

2025–2026

Housing, Infrastructure and Communities Canada

Annual Report on the Administration of the *Access to Information Act*

Canada

1. Introduction

Purpose of the *Access to Information Act*

The purpose of the *Access to Information Act* is to provide the public with a right of access to information contained in government records, subject to certain specific and limited exceptions. Decisions on the disclosure of government information should be reviewed independently of government. The Act also enhances the accountability and transparency of federal institutions, promoting an open and democratic society, and enabling public debate on the conduct of government institutions. Part two of the Act sets out requirements for the proactive publication of information.

In accordance with section 94 of the *Access to Information Act*, this annual report detailing the administration of the *Access to Information Act* within Housing, Infrastructure and Communities Canada (HICC) was prepared and tabled in Parliament.

This annual report describes how HICC administered the Act from April 1, 2025, to March 31, 2026.

Mandate of Housing, Infrastructure and Communities Canada

Housing, Infrastructure and Communities Canada's policies, programs and investments help build sustainable, inclusive and climate-resilient communities while addressing challenges Canadians face every day, including access to:

- safe and affordable housing;
- modern and accessible public transit;
- climate-resilient infrastructure to protect communities in the face of climate change;
- safe and clean water; and
- inclusive cultural and recreational community spaces.

HICC does this by:

- investing in housing and infrastructure that fosters more inclusive and sustainable Canadian communities and supporting efforts to prevent and eliminate chronic homelessness;
- collaborating with all orders of government, Indigenous communities and key stakeholders to create world-class, modern public infrastructure, reliable public transit systems and affordable housing;
- working with Indigenous partners, Crown corporations, other levels of government and the private sector to address housing needs and deliver major infrastructure projects, and leveraging alternative financing and investment options to promote economic growth;

- supporting climate-ready structural and natural infrastructure projects to mitigate the impacts of natural disasters triggered by climate change and help communities adapt and build resilience; and
- conducting research and economic analysis and collecting data to identify community priorities and supporting long-term planning toward a net-zero, low-carbon and climate-resilient future.

HICC did not have any wholly owned subsidiaries at any time during the reporting period.

2. Organizational structure

Structure of HICC to fulfill its *Access to Information Act* responsibilities including Part 2 proactive publication

The Minister of Housing and Infrastructure is the head of the institution under the Act.

The Minister is supported under Part 1 of the Act by the Deputy Minister, Assistant Deputy Ministers, the Chief Executive Officer, Build Canada Homes, which operated as a Special Operating Agency within HICC during the reporting period, the Director General of Communications and Corporate Affairs, and the Chief Audit and Evaluation Executive. Their teams work in collaboration with the Access to Information and Privacy (ATIP) Office led by the Director, ATIP and Executive Correspondence to ensure the legislative requirements are met.

Proactive publication requirements under Part 2 of the Act are met in collaboration with several departmental leads within HICC. Under the Communications and Corporate Affairs Branch, Parliamentary Affairs is the departmental lead on disclosures relating to Question Period notes and Parliamentary Committee binders and the ATIP Office is the lead on ATIP Annual Reports to Parliament, memorandum titles, and reviews publication requirements prior to their posting. The Policy and Results Branch is responsible for coordinating the package of briefing materials that is prepared for new ministers and deputy heads. The Corporate Services Branch is the lead on disclosures relating to travel, hospitality, contracts, grants and contributions, Minister's Office expenses, reclassification of positions, and other reports tabled in Parliament.

For a breakdown of the groups and/or positions responsible for meeting each applicable proactive publication requirement under Part 2 of the *Access to Information Act,* see the section "Proactive publication under Part 2 of the *Access to Information Act*", below.

Structure of the ATIP Office

The ATIP Office at HICC is led by the Director of ATIP and Executive Correspondence, who, at fiscal year end, reported to the Director General of Communications and Corporate Affairs.

