



Report on the administration of the Access to Information Act 2023-2024

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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 the 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, such as the closure of the chrysotile mines.

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* (ATIA), 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 ATIA 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 ATIA.

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 ATIA and the PA.
- Reporting on CED's application of the ATIA and the PA.
- Meeting the information and training needs of CED employees.

Agreement with the Access to Information and Privacy Communities Development Office (APCDO)

In 2022-2023, CED joined the newly formed Access to Information and Privacy Communities Development Office (APCDO). This was created to address capacity issues within the Access to Information and Privacy community across Government of Canada institutions subject to the Acts.

During the reporting period, CED's ATIP Office actively participated in several training sessions offered by the APCDO. Thus, the APCDO contributed to the development and sustainability of the Access to Information and Privacy community by conducting recruitment, retention, learning, networking and partnership activities in the spirit of diversity, inclusiveness and accessibility focused on community engagement.

Part 2 - Proactive publication of information under the ATIA

Under Part 2 of the *Access to Information Act* (ATIA), 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 ATIA (sections 74 and 82 to 88 of the ATIA). During the reporting period, the Minister Responsible for CED was the Minister of Tourism. Consequently, the responsibilities for proactive publication under sections 75 to 78 of the ATIA fell to Innovation, Science and Economic Development Canada (ISED).

Legislative 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

Legislative Requirement	Section of the Act	Directorate responsible at CED
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 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.

2023-2024 Performance

Assessment for 2023-2024

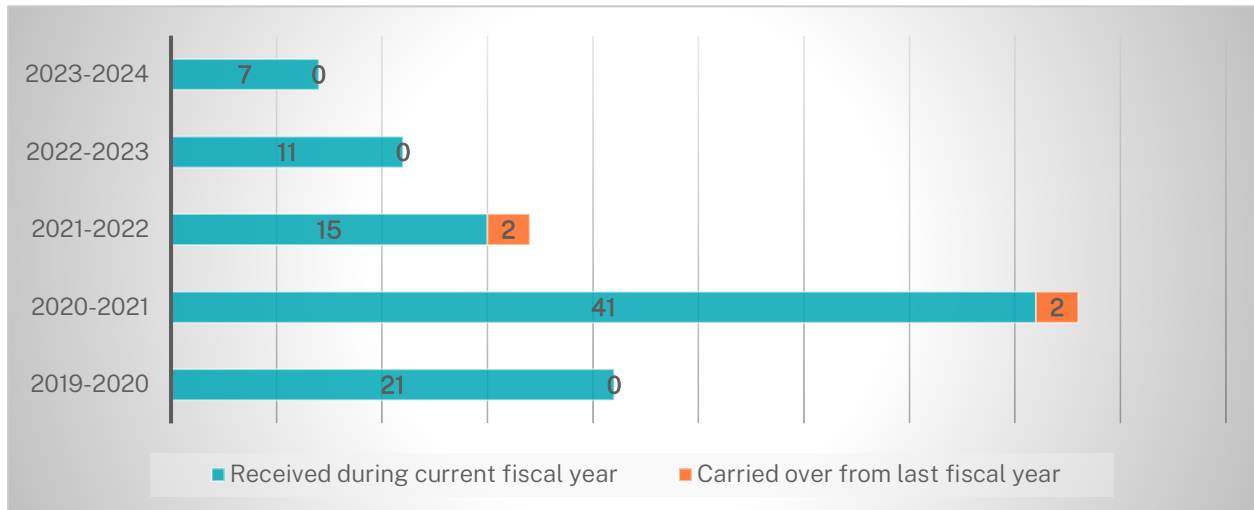
- CED received a total of 7 requests, which is a decrease of 36% compared to the previous year, when 11 requests were received.
- No requests were carried over from the previous year and the ATIP Office carried one request to the next fiscal year, which totalled 320 pages to be reviewed.
- All 19 pages reviewed during the year were disclosed.
- CED replied to 100% of the requests within the time limits specified in the Act, including 67% before the 15th day following receipt of the request.
- The source of the applicants breaks down as follows: 29% from media, 43% from the public, 14% from the business sector and from those that declined to identify themselves and 0% from organizations as well as the academia sector.
- Considering the requests for which documents were disclosed, the ATIP Office cited exceptions in 33% of cases.
- CED also processed 8 consultations from other federal institutions for which 187 pages were revised. Furthermore, 6 informal access to information requests were processed for which 69 pages were re-disclosed.

