



Développement
économique Canada
pour les régions du Québec

Canada Economic
Development
for Quebec Regions



Report on the administration of the Access to Information Act 2022-2023

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Introduction

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

The purpose of the *Access to Information Act*, which was enacted on July 1, 1983, is to expand access to federal government documents. It enshrines the principle of the public's right to the communication of information and is intended to complement the methods for accessing documents.

To address this principle of law, federal institutions must implement standardized practices and procedures intended to process access to information requests. These practices and procedures must include a commitment to make reasonable efforts to assist requesters, regardless of their identity. Institutions must also apply the Act in an effective, coordinated and proactive manner to provide, subject to the regulations, complete, accurate and prompt responses to access-to-information requests.

With Bill C-58 having received royal assent during the 2019-2020 fiscal year, proactive disclosure now takes on a greater role as a broader range of information has now been made available.

The *Access to Information Act* allows Canadians, permanent residents and any person present in Canada to exercise a general right to access information from a federal institution, 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 gives a detailed look at the activities related to the Act's administration in Canada Economic Development for Quebec Regions (CED). This report was also prepared in accordance with section 20 of the *Service Fees Act*.

Mandate of the institution

CED is the key economic development player for Quebec's regions for small and medium-sized enterprises (SMEs). In order to accomplish its core responsibility, which is economic development in Quebec, CED fosters business start-ups and growth. It helps them become more innovative, productive and competitive. It supports efforts to engage the regions of Quebec and attract investments that will help boost the economic well-being of Quebec and Canada.

CED contributes to the economic vitality of all of Quebec's regions by leveraging their competitive regional advantages, such as wind power and marine technologies. It also supports the transition and diversification of communities that remain dependent on a limited number of sectors or that have been affected by an economic shock.

CED achieves its results by supporting businesses, primarily SMEs, and non-profit organizations (NPOs), through strategic investments. Through its 12 business offices across Quebec's regions and the relationships it has developed with other economic development players, CED stays abreast of the needs of the regions and businesses and is able to offer financial support to carry out projects that support businesses and communities in their economic development efforts.

To learn more about CED's mandate, programming and activities, visit its website: ced.canada.ca.

Organizational structure

Access to Information and Privacy Office

CED fulfills its responsibilities under the *Access to Information Act* (ATI), including Part 2 on proactive publication, and the *Privacy Act* (PA) through an Access to Information and Privacy (ATIP) Office to process requests. ATIP Office reports to the manager of the Corporate Secretariat, which in turn reports to the Chief of Staff to The Deputy Minister/President.

The ATIP Office has an access to information and privacy coordinator and an advisor. In addition to being responsible for all daily ATIP activities, the coordinator, who is supported by the advisor, oversees the development, coordination and implementation of policies, guidelines and procedures necessary to manage the agency's compliance with the acts.

Through its delegated authority, the ATIP Office represents CED on matters relating to the ATI and PA in dealings with the public, the Treasury Board Secretariat, information and privacy commissioners, and with other federal institutions and departments.

During the reporting period, CED did not receive or provide any services under section 96 of the ATI.

The ATIP Office 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 the PA.
- Reporting on CED's application of the ATI and the PA.
- Meeting the information and training needs of CED employees.

Part 2 – Proactive publication of information under the ATI

Under Part 2 of the *Access to Information Act* (ATI), CED's proactive publication responsibilities are structured by directorates that are tasked with ensuring that each requirement is met.

During the period covered by this report, the CED's responsible directorates, where applicable, provided the proactive publication required in Part 2 of the ATI (sections 74 and 82 to 88 of the ATI). During the reporting period, the Minister Responsible for CED was the Minister of Sports. Consequently, the responsibilities for proactive publication under sections 75 to 78 of the ATI fell to Canadian Heritage.

LEGISLATED REQUIREMENT	Section of the Act	Directorate responsible at CED
All government institutions as defined in section 3 of the <i>Access to Information Act</i> .		
Travel expenses	82	Departmental Finance Branch
Hospitality expenses	83	Departmental Finance Branch
Reports tabled in Parliament	84	Corporate Secretariat
Government entities or Departments, agencies, and other bodies subject to the Act and listed in Schedules I, I.1, or II of the <i>Financial Administration Act</i>		
Contracts over \$10,000	86	Departmental Finance Branch
Grants and contributions over \$25,000	87	Client Experience and Business Intelligence Directorate
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Corporate Secretariat
Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office	88(b)	Corporate Secretariat
Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament	88(c)	Corporate Secretariat

Government institutions that are departments named in Schedule I of the <i>Financial Administration Act</i> or portions of the core public administration named in Schedule IV of that Act		
Reclassification of positions	85	People, Culture and Workplace Branch
Ministers		
Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Corporate Secretariat
Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office	74(b)	Corporate Secretariat
Package of question period notes prepared by a government institution for the minister and in use on the last sitting day of the House of Commons in June and December	74(c)	Corporate Secretariat
Packages of briefing materials prepared by a government institution for a minister's appearance before a committee of Parliament	74(d)	Corporate Secretariat

Delegation order

In accordance with its enabling act, CED defines its chief executive officer as being the acting Deputy Minister/President. In addition to leading the institution and overseeing management of its staff, he is responsible for administering the *Access to Information Act* and the *Privacy Act*.

