



Canada Council
for the Arts

Conseil des arts
du Canada

Annual Report ***Access to Information Act***

April 1, 2013 to March 31, 2014

Bringing the arts to life
De l'art plein la vie



Table of Contents

2	Introduction <i>Access to Information Act</i> Canada Council for the Arts Mandate
2	Access to Information Infrastructure Delegation of Authority The Access to Information and Privacy (ATIP) Office Reading Room
<hr/>	
	ADMINISTRATION OF REQUESTS UNDER THE <i>ACCESS TO INFORMATION ACT</i>
4	PART 1 - Access to Information Requests
5	PART 2 - Requests closed during the reporting period Relevant pages disclosed by request Exemptions and Exclusions Format of information released
10	PART 3 - Extensions Deemed refusals
11	PART 4 - Fees
11	PART 5 - Consultations received from other institutions and organizations Recommendations and completion time (organizations) Recommendations and completion time (government institutions)
12	PART 6 - Consultations on Cabinet confidences
12	PART 7 - Resources related to the <i>Access to Information Act</i> Human Resources Training for ATIP Practitioners Costs
<hr/>	
12	Training and Awareness Initiatives for Canada Council for the Arts Employees
12	Access to Information Policies, Guidelines and Procedures
13	Complaints and Court Applications for Reviews
13	Reporting Requirements
14	Appendices Appendix A: Completed informal access to information requests Appendix B: Statistical Report on the <i>Access to Information Act</i> Appendix C: Delegation Order



Introduction

Access to Information Act

The *Access to Information Act* (the *Act*) recognizes the right of access by Canadian citizens, permanent residents and corporations located in Canada to information in federal government records, subject to specific and limited exceptions. The *Act* is intended to complement existing procedures for access to government information and is a legislated obligation for government institutions.

In accordance with section 72 of the *Access to Information Act* the annual report is tabled in Parliament at the close of each fiscal year. This report describes how, during the fiscal year 2013-2014, the Canada Council for the Arts (Canada Council) fulfilled its access to information responsibilities.

Canada Council for the Arts Mandate

The Canada Council is a federal Crown corporation created by an Act of Parliament in 1957 (*Canada Council for the Arts Act*) "to foster and promote the study and enjoyment of, and the production of works in the arts."

The Canada Council offers a broad range of grants and services to professional Canadian artists and arts organizations in music, theatre, writing and publishing, visual arts, dance, media arts and integrated (interdisciplinary) arts. It raises public awareness of the arts through its communications, research and arts promotion activities.

The Canada Council's prizes and fellowships celebrate creativity by recognizing some 200 exceptional Canadians in the arts, humanities and sciences every year. The Canadian Commission for UNESCO operates under the general authority of the Canada Council. The Canada Council Art Bank, which contains 17,500 works of contemporary Canadian art in its collection, rents to the public and private sectors.

The Canada Council is governed by an 11-member Board. Members of the Board and the Director/CEO of the Canada Council are appointed by the Governor in Council for fixed terms. The Canada Council relies heavily on the advice of artists and arts professionals from all parts of Canada (over 650 serve annually as jurors, or peer assessors) and works in close co-operation with federal, provincial/territorial and municipal cultural agencies and departments. The Canada Council reports to Parliament through the Minister of Canadian Heritage and Official Languages.

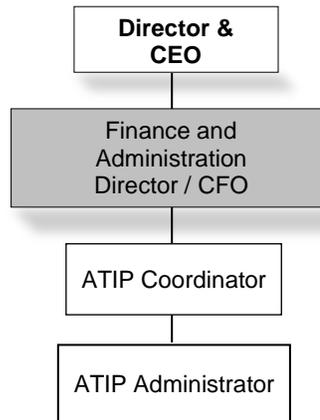
For more information about the Canada Council, visit www.canadacouncil.ca.

Access to Information Infrastructure

Delegation of Authority

Ministers and heads of agencies are responsible for ensuring that their organizations comply with Access to Information legislation.

The powers, duties and functions of the administration of the *Access to Information Act* have been delegated by the Director and Chief Executive Officer (CEO) of the Canada Council pursuant to section 73 of the *Act* and related regulations. Full delegation rests with the Finance and Administration Director / Chief Financial Officer (CFO), and the Access to Information and Privacy Coordinator. Some areas of responsibility were amended in 2013-2014 to include a newly appointed full-time ATIP Administrator to streamline request processing, as recommended in the Treasury Board Secretariat's [Report on the TBS Study of Best Practices for Access to Information Requests Subject to Particular Processing](#) (April 2011). These delegations (extension and third party notices) are identified in the Delegation Order (Appendix C).



The Access to Information and Privacy (ATIP) Office

The Access to Information and Privacy Office (ATIP Office) is responsible for administering the *Access to Information Act* within the Canada Council. The ATIP Office is comprised of a full-time Access to Information and Privacy Coordinator and a full-time ATIP Administrator reporting to the Finance and Administration Director / CFO.

Acting on behalf of the Director and CEO of the Canada Council, the ATIP Office receives all access to information requests and consultations (internally and externally), provides quality responses ensuring compliance with legislation, regulations, and government policy, creates organizational directions, standards, and provides professional advice and training within the Canada Council in all matters relating to the *Act*.

Additional ATIP practitioner responsibilities include responding to Parliamentary Questions on behalf of the Canada Council.