Requests received and processed

During the 2023-2024 fiscal year, CED received 7 access-to-information requests and no requests were carried over from the previous reporting period. As a result, the number of access requests received and processed decreased by 36% compared to the previous year. The number of pages processed also decreased compared to last year. Of the 7 access requests received, 6 were processed in full during the year and one request with 320 pages to process was transferred to the 2024–2025 fiscal year.

In the last 7 fiscal years, CED has accepted access to information requests online. During 2023-2024, 4 requesters submitted their requests online and 3 requesters submitted their requests by mail.

TABLE 1: REQUESTS RECEIVED



Decline to act on a request

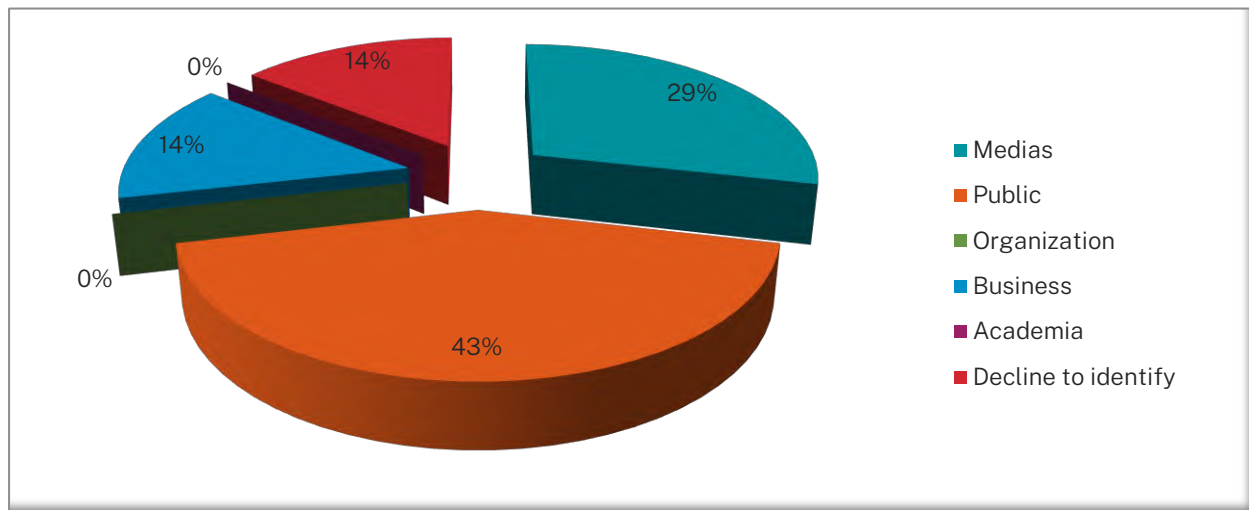
Section 6.1(1) allows an agency to refuse to process a request, with the authorization of the Information Commissioner, if this request is deemed frivolous, vexatious or made in bad faith.

In 2023-2024, CED did not invoke this section to refuse to process a request.

Source of applicants

The 2023-2024 fiscal year saw a change in the breakdown of the source of applicants compared with the previous year. Indeed, this year we noted that the group representing the largest proportion of requests is the public, which accounted for 43%, compared with 9% the previous year. As for requests from the media, they represented 29%, compared with 9% in the previous year. In addition, no requests came from the business sector and from those that declined to identify themselves accounted for 14%, compared with 0% the previous year. Finally, as the previous fiscal year, no requests came from organizations nor the academia sector.

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 3 requests for which documents were disclosed in 2023-2024, 67% were related to CED's internal activities and 33% were related to projects involving grants and contributions.

