



Canada Council
for the Arts

Conseil des arts
du Canada

Canada Council for the Arts

Administration of the
Access to Information Act
2019-2020

Table of contents

Introduction	3
Mandate of the Canada Council for the Arts	3
Organizational Structure.....	3
Delegation Order	4
Highlights of the Statistical Report, 2019-20	4
Disposition and Completion Time	6
Other Requests.....	8
Exemptions	8
Exclusions.....	9
Fees	9
Decline to act vexatious, made in bad faith or abuse of right requests	9
Consultations and Cabinet Confidences.....	9
Training and Awareness.....	10
Policies, Guidelines, Procedures and Initiatives.....	10
Summary of Key Issues and Actions Taken on Complaints, Audits or Court Actions	10
Monitoring Compliance.....	10
Resources.....	11
Information Holdings.....	11
Reading Room.....	11
Appendix A: Statistical Report on the Access to Information Act.....	12
Appendix B: Delegation Order.....	21
References	22

Introduction

The *Access to Information Act* (the *Act*) gives Canadian citizens, permanent residents, and all individuals and corporations present in Canada the right of access to records under the control of a government institution subject to the *Act*. The *Act* complements, but does not replace, other means of obtaining government information.

The *Act* requires the head of every federal government institution to submit an annual report to Parliament on the administration of the *Act* following the close of each fiscal year. This annual report is prepared and is being tabled before each House of Parliament in accordance with section 72 of the *Act*.

This report summarizes how the Canada Council has fulfilled its access to information (ATI) responsibilities during the fiscal year 2019-20.

Mandate of the Canada Council for the Arts

The [Canada Council for the Arts](#) contributes to the vibrancy of a creative and diverse arts and literary scene and supports its presence across Canada and around the world. The Council is Canada's public arts funder.

Its grants, services, initiatives, prizes, and payments support Canadian artists, authors, and arts groups and organizations. This support allows them to pursue artistic expression, create works of art, and promote and disseminate the arts.

Through its arts funding, communications, research, and promotion activities, the Council fosters ever-growing engagement of Canadians and international audiences in the arts.

The Council's [Public Lending Right \(PLR\) program](#) makes annual payments to creators whose works are held in Canadian public libraries.

The Council's Art Bank provides the broader public with a collection of over 17,000 Canadian contemporary art works to enjoy through its rental, loan, and dissemination programs.

The Canadian Commission for UNESCO operates under the authority of the Council. It shares a common history and future with the Council in terms of sustainable development characterized by the arts, science, culture, equality, and peace.

For more information about the Canada Council, visit www.canadacouncil.ca.

Organizational Structure

The Canada Council is organized to fulfill its *Access to Information Act* responsibilities as follows:

Director and CEO	... is responsible for enforcing the <i>Act</i> , its Regulations, the Policy on Access to Information and the Directive on the Administration of the <i>Access to Information Act</i> within the Canada Council and takes responsibility for decisions made in this regard.
Chief of Staff and Corporate Secretary	... holds full delegation authority under the <i>Act</i> and is responsible, on behalf of the Director and CEO, for ensuring compliance with the <i>Act</i> , Access to Information Regulations and policy instruments. The Chief of Staff and Corporate Secretary is supported by the Access to Information and Privacy (ATIP) Coordinator in the administration of the <i>Act</i> .
Access to Information and Privacy (ATIP) Coordinator	...holds full delegation authority under the <i>Act</i> and is responsible, with the guidance and oversight of the Chief of Staff and Corporate Secretary, for ensuring compliance

with the *Act*, Access to Information Regulations and policy instruments, and providing guidance and training as required.

The ATIP Coordinator, under the delegation authority, is responsible for ensuring compliance with the *Act*, Access to Information Regulations and policy instruments, coordinating responses to all privacy and access to information requests and responding to Parliamentary Returns for the Canada Council. The work ranges from processing access to information requests to carrying out consultations with government institutions or third parties, and responding to calls and informal or “re-releases” requests for information, contributing to Info Source, preparing the annual report to Parliament and collecting statistics, and providing ATIP training to Canada Council employees.

This Office provides advice to Canada Council employees as they fulfill their obligations under the *Access to Information Act* and the *Privacy Act*.

The Canada Council has no service agreements under section 96 of the *Access to Information Act* to report.

Delegation Order

Delegation orders set out what powers, duties and functions for the administration of the *Access to Information Act* have been delegated by the head of the institution, and to whom, pursuant to section 73 of the *Act* and related regulations.

