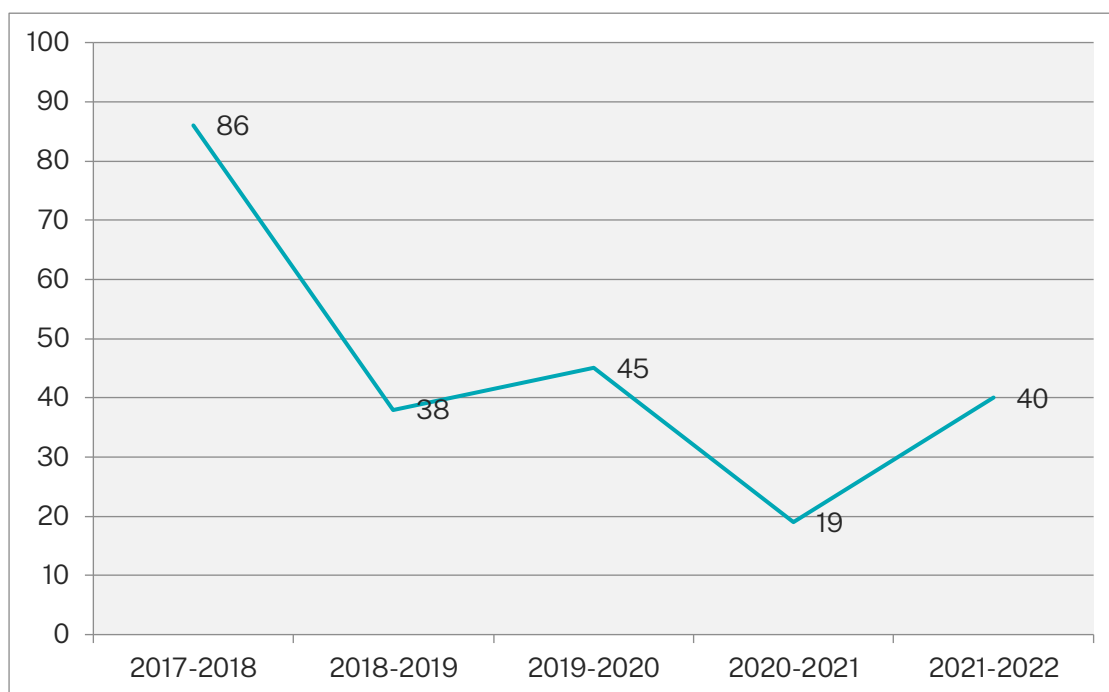
² More than one type of extension may be reported for the same request.

Consultations received from other federal institutions

For this fiscal year, the AIPO received a total of 40 consultation requests from federal institutions, one of which was carried over from the previous year. This is a significant increase from the 19 consultations closed in 2020-2021, more than doubling the number. These requests represented a total of 1,083 pages to be processed, which is also a significant increase from the 367 pages processed last year, almost three times as many.

Of the 40 consultations processed during the fiscal year, a recommendation for full disclosure was issued for 39 of them, while a recommendation for partial disclosure was issued for one. Almost all of the consultation requests were responded to within 15 days, with only one being responded to within 30 days.

TABLE 7: CONSULTATIONS RECEIVED



Consultations with Privy Council Office

No consultations with the Privy Council Office (PCO) were conducted for the 2021-2022 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 2021-2022 statistical report on the administration of the *Access to Information Act* is attached to this report.

Access to information fees

Fees collected and waived

The Service Fees Act requires a responsible authority to report annually to Parliament on the fees collected by the institution.

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 payable:	\$5.00 application fee is the only fee charged for an ATI request.
Total revenue:	\$75 in application fees were charged for 15 ATI requests.
Fees waived:	No fees were waived par the AIPO. In accordance with the Interim Directive on the Administration of the <i>Access to Information Act</i> , issued on May 5, 2016, and the changes to the <i>Access to Information Act</i> that came into force on June 21, 2019, CED waives all fees prescribed by the Act and Regulations, other than the \$5 application fee set out in paragraph 7(1)(a) of the Regulations. This is usually 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 \$92,343, a decline of \$12,007 from last year due in part to salary scale differences related to staff changes. This includes \$88,029 in salary for the equivalent of 1.058 full-time employees and \$4,313 in travel, training, software licenses, supplies and translation costs.

Training and awareness

In 2021-2022, several training sessions were offered to the organization's employees through various activities. In the spring, approximately 60 people participated in information sessions regarding management, access and protection of information. In the summer, an awareness message regarding the protection of personal information was delivered to approximately 20 managers and employees who constitutes the union-management committee. In the fall, presentations on the principles of access to information and protection of personal information were given to new employees of the organization, as well as to employees of information management and of a business office, totalling some 40 people.

Finally, a message intended for all employees as well as information capsules were posted on the organization's intranet page on good practices regarding access to information, protection of personal information and privacy breaches during the summer.

The AIPO is always available to provide specific training to employees whose duties require some knowledge of access to information.

Policies, guidelines, procedures, and initiatives

CED did not implement any new policies, guidelines, procedures, or initiatives during the reporting period. However, the organization has updated several information capsules for employees regarding some of the key principles of the Access to Information Act as well as its Access to information and personal information procedure.

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.

Summary of key issues and actions taken on complaints or audits

Complaints

After six consecutive years without a complaint, CED received a new complaint during the year regarding the application of redaction under section 20(1)(b) - confidential third-party information - in the processing of an access to information request for which a consultation had been conducted. No decisions have been rendered to date by the Information Commissioner of Canada.

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.

Conclusion

The right of access to information is not only a fundamental right but also a considerable power in today's societies. As a cornerstone of good governance and knowledge, access promotes government responsibility and accountability, but also freedom of expression and the ability of citizens to make informed decisions and participate in democratic activities.