Disposition and processing times

The Act stipulates that access to information requests must normally be answered within 30 calendar days. Of the 6 requests closed in 2023-2024, 100% of them were answered in less than 30 days, a higher percentage than the previous year which was 64%. Of this number, 4 requests (67%) were answered in less than 15 days, which is an increase over the previous year, when 45% 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, no requests required such extensions. It was therefore not necessary for the ATIP Office to extend the time limits to fulfill its duties under the Act, and no requests were deemed to be late.

In 2023-2024, CED received and processed only one request (17%) 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.

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	1	0	0	0	0	0	0	1
Disclosed in part	0	2	0	0	0	0	0	2
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	1	0	0	0	0	0	0	1
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	2	0	0	0	0	0	0	2
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	4	2	0	0	0	0	0	6

Informal requests

In 2023-2024, the number of informal is identical to the previous year. In fact, 6 informal requests were processed during the reporting period, just as in 2022-2023.

Exemptions and exclusions invoked

Considering the 3 requests for which documents were disclosed, only one of them was fully disclosed, without applying protection. Exceptions were invoked in the other 2 cases. Through its activities, CED holds a great deal of information from third parties (s. 20) and regularly provides advice or recommendations to the 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 20 on third-party information was the most often invoked when redacting certain documents.

TABLE 4: EXEMPTIONS INVOKED¹

Section		Number of requests
Third party information	20(1)(b)	1
	20(1)(c)	1
Advice to government	21(1)(a)	1

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 6th 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

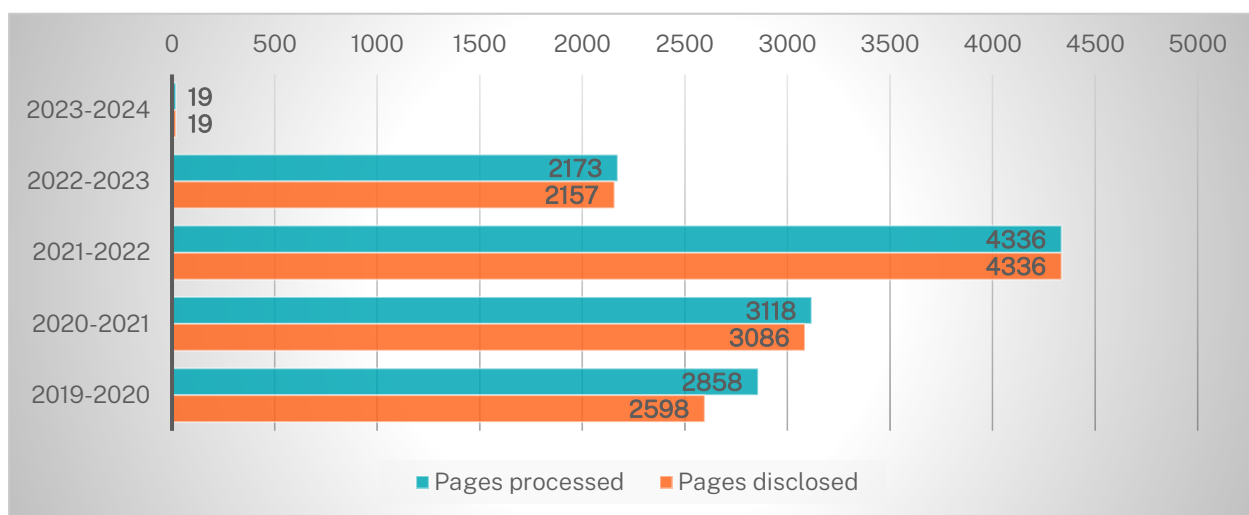
CED did not receive any new complaints during the year. Moreover, in March 2024, the Information Commissioner informed CED that the applicant withdrew the complaint received in 2021-2022 regarding the application of redaction under section 20(1)(b). Consequently, the complaint file has been closed.

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

Pages processed and 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. The number of pages reviewed in 2023-2024 went down in comparison with the previous year. In fact, this number reached 19 pages during the reporting period. As for pages disclosed to requesters, they totalled 100% 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.

