



*Report on the administration of
the Access to Information Act
2024-2025*

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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).

About the institution

CED is the key federal organization for economic development in the regions and among small and medium-sized enterprises (SMEs) in Quebec. It aims to stimulate the start-up and growth of businesses to make the regions more innovative, productive and competitive. Thus, CED offers adapted services and fosters local collaboration. This support also attracts investments for greater economic prosperity in Quebec and Canada.

CED's mission is to promote the long-term economic development of the regions of Quebec by giving special attention to those where slow economic growth is prevalent or opportunities for productive employment are inadequate. In addition to playing a crucial role in dynamizing regional economies by drawing on regional strengths, CED helps help communities diversify their economies, especially those hit by economic shocks. We support SMEs and non-profit organizations (NPOs) through strategic investments. CED keeps abreast of the needs of Quebec's regions and businesses through its 11 business offices across the province and through the links it establishes with other economic development players.

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 publication¹, 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 is composed of an access to information and privacy coordinator and an advisor. In addition to being responsible for all daily ATIP activities, the coordinator, 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

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.

¹ For a breakdown of the groups or positions responsible for ensuring that each applicable proactive publication requirement under Part 2 of the *Access to Information Act* is met, see the section "Proactive publication under Part 2 of the ATIA" on pages 16 to 19.

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.

2024-2025 Performance

Assessment for 2024-2025

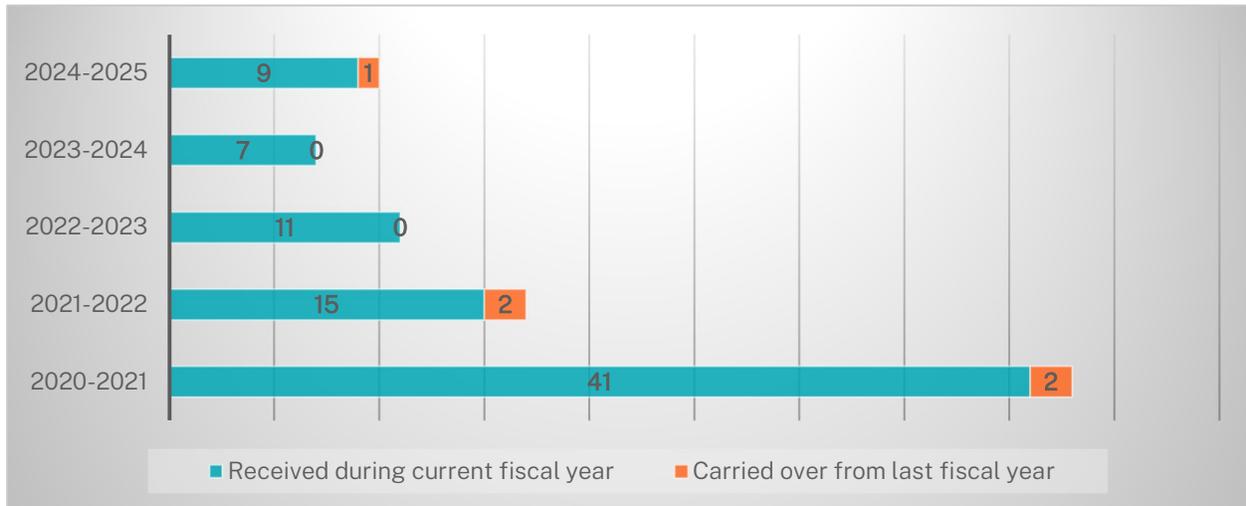
- CED received a total of 9 requests, representing a 29% increase compared to the previous year, when 7 requests were received.
- One request was carried over from the previous year and the ATIP Office transferred 2 requests to the next fiscal year, comprising 7,571 pages to be reviewed.
- For the 8 requests closed during the reporting period, 2,828 pages were reviewed. Of these, 2,625 were disclosed in whole or in part.
- CED responded to 100% of the requests within the time limits specified in the Act, including 25% before the 15th day following receipt of the request.
- The source of the applicants breaks down as follows: 44% from media, 22% from the business sector and those that declined to identify themselves, 11% from academia sector, and 0% from organizations as well as the public.
- Considering the requests for which documents were disclosed, the ATIP Office cited exceptions in 50% of cases.
- CED also received 4 consultations from other federal institutions, and one of which was carried over, within the negotiated timeframe, to the next reporting period. In addition, 21 informal access to information requests were processed, resulting in the disclosure of 7,166 pages were re-released.