Reading Room

Section 71 of the *Access to Information Act* requires government institutions to provide facilities where members of the public may obtain information such as [Info Source](#). In accordance with the *Access to Information Act*, an area on the premises of this institution has been designated as a public reading room. The address is:

150 Elgin Street
Ottawa, Ontario



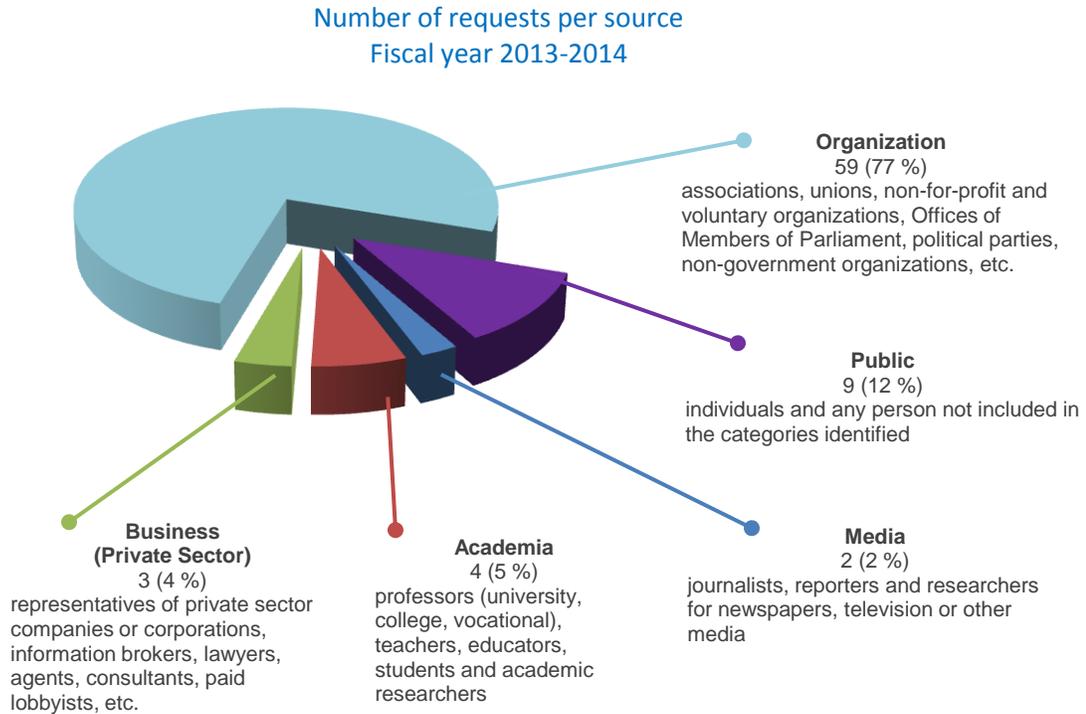
ADMINISTRATION OF REQUESTS UNDER THE ACCESS TO INFORMATION ACT

The Canada Council's statistical report, which summarizes *Access to Information (ATI) Act* activity, is attached as Appendix B and covers the period between April 1, 2013 and March 31, 2014. The ATIP Office coordinates and processes requests and liaises with program specialists and third parties providing timely service to requesters.

PART 1 – Access to Information Requests

The Canada Council received 77 requests during the fiscal year 2013-2014. 3 requests were carried over from the previous fiscal year representing a total of 80 active requests (2 requests were carried forward into fiscal year 2014-2015). (Appendix B: Table 1.1)

The largest sources of requests for access to information were organizations, originating 59 of the 77 closed requests (77%). All sources for requests received by the Canada Council are represented as:



(Appendix B: Table 1.2)

The following table identifies the sources of requests from fiscal year 2010-2011 to 2013-2014.

Source of Request	Fiscal Year (FY)			
	2010-2011	2011-2012	2012-2013	2013-2014
	Number of Requests Received (%)			
Media	1 (1 %)	3 (4 %)	1 (1 %)	2 (2 %)
Academia	1 (1 %)	4 (5 %)	2 (2 %)	4 (5 %)
Business (private sector)	3 (3 %)	6 (7 %)	1 (1 %)	3 (4 %)
Organization*	69 (78 %)	66 (80 %)	92 (91 %)	59 (77 %)
Public**	15 (17 %)	3 (4 %)	5 (5 %)	9 (12 %)
Total	89 (100 %)	82 (100 %)	101 (100 %)	77 (100 %)

*The Canada Council encourages organizations to request and to look at their written assessments. Requests from organizations fluctuate across the four years represented. This is largely attributed to multi-year funding during FY 2012-2013 resulting in an increase of applicants seeking access to their assessments. Years in which programs for organizations are funded annually (FY 2011-2012 and 2013-2014) result in fewer applicants requiring access to their assessments. The Canada Council's peer assessment process is the cornerstone of the Canada Council's funding decisions. Individual assessors with specialized expertise support and complement the work of peer assessment committees.

**Requests from the public have increased for information that is not proactively disclosed. The ATIP Office, jointly with the Reference and Documentation Centre, encourages openness through proactive dissemination of information on the Canada Council's website.

Access to information requests cross a wide range of topics relevant to the Canada Council's roles and responsibilities. Frequent topics of interest pertain to the peer assessment process, assessment reports related to specific grant applications, funding to individual professional artists and arts organizations, funding criteria, and procedures used to administer the Canada Council's programs and activities.