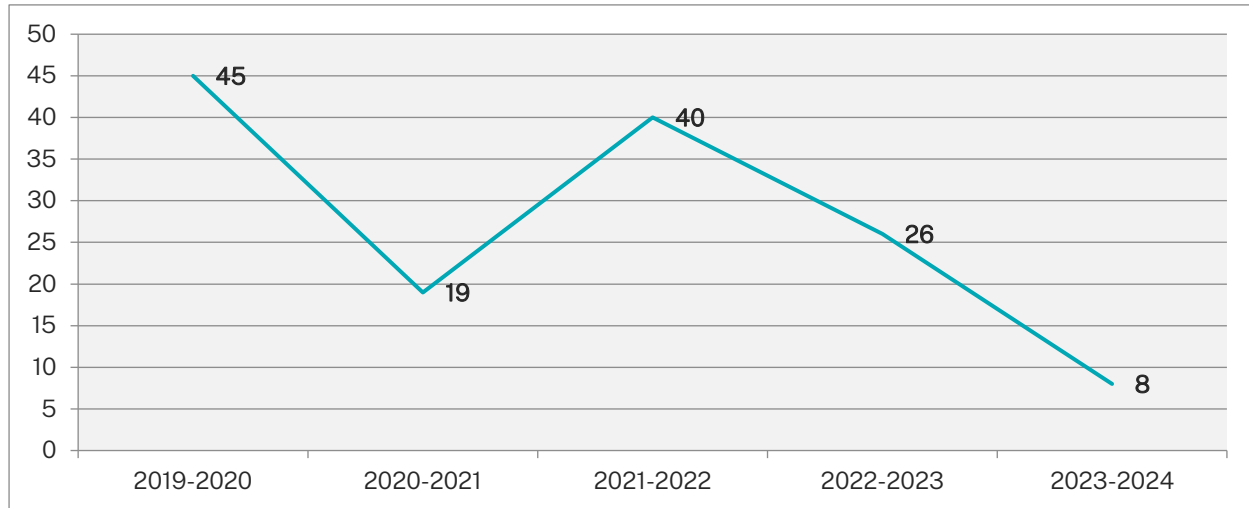
During the reporting period, no request (0%) required these types of consultation, which is significantly lower than last year (86%). Therefore, CED complied with the processing time limits for all requests closed during the reporting period.

Consultations received from other federal institutions

For this fiscal year, the ATIP Office received a total of 8 consultations requests from federal institutions. This represents a decrease compared to the 26 consultations closed in 2022-2023. These requests represented a total of 187 pages to process, which is also a decrease from the 550 pages processed last year.

Of the 8 consultations processed during the fiscal year, a recommendation was made to fully disclose the documents in 7 of them, while a recommendation for partial disclosure was made for only one of them. Of these 8 consultation requests, 7 were responded to within 15 days and one within 30 days.

TABLE 6: CONSULTATIONS RECEIVED



Consultations with the Privy Council Office

No consultations with the Privy Council Office (PCO) were held during the 2023-2024 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.

Statistical reports

Copies of the institution’s *Access to Information Act* Statistical Report for 2023-2024 and the ATIP Supplementary Statistical Report for 2023-2024 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:	\$20 in fees were billed for the 7 access-to-information requests submitted during the 2023-2024 fiscal year.
Fees waived:	\$15 in fees were waived during the 2023-2024 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 ATIA during the reporting period totalled \$116,228, a decrease of \$52,518 compared to last year, due in particular to the acquisition cost in 2022-2023 of a new access to information and privacy request management software. These expenses include \$109,930 in salary for the equivalent of 1.2 full-time employees and \$6,298 in travel, training, software licences, supplies and translation expenses.

Training and awareness

The ATIP Office provides ongoing advisory services to all employees of the organization on the interpretation of the *Access to Information Act* and the *Privacy Act*, as well as on the processing of ATIP requests to ensure the efficient and consistent processing of all requests received.

In 2023-2024, various training and awareness activities were offered to employees of the organization regarding access to information and privacy. Approximately 60 employees from the People, Culture and Workplace Branch took part in an information session on the principles of access to information and the protection of personal information, as well as on the process for handling requests to access to personal information. In addition, an awareness video and training material on the principles of access to information and protection of personal information, created by the ATIP Office, are an integral part of the information kit given to all new employees of the organization.