See Appendix B for information on designation and delegation.

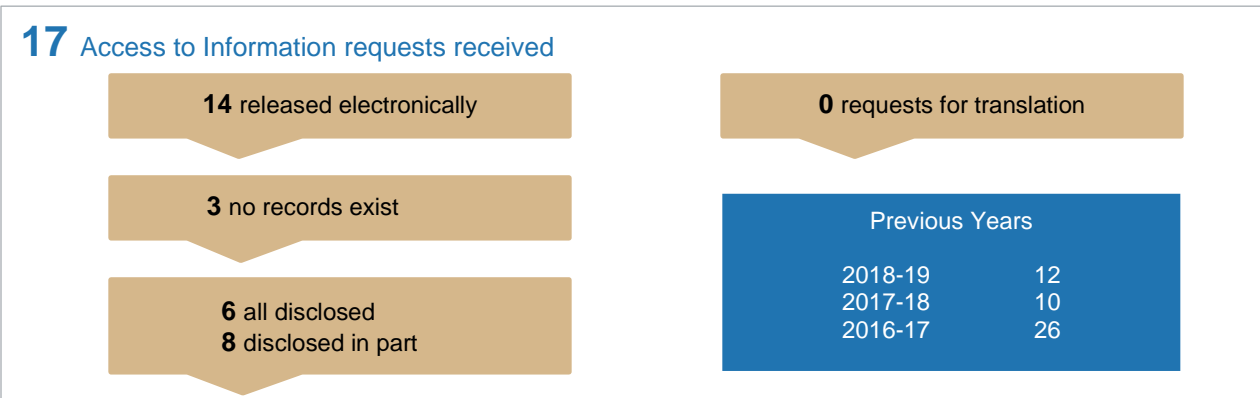
Highlights of the Statistical Report, 2019-20

This report is an accounting of Canada Council activities related to the administration of the *Access to Information Act*.

The Canada Council’s 2019-20 statistical report on the *Access to Information Act*, from which the data is derived, is provided in Appendix A.

Requests cover a range of topics relevant to the Canada Council’s mandate and responsibilities. Frequent topics of interest pertain to the peer assessment process, assessment letters related to specific grant applications, funding to individual professional artists and arts organizations, and contracts related to the administration of the Canada Council’s programs and activities.

The 2019-20 request volume increased 6% above the previous 3 year average, with the number of requests received increasing to 17. Over four years, the average number of ATI requests received annually is 16.



Two factors may contribute to increase in the number of requests:

- requests for access to detailed Peer Assessor list by program component, and
- requests made through the ATIP Online Request service.

The following information is publicly available:	
Grant and Prize Recipients	information on all grants and prizes valued over \$25,000
Privacy Impact Assessment Summaries	summaries of PIAs which have been completed by the Canada Council
Explore our data	detailed statistical data about grants and historical funding figures (Excel and CSV formats)
Peer Assessment Committee Members	names of peer assessors who served on a committee
Public feedback process	enabling public comments, suggestions or compliments regarding Canada Council services, grant programs or processes
Agreements	valued over \$25,000
Contracts	valued over \$10,000 quarterly; valued under \$10,000 annually
Position Reclassifications	reclassification of occupied positions at the Canada Council
Disclosure of travel expenses Disclosure of hospitality expenses	travel and hospitality expenses for Director and CEO; Chief of Staff and Corporate Secretary; Director General, Strategy, Public Affairs and Arts Engagement; CFO and Chief Security Officer; Director General, Arts Granting Programs; the Board.
Completed access to information (ATI) requests	enabling the public to obtain, informally, previously released ATI documents
Wrongdoing in the Workplace	information on founded cases of wrongdoing investigated in accordance with the <i>Public Servants Disclosure Protection Act</i> (PSDPA)

In the 3rd year of the New Funding Model (NFM) programs, comparative information/data availability is minimal. However the number of requests has increased from the previous 2 years of the NFM.

