



# PrairiesCan

**ANNUAL REPORT TO PARLIAMENT**

**Administration of the  
*Access to Information Act***

2023-2024



Prairies Economic  
Development Canada

Développement économique  
Canada pour les Prairies

Canada



This publication showcases how Prairies Economic Development Canada (PrairiesCan) administers its responsibilities under the *Access to Information Act*.

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# INTRODUCTION

The *Access to Information Act* (Revised Statutes of Canada, Chapter A-1, 1985) came into force on July 1, 1983. It extends the present laws of Canada to provide access to information under the control of the Government of Canada.

Bill C-58, *An Act to amend the Access to Information Act and the Privacy Act and to make consequential amendments to other Acts* received royal assent on June 21, 2019. This resulted in the most significant amendments to the Act since it came into force in 1983.

The new legislation improves the way government information is provided to Canadians by:

- giving the Information Commissioner the power to make binding orders in relation to access to information requests, including the release of government records
- requiring institutions to proactively publish specific information known to be of interest to the public, without the need for a request
- allowing government institutions within the same ministerial portfolio to work together to process requests more efficiently
- eliminating all fees apart from the \$5 application fee

The *Access to Information Act* balances access to government information with exemptions and exclusions that protect other important democratic values, such as the need for the public service to provide full, free and frank advice to ministers, the protection of the confidentiality of Cabinet deliberations, the protection of personal information, and national security considerations.<sup>1</sup>

In accordance with the principles that government information should be available to the public, the right to access is balanced against the legitimate need to protect sensitive information and permit effective functioning of government. Necessary exceptions should be limited and specific.

This annual report is tabled in Parliament in accordance with section 94 of the *Access to Information Act* and describes how Prairies Economic Development Canada (PrairiesCan) administered its responsibilities for the reporting period.

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<sup>1</sup> Treasury Board of Canada Secretariat. The Access to Information Act. *Introduction: The updated Access to Information Act*. <https://www.canada.ca/en/treasury-board-secretariat/services/access-information-privacy/access-information-act.html>. (accessed July 8, 2024)

## **DEPARTMENTAL MANDATE**

Prairies Economic Development Canada (PrairiesCan) was established on August 06, 2021 to support economic growth and diversification in the prairie provinces and advance the interests of the region in national economic policy, programs, and projects through four key roles:

- Investor: create jobs and growth through strategic investments and targeted initiatives
- Advisor: inform economic decision-making and advocate for Prairie interests
- Pathfinder: help people navigate federal economic programs and services
- Convenor: connect economic actors to support collaboration and growth

PrairiesCan is overseen by the Minister of Northern Affairs, Minister responsible for Prairies Economic Development Canada and Minister responsible for the Canadian Northern Economic Development Agency.

The department operates under the provision of the *Western Economic Diversification Act*, which came into force on June 28, 1988. PrairiesCan's mandate allows the department to deliver a wide range of initiatives across the prairies and make strategic investments to build on regional competitive advantages. Its prairie base enables the department to cultivate strong partnerships with business and community organizations, researchers, academia, Indigenous peoples, provincial governments and municipal governments. These connections help PrairiesCan reflect prairie perspectives in national decision-making.

## **DEPARTMENTAL STRUCTURE**

PrairiesCan employs 366 individuals across the prairies and in Ottawa, including economists, commerce officers and policy analysts. Specialists in such areas as communications, corporate administration, financial management, human resources, information management & technology, and procurement, provide the policy and programs analysts with support. PrairiesCan is headquartered in Edmonton, Alberta.

The Alberta region is served by two regional offices; one is located in Edmonton (headquarters) and another regional office in Calgary. Additionally, there are three satellite offices maintained in Fort McMurray, Grande Prairie and Lethbridge.

The Saskatchewan region is served by one regional office located in Saskatoon and two satellite offices located in Regina and Prince Albert.

The Manitoba region is served by one regional office located in Winnipeg and two satellite offices located in Brandon and Thompson.

PrairiesCan does not have any non-operational subsidiaries during this reporting period.

# ADMINISTRATION OF THE ACT

## ACCESS TO INFORMATION AND PRIVACY (ATIP)

The Human Resources and Corporate Services unit (HRCS) is responsible for a broad range of services, including ATIP, administered by the PrairiesCan ATIP Centre of Expertise (ACoE). HRCS is part of the Finance and Corporate Management Directorate located in Edmonton, Alberta.