An internal communication to all CED employees was also shared via the organization's intranet platform to mark Right to Know Week 2023, highlight good ATIP practices and remind employees of the obligation to complete the Canada School of Public Service's online training on access to information and privacy. During the fiscal year, 27 more employees took this training. As a result, by the end of the reporting period, 50% of CED employees had taken the course.

Lastly, awareness was provided among the chiefs of staff and certain employees within the sectors responsible for implementing proactive publication at CED, regarding the updating of the internal procedure for proactive publication so that it meets the requirements stipulated in the Directive on Proactive Publication under the *Access to Information Act*.

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 worked with the Information and Technological Solutions Branch to draft and implement a new internal procedure to record meetings in Teams. With the audio and video recording option disabled by default in Teams, the organization's employees must now follow the procedure in order to submit a request for temporary activation of recording in Teams. In addition to raising awareness among the organization's employees, this new procedure is designed to minimize the risk of disclosing personal and confidential information. Since the implementation of this procedure, 3 requests have been submitted to the ATIP Office for analysis.

The ATIP Office updated the information contained on the *Info Source* page of CED's website, and also implemented a new internal procedure for the annual update of the organization's *Info Source* page. As a result, CED has complied with *Info Source*'s online publication requirements, which came into effect in July 2023. These requirements were established under paragraph 70(1)(c) of the *Access to Information Act* and paragraph 71(1)(d) of the *Privacy Act*. They also apply to the objectives and expected results stipulated in sections 3.1.1 and 3.2.1 of the Access to Information Policy, and sections 3.1.2 and 3.2.2 of the Privacy Policy.

In 2023-2024, the ATIP Office enhanced and published on the organization's intranet platform the internal procedure for proactive publication so that it meets the requirements stipulated in the Directive on Proactive Publication under the *Access to Information Act*. For each requirement, this procedure details the sector responsible, the prescribed deadline and the obligations concerning validation of published data. CED develops and regularly updates its internal procedures to ensure good practices in the administration of the *Access to Information Act*, and ensures quality control, particularly with regard to the proactive disclosure of grants and contributions awarded by the organization, contracts, briefing note titles, summaries of access to information requests, etc.

As specified in the Access to Information and Privacy Implementation Notice 2023-01: Advancing Reconciliation with Indigenous Peoples by Providing Culturally Appropriate Services, which came into effect on May 15, 2023, the Treasury Board Secretariat (TBS) has recommended that ATIP professionals be trained to provide more culturally appropriate services to Indigenous Peoples when they request access to information. In fact, TBS recommends that all ATIP professionals take the following courses offered by the Canada School of Public Service (CSPS) within one year of the effective date of the notice, or within one year after the start of their employment as an ATIA or privacy professional: Reflecting on Cultural Bias: Indigenous Perspectives (IRA101), The Uncomfortable Truth: A Brief History of the Relationship Between Indigenous Peoples and the Government of Canada (IRA102), Cultural Competency: Indigenous Perspectives (IRA142).

During the reporting period, CED's ATIP Coordinator successfully completed the 3 courses recommended by TBS. The other members of the ATIP Office have successfully completed IRA101 and IRA102, and will complete IRA142 in 2024-2025.

Proactive publication under Part 2 of the Access to Information Act

According to section 81(b) of the *Access to Information Act* (ATIA), 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*.

In addition, CED is subject to proactive publication requirements under Part 2 of the ATIA, i.e. sections 74 and 82 to 88. It should be noted that during the reporting period, the Minister Responsible for CED was the Minister of Tourism. Consequently, the responsibilities for proactive publication under sections 75 to 78 of the ATIA fell to Innovation, Science and Economic Development Canada (ISED).

The table below details the percentage of proactive publication requirements due in fiscal year 2023-2024 that CED published. In addition, the table includes links to where CED published the proactive publication requirements that were due during the reporting period.