Offices of primary interest provide context and guidance on the sensitivity of information in the responsive records to the ATIP practitioners. The ATIP Office reviews responsive records line-by-line, citing specific provisions of the *Act* if information is withheld, and determining if personal information matching within a given record is possible.

Fiscal Year (FY)	2010-2011	2011-2012	2012-2013	2013-2014
Number of requests	89	82	101	77
Pages	2,690	3,094	2,036	5,216

The volume of pages reviewed increased 139% in 2013-2014 compared to 2012-2013. The volume of pages is directly related to the complexity of certain requests.

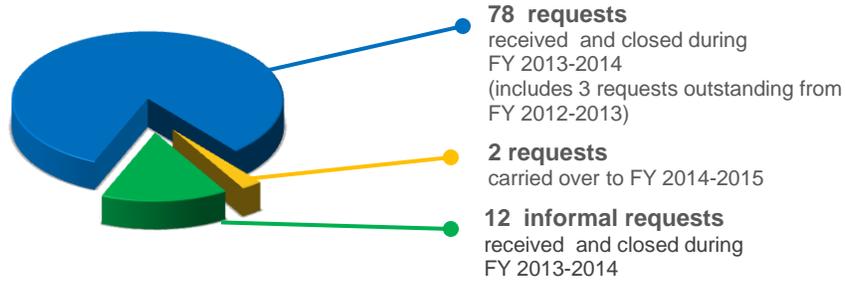
These numbers do not reflect the quantity of pages or records examined to determine relevancy.

PART 2 - Requests closed during the reporting period

A request is closed when a response has been sent to the requester, the request is transferred to another federal government institution or the request is abandoned.



Requests opened, carried over and closed during
Fiscal Year (FY) 2013-2014



(Appendix B: Table 2.1)

77 requests were received during the current reporting period, 3 requests outstanding from the previous fiscal year were completed, while 2 requests have been carried over into fiscal year 2014-2015. The ATIP Office collaborates with Canada Council Offices of Primary Interest (OPIs), to complete requests by retrieving records, documenting consultations, and decisions made concerning each request received.

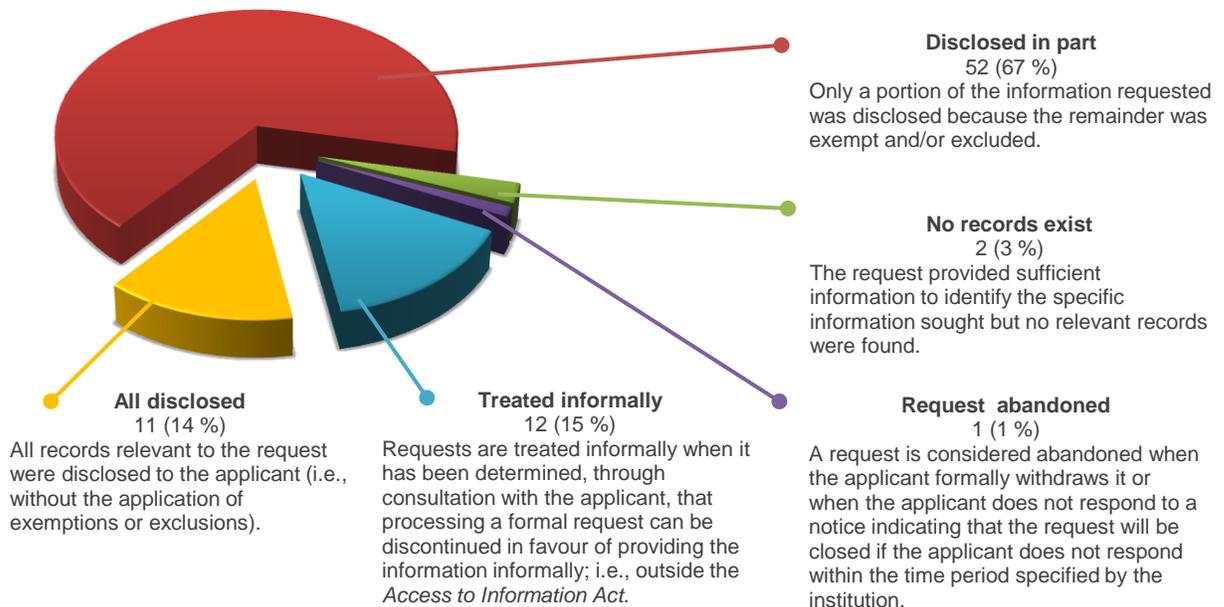
For 2 requests, documentation did not exist; and 1 request was abandoned – this may occur at any point during the processing of the request, and is most often the result of lack of response by the requester. (Appendix B: Table 2.1)

Disposition of Requests
Fiscal Year (FY) 2013-2014

0 (0 %)
All excluded
No information was disclosed because all of the information requested qualified for exclusion under sections 68, 68.1, 68.2, 69 or 69.1 of the *Access to Information Act*.

Request transferred
The request was transferred to another government institution with a greater interest in the records sought.

All exempted
No information was disclosed because all of the information requested qualified for exemption.



(Appendix B: Table 2.1)



The ATIP Office provides informal assistance to expedite requests outside the *Act*. 12 informal responses to requests were processed during the year. Informal requests for records do not invoke a right of complaint provided under the *Access to Information Act*.