Processing of Access to Information requests				
Fiscal Year	Outstanding from previous reporting period	Closed	Carried over to next reporting period	Transferred from another federal institution
2019-20	1	18	0	0
2018-19	1	12	1	1
2017-18	1	10	1	1

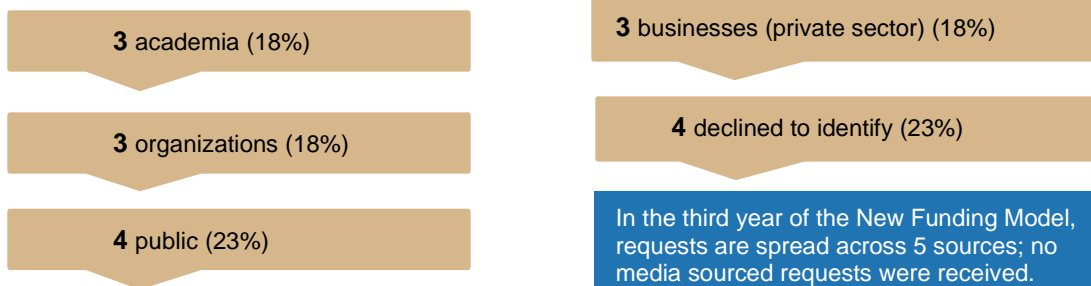
Appendix A: Section 1: 1.1; Section 3: 3.1

In 2019-20:

- no requests were transferred from another federal institution, and
- no requests were carried over to the next reporting period.

Appendix A: Section 1: 1.1; Section 3: 3.1

5 Sources of ATI requests for the reporting period



Appendix A: Section 1: 1.2

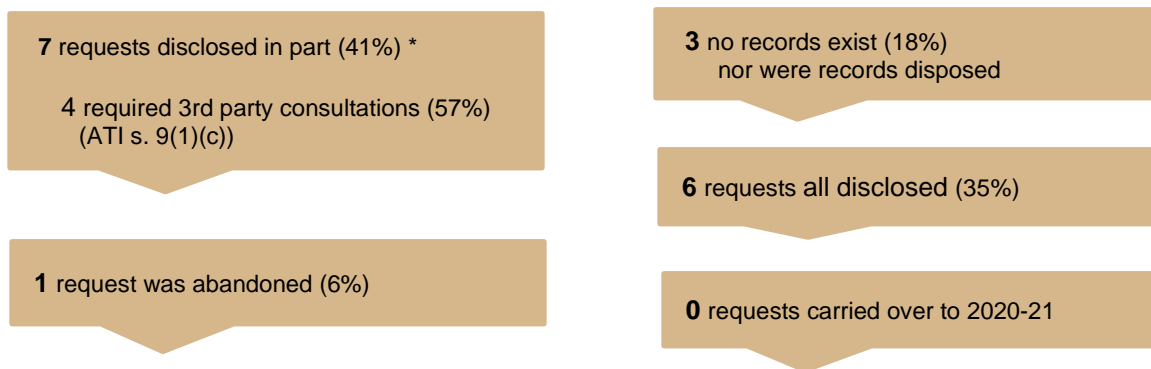
	Previous Years					
	Media	Academia	Business – private sector	Organization	Public	Decline to identify
2018-19	0 (0%)	1 (8%)	0 (0%)	2 (17%)	4 (33%)	5 (42%)
2017-18	2 (20%)	4 (40%)	4 (40%)	1 (10%)	2 (20%)	1 (10%)
2016-17	0 (0%)	2 (4%)	2 (7.5%)	16 (62%)	6 (23%)	0 (0%)

Disposition and Completion Time

In 2019-20, a total of 17 requests were closed, with information disclosed in accordance with the provisions of the legislation. COVID-19-related measures did not impact the Canada Council's ability to fulfill its *Access to Information Act* responsibilities.

2 Dispositions were applied to ATI requests

*Exemptions were applied to 7 requests.



Appendix A: Section 1: 1.1; Section 3: 3.1; 3.5.3; Section 4: 4.1

	Previous Years						
	All Disclosed	Disclosed In part	All exempted	All excluded	No records exist	Request transferred	Request abandoned
2018-19	2 (17%)	9 (75%)	0 (0%)	0 (0%)	1 (8%)	0 (0%)	0 (0%)
2017-18	3 (30%)	2 (20%)	1 (10%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
2016-17	3 (12%)	17 (65%)	2 (8%)	0 (0%)	0 (0%)	0 (0%)	1 (3%)

234 Pages released

6 requests:
46 pages all disclosed

8 requests:
188 pages disclosed in part

234 pages processed

This value includes all pages submitted and processed, not only pages directly relevant to the request.

18 average number of pages released with the exception of 1 where the request, disclosed in part, consisted of 87 pages.