At the end of the reporting period, the ATIP Office was comprised of 10 members: the Director, three team leaders and six ATIP analysts between the ATIP Operations and the Privacy Policy teams.

HICC follows the hybrid work model. While onsite, most employees work in the Ottawa office, with one employee working in the Montréal office. The ATIP Office did not have any consultants during fiscal year 2025–2026.

The work of the ATIP Office under the Act involves:

- processing *Access to Information Act* requests and related activities;
- processing consultations received from other institutions;
- providing advice and guidance to employees and senior officials on access related matters;
- developing and delivering training to departmental employees; and
- representing HICC in engagements with the Treasury Board of Canada Secretariat (TBS), the Office of the Information Commissioner of Canada (OIC) and other government institutions regarding the application of the ATIP legislation.

There was no new or pre-existing service agreement under section 96 of the *Access to Information Act* for HICC during this reporting period.

Other organizational context

Each branch throughout HICC has ATIP contacts responsible for liaising with the ATIP Office and their respective branch to facilitate timely and efficient processing of ATIP requests. As soon as the ATIP Office receives a request under the *Access to Information Act*, the branch responsible for the ATIP request is engaged through their ATIP contact. These contacts assist with request clarifications, as well as in identifying the offices of primary interest and subject-matter experts tasked to retrieve records. They are also responsible for the coordination of internal consultations, delegated approvals and other inquiries.

3. Delegation order

The delegation order in effect at the end of this reporting period was signed in January 2025. Under this order, full authority to exercise the powers, duties and functions for all sections of the Act was delegated to all Assistant Deputy Ministers, the Chief Audit and Evaluation Executive, the Director of ATIP and Executive Correspondence, and the vacant Manager of ATIP position. Some authority was delegated to the ATIP team leaders.

A copy of the signed and dated delegation order can be found in Annex A of this report.

4. Performance under Part 1 of the *Access to Information Act,* 2025–2026

The *Statistical Report on the Access to Information Act* is prepared by government institutions to assist TBS in analyzing trends and exercising oversight. The analysis in this section compares data found in HICC's *2025–2026 Statistical Report on the Access to Information Act* with data from the three previous fiscal years to produce a four-year trend analysis.

Percentage of requests responded to within legislated timelines

One of the key measures of HICC's ATIP performance is the number of requests closed within legislated timelines. In 2025–2026, HICC closed 206 out of its 207 formal access to information requests within the legislated timelines, giving an overall compliance rate of 99.5%. For the previous three fiscal years, HICC's compliance rate was 98.9% or better, demonstrating exemplary performance in responding to access to information requests and closing files within legislated timelines despite the 46.8% increase in requests closed this fiscal year. During this same timeframe, pages processed were comparable to 2024–2025 volumes and more than double those of fiscal years 2022–2023 and 2023–2024. Table 1 compares the number of requests closed within legislated timelines for the past four fiscal years.

Table 1: Number and percentage of requests responded to within legislated timelines

Requests responded to within legislated timelines	2022–2023	2023–2024	2024–2025	2025–2026
Number of requests closed	91	115	141	207
Number of requests closed within legislated timelines	90	115	141	206
Percentage of requests closed within legislated timelines	98.9%	100%	100%	99.5%
Pages processed	18,701	16,739	41,598	38,710

Number of completed requests broken down by completion times

Section 7 of the *Access to Information Act* requires institutions to provide a response to the requester within 30 days of receipt of the request or to notify the requester that an extension is required. Of the 207 formal requests completed during the reporting period, 97 (46.9%) were completed within one to 30 days and 39 (18.8%) within 31 to 60 days. The proportion of requests completed within 30 days has remained consistent with last fiscal year despite the 46.8% increase in files closed. Table 2 compares the number of completed requests broken down by completion times over the past four fiscal years.