Requests received and processed

During the 2024-2025 fiscal year, the number of access to information requests received and processed increased by 43% compared to the previous reporting period. CED received 9 access to information requests in addition to the request carried over from the previous reporting period. Of these requests, 8 were processed in full during the year and 2 were transferred to the next fiscal year.

For the past 8 fiscal years, CED has accepted online access to information requests. As a result, all requesters submitted their requests online during 2024-2025.

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.

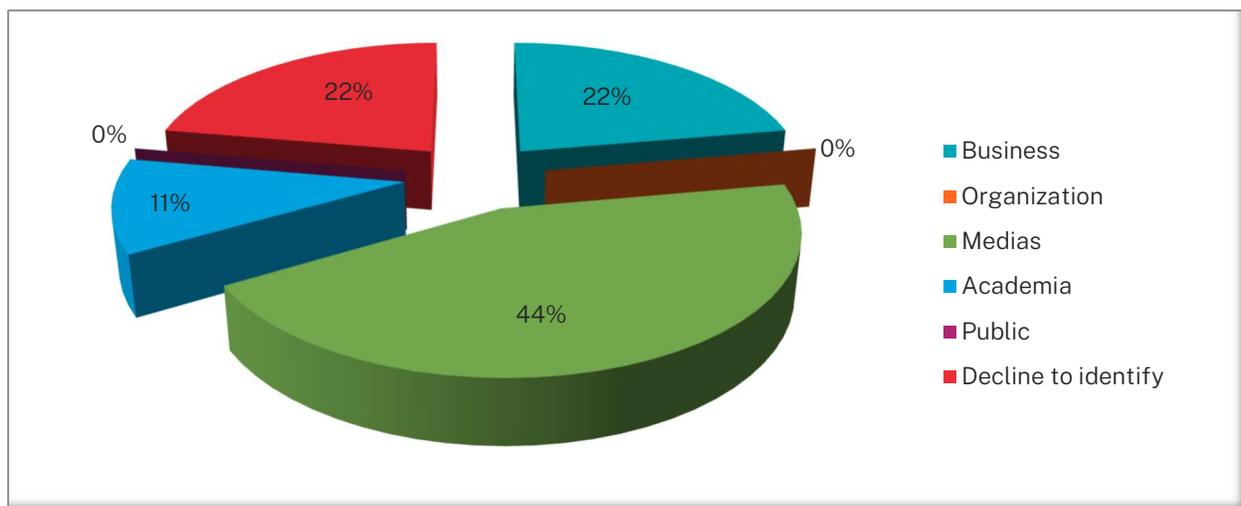
In 2024-2025, CED did not invoke this section to refuse to process a request.

Source of applicants

The 2024-2025 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.

The 2024-2025 fiscal year saw a change in the distribution of sources of requests compared to the previous year. This year, we note that the group representing the largest proportion of requests is the media, which represent 44% compared to 29% the previous year. Requests from the commercial sector and from applicants who declined to identify themselves represent 22%, compared to 14% the previous year. In addition, requests from the academia sector represent for 11%, compared to 0% in the previous fiscal year. Finally, no requests were received from organizations nor the public.

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 2024-2025, 3 (37%) were related to CED's internal activities and 5 (63%) 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 8 requests closed in 2024-2025, 5 (63%) were answered in less than 30 days, which is lower than the previous year (100%). Furthermore, of the requests closed during the fiscal year, 2 (25%) were responded to in less than 15 days, which represents a decrease compared to the previous year, when 67% of requests were responded to before the 15th day. These differences in response times can be explained in particular by the marked increase in the number of pages to be processed in 2024-2025 compared to the previous fiscal year.

It is also important to note that the Act provides for the extension of certain request deadlines for reasons such as consultations with third parties or other organizations, or when a large volume of documents is involved. Thus, considering the number of requests closed during the year, 3 requests required such extensions. It was therefore necessary for the ATIP Office to extend the deadlines in order to fulfill its duties under the Act. All responses were provided within the deadlines set out in the Act, and no requests were delayed.

In 2024-2025, CED did not receive or process any requests for which no documents existed. The previous year, among the requests received and processed by CED, there was one request for which no documents existed.

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	2	2	0	0	0	0	0	4
Disclosed in part	0	1	0	3	0	0	0	4
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
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	2	3	0	3	0	0	0	8

Informal requests

In 2024-2025, the number of informal requests increased significantly, by approximately 250% compared to the previous year. In fact, 21 informal requests were processed during the reporting period, compared to 6 in 2023-2024.

A total of 7,166 pages were re-released informally in 2024-2025.