Appendix A: Section 3: 3.5.1; 3.5.2

17 On-time compliance (94%)

Compliance assessment includes extensions* taken in accordance with sub-paragraphs 9(1) (b) and (c) of the Act, and 1 instance where an extension was not applicable (transferred request)

1 past the deadline (6%)

1 external consultation*

13 days - average response time

Previous Years

2018-19	66%
2017-18	90%
2016-17	100%

Appendix A: Section 3: 3.5.3; 3.7.1; Section 4: 4.1; 4.2

4 Consultations

(24% of 2019-20 requests)

4 disclosed in part

4 Extensions* of up to 60 days

third party, and Federal institution consultations

* taken in accordance with sub-paragraphs 9(1)(b) and (c) of the ATIA Act to facilitate consultations with third parties about the exemption set out in section 20.

Appendix A: Section 3: 3.5.3; Section 4: 4.1; 4.2

Completion Time			
Disposition	Number of Requests	Number of Days	Complexities
All disclosed	4	1 to 15	
	1	16 to 30	
	1	61 to 120 (deadline passed)	Refusal of access if information to be published (ATI Act 26)
Disclosed in part	5	1 to 15	1 request - 3rd party consultation with extension (ATI Act 9(1)(c))
	3	16 to 30	3rd party consultation with extension (ATI Act 9(1)(b) and (c))
No records exist	2	1 to 15	
	1	16 to 30	
Request abandoned	1	16 to 30	
Treated Informally	3	1 to 15	

Appendix A: Section 1: 1.3; Section 3: 3.1; 3.7.1; 3.6.2; Section 4 : 4.1; 4.2

The legislation establishes timelines for responding to ATI requests allowing for extensions when the response requires the review of a large amount of information or extensive consultations with third parties (any person, group of persons or organization other than the person that made the request or a government institution).

Statutory deadlines were not met in 1 instance (6%) due to external consultations exceeding the 60 day extension by 15 days.

Appendix A Section 3: 3.1, 3.5.3; 3.6.1; 3.7.1; 3.7.2; Section 4: 4.1; 4.2.

Other Requests

The ATIP office processed 3 informal requests (i.e. not subject to the *Access to Information Act*) for a total of 1,506 pages, disclosed in part, and are “re-releases” attributed to Completed Access to Information Requests and released in the spirit of transparency and open government.

Appendix A: Section 1: 1.3

The average response time to process informal requests was 1 to 15 days.

Exemptions

In 2019-20, the Canada Council invoked 10 exemptions as per specific sections of the *Access to Information Act*. The Canada Council most often employs sections 19(1) and 20(1)(b). Most information for release contains personal information about a third party. This can be attributed to the content of the application, which is designed to help the peers make informed recommendations. The breakdown of the exemptions is as follows:

7 requests

19(1) Personal information

Subject to subsection (2), the head of a government institution shall refuse to disclose any record requested under this Act that contains personal information as defined in section 3 of the *Privacy Act*.

Previous Years

2018-19	9
2017-18	2

3 requests

20(1)(b) Third Party information

Subject to this section, the head of a government institution shall refuse to disclose any record requested under this Act that contains financial, commercial, scientific or technical information that is confidential information supplied to a government institution by a third party and is treated consistently in a confidential manner by the third party.

Previous Years

2018-19	2
2017-18	2

Appendix A: Section 3: 3.2

No requests were subject to s. 16.31; 16.6 or 23.1 of the *ATI Act*.

Appendix A: Section 3: 3.2

Exclusions

The Canada Council did not invoke exclusion provisions described in sections 68 and 69 of the *Act*.

Appendix A: Section 3: 3.3

Fees

During the reporting period, the Canada Council collected \$40 in application fees for 8 requests. The Canada Council also waived \$40 in fees for 8 requests for information related to the requester. Effective in the 4th quarter of 2019-20, the Canada Council no longer collects the \$5 fee.

Appendix A: Section 5

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

For the 2019-20 fiscal year, the Canada Council has no data to report because it is a new requirement of Bill C-58.

Appendix A: Section 2; Section 3: 3.1

Consultations and Cabinet Confidences

During 2019-20, the 3 consultations from other Government of Canada institutions were processed in 1 to 15 days.

