



Western Economic
Diversification Canada

Diversification de l'économie
de l'Ouest Canada



2020-2021

ANNUAL REPORT TO PARLIAMENT
Administration of 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* received royal assent on June 21, 2019, making important improvements to the openness and transparency of government. These are the most significant amendments to the act since it came into force in 1983.

WD is committed to both the spirit and intent of the *Access to Information Act*, which is based on the principles of open government, to ensure transparency and accountability.

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
- eliminating all fees apart from the \$5 application fee
- 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 efficiently¹

The *Access to Information Act* balances access to government information with exemptions and exclusions that protect 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. 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 Western Economic Diversification Canada administered its responsibilities for the reporting period.

¹ Treasury Board Secretariat of Canada. *The Updated Access to Information Act*, July 9, 2019. <https://www.canada.ca/en/treasury-board-secretariat/services/access-information-privacy/access-information-act.html>.

ADMINISTRATION OF THE ACT

DEPARTMENTAL MANDATE

Western Economic Diversification Canada (WD) was established in 1987 to promote the development and diversification of the economy of Western Canada and to advance the interests of the West in national economic policy, program and project development and implementation. The Minister of Innovation, Science and Economic Development is responsible for this organization².

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

DEPARTMENTAL STRUCTURE

WD employs 443 individuals across Western Canada and in Ottawa, including economists, commerce officers and policy analysts. Specialists in such areas as communications, corporate administration, financial management, human resources, information management & information technology, and procurement provide the policy and programs analysts with support.

WD is headquartered in Edmonton, Alberta, and organized into four regional units (British Columbia, Alberta, Saskatchewan and Manitoba), with offices located in Vancouver, Edmonton, Calgary, Saskatoon, Winnipeg, and an office in Ottawa.

ACCESS TO INFORMATION AND PRIVACY (ATIP)

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

The ATIP Coordinator, who is supported by the Deputy ATIP Coordinator, one Corporate Services Advisor, and one ATIP Officer, oversees WD's ATIP Centre of Expertise. The Coordinators fulfill their responsibilities in addition to numerous other functions within the department. The Corporate Services Advisor and ATIP Officer process all access and privacy requests.

² On November 20, 2019, the Minister of Innovation, Science and Economic Development was sworn in as the Minister of Innovation, Science and Industry. On the same day, the Minister of Economic Development and Official Languages was sworn in and became responsible for Western Economic Diversification Canada. At the time of this report, the *Access to Information Act* and *Privacy Act* delegation order, signed June 10, 2016, was still in effect.

The ATIP Centre of Expertise is responsible for the implementation and management of the Access to Information and Privacy programs and services for WD. Specifically, the ATIP Centre of Expertise:

- makes decisions on the disposition of access and privacy requests, and responds to all requests submitted under the *Access to Information Act* and the *Privacy Act*;
- conducts consultations with other federal government departments, other levels of government and third parties with respect to access to information and privacy issues, if required;
- promotes awareness of the legislation to ensure departmental responsiveness to statutory obligations;
- monitors and advises on departmental compliance with the Acts, regulations, procedures and policies; and
- acts on behalf of the Department when dealing with the Treasury Board Secretariat, the Information Commissioner, the Privacy Commissioner, and other government departments and agencies.

Other access to information-related activities undertaken by the ATIP Centre of Expertise in 2020-2021, include:

ACTIVITY	*TOTAL
Preparing parliamentary responses	8
Review of parliamentary questions and responses	52
Reviewing lists of briefing materials prepared for the Minister and Deputy Minister (proactive disclosure)	24
OTHER ACTIVITIES	
Update the ATIP intranet site	√
Preparing annual statistical reports and Annual Reports to Parliament	√
Preparing summaries of closed access to information requests	√
Participating in Information Management initiatives and providing ATIP expertise	√
Review and update ATIP business practices, procedures and policy development	√
Coordination of proactive publishing requirements for the Minister in cooperation with Innovation, Science and Economic Development Canada	√
Leading the ATIP modernization initiative including the implementation of new software (AccessPro)	√

*questions/reviews/emails/reports etc.