To this end, he has delegated authority for the application of these acts to the position of Manager of the Corporate Secretariat and to the position of Coordinator, Access to Information and Privacy. Administrative authorities were also delegated to the position of Advisor, Access to Information and Parliamentary Affairs.

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

2022-2023 Performance

Assessment for 2022-2023

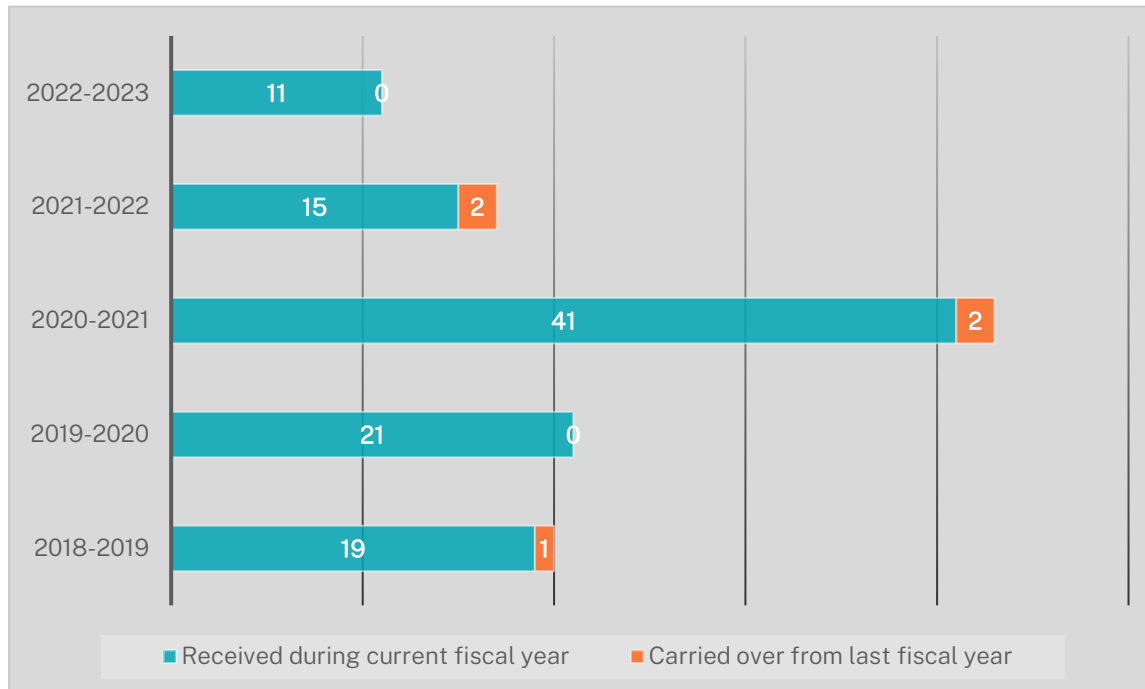
- CED received a total of 11 requests, which is a decrease of 27% compared to the previous year, when 15 requests were received. No requests were carried over from the previous year and the ATIP Office did not carry over any requests to the next fiscal year.
- More than 2,173 pages were examined, which is a decrease of around 50% compared to the previous period. Of these pages, 2,157 were disclosed during the year.
- CED replied to 100% of the requests within the time limits specified in the Act, including 45% before the 15th day following receipt of the request.
- The sources of the requests break down as follows: 91% by the media, 9% by the public, and 0% by organizations, academia, the business sector or those that declined to identify themselves.
- Considering the requests for which documents were disclosed, the ATIP Office cited exceptions in 100% of cases.
- CED also processed 26 consultations from other federal institutions and 6 informal access-to-information requests.

Requests received and processed

During the 2022-2023 fiscal year, CED received 11 access-to-information requests. Thus, the number of access requests received and processed decreased by 27% compared to the previous year. The number of pages processed also decreased by 50% compared to last year. All requests were processed during the year and none of them were transferred to 2023-2024.

In the last 6 fiscal years, CED has accepted access-to-information requests online. Thus, all requesters submitted their requests online during 2022-2023.