Table 2: Number of completed requests broken down by completion times

	Number of requests			
Processing time	**2022–2023**	**2023–2024**	**2024–2025**	**2025–2026**
1 to 30 days	51	66	63	97
31 to 60 days	11	15	31	39
61 to 120 days	14	26	40	51
121 to 180 days	9	7	6	9
181 to 365 days	5	1	1	11
Over 365 days	1	0	0	0
Total requests	**91**	**115**	**141**	**207**

Overview of active requests broken down by fiscal year in which they were received

At the end of the fiscal year, 30 active requests received in 2025–2026 were carried forward into 2026–2027. All requests from the previous fiscal years were closed within this reporting period. HICC consistently strives to meet the legislated timelines by concentrating efforts to expedite the retrieval of records and effectively coordinate consultations with internal and external stakeholders.

Table 3: Number of active requests as of the last day of the reporting period, broken down by fiscal year in which they were received and by whether they are still within legislated timelines (including extensions)

Open requests that were received in the fiscal year	Open requests that are within legislated timelines as of March 31, 2026	Open requests that are beyond legislated timelines as of March 31, 2026	Total
Received in 2025–2026	30	0	30
Total	**30**	**0**	**30**

Overview of active complaints

During fiscal year 2025–2026, four complaints carried forward from the previous reporting period were active at the start of the year; all were closed within the fiscal year. Three new complaints were received during the year, and all were also closed within the same period. As a result, there were no active complaints with the OIC at the end of fiscal year 2025–2026 and; therefore, no outstanding complaints to report by fiscal year of receipt.

Reasons for extensions

The Act recognizes that some requests may require more than 30 days to process. Therefore, section 9 of the Act provides for the extension of statutory time limits if consultations are required, or if the request is for a large volume of records and processing the request within the original timeframe would unreasonably interfere with the operations of the Department. As was the case in previous fiscal years, most extensions were taken for consultations. Table 4 below compares the reasons for extensions over the past four fiscal years.

Table 4: Information on the reasons for extensions

Reasons for extensions	2022–2023	2023–2024	2024–2025	2025–2026
Interference with operations/workload – 9(1)(a)	13	7	16	23
Consultations – section 69 – 9(1)(b)	14	28	32	49
Consultations – other – 9(1)(b)	23	18	26	49
Third party notice – 9(1)(c)	8	10	12	28

Consultations completed for other institutions and organizations

When other institutions and organizations retrieve information that concerns or originates from HICC in response to an *Access to Information Act* request, they may consult the HICC ATIP Office for recommendations on disclosure. Other government institutions are defined as federal institutions subject to the Act. Other organizations include governments of provinces, territories and municipalities, and of other countries.

In 2025–2026, there were three active consultations carried forward from the previous reporting period and closed within the fiscal year. HICC received 46 new consultations, all of which were closed during the fiscal year.

HICC continues to make every effort to assist other institutions and organizations in meeting their statutory deadlines. During the reporting period, 46 of the 49 (93.9%) consultation requests were completed within 30 days. For a comparison of consultation requests received and processed over the past four fiscal years, please refer to Table 5.

Table 5: Consultations completed for other institutions and organizations

Processing time	Number of requests			
	2022–2023	2023–2024	2024–2025	2025–2026
1 to 30 days	72	50	32	46
31 to 60 days	5	1	0	3
61 to 120 days	0	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
Over 365 days	0	0	0	0
Total requests	**77**	**51**	**32**	**49**

Percentage of completed requests for which records were all disclosed and disclosed in part

The Act requires that institutions provide the right of access to information in records under the control of a government institution and that necessary exceptions to the right of access be limited and specific. In accordance with this principle, the HICC ATIP Office disclosed in full 23 requests (11%) and disclosed in part 153 requests (74%). Table 6 compares the percentage of requests all disclosed and disclosed in part for the past four fiscal years.