The ATIP Centre of Expertise monitors the processing of all access requests. In addition, procedures are in place with Innovation, Science and Economic Development Canada's Information and Privacy Rights Administration unit to advise on the disclosure of potentially sensitive requests for information where appropriate.

DELEGATION OF AUTHORITY

The current delegation order was issued June 2016 in accordance with section 73 of the old *Access to Information Act*. The Minister of Innovation, Science and Economic Development delegated full powers, authorities and responsibilities to the Executive Director, Finance and Corporate Management (ATIP Coordinator) and Director, Corporate Services and Human Resources (Deputy ATIP Coordinator). The delegation also extends limited authority to the ATIP Officer (Annex B).

The ATIP Centre of Expertise 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, who report to an Assistant Deputy Minister, Executive Director, or Director, to liaise with the ATIP Centre of Expertise concerning enquiries.

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

DEPARTMENTAL POLICIES, PROCEDURES AND BUSINESS PROCESSES

To improve the administration of the ATIP program within the department, and to ensure that Treasury Board Secretariat ATIP-related policies and directives are respected and implemented, the ATIP Centre of Expertise regularly reviews and updates its various internal guidelines, procedures and business practices.

Updates reflect new advice and guidance from TBS or as a result of issues raised by the Office of the Information Commissioner or other agents of Parliament. The department publishes summaries of its closed access to information requests on the [Open Information Portal](#).

TRAINING AND AWARENESS

The following training activities were administered by WD's ATIP Officer in the reporting period:

A structured access to information (ATI) training session was provided to the Alberta Region Policy, Planning and External Relations (PPX) team on ATI request processing and exemptions and exclusions. Ten people attended the session, which was provided through MSTeams.

There were also adhoc, small group refreshers provided on particular topics:

ATI request processing and consultation procedures
Provided to the Alberta Region Assistant Deputy Minister's Office
Two attendees

Office of Primary Interest feedback on records – exemptions and exclusions, general request process
Provided to the Deputy Minister's Office
Four attendees

Notice of release and approval process, applying exemptions and exclusions
Alberta Region and the Policy and Strategic Direction business group
Twelve attendees

TRENDS AND STATISTICS

HIGHLIGHTS, CHALLENGES AND TRENDS

The following chart outlines the trends related to Western Economic Diversification Canada's access to information caseload over the past 5 years.

		2016-17	2017-18	2018-19	2019-20	2020-21
Access to Information Caseload Overview 5 Year Comparison	Access					
	Received	17	9	15	67	83
	Closed*	13	13	10	65	78
	Pages Processed	1730	2167	1058	2770	1126
	Pages Disclosed	1682	1192	693	2668	945
	Access Informal					
	Received	9	26	7	6	2
	Closed*	9	26	7	6	2
	Pages Disclosed	2165	2057	775	702	5
	Access Consultations					
	Received	30	76	45	73	28
	Closed*	30	75	41	78	28
	Pages Processed	1411	800	804	1055	305
	Pages Disclosed	1411	743	714	732	232
	TOTALS – All Types of Requests					
	Received	56	111	67	146	113
	Closed*	52	114	58	149	108
	Pages Processed	3141	2967	1862	3825	1431
Pages Disclosed	5258	3992	2182	4102	1182	

*includes cases which were carried over from previous fiscal year and closed during this reporting period

- The implementation of proactive disclosure requirements for briefing note titles has resulted in requests for the actual briefing notes listed in those proactive disclosures. This, in turn, accounts for a significant portion of the increase in access to information requests overall.
- The number of access to information requests received have increased by 24% over the previous reporting period whereas the number of pages processed decreased by 59% over the same period.
- There has been a 62% decrease in the number of access consultations received, over the previous reporting period.

The following overview provides an interpretation and analysis of the statistical details found in the department's 2020-2021 statistical report (Annex A – Statistical Report).