Appendix A: Section 6: 6.1; 6.2

Consultations received from Government of Canada Institutions						
Consultations	2017-18		2018-19		2019-20	
	Number of Requests	Pages reviewed	Number of Requests	Pages reviewed	Number of Requests	Pages reviewed
Received during reporting period	6	150	4	20	3	13
Outstanding from the previous reporting period	0	0	0	0	0	0
TOTAL	6	150	4	20	3	13
Closed during the reporting period	6		4		3	

Pending at the end of the reporting period	0	0	0
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Appendix A: Section 6: 6.1; 6.2

Consultations decreased slightly from the previous year. The requests are related to documents that are not proactively disclosed and contain exchanges between the Canada Council and other Government of Canada institutions. The number of pages reviewed has decreased from the previous year. Overall, the volume of consultations has remained low since 2017-18.

The Canada Council did not receive legal consultations on Cabinet Confidences or requests with the Privy Council Office during this reporting period.

Appendix A: Section 6: 6.3; Section 7: 7.1, 7.2

Training and Awareness

During 2019-20, the ATIP office offered 4 information and training sessions:

1. Data handling, de-identification and analytics presented by Statistics Canada (15 attendees)
2. Survey standards, data collection, analytics and risk management presented by the Office of the Privacy Commissioner of Canada (15 attendees)
3. Privacy Impact Assessment info session presented by the Canada Council ATIP Coordinator (10 attendees)
5. Privacy Information session presented by the Canada Council ATIP Coordinator (20 attendees)

In total 60 managers, program assistants, and program officers attended the sessions. Although the sessions were privacy oriented, the ATIP office provided advice concerning access to information.

The ATIP office continues to act as a source of expertise for Canada Council employees, providing advice and guidance on the provisions of the legislation. The Office was consulted regularly on the disclosure and collection of data, and provided advice to ensure transparency and compliance with the legislation. This included advice on information management and security of information.

Policies, Guidelines, Procedures and Initiatives

The ATIP office initiated meetings with employees to share access to information and proactive disclosure information to address procedures and compliance. These meetings were instrumental in ensuring that the Canada Council's employees remain aware of their roles and responsibilities related to access to information, proactive disclosure and the disposition of files and documents.

Summary of Key Issues and Actions Taken on Complaints, Audits or Court Actions

As at March 31, 2020, no complaint, investigation, appeal or court action was brought to the attention of the Canada Council in relation to the processing and outcome of access to information requests.

Appendix A: Section 8; Section 9

Monitoring Compliance

The ATIP Coordinator consults with the delegated authorities and prepares quarterly reports for the Executive Management Committee (EMC) on the status of ATI requests. In addition, the ATI Annual Report is reviewed by EMC. ATIP case management software assists in the monitoring, processing and reporting on access to information requests.

Resources

The Canada Council invested a total value of \$24,556 and 0.20 person years into Access to Information activities.

During 2019–20, the ATIP office incurred \$3,556 in administrative costs (software licenses, professional services fees, office equipment and supplies). Appendix A: Part 10: 10.1; 10.2

These costs do not include resources expended by various divisions of the Canada Council who assist in meeting the requirements of the Acts.

Information Holdings

Info Source: Sources of Federal Government and Employee Information provides information about the functions, programs, activities and related information holdings of government institutions subject to the *Access to Information Act* and the *Privacy Act*. It provides individuals and employees of the government (current and former) with relevant information to access personal information about them held by government institutions subject to the *Act* and to exercise their rights under the *Privacy Act*.

To meet its ATI reporting obligations on the administration of the *Access to Information Act*, the Canada Council, in this reporting period, prepared and submitted, according to requirements:

- Annual reports to Parliament;
- Annual statistical reports;
- Annual review and update of its [Info Source chapter](#).

Reading Room

The Canada Council provides facilities for consulting documents used by employees of the institution in administering or carrying out programs or activities of the institution that affect the public. The term “manual” includes user guides, directives, guidelines, instructions and procedural material. The availability of such manuals allows members of the public to understand how decisions that affect them are made and opens up the decision-making process to public examination. In accordance with [subsection 71\(1\) of the Access to Information Act](#) and [paragraph 8\(3\)\(a\) of the Access to Information Regulations](#), the Canada Council reading room facilities are located at the following address:

150 Elgin Street
Ottawa, Ontario

Appendix A: Statistical Report on the Access to Information Act



Statistical Report on the *Access to Information Act*

Name of institution: Canada Council for the Arts

Reporting period: 2019-04-01 to 2020-03-31

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

1.1 Number of requests

	Number of Requests
Received during reporting period	17
Outstanding from previous reporting period	1
Total	18
Closed during reporting period	18
Carried over to next reporting period	0

1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	3
Business (private sector)	3
Organization	3
Public	4
Decline to Identify	4
Total	17

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 Days	
3	0	0	0	0	0	0	3

Note: All requests previously recorded as "treated informally" will now be accounted for in this section only.