TABLE 1: REQUESTS RECEIVED



Decline to act on a request

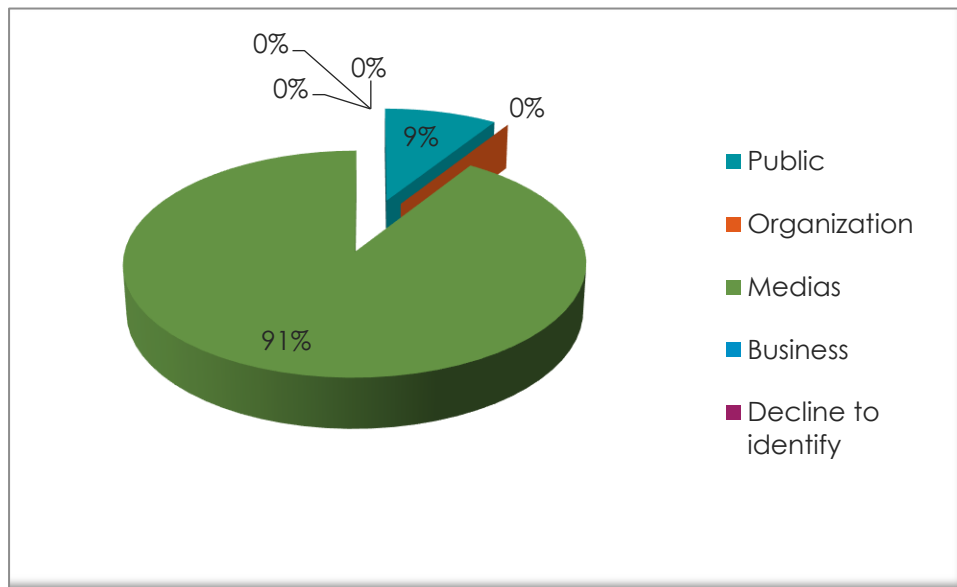
Section 6.1(1) allows an agency to refuse to process a request, with the authorization of the Information Commissioner, if this request is deemed frivolous, vexatious or made in bad faith.

In 2022-2023, CED did not invoke this section to refuse to process a request.

Source of applicants

The 2022-2023 fiscal year saw a marked change in the breakdown of source of applicants compared with the previous year. We noted this year that the group representing the largest proportion of requests is the media, which accounted for 91%, compared with 27% in the previous year. As for requests from the public, they represented 9%, compared with 27% in the previous year. In addition, no requests came from the business sector, academia or from those that declined to identify themselves, which, unlike the previous year, represented 27%, 6% and 13% respectively. Lastly, like the previous fiscal year, no requests came from organizations.

TABLE 2: SOURCES OF REQUESTS



Subject of requests

Year after year, the same pattern can be seen in the subject of the requests that are received. Again, this year applicants submitted requests for documents related to grants and contributions awarded by CED or for documents related to CED's internal activities.

Of the 8 requests for which documents were disclosed in 2022-2023, 12% were related to CED's internal activities and 88% were related to projects involving grants and contributions.

Disposition and processing times

The Act stipulates that access requests must normally be answered within 30 calendar days. Of the 11 requests closed in 2022-2023, 7 (64%) of them were answered in less than 30 days, which is a lower percentage than the previous year (81%). Of this number, 5 requests (45%) were answered in less than 15 days, which is a slight decrease over the previous year, when 62% of requests received replies before the 15th day.

It is also important to note that the Act provides that time limits for some requests can be extended for consultations with third parties or other organizations or because of a high volume of documents involved. Thus, if we look at the number of requests closed during the year, 6 requests required such extensions. Therefore, the ATIP Office had to extend the time limits to fulfill its duties under the Act. Replies to these requests were all sent within the time limits set out in the Act. No requests were deemed to be late.

In 2022-2023, CED received and processed 3 requests (27%) for which no document existed. This represents 2 fewer requests than the previous year. Although no documents were sent, the ATIP Office still had to process the request, contact the requester and coordinate a document search with the office of primary interest.

CED currently has no active requests carried over from previous reporting periods.

TABLE 3: DISPOSITION AND PROCESSING 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	0	0	0	0	0	0	0	0
Disclosed in part	2	2	2	2	0	0	0	8
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	3	0	0	0	0	0	0	3
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
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	5	2	2	2	0	0	0	11

Informal requests

In 2022-2023, the number of informal requests decreased by 65% compared to the previous year. In fact, 6 informal requests were processed during the reporting period, compared to 17 in 2021-2022.

Exemptions and exclusions invoked

Considering the 8 requests for which documents were disclosed, none of them were fully disclosed, without applying protection. In fact, the ATIP Office cited exemptions in all cases. Through its activities, CED holds a great deal of information from third parties (s. 20) and regularly provides advice or recommendations to government (s. 21). These are therefore the sections that are often cited to justify redacting information. Given the nature of this year's requests, section 19 on personal information was the most often cited when redacting certain documents. In addition, the ATIP Office cited section 14 regarding information related to federal-provincial affairs and section 24 regarding statutory prohibitions.

TABLE 4: EXEMPTIONS CITED¹

Section		Number of requests
Federal-provincial affairs	14(a)	1
Personal information	19 (1)	7
Third party information	20(1)(b)	4
	20(1)(c)	4
Advice to government	21(1)(a)	3
	21(1)(d)	1
Statutory prohibitions against disclosure	24 (1)	2

¹ A request may lead to the administration of more than one section.

Format of information released documents

In recent years, we have noted an increase in the trend where requesters would like to receive the documents electronically. For the 5th year in a row, all documents were sent to requesters electronically. Compared to 2015-2016, when only 10% of requesters required electronic documents. This trend is partly attributable to the fact that CED accepts access requests submitted online and prioritizes electronic communication when there are many records as part of a response, as well as during the pandemic.