The ATIP Coordinator, who is supported by one Corporate Services Advisor and three ATIP Analysts, oversees the ACoE in addition to other programs within the department. The ACoE also leads Information Management initiatives such as litigation holds and InfoSource. As well, the ACoE provides a full suite of ATIP services, as per an Internal Services Agreement, to the Pacific Economic Development Agency of Canada (PacifiCan). The Corporate Services Advisor and ATIP Analysts process all access and privacy requests. No ATIP contractors or ATIP consultants were retained during the reporting period.

The ACoE is responsible for the administration of the ATIP program and services including:

- making decisions on the disposition of access and privacy requests, and responding to all requests submitted under the *Access to Information Act* and the *Privacy Act*;
- conducting consultations with other federal government departments, other levels of government and third parties with respect to access to information and privacy issues;
- promoting awareness of the legislation to ensure departmental responsiveness to statutory obligations;
- monitoring and advising on departmental compliance with the Acts, regulations, procedures and policies; and
- acting on behalf of the Department when dealing with the Treasury Board Secretariat, the Information Commissioner, the Privacy Commissioner, and other government organizations.

Other ATIP-related activities undertaken by the ACoE in 2023-2024:

ACTIVITY		Total
Parliamentary Questions* (PQ)	Full departmental process (data collection, research, compositions, correspondence, review and routing).	2
Parliamentary Questions*	ATIP review for other program areas, and the provision of advice and consultations on the PQ process.	51
Cabinet Confidence**	Comprehensive ATIP reviews and analyses packages prepared for the Department of Justice (DOJ) Legal Services.	5

\* The category of Parliamentary Questions are categorized according to whether the ATIP unit completes the entire departmental process, or whether they only provide reviews and recommendations for other program areas. No PQ is entered into both categories or otherwise counted twice.

\*\* The figure shown for cabinet confidence only includes analysis packages prepared for access to information requests. 100% of these packages resulted in full concurrence from the DOJ. This does not include an additional fifteen packages prepared for briefing notes (BN) subject to proactive disclosure. Those BNs and annexes had to be reviewed in their entirety to determine if their titles had to be excluded.

## **DELEGATION OF AUTHORITY**

The current delegation order was issued December 02, 2021 in accordance with subsection 95(1) of the *Access to Information Act*. The Minister responsible for Prairies Economic Development Canada delegated full powers, authorities and responsibilities to the:

- Executive Director, Finance and Corporate Management
- Director General, Human Resources & Corporate Services
- Director, Human Resources and Corporate Services  
(Access to Information and Privacy Coordinator)

The delegation also extends limited authority to the ATIP Officers (Annex C).

The ACoE is accountable for the development, coordination and implementation of policies, guidelines, systems and procedures to manage the department's compliance with the Acts. Compliance is also facilitated by an ATIP Liaison Officer, in each regional office and corporate business unit, to liaise with the ACoE concerning enquiries.

Each of these offices is responsible for searching and retrieving records responsive to access requests received under the *Access to Information Act*. The ACoE, however, is responsible for implementing and managing the ATIP program and services for PrairiesCan, including all decisions on the disclosure or non-disclosure of information pursuant to the legislation.

## **TRAINING AND AWARENESS**

The PrairiesCan ATIP Centre of Expertise (ACoE) delivered privacy training during the reporting period, but no training specific to access to information was delivered. That privacy training is listed in the PrairiesCan Annual report on the Administration of the *Privacy Act* 2023-2024.

# STATISTICS AND PERFORMANCE

PrairiesCan received twenty-two new access to information requests in the 2023-2024 fiscal year.

PrairiesCan completed twenty-six access to information requests in the 2023-2024 fiscal year including four that were carried over from the previous reporting period.

Ninety-six percent of access to information requests were completed within their legislated timeline.

REQUEST COMPLETION TIME (DAYS)						Total
1-30	31-60	61-120	121-180	181-365	>365	
17	3	5	1	0	0	26

- Five requests, representing nineteen percent of completed access to information requests, were disclosed in their entirety.
- Twenty requests, representing seventy-seven percent of completed access to information requests, were disclosed in part.
- One request, representing four percent, was abandoned by the requester.