Legislative requirement	Section of the Act	Publication Timeline	Compliance Rate	Proactive Publication (link)
All briefing materials that are prepared for new or incoming ministers by a government institution to enable the minister to assume their duties.	74a)	Within 120 days after their appointment.	100%	Briefing packages for new or incoming ministers
Titles and reference numbers of memoranda prepared by a government institution for the minister and received by the minister's office.	74b)	Every month, within 30 days after the end of the month.	83%	Briefing Note Titles and Numbers for the minister and received by the minister's office.
Packages 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.	74c)	Packages 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.	100%	Question Period Notes

Legislative requirement	Section of the Act	Publication Timeline	Compliance Rate	Proactive Publication (link)
Travel expenses	82	Within 30 days of the end of the reimbursement month.	100%	Government Travel Expenses
Hospitality expenses	83	Within 30 days of the end of the reimbursement month.	100%	Government Hospitality Expenses
Reports tabled in Parliament	84	Within 30 days after the day on which it is tabled.	100%	Rapports déposés au Parlement
Position reclassification	85	Within 30 days after the end of the quarter.	100%	Government Position Reclassifications
Contracts over \$10,000	86	First to 3 rd quarters: Within 30 days of the end of the quarter. Fourth quarter: Within 60 days of the end of the quarter.	100%	Government Contracts over \$10,000
Grants or contributions worth over \$25,000	87	Within 30 days after the end of the quarter.	100%	Government Grants and Contributions
Briefing materials for new or incoming deputy heads, or persons appointed to a position of equivalent rank	88a)	Within 120 days after their appointment.	100%	Briefing materials for new or incoming deputy heads, or persons appointed to a position of equivalent rank
Titles and reference numbers of memoranda for the deputy head or equivalent	88b)	Within 30 days after the end of the month in which they are received.	83%	Titles and reference numbers of memoranda for the deputy head or equivalent

Legislative requirement	Section of the Act	Publication Timeline	Compliance Rate	Proactive Publication (link)
Briefing materials for the appearance of a deputy head or equivalent before a committee of Parliament	88c)	Within 120 days after the appearance before a committee of Parliament.	100%	Briefing materials for the appearance of a deputy head or equivalent before a committee of Parliament

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 and published on the organization’s platform the internal procedure for proactive publication so that it meets the requirements stipulated in the Directive on Proactive Publication under the *Access to Information Act*. This procedure details, in particular, for each of the requirements, the responsible sector, the prescribed deadline and the obligations concerning the validation of published data.

Furthermore, 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.

Lastly, in order to establish an internal tracking system, the ATIP Office has created a tool for monitoring the proactive publication requirements to which CED is subject. In particular, this tool has enabled the sectors responsible for collating in a single document the relevant information on each of the publications made during the 2023-2024 period, and to simplify tracking for each of the requirements.

Initiatives and projects aimed at improving access to information

Since 2022, CED has subscribed to the Treasury Board Secretariat (TBS) services of ATIP Online Portal, following TBS’s announcement of the completion of its online system for filing access to information and personal information requests used by CED. TBS’s new ATIP Online Portal 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. The objective of this new system is to better equip the ATIP Office in the processing and management of access to information and privacy requests, intergovernmental consultations, informal requests and complaints filed with the Office of the Information Commissioner or the Office of the Privacy Commissioner.

It should be noted that a temporary stop-work order was issued by Public Services and Supply Canada in January 2023 for the replacement project, and was still in effect at the end of the reporting period.

Summary of key issues and action taken following complaints or audits

Complaints

No new complaints were received for the reporting period.

In March 2024, the Office of the Information Commissioner notified CED that the applicant had withdrawn the complaint received in 2021-2022, concerning the application of redactions 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. Consequently, the complaint file was closed by the Information Commissioner's Office.

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 ATIA.