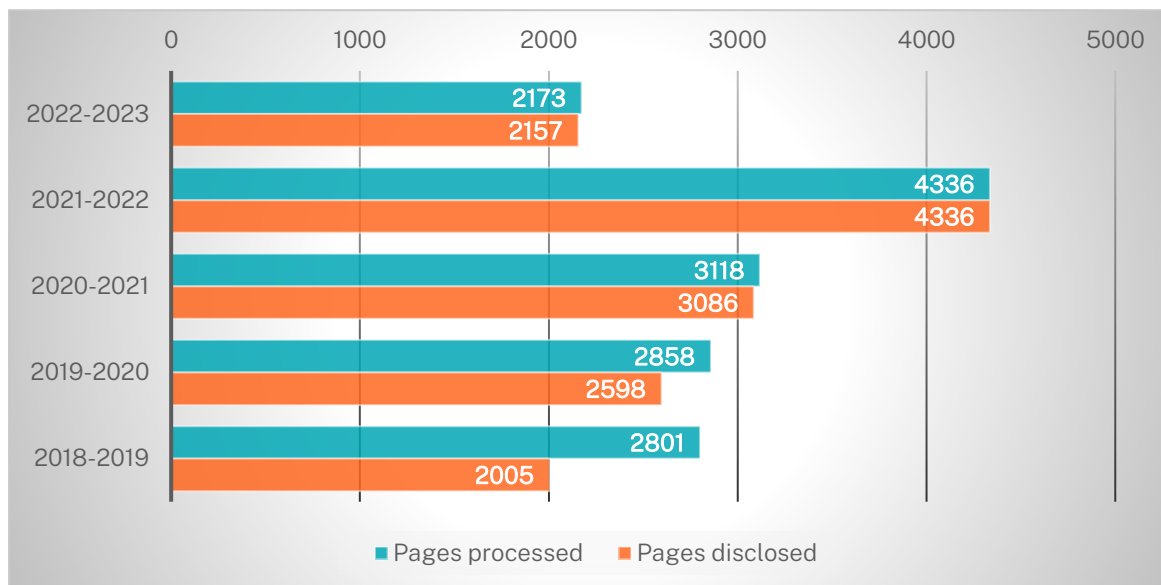
Active complaints

CED did not receive any new complaints during the year. However, a complaint received in 2021-2022 regarding redaction under section 20(1)(b) is still active, since no decision about it has been made to date by the Information Commissioner.

Pages processed and pages disclosed

The number of pages processed and disclosed varies considerably from one year to the next, depending on the subject of the requests and the quantity of relevant records held by CED. Unlike to the last 4 years, for which a consistent upward trend in the number of pages reviewed was noted, the number of pages reviewed in 2022-2023 went down. In fact, this number reached 2,173 pages during the reporting period. This is a decrease of almost 50% compared to the previous year, when 4,336 pages had been reviewed. As for pages disclosed to requesters, they totalled 99% of pages reviewed.

TABLE 5: PAGES REVIEWED AND DISCLOSED



Extensions

Due to the nature of CED's activities, particularly in relation to granting financial assistance to SMEs and organizations, it is common for requests to lead to consultations with third parties, and similarly, extend the time limit set out in the Act. In addition, consultations with other federal institutions are sometimes needed when processing requests, which also leads to extensions to time limits. A total of 7 requests needed these types of consultations during the reporting period.

To comply with the provisions as set out in the ATI, extensions were used for 6 of the 7 requests (86%) where consultations were needed and records were disclosed, which is higher than last year (50%). In these 6 cases, the requesters were notified of the extension beyond the 30-day time limit in accordance with the Act and each request received a reply within the prescribed time limits. Therefore, CED complied with the processing time limits for all requests closed during the reporting period, whether they were extended 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	Others	
30 days or less	0	0	0	2
31 to 60 days	0	0	0	3
61 to 120 days	1	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
More than 365 days	0	0	0	0
TOTAL	1	0	0	5

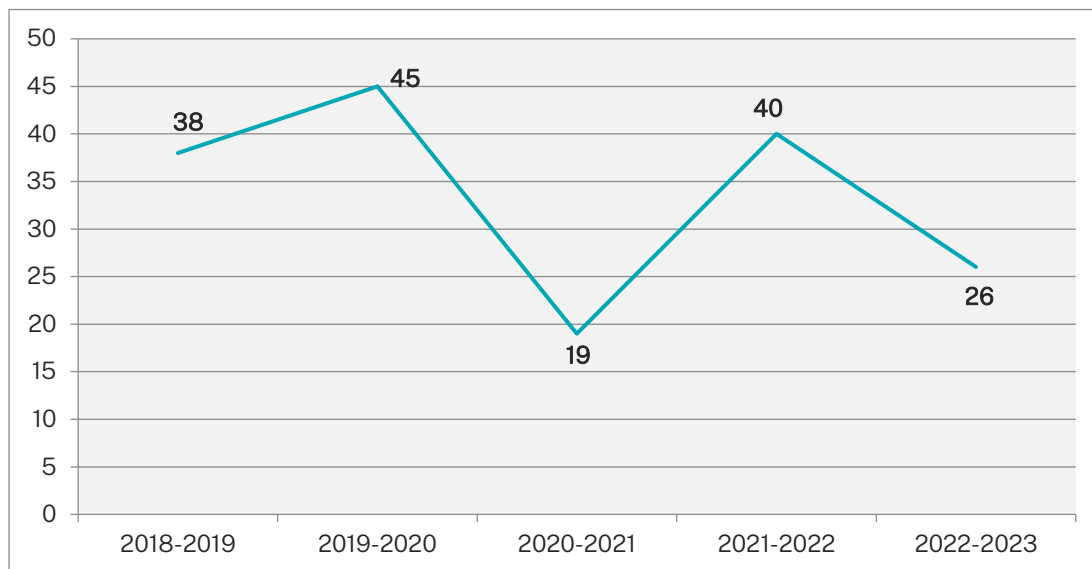
² More than one type of extension can be reported for the same request.