Eleven extensions were taken:

- Two extensions were taken due to interference with operations as per paragraph 9(1)(a)
- Four extensions were taken to accommodate internal and legal consultations as per paragraph 9(1)(b)
- Five extensions were taken to accommodate third party consultations as per paragraph 9(1)(c)

Four access to information requests were carried over from previous reporting period of 2022-2023:

- Three of the requests carried over were completed in the current reporting period and they were completed within legislated timelines.
- The fourth request was carried over from the previous reporting period and was completed in the current reporting period, but it was completed twenty-two days beyond its legislated timeline.

No access to information requests were carried over to the 2024-2025 fiscal year.

Thirteen consultations were received during the reporting period:

- All thirteen came from other Canadian federal government departments
- Twelve were completed within 15 days of receipt
- One consultation was completed in 31 days



PrairiesCan has one active complaint that was received in the previous reporting period on May 05, 2022. The complaint alleges PrairiesCan failed to conduct a reasonable search for records in response to the request made under the *Access to Information Act*. The OIC was provided a full accounting of the search undertaken by PrairiesCan. All requests from the OIC for information and documentation regarding the complaint have been fulfilled. The OIC continues to investigate and PrairiesCan will continue to assist.

## **PROACTIVE DISCLOSURE**

Part 2 of the *Access to Information Act* requires government institutions to proactively publish specific information known to be of particular interest to the public. The expected results are that government institutions consistently provide Canadians with complete, accurate and timely information in the form of proactive publications, made available in a central location.

The Treasury Board Secretariat's *Directive on Proactive Publication under the Access to Information Act* outlines the reporting requirements and schedules for disclosure of an institution's information including identifying prescribed publishing platforms and retention and disposition of information related to publication. Section 4.1.8 of the Directive also establishes a requirement to track the processing, approval, and publication of proactive disclosure.

The *Directive on Proactive Publication under the Access to Information Act* came into effect June 28, 2023. PrairiesCan developed a documented process that identifies the groups and positions that are responsible for ensuring each proactive publication requirement is met. The ATIP Centre of Expertise (ACoE) monitors compliance and sends a reminder should a proactive disclosure deadline not be met.

PrairiesCan's program areas, which produce the statistics and materials for proactive disclosure, provide those data to the department web publishers. For example, Human Resources staff report statistics for reclassification of positions, and Procurement staff report statistics for contracts over \$10,000.

Other proactive disclosures such as briefing materials (binders) are submitted as vetting files to the ACoE. Once the file has been vetted, the program area then reviews the ACoE's recommendations before submitting the file to the web publishers for posting online.

## **DISCLOSURE PROCESS**

A Proactive Disclosure Coordinator (PDC) is established for each program area collecting proactive data. This position acts as the liaison with the ACoE and is responsible for submitting applicable data or information to the ACoE.

The program areas are provided a link to an interactive email template and are instructed that they must complete the template within two weeks of publishing the proactive disclosure(s) and submit it to the ACoE for tabulation. A separate email is required for each proactive disclosure. 'Nil returns' are required if there is nothing to report for the given reporting period.

The ACoE monitors compliance with proactive publication including:

- maintaining and updating the email template as required
- compiling compliance data for reporting
- managing transitory records in SharePoint List

- retaining official records (tracking reports) in the GCDOCS ATIP Reporting folder in accordance with Appendix D of the *Directive on Proactive Publication under the Access to Information Act*
- following up with program areas that have not proactively published applicable data or information in accordance with legislated timelines

The ACoE created an internal Proactive Publication Reporting Guide with a reporting procedure for the program areas' reference. The procedure does not replace program area-specific procedures for creating, approving, and publishing their specific reporting elements, rather it establishes a central system to track PrairiesCan's overall compliance with Part 2 of the *Access to Information Act*.

Once the PDC has confirmed that the proactive disclosure is posted on the Open Data site or PrairiesCan's public website, they are to complete the attached email template that includes a drop down menu for six fields on a table:

<b>Proactive Disclosure Requirement</b>	<Proactive Disclosure Requirement>
<b>Reporting Period</b>	<Reporting Period>
<b>ATIP Review</b>	<ATIP Review>
<b>Translation Date Complete</b>	Click or tap to enter date
<b>Final Approval Date</b>	Click or tap to enter date
<b>Published date confirmed</b>	Click or tap to enter date

**Proactive Disclosure Requirement:** The name of the proactive publication type from the dropdown list is selected i.e., reclassification of positions, travel expenses, etc.

**Reporting Period:** The appropriate reporting period for the proactive publication from the dropdown list is selected i.e., P1 April, Q1 April-June, not applicable etc.