Exemptions and exclusions invoked

Considering the 8 requests for which documents were disclosed, 4 (50%) were disclosed in full, without any reaction. Exceptions were invoked in the other 4 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. In addition, the ATIP Office invoked section 14 concerning information relating to federal-provincial affairs and section 19 concerning personal information.

TABLE 4: EXEMPTIONS INVOKED²

Section		Number of requests
Federal-provincial affairs	14	1
	14(a)	1
Personal information	19(1)	4
Third party information	20(1)(b)	4
	20(1)(c)	4
Advice to government	21(1)(a)	2
	21(1)(b)	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 7th 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 the response documents are voluminous.

Active complaints

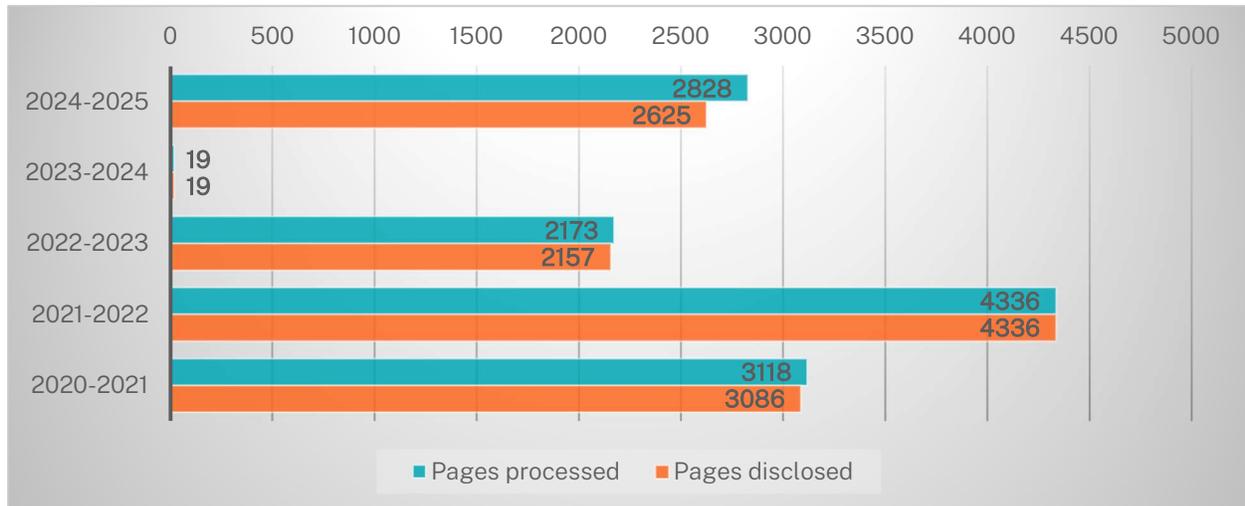
CED did not receive any complaints in 2024–2025, and there are no active complaints with the Office of the Information Commissioner for previous reporting periods.

² 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 2024-2025 up from the previous year. In fact, this number rose to 2,828 pages during the reporting period, which is 2,809 pages more than in 2023-2024. As for the pages disclosed to requesters, they total 2,625, or 93% of the 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, internal consultations and consultations with other federal institutions are sometimes required when processing requests, which also leads to extensions to time limits. During the reporting period, 5 requests (63%) required these types of consultations.

In order to comply with the ATIA, extensions were granted in 4 of the 5 requests (80%) for which consultations were required and documents were disclosed. In these 4 cases, the applicants were notified of the extension beyond the 30-day time limits specified in the Act, and each request was answered 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 EXTENSIONS ³

Length of extensions	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
30 days or less	0	0	0	1
31 to 60 days	1	0	0	0
61 to 120 days	0	0	2	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	2	1