The following table identifies the nature of disclosure of information and associated completion times:

Disposition of requests	Completion Time (in days)				Total	Percentage FY 2013-2014
	In compliance with ATI s. 7(b)		Extension ATI s. 9			
	1 to 15	16 to 30	31 to 60	121 to 180		
All disclosed	7	4			11	13 %
Disclosed in part	47	4		1	52	68 %
All exempted					0	0 %
All excluded					0	0 %
No records exist		2			2	3 %
Request transferred					0	0 %
Request abandoned	1				1	1 %
Treated informally	10	1	1		12	15 %
Total FY 2013-2014	65	11	1	1	78	100 %
Percentage FY 2013-2014	83 %	15 %	1 %	1 %	100 %	100 %

(Appendix B: Table 2.5.3)

Relevant pages disclosed by requests

5,216 pages were examined to determine relevance for disclosure for 64 requests (all disclosed or disclosed in part). 95% of the requests resulted in the disclosure of fewer than 100 pages. 3 requests accounted for the disclosure of 4,425 pages either “all disclosed” or “disclosed in part”.

Disposition FY 2013-2014	Relevant pages disclosed by requests					
	Less than 100 pages		100 to 500 pages		1,001 to 5,000 pages	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
All disclosed	11	165				
Disclosed in part	49	626	1	142	2	4,283
All exempted						
All excluded						
Abandoned	1					
Total	61	791	1	142	2	4,283

(Appendix B: Table 2.5.1)

Exemptions and Exclusions

Exemptions 13 through 24 exclude information from the right of access under the *Act*. These exemptions are the only basis for refusing access to information and are intended to protect information relating to a particular public or private interest. Before applying exemptions, consideration must be given to the intention and spirit of the act, institutional accountability, nature of the information, sensitivity, context and confidentiality, and the passage of time. In addition, case law (court decisions) and past Office of the Information Commissioner (OIC) of Canada investigation outcomes must be weighed.



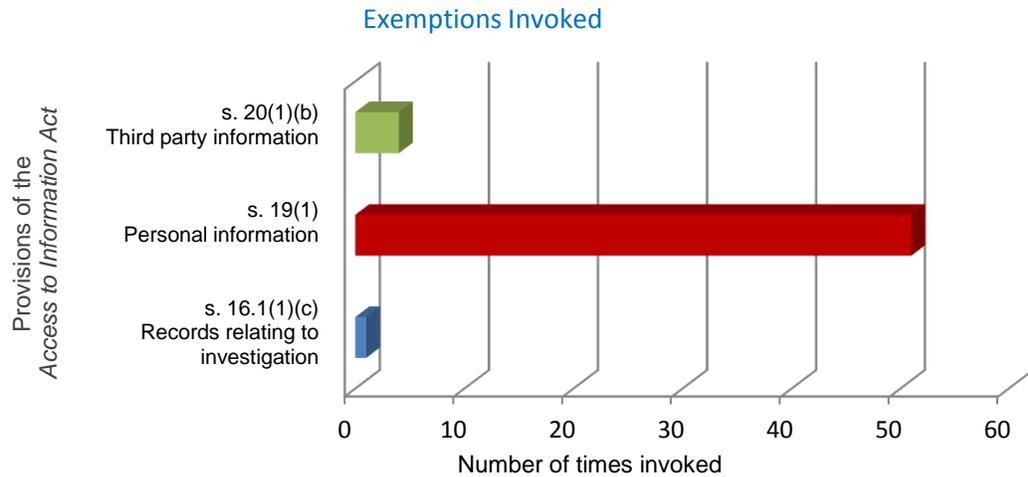
Most requests are disclosed in part. The nature of the information collected by the Canada Council in the course of its programs and services is collected through application forms that collect third party information. Both application forms for individuals and external assessments collect personal information, while application forms for arts organizations collect financial information requiring third party consultation and consent for access.

Exemptions most commonly applied by the Canada Council are:

- a. section 19(1) (records containing personal information), and
- b. section 20(1) (records containing third party confidential information).

Of the 78 access to information requests processed, the Canada Council disclosed all information for 11 requests. Due to the nature of the information collected in its grants and services programs, the most frequent outcome of the requests processed required that exemptions be invoked resulting in only a portion of the information to be disclosed in 52 cases.

This is due in part to the nature of information collected by the Canada Council in association with its grants and services to professional Canadian artists and arts organizations. Discretion is exercised in the application of provisions ensuring a fair, reasonable and impartial approach considering the intention of the Act, jurisprudence, consultations, content and other relevant factors.



(Appendix B: Table 2.2; 2.3)

3 requests required third party consultations and section 20(1)(b) of the *Act* related to the disclosure of information was applied. The definition of third party encompasses government bodies and Offices to which the *Act* does not apply. While third party information may be sensitive in nature, the Canada Council undertakes to release as much information as possible, consistent with the spirit of the *Act* and the severability provisions of section 25 of the *Act* and consultations with third parties (sections 19(2)(a), 27(1) and 28(1)). Providing sufficient information informing third parties on the application of exemptions in the context of the passage of time to their information affects the complexity of requests. In most instances third parties have little or no experience with the *Access to Information Act*.