**ATIP Review:** Indicates if an ATIP review of the proactive publication was required. The dropdown list includes options for not required, or if a review was required if redactions were applied.

**Translation Date Complete:** If the proactive disclosure required translation, the calendar feature is used to record the date translation was completed. Field left as is where no translation was required.

**Final Approval Date:** Calendar feature is used to record the date the proactive disclosure submission was approved by the program area's approver e.g., ADM, DG, or manager. Field left as is where no formal approval is required in that particular business area's internal process.

**Published Date Confirmed:** Calendar feature is used to select the date that the proactive disclosure was posted on Open Data or the PrairiesCan public website.

Program areas are provided an ACoE email address to submit their data, where it goes on to be sorted, organized and stored.

There are proactive disclosure requirements for 'ad hoc' items, for which, there is no regularly scheduled event such as appearances before parliamentary committees. If the ACoE were not informed that such an event took place, the ACoE would be unaware if a deadline would be missed for publishing the required information. To mitigate this, PrairiesCan has three layers of checks:

- ACoE staff learn of such events through regular interactions and meetings within the department

- the ACoE is contacted by the creators of the information, usually a request to vet (review) the briefing material in preparation for publishing
- once per week, the ACoE Corporate Services Advisor reviews the appropriate sections of the House of Commons website e.g., Committee Meetings, HANSARD, Agenda and Publications

The implementation of this process takes place April 01, 2024. Therefore, there are no compliance rate figures for this reporting period.

The Proactive Disclosure Coordinator responsible for reporting Government position reclassifications has been designated to a PrairiesCan Principal Human Resources Consultant in the Human Resources program area.

Legislative Requirement	Section	Publication Timeline	Web link
Government position reclassifications	85	Within 30 days after the end of the quarter	<a href="https://open.canada.ca/en/search/reclassification?f%5B0%5D=reclassification_organization_en%3APrairies%20Economic%20Development%20Canada">https://open.canada.ca/en/search/reclassification?f%5B0%5D=reclassification_organization_en%3APrairies%20Economic%20Development%20Canada</a>

The Proactive Disclosure Coordinator (PDC) responsible for reporting contracts over \$10K has been designated to a procurement officer within the Procurement program area.

Legislative Requirement	Section	Publication Timeline	Web link
Contracts greater than \$10,000	86	Within 30 days after the end of each of the first three quarters and within 60 days after the end of each fourth quarter	<a href="https://search.open.canada.ca/contracts/?owner_org=prairiescan&amp;page=1&amp;sort=contract_date+desc">https://search.open.canada.ca/contracts/?owner_org=prairiescan&amp;page=1&amp;sort=contract_date+desc</a>

For Grants & Contributions over \$25,000, the designated Proactive Disclosure Coordinators are a Senior business Officer and a Business Officer in the program area of Policy and Programs.

Legislative Requirement	Section	Publication Timeline	Web link
Grants & Contributions greater than \$25,000	87	Within 30 days after the end of the quarter in which an agreement or arrangement is entered into	<a href="https://search.open.canada.ca/grants/?owner_org=prairiescan&amp;page=1&amp;sort=agreement_start_date+desc">https://search.open.canada.ca/grants/?owner_org=prairiescan&amp;page=1&amp;sort=agreement_start_date+desc</a>

One Proactive Disclosure Coordinator has been designated responsibility for reporting question period notes, parliamentary committee appearances, new/incoming minister packages and reports tabled in parliament: the Manager of Parliamentary Relations and Government Affairs business group.

Legislative Requirement	Section	Publication Timeline	Web link
Parliamentary committee appearances department head	88(c)	Within 120 days after an appearance before a committee of Parliament	no postings during the reporting period
New or incoming department head	88(a)	Within 120 days after the appointment of a deputy head or a person to a position of an equivalent rank	no postings during the reporting period
Reports tabled in parliament	84	Within 30 days after the day on which it is tabled	<a href="https://www.canada.ca/en/prairies-economic-development/corporate/transparency.html">https://www.canada.ca/en/prairies-economic-development/corporate/transparency.html</a>
New or incoming Minister	74(a)	Within 120 days after the appointment of the minister	no postings during the reporting period
Question period notes	74(c)	Within 30 days after the last sitting day of the House of Commons in June and December or, respectively, no later than July 31 or January 31 if the HoC is not sitting in June or December	<a href="https://search.open.canada.ca/qpnotes/?owner_org=prairiescan&amp;page=1&amp;sort=date_received+desc">https://search.open.canada.ca/qpnotes/?owner_org=prairiescan&amp;page=1&amp;sort=date_received+desc</a>
Parliamentary committee appearances by Minister	74(d)	Within 120 days after the minister's appearance before a committee of Parliament	no postings during the reporting period

One Proactive Disclosure Coordinator has been designated responsibility for reporting the titles of briefing materials for the Department Head as well as the Minister: the Corporate Secretariat Advisor within the Policy & Strategic Direction branch.