Section 2: Decline to act on 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	1	0	1	0	0	0	6
Disclosed in part	5	3	0	0	0	0	0	8
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	2	1	0	0	0	0	0	3
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	1	0	0	0	0	1
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	11	5	1	1	0	0	0	18

Access to Information Act	
Section	Number of requests
16.31 Investigation under the Elections Act	0
16.6 National Security and Intelligence Committee	0
23.1 Patent or Trademark privilege	0

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)	0	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	0	18(d)	0	21(1)(a)	0
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	0
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	7	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	0
15(1) - Def.*	0	16.3	0	20(1)(b)	3	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)	0	26	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(d)	0		
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	14	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
234	234	15

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	6	46	0	0	0	0	0	0	0	0
Disclosed in part	8	188	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	1	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	15	234	0	0	0	0	0	0	0	0

3.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	4	0	0	0	4
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	4	0	0	0	4

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	17
Percentage of requests closed within legislated timelines (%)	94.4

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
1	0	1	0	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	0	1	1
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	1	1

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	0
Disclosed in part	0	0	0	5
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
Total	0	0	0	5

4.2 Length of extensions

	9(1)(a)	9(1)(b) Consultation	9(1)(c)
Length of Extensions	Interference With Operations	Section 69	Third-Party Notice
30 days or less	0	0	0
31 to 60 days	0	0	5
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
365 days or more	0	0	0
Total	0	0	5

Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Requests	Amount	Requests	Amount
Application	8	\$40	8	\$40
Other fees	0	\$0	0	\$0
Total	8	\$40	8	\$40

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	3	13	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	3	13	0	0
Closed during the reporting period	3	13	0	0
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	2	0	0	0	0	0	0	2
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	1	0	0	0	0	0	0	1
Total	3	0	0	0	0	0	0	3

6.3 Recommendations and completion time for consultations received from other organizations

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	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

Section 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 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
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 Requests	Pages Disclosed	Number of Request	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
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 Commissioner
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		\$21,000
Overtime		\$0
Goods and Services		\$3,566
• Professional services contracts	\$0	
• Other	\$3,566	
Total		\$24,566

10.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.20
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	0.20

Note: Enter values to two decimal places.

Appendix B: Delegation Order



Canada Council
for the Arts

Conseil des arts
du Canada

Access to Information Act and Privacy Act Delegation Order

The Director and CEO of the Canada Council for the Arts, pursuant to section 73 of the *Access to Information Act* and section 73 of the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Director and CEO as the head of Canada Council for the Arts, under the provisions of the Act and related regulations set out in the schedule opposite each position. This designation replaces all previous delegation orders.

Arrêté sur la délégation en vertu de la Loi sur l'accès à l'information et la Loi sur la protection des renseignements personnels

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 directeur et chef de la direction du Conseil des arts du Canada délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont le directeur et chef de la direction est, en qualité de responsable du Conseil des arts du 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 <i>Loi sur l'accès à l'information</i> et Règlement	Privacy Act and Regulations <i>Loi sur la protection des renseignements personnels</i> et Règlement
Chief of Staff and Corporate Secretary Directrice de cabinet et secrétaire du conseil	Full authority Autorité absolue	Full authority Autorité absolue
ATIP Coordinator Coordonnatrice de l'AIPRP	Full authority Autorité absolue	Full authority Autorité absolue

Dated, at the City of Ottawa this
2nd day of July, 2019

Daté, en la ville de Ottawa ce
2e jour de July, 2019

Simon Brault
Director and CEO | Directeur et chef de la direction

Bringing the arts to life L'art au cœur de nos vies

References

<i>Access to Information Act</i>	http://laws-lois.justice.gc.ca/eng/acts/A-1/FullText.html/
<i>Access to Information and Privacy Requests</i>	http://canadacouncil.ca/about/public-accountability/access-to-information-and-privacy-acts
<i>Completed access to information requests</i>	http://canadacouncil.ca/about/public-accountability/proactive-disclosure/completed-atip-requests
<i>Proactive Disclosure</i>	http://canadacouncil.ca/about/public-accountability/proactive-disclosure
<i>Access to Information, Policy on</i>	http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12453
<i>Access to Information Act, Interim Directive on the Administration of the</i>	http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=18310
<i>Open information</i>	http://open.canada.ca/en/open-information