Table 6: Percentage of completed requests for which records were all disclosed and disclosed in part

Disposition of requests	2022–2023	2023–2024	2024–2025	2025–2026
All disclosed	8 (9%)	10 (9%)	24 (17%)	23 (11%)
Disclosed in part	57 (63%)	68 (59%)	86 (61%)	153 (74%)
Closed in reporting period	91	115	141	207

Other performance information

Informal requests

An informal request is defined as a request for information made to the HICC ATIP Office that is either not made or not processed under the Act. Informal requests include formal requests that were discontinued in favour of providing information informally and requests for previously released information. HICC processed 199 informal requests for previously released information and disclosed 119,167 pages, which represents an increase of 173.6% from the 43,550 pages released in 2024–2025.

5. Training and awareness

Institution-specific training was offered in a variety of formats to best suit the needs of employees across the Department. Employees are encouraged to complete the Canada School of Public Service (CSPC) course titled "Access to Information and Privacy Fundamentals" prior to attending any HICC internal training sessions. This CSPC course is on HICC's mandatory training list, and it must be completed within six months of the start date of employment with HICC, and/or when beginning a supervisor, manager or executive role. These requirements are monitored directly by the employee's manager and by the Corporate Learning Team.

During 2025–2026, the HICC training course "Processing ATIP Requests" was added to the mandatory training list for all HICC employees. All new employees are required to complete the course upon joining the Department, and all employees must renew their training every three years to ensure continued awareness of access to information obligations and consistent application of ATIP requirements across the organization.

The ATIP Office offered and delivered "Processing ATIP Requests" training sessions in both official languages three times per year to all HICC employees and customized group sessions, as requested, to maintain consistent and up-to-date approaches to access to information functions across the Department.

During 2025–2026, six sessions of the 60-minute "Processing ATIP Requests" were delivered to 549 employees. The ATIP Office also hosted two "ATIP training sessions for executives" with 17 attendees. These sessions contained access to information and proactive publication components. The high attendance rates at HICC are attributed to the continued advertising of the trainings through department-wide calendar invitations and the ease of attending the training virtually.

The ATIP Office maintains an internal webpage which includes resources on processing ATIP requests, identifying sensitive information, guidance on proactive disclosure and frequently asked questions.

The Office also publishes articles related to access to information in the internal departmental newsletter. This included an article in recognition of Right to Know Week, highlighting the public's right to access government-held information and promoting awareness of the importance of transparency and accountability in government.

Lastly, employees in the ATIP Office with functional and delegated responsibilities under the Act regularly participate in training and information sessions offered by TBS and the ATIP community to keep up to date on policies and procedures related to the administration of the Act.

6. Policies, guidelines and procedures

During the 2025–2026 fiscal year, the ATIP Office developed guides for the use of the new request processing software (see section 7 for more information) to support analysts as they adapted to the new workflow used by the system. These guides included useful details covering the entire lifespan of a request including file opening, record retrieval, triaging, correspondence, consultations, record processing and closing. Additional guides were developed to support the generation of weekly reports for management and for custom reports.

Procedures and systems under Part 2 of the *Access to Information Act* are well established at HICC; therefore, HICC did not implement any new procedures and systems this year in order to meet proactive publication requirements.

ATIP also transitioned to using SharePoint to securely obtain records from program areas, resulting in a more streamlined and efficient process.

The ATIP Office continues to update its internal procedures including, but not limited to, analyst resources, reporting requirements and roles and responsibility documentation in order to comply with new TBS policies and directives on an as-needed basis.

7. Initiatives and projects to improve access to information

HICC transitioned to a new request processing software at the beginning of fiscal year 2025–2026. The new software includes an electronic document review functionality which is used to quickly filter, sort and de-duplicate documents, including emails and other file types. HICC worked closely with the software vendor, TBS and the ATIP community to improve the tool and develop system enhancements throughout the year.