Consultations received from other federal institutions

For this fiscal year, the ATIP Office received a total of 26 consultations requests from federal institutions. This represents a 65% decrease compared to the 40 consultations closed in 2021-2022. These requests represented a total of 550 pages to process, which is also a decrease by nearly half from the 1,083 pages processed last year.

Of the 26 consultations processed during the fiscal year, a recommendation was made to fully disclose the documents in 23 of them, while a recommendation for partial disclosure was made for 3 of them. All the consultation requests received a reply within 15 days.

TABLE 7: CONSULTATIONS RECEIVED



Consultations with the Privy Council Office

No consultations with the Privy Council Office (PCO) were held during the 2022-2023 fiscal year. In addition, section 69 was not applied to any document subject to an access-to-information request, in accordance with the PCO decision in 2013 to develop a new process for determining which information is confidential for the King's Privy Council for Canada.

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

CED's COVID-19-related measures, such as telework, did not have an impact on the institution's ability to fulfill its responsibilities under the *Access to Information Act*.

Statistical reports

Copies of the institution's *Access to Information Act* Statistical Report for 2022-2023 and the ATIP Supplementary Statistical Report for 2022-2023 are appended 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>
Fees payable:	The \$5 application fee is the only fee charged for an access-to-information request.
Total revenues:	\$55 in fees were billed for the 11 access-to-information requests submitted during the 2022-2023 fiscal year.
Fees waived:	No fees (\$0) were waived during the 2022-2023 fiscal year. In accordance with the Directive on Access to Information Requests, CED waives all fees set out in the Act and the Regulations, except for the \$5 application fee set out in paragraph 7(1)(a) of the Regulations. This practice is typically due to requests that are processed informally and requests that are transferred to other institutions. For transferred requests, application fees are only counted once, by the institution that initially received the request.

In accordance with the Directive on Access to Information Requests, Canada Economic Development for Quebec Regions waives all fees set out in the Act and the Regulations, except for the \$5 application fee set out in paragraph 7(1)(a) of the Regulations.

Program operating costs

Costs pertaining to the administration of the ATI during the reporting period totalled \$168,746, an increase of \$76,404 over last year, which is mainly attributed to the costs for acquiring a new access to information and privacy request management software. These operating costs also include \$110,589 in salary for the equivalent of 1.2 full-time employees and \$58,157 in travel expenses, training, software licences, supplies and translation.

Training and awareness

In 2022–2023, several privacy training sessions were offered to employees of the organization through various activities. Approximately 70 people from the Policy and Communications sector in the spring, about 20 people from the Deputy Minister's Office in the fall, and about 100 people from Operations participated in an information session on access to information and protection of information. In addition, during the fall, presentations on the principles of access to information and privacy were given to the organization's new employees, totalling about 30 individuals. An awareness video and training material on the subject were also created and are now an integral part of the information package provided to all new employees of the organization.

An internal communication to all CED employees was also shared via the organization's intranet platform to reiterate the requirement to complete the Canada School of Public Service online training on access to information and privacy. By the end of the reporting period, 52% of CED employees had completed this training. In addition, a message was sent to all employees to celebrate Right to Know Week, and information capsules highlighting best practices regarding access to information and privacy were shared on the organization's intranet page.

Lastly, an awareness effort was carried out among chiefs of staff for the sectors responsible for implementing proactive publication in CED regarding the requirements set out in Part 2 of the ATI.

The ATIP Office remains available to provide employees whose tasks require some knowledge of access to information with specific training.

Policies, guidelines, procedures and initiatives

During the reporting period, the ATIP Office prepared an internal procedure which details all the steps for dealing with an alleged obstacle to the right of access or to an action performed by the Information Commissioner when exercising their authority and performing their duties under the *Access to Information Act*, including the behaviour described in subsections 67(1) and 67.1(1) of the Act. This includes a template of an official letter, the people to notify, the requirements to document the case and the actions that must be taken to correct the situation.

The ATIP Office also updated the internal procedure regarding proactive disclosure within the organization by defining the requirements, roles and responsibilities.