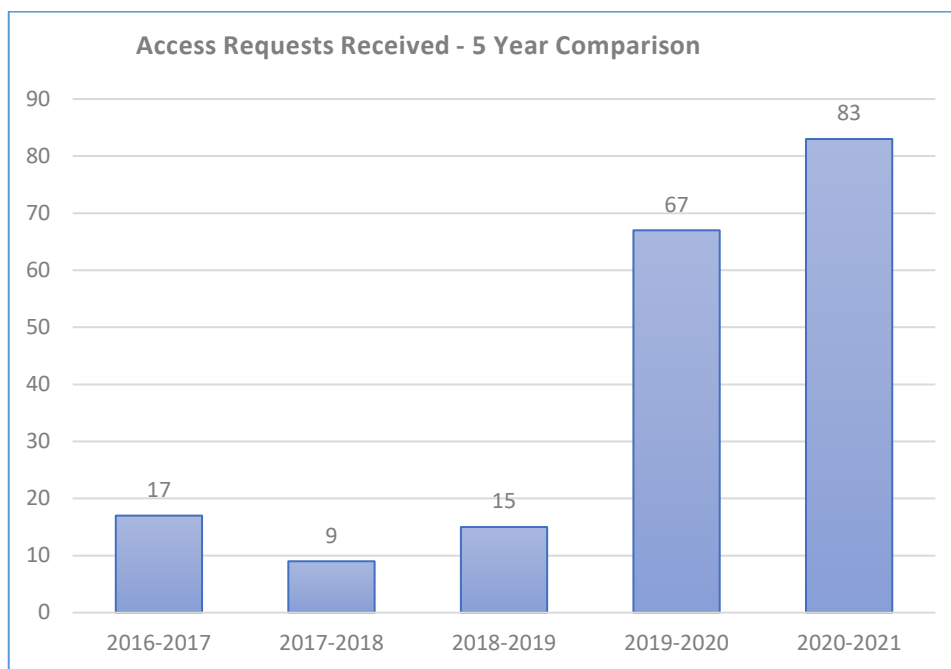
REQUESTS RECEIVED PURSUANT TO THE ACCESS TO INFORMATION ACT

A. FORMAL REQUESTS

The department received eighty-three (83) requests for information pursuant to the *Access to Information Act* during the reporting period. This represents a twenty-four (24) percent increase from fiscal year 2019-2020. There were an additional seven (7) requests carried forward from 2019-2020 as well.

Seventy-eight (78) requests were completed during the reporting period. Of these, fifteen (15) requests were abandoned and no records existed for one (1) other.

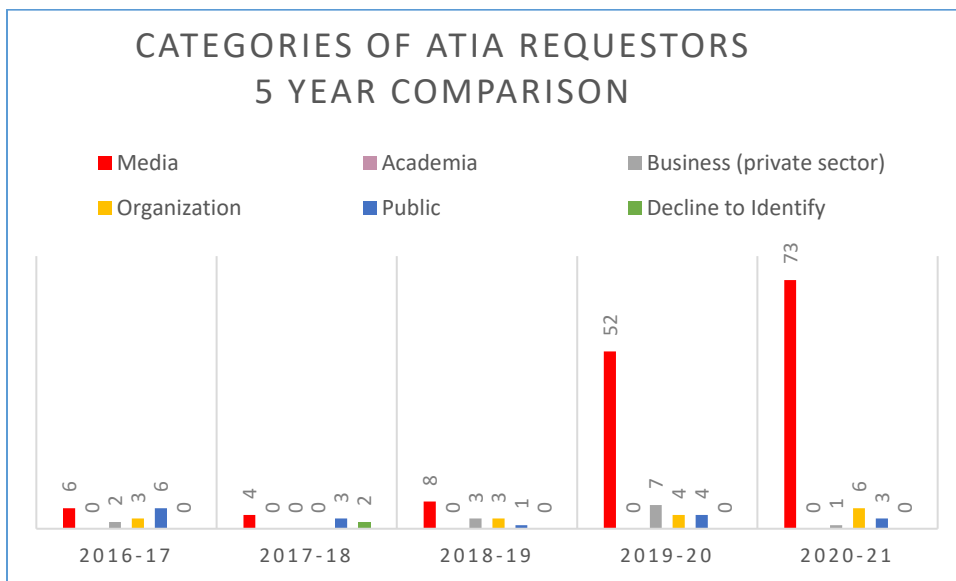
The accompanying chart shows the comparison of the number of formal requests received by the department over the past five years.