Legislative Requirement	Section	Publication Timeline	Web link
Briefing materials Department Head	88	Within 30 days after the end of the month	<a href="https://search.open.canada.ca/briefing_titles/?owner_org=prairiescan&amp;page=1&amp;sort=date_received+desc&amp;addressee=D">https://search.open.canada.ca/briefing_titles/?owner_org=prairiescan&amp;page=1&amp;sort=date_received+desc&amp;addressee=D</a>
Briefing materials Minister	74(b)	Within 30 days after the end of the month	<a href="https://search.open.canada.ca/briefing_titles/?owner_org=prairiescan&amp;page=1&amp;sort=date_received+desc&amp;addressee=M">https://search.open.canada.ca/briefing_titles/?owner_org=prairiescan&amp;page=1&amp;sort=date_received+desc&amp;addressee=M</a>

One Proactive Disclosure Coordinator has been designated responsibility for reporting the travel and hospitality expenses: the Senior Administrative Assistant within the Finance and Management Accountability business group.

Legislative Requirement	Section	Publication Timeline	Web link
Travel expenses	82	Within 30 days after the end of the month	<a href="https://search.open.canada.ca/travel/?owner_org=prairiescan&amp;page=1&amp;sort=start_date+desc">https://search.open.canada.ca/travel/?owner_org=prairiescan&amp;page=1&amp;sort=start_date+desc</a>
Hospitality expenses	83	Within 30 days after the end of the month	<a href="https://open.canada.ca/en/search/hospitalityq?f%5B0%5D=hospitalityq_organization_en%3APrairies%20Economic%20Development%20Canada">https://open.canada.ca/en/search/hospitalityq?f%5B0%5D=hospitalityq_organization_en%3APrairies%20Economic%20Development%20Canada</a>

Annual reporting on the administration of the *Access to Information Act* and the *Privacy Act* is the responsibility of the Corporate Services Advisor, ATIP Centre of Expertise. This same position is also responsible for the proactive disclosure of monthly access to information summaries.

Legislative Requirement	Section	Publication Timeline	Web link
Annual report on the administration of the <i>Access to Information Act</i>	84	Within 30 days after the day on which it is tabled	<a href="https://www.canada.ca/en/prairies-economic-development/corporate/transparency/access-information-reports.html">https://www.canada.ca/en/prairies-economic-development/corporate/transparency/access-information-reports.html</a>
Annual report on the administration of the <i>Privacy Act</i>	84	Within 30 days after the day on which it is tabled	<a href="https://www.canada.ca/en/prairies-economic-development/corporate/transparency/access-information-reports.html">https://www.canada.ca/en/prairies-economic-development/corporate/transparency/access-information-reports.html</a>
Monthly access to information summaries	D.2.1.1 of the Directive on Access to Information Requests <a href="https://www.tbs-sct.canada.ca/pol/doc-eng.aspx?id=18310">https://www.tbs-sct.canada.ca/pol/doc-eng.aspx?id=18310</a>	Within 30 calendar days after the end of each month	<a href="https://open.canada.ca/en/search/ati?ati%5B0%5D=ati_organization_en%3APrairies%20Economic%20Development%20Canada">https://open.canada.ca/en/search/ati?ati%5B0%5D=ati_organization_en%3APrairies%20Economic%20Development%20Canada</a>

## MONITORING COMPLIANCE

The ACoE monitors its access to information compliance (request deadlines etc.) via the AccessPro software solution. A weekly report is created and disseminated, on a need-to-know distribution list, up to the Deputy Minister level. It discloses all open and outstanding ATIP files and their respective status.

To ensure that Treasury Board Secretariat ATIP-related policies and directives are respected and implemented, the ATIP Centre of Expertise (ACoE) regularly reviews its various internal guidelines, procedures and business practices.