In Canada, the Access to Information Act provides a framework for the right of Canadians to request information from federal institutions and thereby broadens access to government-held records in order to ensure greater public participation, promote fairness in decision making and transparency in government while protecting sensitive information. This balance means that everyone has the right to seek, receive and disclose information while protecting sensitive information, including the personal information of individuals.

Through the priority treatment of access to information requests, the application of limited redactions governed by the Act and the constant respect of prescribed deadlines, Canada Economic Development for Quebec Regions is proud to have contributed to the application of these principles and will continue its efforts in this regard in the coming years.

Appendices



Statistical Report on the Access to Information Act

Name of institution: CED

Reporting period: 2021-04-01 to 2022-03-31

Section 1: Requests Under the Access to Information Act

1.1 Number of requests

		Number of Requests
Received during reporting period		15
Outstanding from previous reporting periods		2
• Outstanding from previous reporting period	2	
• Outstanding from more than one reporting period	0	
Total		17
Closed during reporting period		17
Carried over to next reporting period		0
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

1.2 Sources of requests

Source	Number of Requests
Media	4
Academia	1
Business (private sector)	4
Organization	0
Public	4
Decline to Identify	2
Total	15

1.3 Channels of requests

Source	Number of Requests
Online	15
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	15

Section 2: Informal Requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		17
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		17
Closed during reporting period		17
Carried over to next reporting period		0

2.2 Channels of informal requests

Source	Number of Requests
Online	17
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	17

2.3 Completion time of 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
17	0	0	0	0	0	0	17

2.5 Pages re-released informally

Less Than 100 Pages Re-released		100-500 Pages Re-released		501-1000 Pages Re-released		1001-5000 Pages Re-released		More Than 5000 Pages Re-released	
Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released
9	18	5	1818	1	506	2	4011	0	0

Section 3: Applications to the Information Commissioner on Declining to Act on Requests

	Number of Requests
Outstanding from previous reporting period	0
Sent during reporting period	1
Total	1
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	0
Withdrawn during reporting period	1
Carried over to next reporting period	0

Section 4: Requests Closed During the Reporting Period

4.1 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	3	1	0	0	0	0	0	4
Disclosed in part	1	3	1	2	0	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	4	1	0	0	0	0	0	5
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	1	0	0	0	0	0	1
Neither confirmed nor denied	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
Total	8	6	1	2	0	0	0	17

4.2 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)	2
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)	0
14(a)	1	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	1	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	1
15(1) - Def.*	0	16,3	0	20(1)(b)	5	23,1	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	1	26	0
16(1)(a)(ii)	0	16,5	1	20(1)(d)	2		
16(1)(a)(iii)	0	16,6	0				
16(1)(b)	0	17	0				
16(1)(c)	0						
16(1)(d)	0						

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

4.3 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

4.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	11	0	0	0	0

4.5 Complexity

4.5.1 Relevant pages processed and disclosed for paper and e-record formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
4336	4335	12

4.5.5 Relevant minutes processed and disclosed for video formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

4.5.6 Relevant minutes processed per request disposition for video formats by size of requests

Disposition	Less Than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
Total	0	0	0	0	0	0

4.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0
Disclosed in part	6	2	0	8
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	1	0	1
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	6	3	0	9

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	17
Percentage of requests closed within legislated timelines (%)	100

4.7 Deemed refusals

4.7.1 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

4.7.2 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

4.8 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 5: Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	0	0	1	2
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
No records exist	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	0	0	1	2

5.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	0	0	1	0
31 to 60 days	0	0	0	0
61 to 120 days	0	0	0	2
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	1	2

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	15	\$75.00	0	\$0.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	15	\$75.00	0	\$0.00	0	\$0.00

Section 8: Completion Time of Consultations on Cabinet Confidences

8.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		100-500 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

8.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		100-500 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

Section 9: Investigations and Reports of finding

9.1 Investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal Representations
1	0	1

9.2 Investigations and Reports of finding

Section 37(1) Initial Reports			Section 37(2) Final Reports		
Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
0	0	0	0	0	0

Section 10: Court Action

10.1 Court actions on complaints

Section 41				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

10.2 Court actions on third party notifications under paragraph 28(1)(b)

Section 44 - under paragraph 28(1)(b)
0

Section 11: Resources Related to the Access to Information Act

11.1 Allocated Costs

Expenditures	Amount
Salaries	\$88 029
Overtime	\$0
Goods and Services	\$4 313
• Professional services contracts	\$0
• Other	\$4 313
Total	\$92 342

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1,058
Part-time and casual employees	0,000
Regional staff	0,000
Consultants and agency personnel	0,000
Students	0,000
Total	1,058

Note: Enter values to three decimal places.

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

Name of institution: CED

Reporting period: 2021-04-01 to 2022-03-31

Section 1: Capacity to Receive Requests under the Access to Information Act and the Privacy Act

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 under the Access to Information Act and the Privacy Act

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



Section 3: Open Requests and Complaints Under the Access to Information Act

3.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2022	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2022	Total
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016 or earlier	0	0	0
Total	0	0	0

Row 8, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2021-2022 Statistical Report on the Access to Information Act

3.2 Enter the number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2021-2022	1
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016 or earlier	0
Total	1

Section 4: Open Requests and Complaints Under the Privacy Act

4.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2022	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2022	Total
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016 or earlier	0	0	0
Total	0	0	0

Row 8, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2021-2022 Statistical Report on the *Privacy Act*

4.2 Enter the number of open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016 or earlier	0
Total	0

Section 5: Social Insurance Number (SIN)

Did your institution receive authority for a new collection or new consistent use of the SIN in 2021-2022?	No
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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