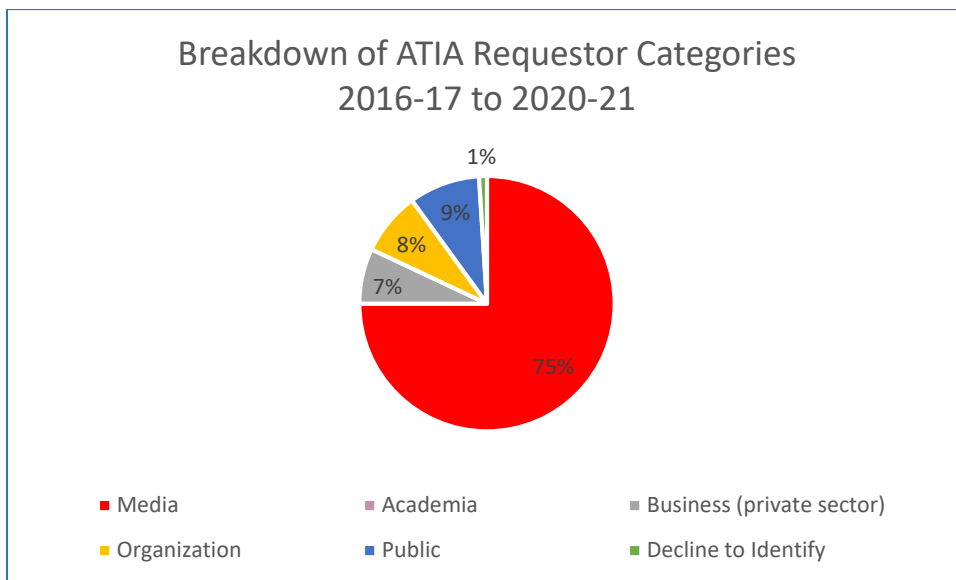
The categories of requestors for 2020-2021 are broken down as follows:

- 88% from media
- 1% from business
- 7% from organizations
- 4% from the public

The accompanying chart shows a five-year comparison of sources of access requests to WD.



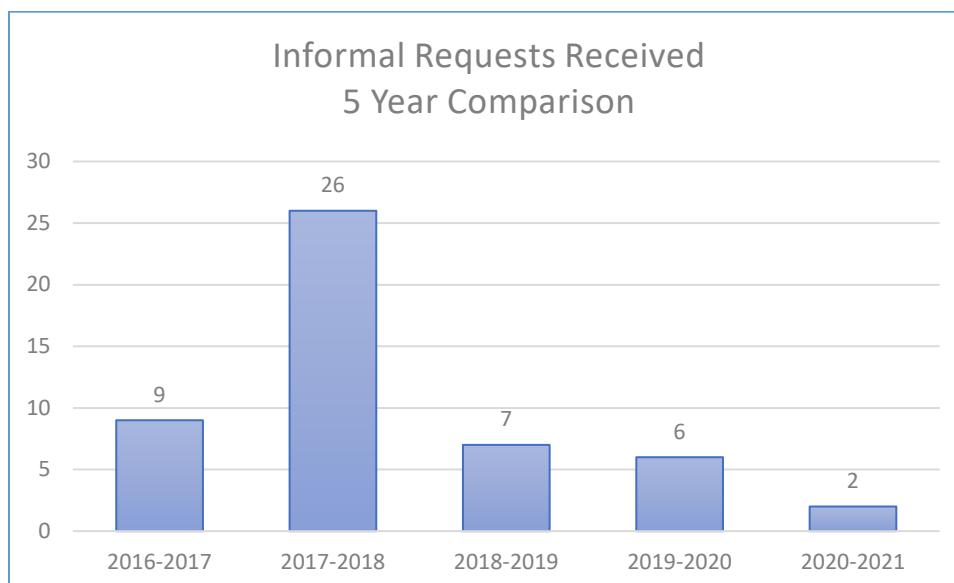
The accompanying chart represents the overall percentage of requestors by category.



B. INFORMAL REQUESTS

WD processed two requests for copies of previously disclosed information which represents a decrease of four informal requests from 2019-20. Both informal requests, for this reporting period, were completed in less than fifteen (15) days.

The accompanying chart reflects a five-year comparison in the number of informal request received.