The ACoE meets with the various program areas to draft disclaimers and informational paragraphs for contracts, grants and contributions, administered by the department. PrairiesCan also implements the same class of information in conjunction with the Department of Justice Canada and Public Services and Procurement Canada to inform clients, stakeholders and partners of our obligations, as a government institution, to public access.

## FEES COLLECTED

PrairiesCan collected \$70 in Access to Information application fees during this reporting period. \$40 worth of fees were waived.

## OPERATIONAL COSTS ASSOCIATED WITH ADMINISTERING THE ACT

PrairiesCan's costs for administering the *Access to Information Act* include a portion of the salaries of the following positions:

- Executive Director, Finance & Corporate Management<sup>2</sup>
- Director General, Human Resources and Corporate Services<sup>3</sup>
- Director, Human Resources and Corporate Services, ATIP Coordinator<sup>4</sup>

Costs for the Corporate Service Advisor's salary as well as those for the three ATIP Analysts' salaries are counted. Other associated costs are also included:

- ATIP Liaisons from the regional offices
- departmental subject matter expert reviews
- billed services from the Department of Justice Canada (cabinet confidence reviews)

A total of 2.76 full-time equivalents (FTEs) were calculated as having been allocated to PrairiesCan's Access to Information program.

Total costs for the administration of the *Access to Information Act* amounted to \$296,157. This represents a decrease of 5.6% from the previous year's total costs which amounted to \$313,591.

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<sup>2</sup> calculated at three percent of annual salary

<sup>3</sup> calculated at six percent of annual salary

<sup>4</sup> calculated at twenty percent of annual salary

# ANNEX A – STATISTICAL REPORT

Prairies Economic Development Canada (PrairiesCan)  
April 01, 2023 to March 31, 2024

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

### 1.1 Number of requests

		Number of Requests
Received during reporting period		22
Outstanding from previous reporting periods		4
• Outstanding from previous reporting period	4	
• Outstanding from more than one reporting period	0	
<b>Total</b>		26
Closed during reporting period		26
Carried over to next reporting period		0
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

### 1.2 Sources of requests

Source	Number of Requests
Media	15
Academia	0
Business (private sector)	1
Organization	0
Public	4
Decline to Identify	2
<b>Total</b>	22

### 1.3 Channels of requests

Source	Number of Requests
Online	22
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	22



## Section 2: Informal Requests

### 2.1 Number of informal requests

		Number of Requests
Received during reporting period		12
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
<b>Total</b>		<b>12</b>
Closed during reporting period		12
Carried over to next reporting period		0

### 2.2 Channels of informal requests

Source	Number of Requests
Online	10
E-mail	2
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	<b>12</b>

### 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
11	1	0	0	0	0	0	12

### 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
8	114	2	306	1	870	0	0	1	6067



**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
<b>Total</b>	<b>0</b>
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	3	2	0	0	0	0	0	5
Disclosed in part	3	8	3	5	1	0	0	20
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	1	0	0	0	0	0	0	1
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
<b>Total</b>	<b>7</b>	<b>10</b>	<b>3</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>26</b>

**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)	1	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	3	16(2)(c)	2	18(d)	0	21(1)(a)	10
13(1)(e)	1	16(3)	0	18.1(1)(a)	0	21(1)(b)	10
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	6
14(a)	2	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)	11	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	1	23	1
15(1) - Def.*	0	16.3	0	20(1)(b)	15	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)	4	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	2		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	0	17	0				
16(1)(c)	0						
16(1)(d)	0						

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

#### 4.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	0	69(1)	0	69(1)(g) re (a)	3
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)	2
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	
0	25	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
4558	3022	26

##### 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	5	119	0	0	0	0	0	0	0	0
Disclosed in part	16	407	1	185	2	1713	1	2134	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	1	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>22</b>	<b>526</b>	<b>1</b>	<b>185</b>	<b>2</b>	<b>1713</b>	<b>1</b>	<b>2134</b>	<b>0</b>	<b>0</b>

##### 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
<b>Total</b>	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
<b>Total</b>	0	0	0	0	0	0



#### 4.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Other	Total
All disclosed	1	0	0	1
Disclosed in part	10	5	0	15
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
<b>Total</b>	<b>11</b>	<b>5</b>	<b>0</b>	<b>16</b>

#### 4.6 Closed requests

##### 4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	25
Percentage of requests closed within legislated timelines (%)	96.15384615

#### 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
1	0	1	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	1	1
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
<b>Total</b>	<b>0</b>	<b>1</b>	<b>1</b>