The ATIP Office also updated several information bits intended for employees regarding certain key principles of the *Access to Information Act* and its procedure for applying access to information and privacy.

CED developed and regularly updates its internal procedures to ensure it uses good practices related to the administration of the *Access to Information Act* and provides quality control, particularly in relation to the proactive disclosure of grants and contributions awarded by the organization, contracts, briefing note titles, summaries of access to information requests, etc.

Proactive publication under Part 2 of the Access to Information Act

According to section 81(b) of the *Access to Information Act* (ATI), Canada Economic Development for Quebec Regions (CED) is a government entity, and as such is a government institution subject to the *Access to Information Act* and is also mentioned in column I of Schedule I.1 of the *Financial Administration Act*.

The table below details all the publication requirements to which CED is subject to, those being sections 74 and 82 to 88 of the ATI, and the links that lead to the location where CED published the proactive publication requirements that must be complied with during the 2022-2023 fiscal year. During this period, CED complied with 94% of the time limits set out in the Act for due proactive publication requirements. It must be noted that during the reporting period, the Minister Responsible for CED was the Minister of Sports. Consequently, the responsibilities for proactive publication under sections 75 to 78 of the ATI fell to Canadian Heritage.

Legislative requirements to which CED is subject	
Section	74(a) - Packages of briefing materials prepared by a government institution for new or incoming ministers
Link	No proactive publication was required for 2022-2023.
Section	74(b) - Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office
Link	https://search.open.canada.ca/briefing_titles/?owner_org=ced-dec&page=1&sort=date_received+desc&addressee=M&year=2023%7C2022
Section	74(c) - Package of question period notes prepared by a government institution for the minister and in use on the last sitting day of the House of Commons in June and December
Link	https://search.open.canada.ca/qpnotes/?owner_org=ced-dec&page=1&sort=date_received+desc&year=2023%7C2022
Section	74(d) - Packages of briefing materials prepared by a government institution for a minister's appearance before a committee of Parliament
Link	No proactive publication was required for 2022-2023.
Section	82 - Travel expenses
Link	https://search.open.canada.ca/travel/?owner_org=ced-dec&page=1&sort=start_date+desc&year=2022%7C2023
Section	83 - Hospitality expenses
Link	https://open.canada.ca/en/search/hospitalityq?f%5B0%5D=hospitalityq_organization_fr%3AD%C3%A9veloppement%20%C3%A9conomique%20Canada%20pour%20les%20r%C3%A9gions%20du%20Qu%C3%A9bec&f%5B1%5D=hospitalityq_year_fr%3A2022&f%5B2%5D=hospitalityq_year_fr%3A2023

Section 84 - Reports tabled in Parliament

Link https://ced.canada.ca/en/departmental-publications/?_ga=2.123029835.1544769198.1692731412-1932610638.1661964929&_gl=1*18ypx2b*_ga*MTkzMjYxMDYzOC4xNjYxOTY0OTI5*_ga_Q2F69KPVZ5*MTY5Mjg5MjA4MS4xNTluMS4xNjkyODkyNDk0LjAuMC4w&publication_types=5&publication_years=2023%2C2022&page=1&limit=10

2021-2022 Departmental Sustainable Development Strategy Report: https://ced.canada.ca/en/departmental-publications/2021-22-departmental-sustainable-development-strategy-report/?_ga=2.80545495.1544769198.1692731412-1932610638.1661964929&_gl=1*1jp1tck*_ga*MTkzMjYxMDYzOC4xNjYxOTY0OTI5*_ga_Q2F69KPVZ5*MTY5Mjg5MjA4MS4xNTluMS4xNjkyODkyNTgyLjAuMC4w

2021-2022 Departmental Results Report: https://ced.canada.ca/en/departmental-publications/2021-2022-departmental-results-report/?_ga=2.18171641.1544769198.1692731412-1932610638.1661964929&_gl=1*1auevqf*_ga*MTkzMjYxMDYzOC4xNjYxOTY0OTI5*_ga_Q2F69KPVZ5*MTY5Mjg5MjA4MS4xNTluMS4xNjkyODkyNjI4LjAuMC4w

Section 85 - Reclassification of positions

Link https://open.canada.ca/en/search/reclassification?f%5B0%5D=reclassification_organizational_fr%3AD%3%A9veloppement%20%3%A9conomique%20Canada%20pour%20les%20r%3%A9gions%20du%20Qu%3%A9bec&f%5B1%5D=reclassification_year_fr%3A2022&f%5B2%5D=reclassification_year_fr%3A2023

Section 86 - Contracts over \$10,000

Link https://search.open.canada.ca/contracts/?year=2023%7C2022&page=1&sort=contract_date+desc&owner_org=ced-dec

Section 87 - Grants and contributions over \$25,000

Link https://search.open.canada.ca/grants/?owner_org=ced-dec&page=1&sort=agreement_start_date+desc&year=2023%7C2022

Section 88(a) - Packages of briefing materials prepared for new or incoming deputy heads or equivalent

Link No proactive publication was required for 2022-2023.