DISPOSITION AND COMPLETION TIME OF REQUESTS

Seventy-three (73) percent of requests completed by WD were done so in thirty days or less, including fifteen (15), which were abandoned, and one (1) for which no records existed. Due to extensive consultations with third parties and other government departments on the remaining twenty-seven (27) percent of the requests, completion times extended beyond the original 30-day timeline.

The disposition and completion times of the requests completed in 2020-2021 are broken down as follows:

Disposition of Completed Requests	1-15 days	16-30 days	31-60 days	61-120 days	121-180 days	181-365 days	TOTAL
All disclosed	4	11	1	0	0	0	16
Disclosed in part	9	17	5	9	2	2	44
All exempted	0	0	0	0	2	0	2
All excluded	0	0	0	0	0	0	0
No records exist	1	0	0	0	0	0	1
Request abandoned	15	0	0	0	0	0	15
TOTAL	29	28	6	9	4	2	78

EXTENSIONS OF TIME LIMITS

Section 9 of the Act provides for the extension of the statutory time limits if the request is for a large volume of records or necessitates a search through a large volume of records and meeting the original time limit would unreasonably interfere with the operations of the department or, if consultations are necessary.

In 2020-2021 WD required extensions as follows:

- On eight (8) occasions, WD took 30-day extensions
 - One (1) as per paragraph 9(1)(a)
 - Five (5) as per paragraph 9(1)(b)
 - Two (2) as per paragraph 9(1)(c)
- On eight (8) occasions, WD took 60-day extensions
 - Four (4) as per paragraph 9(1)(a)
 - Four (4) as per paragraph 9(1)(c)
- On one (1) occasion, WD took 90-day extension
 - One (1) as per paragraph 9(1)(c)

In total, seventeen (17) extensions were taken. None were taken for a period beyond ninety (90) days.

EXEMPTIONS AND EXCLUSIONS INVOKED

WD invoked exemptions in accordance with sections 13 through 23 of the Act as outlined in Annex A. Several exempting provisions can be applied to withhold information in response to one request; these are reported separately in the statistical report. However, the same exemption invoked more than once in the same request is captured only once in the statistical report.

While the statistics make evident that the department invoked a broad range of exemptions during this reporting period, shown here is the ranking of the top eight (8) most applied. These rankings are based on a page-by-page analysis of all the access to information files closed during the period of this report.

1. Paragraph 21(1)(a) advice or recommendations
2. Paragraph 20(1)(b) 3rd party - financial, commercial, scientific or technical information
3. Paragraph 21(1)(c) positions or plans developed for the purpose of negotiations
4. Paragraph 21(1)(b) consultations or deliberations
5. Paragraph 20(1)(c) 3rd party - result in financial loss or gain, or prejudice competitive position
6. Subsection 19(1) personal information
7. Paragraph 20(1)(d) 3rd party - interfere with contractual or other negotiations
8. Paragraph 13(1)(d) obtained in confidence from municipal or regional government

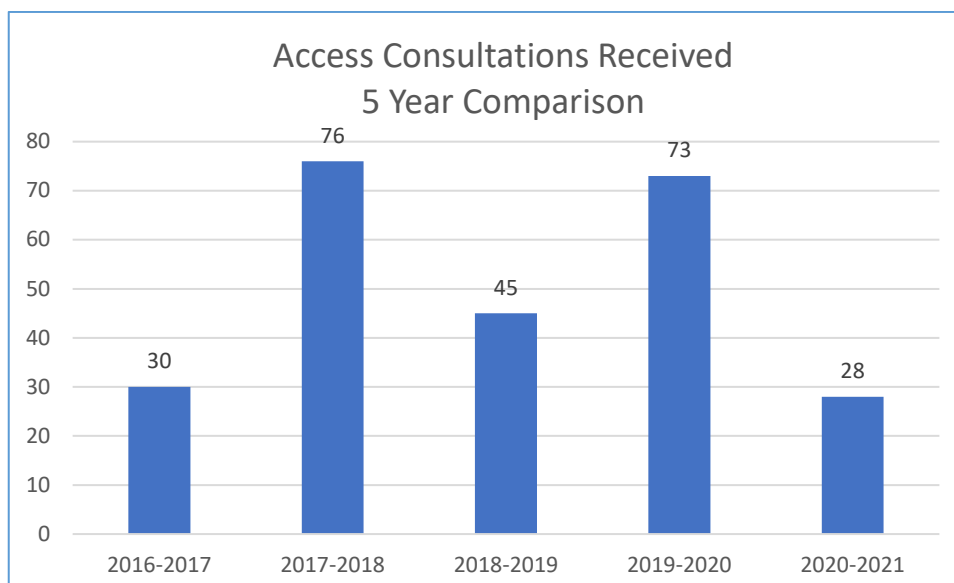
The Act does not apply to certain materials such as published material or material available for purchase by the public pursuant to Section 68 or confidences of the Queen's Privy Council pursuant to Section 69. WD did not invoke any exclusions during the period of this report.