#### 4.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 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	1
Disclosed in part	2	2	2	4
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
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>5</b>

### 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	1	1	2
31 to 60 days	0	1	1	3
61 to 120 days	2	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
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>5</b>

## Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	0	\$70.00	14	\$40.00	8	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
<b>Total</b>	<b>0</b>	<b>\$70.00</b>	<b>14</b>	<b>\$40.00</b>	<b>8</b>	<b>\$0.00</b>

## 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	13	348	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	13	348	0	0
Closed during the reporting period	13	348	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	8	0	0	0	0	0	0	8
Disclose in part	3	0	1	0	0	0	0	4
Exempt entirely	1	0	0	0	0	0	0	1
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
<b>Total</b>	12	0	1	0	0	0	0	13

### 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
<b>Total</b>	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	4	80	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
<b>Total</b>	<b>4</b>	<b>80</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 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	0	0

### 9.2 Investigations and Reports of finding

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

**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		\$277,256
Overtime		\$0
Goods and Services		\$18,901
• Professional services contracts	\$12,195	
• Other	\$6,706	
<b>Total</b>		<b>\$296,157</b>

**11.2 Human Resources**

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	2.710
Part-time and casual employees	0.000
Regional staff	0.050
Consultants and agency personnel	0.000
Students	0.000
<b>Total</b>	<b>2.760</b>

**Note:** Enter values to three decimal places.



# ANNEX B – SUPPLEMENTAL STATISTICS

## for the *Access to Information Act* and the *Privacy Act*

Prairies Economic Development Canada (PrairiesCan)

April 01, 2023 to March 31, 2024

**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	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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

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	1
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
<b>Total</b>	<b>1</b>

**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

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	3
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	3

**Section 3: Social Insurance Number**

Has your institution begun a new collection or a new consistent use of the SIN in 2023-24?	No
--	----

**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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# ANNEX C – DELEGATION ORDER



Prairies Economic  
Development Canada

Développement économique  
Canada pour les Prairies

## ACCESS TO INFORMATION ACT 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 Minister responsible for Prairies Economic Development Canada, pursuant to subsection 95(1) of the Access to Information Act and subsection 73(1) of the Privacy Act, hereby designate the persons holding the positions set out in the schedules attached hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Minister as the head of Prairies Economic Development Canada, under the provisions of the Acts and related regulations set out in the schedule opposite each position. This designation replaces all previous delegation orders.

Le ministre responsable de Développement économique des Prairies, en vertu du paragraphe 95(1) de la Loi sur l'accès à l'information et du paragraphe 73(1) de la Loi sur la protection des renseignements personnels, désigne par la présente les personnes occupant les postes indiqués dans les annexes ci-jointes, ou les personnes occupant ces postes par intérim, pour exercer les pouvoirs et les fonctions du ministre à la tête de Développement économique des Prairies, en vertu des dispositions des lois et des règlements connexes indiqués dans l'annexe correspondant à chaque poste. Cette désignation remplace tous les arrêtés de délégation antérieurs.

#### SCHEDULE / ANNEXE

<b>Position / Poste</b>	<i>Access to Information Act and Regulations / Loi sur l'accès à l'information et règlements</i>	<i>Privacy Act and Regulations / Loi sur la protection des renseignements personnels et règlements</i>
Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle	Full Authority/Pleine autorité	Full Authority/Pleine autorité
Director General, Human Resources & Corporate Services / Directeur général, Ressources humaines et services généraux	Full Authority/Pleine autorité	Full Authority/Pleine autorité
Access to Information and Privacy Coordinator / Coordonnateur de l'accès à l'information et de la protection des renseignements personnels	Full Authority/Pleine autorité	Full Authority/Pleine autorité
ATIP Officer / Agente de l'AIPRP	Section / Disposition; 9; 11(2); 27(1) and (4); 28(1), (2) and (4); 33; 43(1), 44(2) and/et 6(1) of Regulations / du règlements	Section / Disposition: 15

Dated, at the City of Ottawa this 2<sup>nd</sup> day of December, 2021  
Signé à Ottawa, le 2<sup>ème</sup> jour de Décembre 2021

THE HONOURABLE DAN VANDAL  
MINISTER OF PRAIRIES ECONOMIC DEVELOPMENT CANADA

L'HONORABLE DAN VANDAL  
MINISTRE RESPONSABLE DE DÉVELOPPEMENT ÉCONOMIQUE DES PRAIRIES