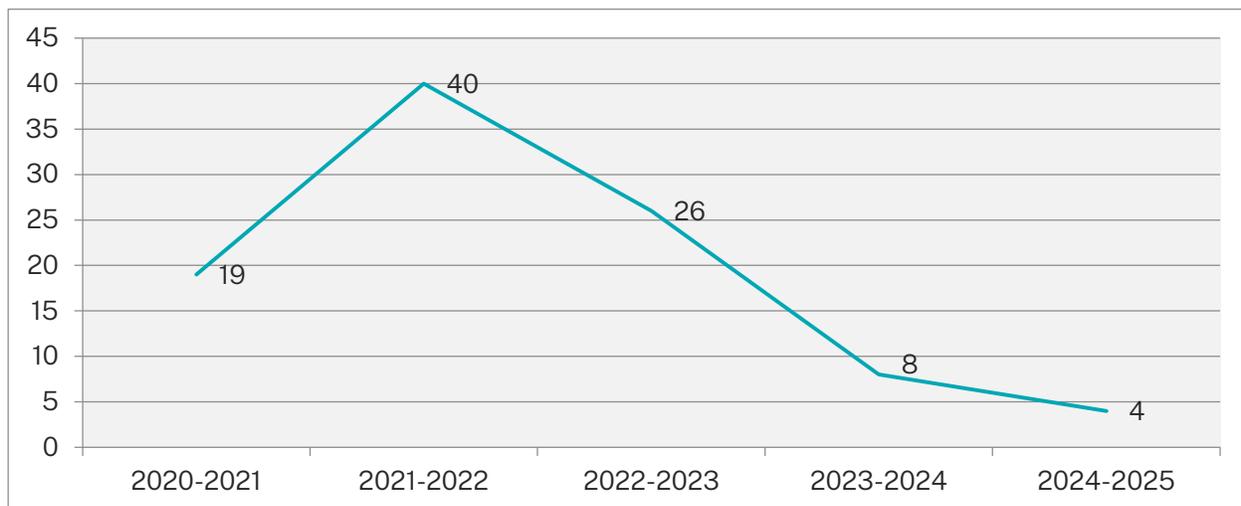
³ More than one type of extension may be reported for the same request.

Consultations received from other federal institutions

For this fiscal year, the ATIP Office received a total of 4 consultations requests from federal institutions. Of these, 3 were closed in 2024-2025 and one was carried over within the negotiated time frame to the next reporting period. This represents a decrease from the 8 consultations closed in 2023-2024. These requests represented a total of 23 pages to be processed, which is also a decrease compared to the 187 pages processed last year.

For the 3 consultation requests closed during the fiscal year, a recommendation was issued to disclose the documents in their entirety. In addition, each of these 3 consultation requests was responded to 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 2024-2025 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.

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 2024-2025, various training and awareness activities were offered to employees of the organization regarding access to information and privacy. 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.

Furthermore, an internal communication to all CED employees was also shared via the organization's intranet platform to mark Right to Know Week 2024, 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, 85 more employees

completed this training. As a result, by the end of the reporting period, 67% of CED employees had completed the course.

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

Policies, guidelines, procedures and initiatives

Internal procedure for recording meetings

During the reporting period, the ATIP Office continued to apply the internal procedure to record meetings in Teams. This procedure was drafted and implemented in 2023-2024. With the audio and video recording option disabled by default in Teams, the organization's employees must 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. In 2024-2025, 11 requests were submitted to the ATIP Office for analysis. This represents a significant increase compared to the previous fiscal year, during which 3 requests were submitted.

Info Source

In 2024-2025, the ATIP Office conducted its annual update of the information contained on the *Info Source* page of CED's website. As a result, CED complied with the requirements for online publication of *Info Source*, 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.

Procedures and systems to meet proactive publication requirements

To ensure compliance with the proactive publication requirements to which CED is subject, the ATIP Office implemented and published on the organization's intranet platform the internal procedure for proactive disclosure to meet the requirements set out in the Directive on Proactive Publication under the *Access to Information Act*. This procedure details, for each requirement, the sector responsible, the prescribed deadline, and the obligations regarding the validation of published data.

In addition, during the reporting period, the ATIP Office conducted an audit of CED's proactive publications on the Open Government website. The purpose of this quality control was to ensure the compliance of the organization's proactive publications.

Finally, in order to establish an internal monitoring system, the ATIP Office created a tool to monitor the proactive publication requirements to which CED is subject. This tool enabled the responsible sectors to compile relevant information from each of the publications made during the 2024-2025 period into a single document and simplified the monitoring of each requirement.

Initiatives and projects aimed at improving access to information

Request management and processing systems

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 period covered by the previous report, 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 Procurement Canada in January 2023, which was officially lifted on April 15, 2024. Work on the replacement project subsequently resumed at CED and was still ongoing at the end of the reporting period.

Waiver of the \$5 fee to advance reconciliation with Indigenous peoples

In 2024-205, CED's ATIP Office drafted and implemented a procedure that responds to the recommendations set out in the implementation notice "Advancing Indigenous Reconciliation: Waiver of \$5 Application Fee," issued pursuant to paragraph 70(1)(c) of the *Access to Information Act*, which came into force on February 22, 2024.

As a result, the \$5 application fee waiver has been in place at CED since October 7, 2024, to alleviate the financial burden associated with an access to information request and enable Indigenous requesters or their representatives to exercise their right of access to Crown-held information in a free, fair, and equitable manner.