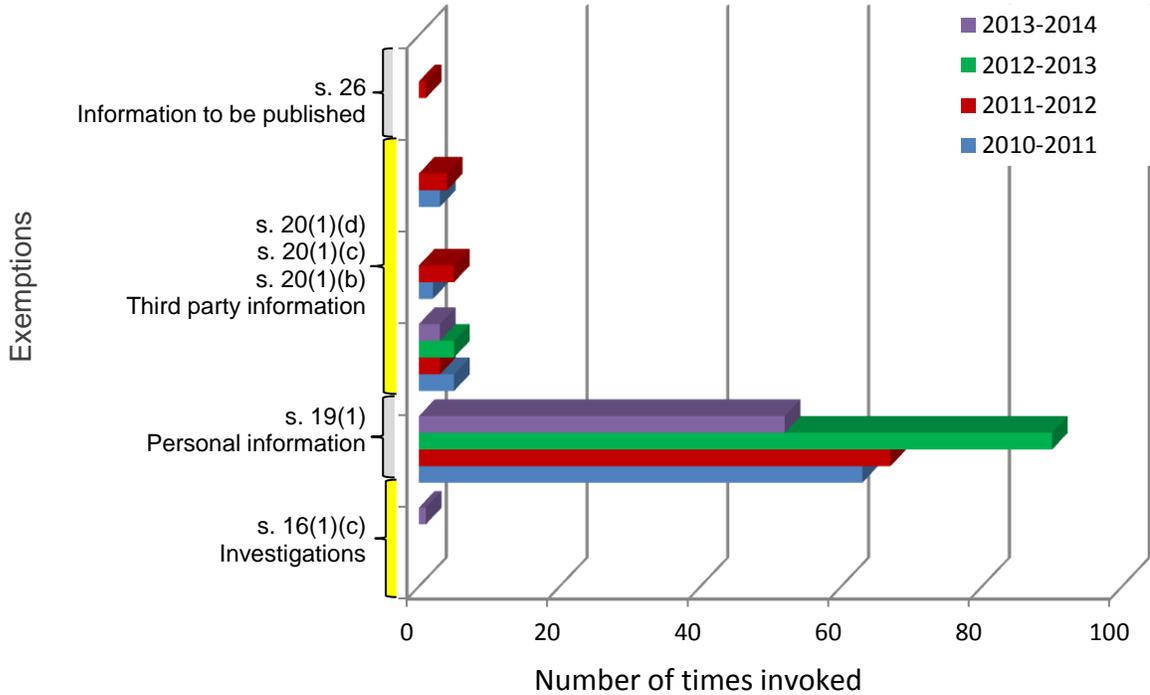
Section 19, personal information, was applied in 51 instances along with section 3(e) of the *Privacy Act* (the personal opinions or views of the individual except where they are about another individual or about a proposal for a grant, an award or a prize to be made to another individual by a government institution or a part of a government institution specified in the regulations). Access to [external assessments](#) forms the basis for most requests where section 19 is applied. When applying this section of the *Act*, consideration is given to consent for disclosure (section 19(2)(a)), the public availability of the information (section 19(2)(b)) and disclosure with respect to section 8 of the *Act*.



Section 16.1(1)(c) was applied to 1 request to protect the integrity and effectiveness of investigations that are not directed to the enforcement of law (accidents, harassment complaints or grievances), or to protect the identity of persons providing confidential information to investigators, as well as information from which their identity could be determined.

No other exemptions were invoked during this reporting period.

Comparison of Exemptions Invoked by Fiscal Year



NOTE: More than one exemption may be applied to a request. If the same exemption was used several times for one request, it is only reported once.

Complicating the application of an exemption is the protection of personal information from data matching through data mining of personal information held in a record. The content must be thoroughly analysed to protect personal information, especially when detailed financial information is provided. Although a financial statement by itself may not reveal personal information, the associated commentary and reports may enable data matching resulting in the disclosure of personal financial information.

Exclusions are those records not covered by the *Act* and include published material (section 68), material available for purchase, library or museum material and confidences of the Queen's Privy Council (sections 68 and 69).

Exclusions were not invoked during this reporting period. (Appendix B: Table 2.3)

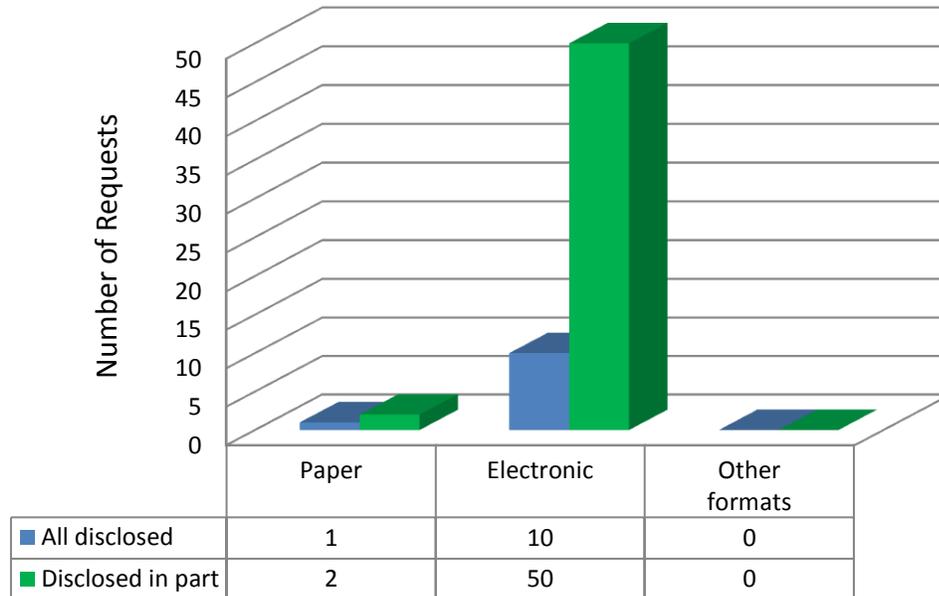
Format of information released

"Format" refers to the method that requesters have chosen to access the records requested, including the choice to receive copies or to examine the records onsite at the Canada Council.