Section 88(b) - Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office

Link https://search.open.canada.ca/briefing_titles/?owner_org=ced-dec&page=1&sort=date_received+desc&year=2023%7C2022&addressee=D

Section	88(c) - Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament
Link	https://open.canada.ca/data/en/dataset/f5f20ae5-062b-4328-976f-7c5dcbe70e9d https://ced.canada.ca/en/departamental-publications/appearance-before-the-house-of-commons-standing-committee-on-public-accounts/?_ga=2.52380137.1544769198.1692731412-1932610638.1661964929&_gl=1*dyu65b*_ga*MTkzMjYxMDYzOC4xNjYxOTY0OTI5*_ga_Q2F69KPVZ5*MTY5Mjg5MjA4MS4xNTluMS4xNjkyODkzMjA1LjAuMC4w

Procedures and systems for meeting proactive publication requirements

To ensure compliance with the proactive publication requirements to which CED is subject to, the ATIP Office updated its internal procedure in 2022-2023. Specifically, for each of the requirements, this procedure details the responsible sector, the prescribed time limit and the obligations regarding the published data validation.

During this reporting period, the ATIP Office conducted quality control of CED's proactive publications on the "Open Government" portal. The goal was to ensure that the organization's proactive publications were compliant. Findings were sent to the manager of the Corporate Secretariat, to which the ATIP Office reports to, and to the sectors responsible for CED's proactive publication requirements.

Lastly, in order to develop an internal tracking system, the ATIP Office created a monitoring tool for the proactive publication requirements for which CED is subject to. This tool allows the responsible sectors to compile the relevant information from each publication made in 2022-2023 in a single document and to simplify tracking for each of the requirements.

Initiatives and projects aimed at improving access to information

In the summer of 2022, CED entered into an agreement with TBS to subscribe to the services of the new ATIP Online Portal, as TBS announced the completion of its online system for the filing of access to information and personal information requests used by CED. In lieu, TBS created an ATIP Online Portal that enables requesters to submit access to information and personal information requests to any government institution, and institutions to provide responses to completed requests. This ATIP Online Portal, under the operational responsibility of TBS on behalf of all government institutions subject to the *Access to Information Act and Privacy Act* includes the ATIP Online Management Tool (AOMT), the ATIP Online Request Service (AORS), and the ATIP Online Administration Service.

In addition, during the reporting period, CED initiated a process to replace the software for managing and processing access to information and personal information requests used by the organization since 2011, because the software will soon be no longer available to government institutions. While the replacement project is underway, this new system is designed to better equip the ATIP Office in the processing and management of access to information and personal information requests, intergovernmental consultations, informal requests, and complaints filed with the Office of the Information Commissioner or the Office of the Privacy Commissioner.

Summary of key issues and action taken following complaints or audits

Complaints

No new complaints were received for the reporting period.

One complaint, received in 2021-2022, regarding redacting under section 20(1)(b) – confidential third-party information – in processing an access to information request for which consultations were held, has still not been resolved by the Office of the Information Commissioner.

Audits

CED did not undergo any audits during this reporting period.

Monitoring compliance

Monitoring processing time

The ATIP Office monitors the time needed to process access to information requests by maintaining a weekly report of outstanding requests. This report provides details of each request, such as the due date and current status, (i.e., records being retrieved, under review, in consultation or in the approval process). This report is sent to CED's senior management, including its Deputy Head.

Since 2011, the ATIP Office has been using software to manage and process access to information and privacy requests. This system also makes it easier to track every activity and task related to any request and is used as a tool to ensure compliance with the time limits set out in the ATI.

Limitation of inter-institutional consultations

In order to limit the need for inter-institutional consultations, the ATIP Office ensures that it targets only the information in each request for which it needs more information to properly exercise its discretion not to disclose information or where the ATIP Office intends to disclose potentially sensitive information.

As CED effectively identifies the need for such consultations, no specific monitoring was conducted during the period covered by this report to limit them.

Frequently requested information

Year after year, the same trend is seen with respect to information frequently sought in requests received at CED, namely, information related to grants and contributions granted by CED or information related to the institution's internal activities.

Since some of this information is already available through the proactive publications that CED issues in accordance with the requirements set out in Part 2 of the ATIA, no specific monitoring was conducted during the period covered by this report to make this information available by other means.

Measures to support the right of public access to information

In accordance with section 4.2.8 of the Directive on Access to Information Requests, CED applies measures to support the right of public access to information when signing contracts and agreements.

Since a portion of this information is already accessible through proactive publications which CED makes in compliance with requirements set out in Part 2 of the ATI, subject to necessary exceptions that are limited and specific, no specific monitoring was carried out during this reporting period to ensure that the right to public access is reflected in it.

Monitoring the accuracy and completeness of published information

The update of the internal procedure on proactive publication under Part 2 of the ATI, which was carried out by the ATIP Office in 2022-2023, states that the responsible sectors must ensure that information is accurate and complete, and must be approved prior to publishing within the prescribed time limits.