Recommended training to advance reconciliation with Indigenous peoples

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). Thus, by

the end of the fiscal year 2024-2025, all members of CED’s ATIP Office had successfully completed the 3 training courses recommended by TBS.

Summary of key issues and action taken following complaints

No new complaints were received or concluded during the reporting period.

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 2024-2025 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 ATIA	Publication Timeline	Does requirement apply to CED?	Branch responsible for fulfilling requirement	Percentage of proactive publication requirements published within the timelines prescribed by the ATIA	Link to web page where published
Apply to all Government Institutions as defined in section 3 of the Access to Information Act						
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	Yes	Departmental Finance Branch	83%	Travel Expenses
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	Yes	Departmental Finance Branch	83%	Hospitality Expenses
Reports tabled in Parliament	84	Within 30 days after tabling	Yes	Corporate Secretariat	75%	Reports tabled in Parliament

Apply to government entities or Departments, agencies, and other bodies subject to the Act and listed in Schedules I, I.1, or II of the Financial Administration Act						
Contracts over \$10,000	86	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	Yes	Departmental Finance Branch	100%	Contracts over \$10,000
Grants & Contributions over \$25,000	87	Within 30 days after the quarter	Yes	Client Experience and Business Intelligence Directorate	75%	Grants & Contributions
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	Yes	Corporate Secretariat	N./A. for 2024-2025	Packages of briefing materials prepared for new or incoming deputy heads or equivalent
Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office	88(b)	Within 30 days after the end of the month received	Yes	Corporate Secretariat	92%	Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office
Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament	88(c)	Within 120 days after appearance	Yes	Corporate Secretariat	0%* ⁴	Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament

⁴ The only proactive publication required in 2024-2025 for this requirement was made 2 days after the prescribed deadline on the Open Government website.

Applies to government institutions that are departments named in Schedule I to the Financial Administration Act or portions of the core public administration named in Schedule IV to that Act (i.e. government institutions for which Treasury Board is the employer)						
Reclassification of positions	85	Within 30 days after the quarter	Yes	People, Culture and Workplace Branch	100%	Reclassification of positions
Apply to Ministers' Offices (therefore apply to any institution that performs proactive publication on behalf of a Minister's Office)						
Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Within 120 days after appointment	Yes	Corporate Secretariat	N./A. for 2024-2025	Packages of briefing materials prepared by a government institution for new or incoming ministers
Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office	74(b)	Within 30 days after the end of the month received	Yes	Corporate Secretariat	92%	Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office
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)	Within 30 days after last sitting day of the House of Commons in June and December	Yes	Corporate Secretariat	100%	Question Period Notes

Packages of briefing materials prepared by a government institution for a minister's appearance before a committee of Parliament	74(d)	Within 120 days after appearance	Yes	Corporate Secretariat	N./A. for 2024-2025	Packages of briefing materials prepared by a government institution for a minister's appearance before a committee of Parliament
Travel Expenses	75	Within 30 days after the end of the month of reimbursement	No	N./A.	N./A.	N./A.
Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	No	N./A.	N./A.	N./A.
Contracts over \$10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	No	N./A.	N./A.	N./A.
Ministers' Offices Expenses Note: This consolidated report is currently published by TBS on behalf of all institutions.	78	Within 120 days after the fiscal year	No	N./A.	N./A.	N./A.

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 lists each request, including the date by which a response is expected and its status, whether it is in the process of retrieving documents, analysis, consultation, or approval. 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 implemented by the ATP Office states that the responsible sectors 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.

The ATIP Office conducted 2 quality controls of CED's proactive publications on the "Open Government" portal. The first was conducted in December 2024 to verify publications made for the months of April to September 2024, and the second was conducted in July 2025 for publications made for the months of October 2024 to March 2025. For each of the control performed, a verification report, including findings and recommendations, was sent to the manager of the Corporate Secretariat and to the chiefs of staff of 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.

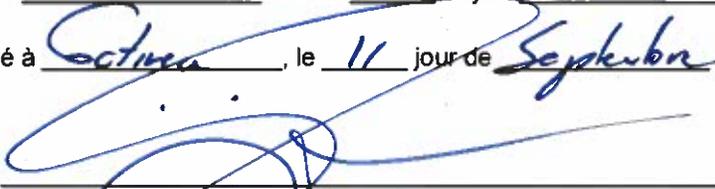
En vertu de l'article 95 de la *Loi sur l'accès à l'information* et de l'article 73 de la *Loi sur la protection des renseignements personnels*, le président délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions 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 Secteur, 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