The following table indicates the preferred format of access to the records disclosed during fiscal year 2013-2014 and whether copies of the original records were released in whole or in part:



Format of Information Released Fiscal Year 2013-2014



NOTE: In 2 instances (3 %) no information was released - no records exist; abandoned.

(Appendix B: Table 2.4)

The Canada Council continues to offer electronic delivery of response to access to information requests. 95% of responses were supplied to requesters electronically.

During this fiscal year, no Access to Information requests required that the information released be translated into the other official language. (Appendix B: Table 2.7)

PART 3 – Extensions

Section 9 of the *Access to Information Act* permits a reasonable extension beyond the legislated 30 calendar day time limit only in the following instances:

- The request is for a large number of records or a lengthy search of a large number of records and meeting the original time limit would unreasonably interfere with the operations of the institution
- Consultations are required to comply with the requested information, or
- Notice of the request is given in accordance with 27(1) – Notice to third parties (consultations with individuals or entities that are not part of the Canada Council). This ensures the third party has the opportunity to make formal representations to the Canada Council concerning the sensitivity of information in terms of the limitations set forth in section 20(1) and 24 of the *Act*, the Courts, the passage of time and the spirit of the *Act*.

The Canada Council, as required under subsection 9(2) of the *Act*, informs the Information Commissioner of any extension taken beyond 30 calendar days. The requestor is also given notice of the extension, within 30 days after the request is received, including the length of the extension.



Disposition of requests	Extension ATI s. 9(1)(c)	
	Completion Time (in days) 31 to 60	Completion Time (in days) 121 to 180
All disclosed		1
Disclosed in part	1	
All exempted		
All excluded		
No records exist		
Request abandoned		
Total fiscal year (FY) 2013-2014	1	1
Percentage FY 2013-2014	1.5 %	1.5 %

(Appendix B: Table 3.1; 3.2)

Deemed refusals

The Canada Council's access function works in a climate of compliance. There are 2 deemed refusals to report. (Appendix B: Table 2.6.1; 2.6.2)

2 responses did not meet statutory deadlines;

- 1 due to third party consultations under section 9(1)(c) of the *Act*, and
- 1 due to internal consultations where additional information was located and released following the statutory deadline. (Appendix B: Table 2.6.1) (Appendix B: Table 2.1).

PART 4 - Fees

Access to information request fees are charged only for the activities and formats described in [section 7 of the *Access to Information \(ATI\) Regulations*](#). Discretion is exercised concerning the waiver, reduction or refund of fees. Generally, fees are waived if the information is normally available without a charge or if there may be a public benefit through the release of the information or the request is to access one's own file(s).

During the reporting period, 6 fees totalling \$30 were collected. The cost of processing for the first five hours is not charged by the Canada Council as prescribed under the *Act*. In 63 instances the Canada Council waived access fees valuing \$325. Fees are waived when an organization requests access to their external assessments. (Appendix B: Part 4)

No other fees were collected as described in section 7 of the *ATI Regulations*.

PART 5 - Consultations received from other institutions and organizations

When other institutions receive access to information requests that include information originating from the Canada Council, the ATIP Office assists that institution in processing the request by reviewing and providing recommendations on the disclosure of records in collaboration with sources within the Canada Council. (Appendix B: Table 5.1)

Recommendations and completion time (organizations)

During this fiscal year, the Canada Council did not receive recommendations for consultations from other organizations, including provincial, territorial municipal or foreign governments. (Appendix B: Table 5.3)



Recommendations and completion time (government institutions)

6 consultations were received during this reporting period consisting of 24 pages in total.

- 3 consultations were disclosed in their entirety, and
- 3 were disclosed in part.

These requests are given priority within the time constraints that apply to each of them. The Canada Council completed 6 consultations within a 15 calendar day period. (Appendix B: Table 5.2)

PART 6 - Consultations on Cabinet confidences

Access to information requests during the fiscal year 2013-2014 did not require consultations on Cabinet confidences with the Privy Council Office on the application of section 69 of the *Act*. (Appendix B: Part 6)

PART 7 - Resources related to the *Access to Information Act*

Human Resources

ATIP staffing for fiscal year 2013-2014 amounted to 2 full-time employees (100 %) dedicated part-time to access to information activities (51 % of their work). (Appendix B: Table 7.2)

This does not reflect the costs of consulting Offices of Primary Interest within the Canada Council to assist in identifying sensitive information requested under the *Act*. Canada Council program specialists participated in identifying and supplying relevant records to the ATIP Office for the requests reported.

Training for ATIP Practitioners

To enhance ATIP competencies, knowledge and expertise, ATIP practitioners participated in the following activities:

- ATIP community meetings, training programs and policy instruments - Information and Privacy Policy Division, Treasury Board of Canada Secretariat.

Training opportunities assist in improving the access process and application of the *Act*.

Costs

The administration expenditures of the *Access to Information Act* for the current fiscal year include salaries of \$69,375 (or 1.01 person years) and good and services expenditures (expenses other than salary) of \$14,260. No professional service contracts were entered into for the purposes of the administration of the *Act*. (Appendix B: Table 7.1)

Training and Awareness Initiatives for Employees of the Canada Council for the Arts

One information training session was provided to the Executive Management Group (EMG) during this fiscal year. 7 executive managers were in attendance. In addition, training sessions were developed during this reporting period.