OTHER GOVERNMENT DEPARTMENT CONSULTATIONS

In 2020-2021, WD received 28 consultations from other government departments. This represents a 62% decrease from 2019-2020. No consultations were carried over from the previous fiscal year and none were carried forward to 2021-2022.

- WD recommended full disclosure of information pertaining to our department on 24 of the 28 consultations processed. This represents 86% of the consultation requests.
- WD recommended partial disclosure of information pertaining to our department on 4 of the 28 consultations processed. This represents 14%.
- WD responded to all of the consultation requests within 30 days or less.

The accompanying chart shows the comparison of number of consultation requests received by WD over the past five years.



COMPLAINTS, AUDITS AND INVESTIGATIONS

WD carried forward one complaint from 2017-18.

The complaint carried forward from 2017-18 is ongoing and follows up on an earlier complaint that was closed. The complainant is challenging the validity of exemptions, applied to additional third party records, which were provided to satisfy the original complaint.

There were no audits undertaken or concluded during the reporting period. Further, there were no appeals or applications submitted to the Federal Court.

FEES COLLECTED

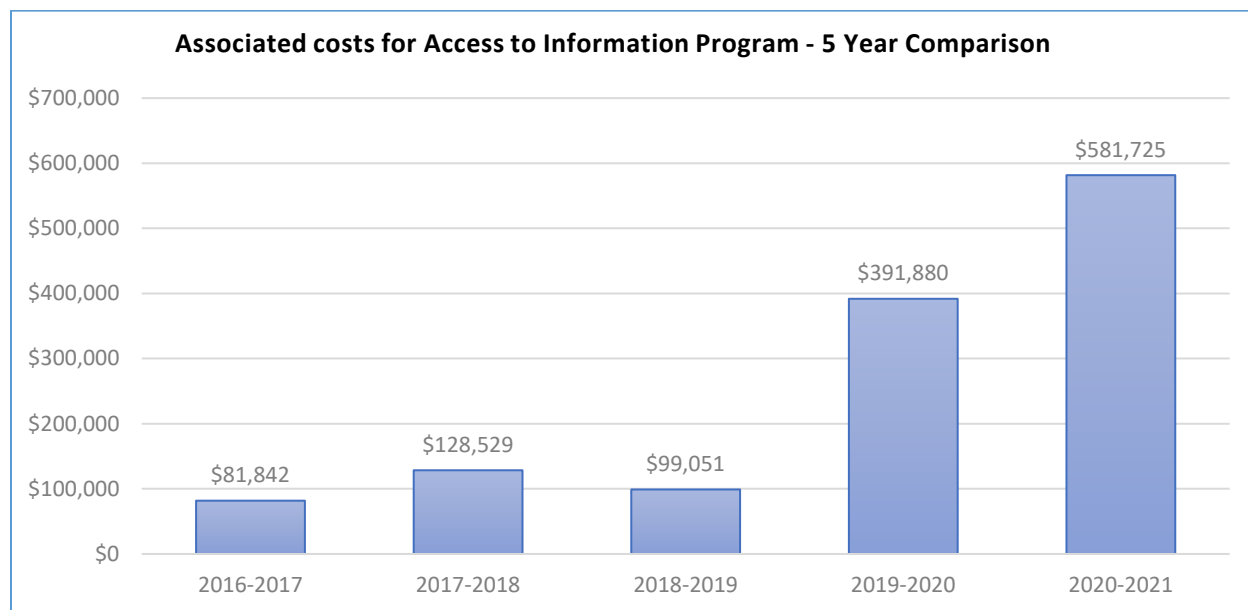
WD collected \$85 in Access to Information application fees during this reporting period. \$330 worth of fees were waived.