HICC continues to be committed to access to information practices that advance Indigenous reconciliation, including responding to requests in a timely manner, providing interim responses for large volume requests, processing a large variety of document formats, keeping open lines of communication with requesters, and applying limited exemptions to the records. In alignment with the Access to Information and Privacy Implementation Notice 2023-01: Advancing Reconciliation with Indigenous Peoples by Providing Culturally Appropriate Services, HICC continued to include the recommended courses in the learning and development plans for the entire ATIP team, and the training is mandatory for all new members of the ATIP Office. In addition, HICC recently published a new Indigenous consultation toolkit on its website to support the planning and implementation of engagements or consultations with Indigenous communities.

Beyond the ATIP Office, the Department continues to publish information which may be of interest to the public. As the lead on the Investing in Canada Plan – a 12-year initiative from 2016–2028 – HICC develops and publishes reporting products on the progress and results of the Plan and related programs, in collaboration with federal partner organizations. HICC and its partners continue to maintain Plan reporting, with a focus on providing consistent, comprehensive, easy-to-understand, and timely information on the Plan. The Investing in Canada Plan: Infrastructure Canada Bilateral Agreements webpage demonstrates how funds are being used under the bilateral agreements, broken down by province and territory. The Investing in Canada Infrastructure Program project webpage includes approved projects and was last updated in 2024. HICC also publishes how our investments have benefited communities across Canada on the Department's results of our investments.

HICC also publishes data analysis, reports and publications on homelessness in Canada and maintains a housing and infrastructure project map of projects across the country. HICC maintains a public database of all Housing, Infrastructure and Communities Canada investments since 2002, broken down by province and territory.

The National Housing Strategy (NHS) is the Government of Canada's commitment to ensure more people living in Canada have access to safe, affordable and inclusive housing. Progress on the programs and initiatives under the Strategy are updated quarterly on the HICC website. As an additional accountability mechanism, the Federal Housing Advocate and the National Housing Council report their findings and recommendations, and the Minister's formal responses can be accessed directly online.

HICC also releases public statistics on homelessness and the homelessness support network. In addition to ongoing releases of national and regional statistics, HICC worked with the Canadian Observatory on Homelessness to create a portal for comparable local-level homeless counts on the Homelessness Learning Hub.

On the Open Government portal, HICC published the Canadian Public Transit Systems, dataset, which contains geospatial data for public transit agencies in Canada, with information on stop locations, route locations, route types, level of service, wheelchair access, bike access and more. HICC also publishes its list of approved infrastructure projects, as well as program allocation information, implementation plans, annual reports and other products on Open Government, to support government transparency and accountability. To enable further contributions to Open Data, HICC implemented a new approval process and support mechanisms to upload data to the Open Data Portal. One new dataset has gone through this process to date.

In collaboration with Statistics Canada, HICC published Canada's Core Public Infrastructure survey, which facilitates a direct comparison of the stock, condition and performance of public infrastructure across Canada on a bi-annual basis. Also in collaboration with HICC, Statistics Canada annually publishes the Canada's Infrastructure Capital and Repair Expenditures survey. These surveys collect data on planned capital expenditures and provides valuable insight into overall economic conditions, as well as trends within specific industries.

In alignment with the Policy on Internal Audit and the Policy on Results, HICC publishes its internal audit and evaluation reports. They can be found on the Department's website for Internal Audit and Evaluation.

These are a few examples of how HICC makes information readily available to the public to improve transparency and limit the need for formal access to information requests.

8. Summary of key issues and actions taken on complaints

The OIC is mandated to investigate complaints related to a federal institution's handling of access to information requests. In 2025–2026, HICC received three new complaints and had four carry over from the previous fiscal year. The OIC issued five final reports, none of which contained recommendations or orders from the Information Commissioner. The OIC also ceased to investigate two other complaints, one of which was following the release of additional records. This resulted in the closure of all complaints by the end of the fiscal year.

The issues raised in the access to information complaints included the extension of time limits and the redactions applied to the records.