The Canada Council continues to modernize its access to information process. Guidance templates were developed to assist program specialists in the retrieval and consultative process. Previously presented information sessions for employees are provided on the Canada Council's intranet site for reference. Internally, ATI recommendations were provided to program activities on a regular basis.

Access to Information Policies, Guidelines and Procedures

During this reporting period no new policies, guidelines or procedural developments related to the *Access to Information Act* were developed.

Under the *Access to Information Act*, the Treasury Board President is the designated minister responsible for preparing policy instruments concerning the operation of the *Act* and its Regulations. The *Act* establishes that policy and guidelines are the appropriate vehicles for supporting the administration of the *Act*.



Complaints and Court Applications for Reviews

The Office of the Information Commissioner (OIC) assists individuals and organizations who believe that federal institutions have not respected their rights under the *Access to Information Act*. The OIC also ensures that the rights of the government organizations and any involved third parties are respected and provides arms-length oversight of the federal government’s access to information practices.

During fiscal year 2013-2014:

- 0 new complaints were filed with the OIC
- 3 complaints carried forward from fiscal year 2012-2013 were “not well founded” and closed
- 0 complaint carried forward

Complaints registered with OIC		Complaints closed in 2013-2014	
Carried forward from 2012-2013	3	Not well founded – As a result of the investigation, the OIC found that the institution applied the <i>Access to Information Act</i> correctly.	0
Total Complaints Processed	3	Total Closed	3
New Complaints in 2013-2014	0		

The complaint process requires a meticulous review of the application of exemptions, including internal and third party consultations, case law and the original rationale applied and reviewing the response in light of current legal decisions.

No applications or appeals were submitted to the Federal Court or the Federal Court of Appeal during fiscal year 2013-2014.

Reporting Requirements

The Canada Council met its ATIP reporting obligations on the administration of the *Access to Information Act* for the reporting period, by preparing and submitting, according to requirements, the:

- Annual reports to Parliament;
- Annual statistical reports;
- Annual review and update of institutional Info Source chapter.

Summaries of Completed *Access to Information Act* Requests

The summaries of completed access to information requests (disclosed in full, partial disclosure) are proactively posted to the Canada Council website within thirty calendar days after the end of each month. The summaries cover the substance or main points of the request and not necessarily all the details. Summaries are kept on the Canada Council’s web site for a minimum period of two years and are linked to the [Open Government](#) web-site.

These summaries did not result in additional releases of previously released informal requests for information (Appendix A).



Appendices

Appendix A

Previously released ATI package released informally

Institution	Number of informal releases of previously released ATI packages
Canada Council for the Arts	nil

Completed Privacy Impact Assessments (PIAs)

Institution	Number of Completed PIAs
Canada Council for the Arts	The Canada Council for the Arts did not complete any PIAs during this reporting period.

Completion Time of Consultations on Cabinet Confidences under the ATIA - Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Completion Time of Consultations on Cabinet Confidences under the ATIA - Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0



Completion Time of Consultations on Cabinet Confidences under the PA - Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Completion Time of Consultations on Cabinet Confidences under the PA - Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0



Appendix B: Statistical Report on the Access to Information Act



Government of Canada
Gouvernement du Canada

Statistical Report on the Access to Information Act

Name of institution: Canada Council for the Arts

Reporting period: 4/1/2013 to 3/31/2014

PART 1 – Requests under the Access to Information Act

1.1 Number of Requests

	Number of Requests
Received during reporting period	77
Outstanding from previous reporting period	3
Total	80
Closed during reporting period	78
Carried over to next reporting period	2

1.2 Sources of requests

Source	Number of Requests
Media	2
Academia	4
Business (Private Sector)	3
Organization	59
Public	9
Total	77

PART 2 – Requests closed during the reporting period

2.1 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	7	4	0	0	0	0	0	11
Disclosed in part	47	4	0	0	1	0	0	52
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	2	0	0	0	0	0	2
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	1	0	0	0	0	0	0	1
Treated informally	10	1	1	0	0	0	0	12
Total	65	11	1	0	1	0	0	78



2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	0	16(2)(a)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(b)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(c)	0	18(c)	0	20.4	0
13(1)(d)	0	16(3)	0	18(d)	0	21(1)(a)	0
13(1)(e)	0	16.1(1)(a)	0	18.1(1)(a)	0	21(1)(b)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	0
15(1) - I.A.*	0	16.1(1)(d)	0	18.1(1)(d)	0	22	0
15(1) - Def.*	0	16.2(1)	0	19(1)	51	22.1(1)	0
15(1) - S.A.*	0	16.3	0	20(1)(a)	0	23	0
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(b)	4	24(1)	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(b.1)	0	26	0
16(1)(a)(iii)	0	16.5	0	20(1)(c)	0		
16(1)(b)	0	17	0	20(1)(d)	0		
16(1)(c)	1						
16(1)(d)	0						

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

2.3 Exclusions

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

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	1	10	0
Disclosed in part	2	50	0
Total	3	60	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of requests	Number of pages processed	Number of pages disclosed	Number of requests
All disclosed	165	165	11
Disclosed in part	5055	5051	52
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	1



2.5.2 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	11	165	0	0	0	0	0	0	0	0
Disclosed in part	49	626	1	142	0	0	2	4283	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
Abandoned	1	0	0	0	0	0	0	0	0	0
Total	61	791	1	142	0	0	2	4283	0	0