During this reporting period, the ATIP Office conducted quality control of CED's proactive publications on the "Open Government" portal. The goal was to ensure that the organization's proactive publications were compliant. Findings were sent to the manager of the Corporate Secretariat, to which the ATIP Office reports to, and to the sectors responsible for CED's proactive publication requirements.

Conclusion

The right of access to information is not only a fundamental right, but also a considerable power in today's society. A cornerstone of good governance and knowledge, this access fosters responsibility and the obligation of government accountability, but also the freedom of expression and the ability of citizens to make informed decisions and participate in democratic activities with full knowledge of the facts.

In Canada, the *Access to Information Act* is the framework for the right of Canadians to request information from government institutions and thus expand access to documents held by the government in order to ensure increased public participation, promote equity in decision and government transparency while protecting sensitive information. This balance means that each person has the right to search for, receive, and convey information while protecting sensitive information, including the personal information of individuals.

Through the priority processing of access to information requests, the limited use of redacting governed by the Act, and the ongoing compliance with prescribed time limits, Canada Economic Development for Quebec Regions is proud to have contributed to the administration of these principles and will continue its efforts in this regard over the coming years.

Appendices



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 95 of the *Access to Information Act* and to section 73 of 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, 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 95 de la *Loi sur l'accès à l'information* et de l'article 73 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 _____, 2022

Signé à Montréal, le 29 jour de novembre 2022


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



Statistical Report on the *Access to Information Act*

Name of institution: Canada Economic Development for Quebec Regions

Reporting period: 2022-04-01 to 2023-03-31

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

1.1 Number of requests

		Number of Requests
Received during reporting period		11
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		11
Closed during reporting period		11
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	10
Academia	0
Business (private sector)	0
Organization	0
Public	1
Decline to Identify	0
Total	11

1.3 Channels of requests

Source	Number of Requests
Online	11
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	11

Section 2: Informal Requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		6
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		6
Closed during reporting period		6
Carried over to next reporting period		0

2.2 Channels of informal requests

Source	Number of Requests
Online	5
E-mail	1
Mail	0
In person	0
Phone	0
Fax	0
Total	6

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
6	0	0	0	0	0	0	6

2.4 Pages released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1000 Pages Released		1001-5000 Pages Released		More Than 5000 Pages Released	
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released
0	0	0	0	0	0	0	0	0	0

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
4	57	1	442	0	0	0	0	1	7676

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	0
Total	0
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	0
Withdrawn during reporting period	0
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	0	0	0	0	0	0	0	0
Disclosed in part	2	2	2	2	0	0	0	8
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	3	0	0	0	0	0	0	3
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
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	5	2	2	2	0	0	0	11

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)	3
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	0
14	1	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)	1
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)	7	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)	4	23,1	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	2
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	4	26	0
16(1)(a)(ii)	0	16,5	0	20(1)(d)	0		
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	8	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
2173	2157	8

4.5.2 Relevant pages processed per request disposition for paper and e-record formats by size of requests

Disposition	Less 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 Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	5	102	2	387	0	0	1	1684	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	0	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	5	102	2	387	0	0	1	1684	0	0

4.5.3 Relevant minutes processed and disclosed for audio formats

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

4.5.4 Relevant minutes processed per request disposition for audio 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

4.5.5 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	7	1	0	8
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	7	1	0	8

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	11
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	1	0	0	5
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	1	0	0	5

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	0	2
31 to 60 days	0	0	0	3
61 to 120 days	1	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	1	0	0	5

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	11	\$55,00	0	\$0,00	0	\$0,00
Other fees	0	\$0,00	0	\$0,00	0	\$0,00
Total	11	\$55,00	0	\$0,00	0	\$0,00

Section 7: Consultations Received From Other Institutions and Organizations

7.1 Consultations received from other Government of Canada institutions and other organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	26	550	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	26	550	0	0
Closed during the reporting period	26	550	0	0
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

7.2 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	23	0	0	0	0	0	0	23
Disclose in part	3	0	0	0	0	0	0	3
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	26	0	0	0	0	0	0	26

7.3 Recommendations and completion time for consultations received from other organizations outside the Government of Canada

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

Section 8: Completion Time of Consultations on Cabinet Confidences

8.1 Requests with Legal Services

[illegible]

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	0

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		\$110 589
Overtime		\$0
Goods and Services		\$58 157
• Professional services contracts	\$0	
• Other	\$58 157	
Total		\$168 746

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1,215
Part-time and casual employees	0,000
Regional staff	0,000
Consultants and agency personnel	0,000
Students	0,000
Total	1,215

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

Name of institution: CED

Reporting period: 2022-04-01 to 2023-03-31

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, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	0	0	0
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	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	0	0	0

Row 11, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 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 2022-2023	0
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	0
Received in 2014-2015	0
Received in 2013-2014 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, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	0	0	0
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	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	0	0	0

Row 11, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 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 2022-2023	0
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	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	0

Section 5: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2022-2023?	No
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Section 6: Universal Access under the Privacy Act

How many requests were received from confirmed foreign nationals outside of Canada in 2022-2023?	0
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Row 1, Col. 1 of Section 6 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the *Privacy Act*