9. Proactive publication under Part 2 of the *Access to Information Act*

For the purposes of Part 2 of the *Access to Information Act,* HICC is a government institution listed under Schedule I of the *Access to Information Act* and Schedule I.1 of the *Financial Administration Act*. Table 7 shows the proactive publication requirements to which the institution is subject.

Table 7: Proactive publication links

Legislative requirement	Section of the ATIA	Publication timeline	Does this requirement apply to your institution? (Yes/No)	Internal group(s) responsible for fulfilling requirement	% of proactive publication requirements published within legislated timelines	Link to web page where published
Applies 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	Corporate Services	100%	Open Government
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	Yes	Corporate Services	100%	Open Government
Reports tabled in Parliament	84	Within 30 days after tabling	Yes	Communications and Corporate Affairs Branch and Corporate Services	100%	ATIP Annual Reports All Other Reports
Applies to government entities or departments, agencies and other bodies subject to the *Access to Information 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	Corporate Services	100%	Open Government
Grants & Contributions over $25,000	87	Within 30 days after the quarter	Yes	Corporate Services	100%	Open Government
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	Yes	Policy and Results Branch	N/A	HICC Website

Applies to government entities or departments, agencies and other bodies subject to the *Access to Information Act* and listed in Schedules I, I.1, or II of the *Financial Administration Act*						
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	Communications and Corporate Affairs Branch	100%	Open Government
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	Communications and Corporate Affairs Branch	100%	HICC 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 the Treasury Board is the employer)						
Reclassification of positions	85	Within 30 days after the quarter	Yes	Corporate Services	100%	Open Government

Applies 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	Policy and Results Branch	100%	HICC Website
Titles and reference numbers of memoranda prepared by a government institution for the minister that are	74(b)	Within 30 days after the end of the month received	Yes	Communications and Corporate Affairs Branch	100%	Open Government

Applies to Ministers' Offices (therefore apply to any institution that performs proactive publication on behalf of a Minister's Office)						
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	Communications and Corporate Affairs Branch	100%	Open Government
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	Communications and Corporate Affairs Branch	100%	HICC Website
Travel Expenses	75	Within 30 days after the end of the month of reimbursement	Yes	Corporate Services	100%	Open Government
Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	Yes	Corporate Services	100%	Open Government
Contracts over $10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	Yes	Corporate Services	100%	Open Government

Applies to Ministers' Offices (therefore apply to any institution that performs proactive publication on behalf of a Minister's Office)						
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	Yes	N/A	N/A	Open Government

HICC published 100% of proactive publication requirements during the reporting period within the legislated timelines.

10. Monitoring compliance

HICC makes every effort to meet statutory deadlines and actively monitors the time taken to process requests. Monitoring begins as soon as a request is received by the ATIP Office, entered into the case management system and assigned to an ATIP analyst. Deadlines are tracked and monitored electronically, highlighting files nearing completion or targeted deadlines. The analysts and management monitor the time taken to process access to information requests on an ongoing basis. Statistics on the active caseload are provided to, and analyzed by, the Director of ATIP and Executive Correspondence on a weekly basis. Any required action is taken as a result of this analysis to ensure timely access to documents requested.

Instrumental to ensuring HICC's compliance with the legislation, the ATIP Office maintained positive working relationships with the program areas by engaging in early discussions of requests, providing guidance when needed and sending weekly status reports to the offices that report directly to the Deputy Minister highlighting the requests in retrievals, under consultation and in approvals.

HICC limits consultations to complex and sensitive records in situations where the subject-matter expertise resides with another department or another level of government. Consultations are used to obtain expert advice and recommendations enabling HICC to assess whether requested information must be protected. In many instances, these consultations are now sent as an intention to disclose information, and HICC severs the sensitive information prior to sending the information. Whenever possible, HICC officials exercise their delegated authority to exempt and disclose records under the terms of the Act, without adding time for unnecessary consultations. The monitoring of the consultation process occurs on an as-needed basis and is the responsibility of the Director of ATIP and Executive Correspondence.