2.5.3 Other complexities

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	3	0	0	0	3
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
Total	3	0	0	0	3

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of requests closed past the statutory deadline	Principal Reason			
	Workload	External consultation	Internal consultation	Other
2	0	1	1	0

2.6.2 Number of days past deadline

Number of days past deadline	Number of requests past deadline where no extension was taken	Number of requests past deadline where an extension was taken	Total
1 to 15 days	1	0	1
16 to 30 days	0	0	0
31 to 60 days	0	1	1
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	1	1	2



2.7 Requests for translation

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

PART 3 – Extensions

3.1 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	1
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	1

3.2 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	0	0	0	0
31 to 60 days	0	0	0	1
61 to 120 days	0	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	0	0	0	1



PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	6	\$30	63	\$325
Search	0	\$0	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
Total	6	\$30	63	\$325

PART 5 – Consultations received from other institutions and organizations

5.1 Consultations received from other government institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during reporting period	6	24	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	6	24	0	0
Closed during the reporting period	6	24	0	0
Pending at the end of the reporting period	0	0	0	0

5.2 Recommendations and completion time for consultations received from other government 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	than 365 days	
Disclose entirely	3	0	0	0	0	0	0	3
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	6	0	0	0	0	0	0	6



5.3 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	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

PART 6 – Completion time of consultations on Cabinet confidences

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	0	0
16 to 30	0	0
31 to 60	0	0
61 to 120	0	0
121 to 180	0	0
181 to 365	0	0
More than 365	0	0
Total	0	0

PART 7 – Resources related to the Access to Information Act

7.1 Costs

Expenditures	Amount
Salaries	\$69,375
Overtime	\$0
Goods and Services	\$14,260
• Professional services contracts	\$0
• Other	\$14,260
Total	\$83,635



7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	1.01	0.00	1.01
Part-time and casual employees	0.00	0.00	0.00
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.00	0.00	0.00
Students	0.00	0.00	0.00
Total	1.01	0.00	1.01



Appendix C: Delegation Order



Canada Council for the Arts
Conseil des arts du Canada

Access to Information Act
and
Privacy Act
Designation 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.

Feb. 7, 2014

Date

Robert Leman

Director and CEO / Directeur et chef de la direction



Access to Information Act Delegation		Position/Title*		
HEAD OF THE INSTITUTION:		DIRECTOR & CEO		
Section	Description	Director, CFO Finance & Administration	ATIP Coordinator	ATIP Administrator
4(2.1)	Responsibility of government institutions	✓	✓	✓
7(a)	Issue notice when access requested	✓	✓	
7(b)	Giving access to record	✓	✓	
8(1)	Transfer of request to another government institution or accept transfer from another institution and give notice to the applicant	✓	✓	
9	Extension of time limits	✓	✓	✓
10	Notice where access is refused	✓	✓	
11(2); (3); (4); (5); (6)	Payment of additional fees	✓	✓	✓
12(2)(b)	Language of access	✓	✓	
12(3)(b)	Responsibility of government institutions	✓	✓	✓
Exemption Provisions of the Access to Information Act				
13	Exemption – Information obtained in confidence	✓	✓	
14	Exemption – Federal-provincial affairs	✓	✓	
15	Exemption – International affairs and defense	✓	✓	
16	Exemption – Law enforcement and investigations	✓	✓	
16.5	Exemption – <i>Public Servants Disclosure Protection Act</i>	✓	✓	
17	Exemption – Safety of individuals	✓	✓	
18	Exemption – Economic interests of Canada	✓	✓	
19	Exemption – Personal information	✓	✓	
20	Exemption – Third-party information	✓	✓	
21	Exemption – Operations of Government	✓	✓	
22	Exemption – Testing procedures, tests and audits	✓	✓	
22.1	Exemption – Audit working papers and draft audit reports	✓	✓	
23	Exemption – Solicitor-client privilege	✓	✓	
24	Exemption – Statutory prohibitions	✓	✓	
Other Provisions of the Access to Information Act				
25	Severability	✓	✓	
26	Exception – Information to be published	✓	✓	
27(1); (4)	Third-party notification	✓	✓	✓
28(1)(b); (2); (4)	Third-party notification	✓	✓	
29(1)	Where the Information Commissioner recommends disclosure	✓	✓	
33	Advising Information Commissioner of third-party involvement	✓	✓	
35(2)(b)	Right to make representations	✓	✓	✓
37(1)	Findings of Information Commissioner	✓	✓	
37(4)	Access to be given to complainant	✓	✓	
43(1)	Notice to third party (application to Federal Court for review)	✓	✓	
44(2)	Notice to applicant (application to Federal Court by third party)	✓	✓	
52(2)(b); (3)	Special rules for hearings	✓	✓	
71(1)	Manuals may be inspected by public	✓	✓	✓



72	Annual report to Parliament	✓	✓	
Access to Information Regulations				
5	Inform person making request	✓	✓	✓
6(1)	Transfer of requests	✓	✓	✓
7(2)	Search and preparation fees	✓	✓	✓
7(3)	Production and programming fees	✓	✓	✓
8	Providing access to record(s)	✓	✓	
8.1	Limitations in respect of format	✓	✓	

* Includes acting appointments and assignments to these positions made pursuant to Canada Council employment practices.

✓ position designated to exercise the powers and perform the duties and functions of the Head of the Institution under the section(s) of the Act.