There has been a trend where media outlets will make a single request for multiple briefing notes and just submit a single \$5 fee. In those cases, WD creates a file for each briefing note requested, and treats them as separate requests. The fee is applied to the first briefing note on their list and the rest are waived.

OPERATIONAL COSTS ASSOCIATED WITH ADMINISTERING THE ACT

WD's costs for administering the *Access to Information Act* in the ATIP Centre of Expertise include a portion of the ATIP Coordinator's and Deputy ATIP Coordinator's salaries, and one hundred percent of the Corporate Service Advisor's salary as well as one hundred percent of the ATIP Officer's salary. The costs of the ATIP Liaisons from our regional offices, subject matter experts, ADM reviews and the implementation of the AccessPro software solution are also included. The implementation of AccessPro is a significant investment in the modernization of WD's ATIP program, which required the efforts of WD's IT/IM personnel and procurement team.

A total of 5.4 FTEs were calculated as having been allocated to WD's Access to Information program. Other costs pertaining to goods and services, including the costs of the case management system licensing and maintenance, have been included in the total cost reported at \$581,725.



Annex A – Statistical Report

Statistical Report on the *Access to Information Act*

Name of institution: Western Economic Diversification Canada

Reporting period: 4/1/2020 to 3/31/2021

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

1.1 Number of requests

	Number of Requests
Received during reporting period	83
Outstanding from previous reporting period	7
Total	90
Closed during reporting period	78
Carried over to next reporting period	12

1.2 Sources of requests

Source	Number of Requests
Media	73
Academia	0
Business (private sector)	1
Organization	6
Public	3
Decline to Identify	0
Total	83

1.3 Informal requests

Completion Time							Total
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365	
2	0	0	0	0	0	0	2

Section 2: Decline to act vexatious, made in bad faith or abuse of right requests

	Number of Requests
Outstanding from previous reporting period	0
Sent during reporting period	0
Total	0
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	0
Carried over to next reporting period	0

Section 3: Requests Closed During the Reporting Period

3.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	4	11	1	0	0	0	0	16
Disclosed in part	9	17	5	9	2	2	0	44
All exempted	0	0	0	0	2	0	0	2
All excluded	0	0	0	0	0	0	0	0
No records exist	1	0	0	0	0	0	0	1
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	15	0	0	0	0	0	0	15
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	29	28	6	9	4	2	0	78

3.2 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)	1	20.2	0
13(1)(c)	3	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	3	16(2)(c)	2	18(d)	0	21(1)(a)	32
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	12
14	5	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	26
14(a)	1	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)	12	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	1
15(1) - Def.*	0	16.3	0	20(1)(b)	19	23.1	0
15(1) - S.A.*	0	16.31	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(c)	10	26	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(d)	7		
16(1)(a)(iii)	0	16.5	0				
16(1)(b)	0	16.6	0				
16(1)(c)	0	17	0				
16(1)(d)	0						

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

3.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	0	69(1)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(a)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	0
68.1	0	69(1)(c)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(d)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

3.4 Format of information released

Paper	Electronic	Other
0	60	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
1126	945	77

3.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 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
All disclosed	16	133	0	0	0	0	0	0	0	0
Disclosed in part	43	633	1	179	0	0	0	0	0	0
All exempted	2	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	15	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0	0	0
Total	76	766	1	179	0	0	0	0	0	0

3.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	11	0	0	0	11
Disclosed in part	27	0	0	0	27
All exempted	2	0	0	0	2
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0
Total	40	0	0	0	40

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	62
Percentage of requests closed within legislated timelines (%)	79.5

3.7 Deemed refusals

3.7.1 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
16	7	5	4	0

3.7.2 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	1	5	6
16 to 30 days	0	2	2
31 to 60 days	1	3	4
61 to 120 days	0	1	1
121 to 180 days	2	0	2
181 to 365 days	1	0	1
More than 365 days	0	0	0
Total	5	11	16