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 ATIA, 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 internal procedure on proactive publication under Part 2 of the ATIA, which was initially updated in 2022-2023 and was enhanced and published by the ATP Office during the period covered by this report, states that the sectors responsible must ensure the accuracy and completeness of the information and must have it approved before publishing it 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. Since at the time of the quality control all proactive publications were compliant, no follow-up was carried out with 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*, le président délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont il est, en qualité de responsable de l'Agence de développement économique du Canada pour les régions du Québec, investi 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	<i>Access to Information Act</i> and Regulations / <i>Loi sur l'accès à l'information</i> et règlements	<i>Privacy Act</i> and Regulations / <i>Loi sur la protection des renseignements personnels</i> 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 _____, 2023

Signé à Sept-Îles, le 11 jour de Septembre 2023


Sony Perron, Deputy Minister/President of
Canada Economic Development for Quebec Regions

Sony Perron, sous-ministre/président 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: 2023-04-01 to 2024-03-31

Section 1: Requests Under the Access to Information Act

1.1 Number of requests

		Number of Requests
Received during reporting period		7
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		7
Closed during reporting period		6
Carried over to next reporting period		1
• Carried over within legislated timeline	1	
• Carried over beyond legislated timeline	0	

1.2 Sources of requests

Source	Number of Requests
Media	2
Academia	0
Business (private sector)	1
Organization	0
Public	3
Decline to Identify	1
Total	7

1.3 Channels of requests

Source	Number of Requests
Online	4
E-mail	0
Mail	3
In person	0
Phone	0
Fax	0
Total	7

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							
0 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
6	69	0	0	0	0	0	0	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	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
	0 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	1	0	0	0	0	0	0	1
Disclosed in part	0	2	0	0	0	0	0	2
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	1	0	0	0	0	0	0	1
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	2	0	0	0	0	0	0	2
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	4	2	0	0	0	0	0	6

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)	1
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	0
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	0	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)	1	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	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	3	0	0	0	0

4.5 Complexity

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

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
19	19	5

4.5.2 Relevant pages processed per request disposition for paper, e-record and dataset 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	1	8	0	0	0	0	0	0	0	0
Disclosed in part	2	11	0	0	0	0	0	0	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	2	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	19	0	0	0	0	0	0	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	2	0	0	2
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	2	0	0	2

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	6
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	0	0
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	0	0

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	0
31 to 60 days	0	0	0	0
61 to 120 days	0	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	0	0	0	0

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	4	\$20,00	3	\$15,00	0	\$0,00
Other fees	0	\$0,00	0	\$0,00	0	\$0,00
Total	4	\$20,00	3	\$15,00	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	8	187	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	8	187	0	0
Closed during the reporting period	8	187	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
	0 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	7	0	0	0	0	0	0	7
Disclose in part	0	1	0	0	0	0	0	1
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	7	1	0	0	0	0	0	8

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
	0 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

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	1	29	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	1	29	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
0	1	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 an intent to issue an order 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		\$109 930
Overtime		\$0
Goods and Services		\$6 298
• Professional services contracts	\$0	
• Other	\$6 298	
Total		\$116 228

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: Canada Economic Development for Quebec Regions

 Reporting period: 2023-04-01 to 2024-03-31
Section 1: Open Requests and Complaints Under the Access to Information Act

1.1 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, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
Received in 2023-24	1	0	1
Received in 2022-23	0	0	0
Received in 2021-22	0	0	0
Received in 2020-21	0	0	0
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16	0	0	0
Received in 2014-15 or earlier	0	0	0
Total	1	0	1

Row 11, Col. 3 of Section 1.1 must equal Row 7, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the Access to Information Act

1.2 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 2023-24	0
Received in 2022-23	0
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16	0
Received in 2014-15 or earlier	0
Total	0

Section 2: Open Requests and Complaints Under the Privacy Act

2.1 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, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
Received in 2023-24	0	0	0
Received in 2022-23	0	0	0
Received in 2021-22	0	0	0
Received in 2020-21	0	0	0
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16	0	0	0
Received in 2014-15 or earlier	0	0	0
Total	0	0	0

Row 11, Col. 3 of Section 2.1 must equal Row 7, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the Privacy Act

2.2 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 2023-24	0
Received in 2022-23	0
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16	0
Received in 2014-15 or earlier	0
Total	0

Section 3: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2023-24?	No
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Section 4: Universal Access under the Privacy Act

How many requests were received from foreign nationals outside of Canada in 2023-24?	0
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Row 1, Col. 1 of Section 4 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the *Privacy Act*

Canada