For proactive disclosures under Part 2 of the Act, HICC monitors the timeliness, accuracy and completeness of information through multiple measures. The ATIP Office, within the Communications and Corporate Affairs Branch, tracks memorandum titles electronically, and

files nearing targeted deadlines are monitored closely by the director ensuring deadlines are met. To verify the accuracy and completeness of information, reports generated by the correspondence management tracking system are cross-referenced with Power BI reports to ensure memoranda titles are not missed. In addition, the ATIP Office works closely with the Data Science team to ensure the correspondence management tracking system data and the Power BI data remain in sync. Additionally, the ATIP Office collaborates with the Offices of Primary Interest to verify the accuracy and completeness of the titles at the managerial and executive level.

Other proactive publication requirements are tracked at the executive level within the Corporate Services Branch and Communications and Corporate Affairs Branch on a monthly, quarterly and as-needed basis, depending on the specific proactive disclosure requirement. The Corporate Services Branch utilizes Microsoft Teams Planner to track and ensure that regular follow-ups are completed, reminders and taskings are conducted, and deadlines are met. In addition, the branch has developed a set of Standard Operating Procedures to establish consistent, complete and accurate reporting of publication requirements. The Parliamentary Affairs team, under the Communications and Corporate Affairs Branch, utilizes a milestone tracker for the proactive disclosures under its area of responsibility. This ensures core deliverables are tracked, reminders are sent as appropriate and deadlines are met. Additionally, the accuracy and completeness of the information is verified at the executive level prior to publication.

Annexes

Annex A: *Access to Information Act* Delegation Order

Annex A

Access to Information Act Delegation Order

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 Deputy Minister of Housing, Infrastructure and Communities, pursuant to section 95(1) of the *Access to Information Act* and section 73(1) 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 Deputy Minister as the head of Housing, Infrastructure and Communities Canada under the provisions of the Act and related regulations set out in the schedule opposite each position. This designation replaces all previous delegation orders.

En vertu de l'article 95(1) de la *Loi sur l'accès à l'information* et de l'article 73(1) de la *Loi sur la protection des renseignements personnels*, le sous-ministre de Logement, Infrastructures et Collectivités 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 Logement, Infrastructures et Collectivités Canada, investi par les dispositions de la Loi ou de son règlement mentionnées en regard de chaque poste. Le présent document remplace et annule tout arrêté antérieur.

Schedule / Annexe

Position / Poste	*Access to Information Act* and Regulations / *Loi sur l'accès à l'information* et Règlement	*Privacy Act* and Regulations / *Loi sur la protection des renseignements personnels* et Règlement
Assistant Deputy Ministers / Sous-ministres adjoint(e)s	Full authority / Autorité absolue	Full authority/ Autorité absolue
Chief Audit and Evaluation Executive / Dirigeant(e) principal(e) de la vérification et de l'évaluation	Full authority / Autorité absolue	Full authority / Autorité absolue
Director, ATIP and Executive Correspondence/ Directeur (trice) de l'AIPRP et de la correspondance de la haute direction	Full authority / Autorité absolue	Full authority / Autorité absolue
Manager, ATIP (PM-06)/ Gestionnaire de l'AIPRP (PM-06)	Full authority / Autorité absolue	Full authority / Autorité absolue
ATIP Team Leader (PM-05) / Chef d'équipe de l'AIPRP (PM-05)	*Access to Information Act* / *Loi sur l'accès à l'information* • 4(2.1), 7, 8(1), 9, 11(2) Access to Information Regulations / Règlement sur l'accès à l'information • 6(1), 8	*Privacy Act/ Loi sur la protection des renseignements personnels* • 14, 15 Privacy Regulations / Règlement sur la protection des renseignements personnels • 9

Paul Halucha
Deputy Minister of Housing, Infrastructure and Communities
Sous-ministre de Logement, Infrastructures et Collectivités

January 7, 2025
Date