3.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

Section 4: Extensions

4.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	1
Disclosed in part	5	0	5	6
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Decline to act with the approval of the Information Commissioner	0	0	0	0
Total	5	0	5	7

4.2 Length of extensions

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	1	0	5	2
31 to 60 days	4	0	0	4
61 to 120 days	0	0	0	1
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	5	0	5	7

Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Requests	Amount	Requests	Amount
Application	17	\$85	66	\$330
Other fees	0	\$0	0	\$0
Total	17	\$85	66	\$330

Section 6: Consultations Received From Other Institutions and Organizations

6.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	24	284	4	21
Outstanding from the previous reporting period	0		0	0
Total	24	284	4	21
Closed during the reporting period	24	284	4	21
Carried over to next reporting period	0	0	0	0

6.2 Recommendations and completion time for consultations received from other Government of Canada institutions

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	20	1	0	0	0	0	0	21
Disclose in part	3	0	0	0	0	0	0	3
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	23	1	0	0	0	0	0	24

6.3 Recommendations and completion time for consultations received from other

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	3	0	0	0	0	0	0	3
Disclose in part	1	0	0	0	0	0	0	1
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	4	0	0	0	0	0	0	4

Section 7: Completion Time of Consultations on Cabinet Confidences

7.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages	
	Number of Reques	Pages Disclose d	Numb er of Requ	Pages Disclos ed	Number of Request	Pages Disclos ed	Number of Reques	Pages Disclose d	Numbe r of Reque	Pages Disclose d
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

7.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Reques	Pages Disclose d	Numb er of Requ	Pages Disclos ed	Number of Request	Pages Disclos ed	Number of Reques	Pages Disclose d	Numbe r of Reque	Pages Disclose d
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Section 8: Complaints and investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal representations	Section 37 Reports of finding received	Section 37 Reports of finding containing recommendations issued by the Information Commissioner	Section 37 Reports of finding containing orders issued by the Information
0	0	0	0	0	0

Section 9: Court Action

9.1 Court actions on complaints received before June 21, 2019 and on-going

Section 41 (before June 21, 2019)	Section 42	Section 44
0	0	0

9.2 Court actions on complaints received after June 21, 2019

Section 41 (after June 21, 2019)				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

Section 10: Resources Related to the Access to Information Act

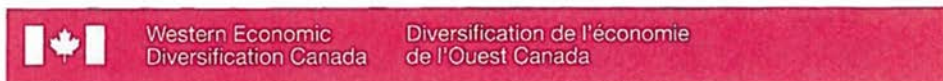
10.1 Costs

Expenditures	Amount
Salaries	\$393,670
Overtime	\$0
Goods and Services	\$188,055
• Professional services contracts	\$134,460
• Other	\$53,595
Total	\$581,725

10.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	2.000
Part-time and casual employees	0.400
Regional staff	2.000
Consultants and agency personnel	1.000
Students	0.000
Total	5.400

Annex B – 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 Minister of Innovation, Science and Economic Development, pursuant to sections 73 of the *Access to Information Act* and *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 Western Economic Diversification 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.

En vertu de l'article 73 de la *Loi sur l'accès à l'information* et de l'article 73 de la *Loi sur la protection des renseignements personnels*, le ministre de l'Innovation, des Sciences et du Développement économique, 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 la Diversification de l'économie de l'Ouest canadien, 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

<u>Position / Poste</u>	<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 / Autorité absolue	Full authority / Autorité absolue
Manager, Corporate Administration / Gestionnaire, Administration intégrée	Full authority / Autorité absolue	Full authority / Autorité absolue
ATIP Officer / Agente de l'AIPRP	Section / Disposition : 7(a); 8(1); 9; 27(1) and (4); 28(1)(b), (2), (4); 33; and/et 6(1) of Regulations / du règlements	Section / Disposition : 14(a)

Dated, at the City of Ottawa this 10 day of June, 2016

Signé à Ottawa, le 10 jour de juin 2016

THE HONOURABLE NAVDEEP BAINS
MINISTER OF INNOVATION, SCIENCE AND ECONOMIC DEVELOPMENT
L'HONORABLE NAVDEEP BAINS
MINISTRE DE L'INNOVATION, DES SCIENCES ET DU DÉVELOPPEMENT ÉCONOMIQUE