



Canada Council
for the Arts

Conseil des arts
du Canada



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for the Arts

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du Canada

ANNUAL REPORT 2016-17

Administration of the *Access to Information Act*

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

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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 2016-17.

Mandate of the Canada Council for the Arts

The Canada Council for the Arts is Canada’s public arts funder, with a mandate “to foster and promote the study and enjoyment of, and the production of works in, the arts.”

The Council champions and invests in artistic excellence through a broad range of grants, services, prizes and payments to professional Canadian artists and arts organizations. Its work ensures that excellent, vibrant and diverse art and literature engages Canadians, enriches their communities and reaches markets around the world.

The Council also raises public awareness and appreciation of the arts through its communications, research and arts promotion activities. It is responsible for the Canadian Commission for UNESCO which promotes the values and programs of UNESCO in Canada to contribute to a more peaceful, equitable and sustainable future. The Canada Council Art Bank operates art rental programs and helps further public engagement with contemporary arts.

The Council is governed by an 11-member Board. Members of the Board and the Director/CEO are appointed by the Governor in Council. The Council works closely with federal, provincial, territorial and municipal arts and cultural agencies and departments.

A federal Crown corporation created through an Act of Parliament in 1957, the Council reports to Parliament through the Minister of Canadian Heritage. It receives funding from Parliament and its annual budget is supplemented by endowment income, donations and bequests.

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.
Director of Cabinet 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



	Director is supported by the Manager, Cabinet and Corporate Secretariat in the administration of the <i>Act</i> .
Manager, Cabinet and Corporate Secretariat	...holds full delegation authority under the <i>Act</i> and is responsible, with the oversight of the Director of Cabinet and Corporate Secretary, for ensuring compliance with the <i>Act</i> , Access to Information Regulations and policy instruments, and providing guidance and training as required.
ATIP Coordinator (1 practitioner)	...holds full delegation authority under the <i>Act</i> and is responsible, with the guidance and oversight of the Manager, for ensuring compliance with the <i>Act</i> , Access to Information Regulations and policy instruments.

The ATIP Office coordinates responses to privacy requests, access to information requests and is also responsible for 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 requests for information, contributing to Info Source, preparing the annual report to Parliament and collecting statistics, and providing ATIP training of 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*.

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.

Once an order is signed, the powers, duties or functions that have been delegated may only be exercised or performed by the head of the institution or by the named officer(s) or employee(s). Discretion must be both reasonable and impartial when making decisions for access to information, and in the resolution of complaints. Delegates are accountable for any decisions they make. Final responsibility still rests with the Director and CEO. Canada Council for the Arts staff and management may give advice or raise issues to consider in the request or complaint processes.

See Appendix B for information on designation and delegation.

Highlights of the Statistical Report for Requests under the *Access to Information Act*

This report provides aggregate data on the application of the *Access to Information Act* and is appended to the ATI Annual Reports which is publicly available on the Canada Council's website.

The Canada Council's 2016–17 statistical report on the *Access to Information Act* is provided in Appendix A.



26

Access to Information requests received

This is a 42% decrease from the previous year.

Previous Years	
2015-16	45
2014-15	63
2013-14	77

100%

On-time compliance

Previous Years	
2015-16	98%
2014-15	100%
2013-14	99%

* Compliance assessment includes extensions taken in accordance with sub-paragraphs 9(1)(a), (b) and (c) of the *Access to Information Act*.

TRENDS

Requests span a range of topics relevant to the Canada Council's roles 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.

Over four years, the average number of ATI requests received annually is 53. The 2016-17 request volume is 50% below the 4 year average, and the number of requests received has steadily declined.

This decrease can, in part, be attributed to transparency and openness through proactive dissemination of information and data on the Canada Council's website. The following information is made available:

- [Explore our data](#) (Excel and CSV formats)
- [Peer Assessment Committee Members](#)
- [Public feedback process](#)

Transfers or redirection of ATI requests to other government institutions are uncommon for the Canada Council. The 4 year trend shows no requests were transferred.

Appendix A: Part 1: 1.1, Part 2: 2.6

Processing of Access to Information requests				
Fiscal Year	Outstanding from previous reporting period	Closed	Carried over to next reporting period	Transferred
2016-17	1	26	1	0
2015-16	5	49	1	0
2014-15	2	60	5	0
2013-14	3	78	2	0

Appendix A: Part 1: 1.1, Part 2: 2.1



Sources of ATI requests

Source	2013-14		2014-15		2015-16		2016-17	
	Number of Requests	%						
Public	9	12%	11	17%	4	9%	6	23.0%
Business – private sector	3	4%	3	5%	1	2%	2	7.5%
Media	2	2%	3	5%	2	4%	0	0.0%
Organization	59	77%	42	67%	32	72%	16	62.0%
Academia	4	5%	4	6%	6	13%	2	7.5%
Decline to identify	0	0%	0	0%	0	0%	0	0.0%

Appendix A: Part 1: 1.2

HIGHLIGHTS

There were notably fewer requests in 2016-17. This can be partly attributed to the fact that there were slightly fewer competitions for grants during the transition to the Council’s New Funding Model, and hence less requests from applicants in regards to their applications. The proactive disclosure of grant recipients quarterly, rather than annually, also partly explains the drop in requests for information. Organizations continue to be the largest users of the ATI process. This is due in part to the external assessment process which is part of the advisory cornerstone of the Council’s funding decisions. As described in this report, artists and arts organizations are able to request and review their written assessments. These assessments are reviewed under the *ATI Act* since the content may contain personal information that could identify the assessors and is protected under section 19(1) of the *ATI Act* and section 3(e; g; and/or h) of the *Privacy Act*.

Other Requests

The ATIP Office processed 7 informal requests (i.e. not subject to the *Access to Information Act*) for a total of 5,981 pages disclosed in whole or in part. Informal requests are processed as part of the Canada Council’s objective to provide Canadians with relevant information on an informal and timely basis, and in the spirit of transparency and open government. 6 of these requests are attributed to the [summaries of completed Access to Information \(ATI\) requests](#) about ATI requests previously made to the Canada Council. The public can request a copy of the listed records at no cost and all information provided incorporates the necessary exemptions and exclusions in accordance with the *Access to Information* and the *Privacy Acts*. The other informal release was for a completed application form prepared by the requester. All 7 requests were processed within 1 to 15 days. Appendix A: Part 1: 1.3

Disposition and Completion Time

In 2016–17, a total of 26 requests were closed, with information disclosed in accordance with the provisions of the legislation. One request is carried forward into 2017-18. 3 responses were fully disclosed; 17 were disclosed in part; no records existed in 3 cases and 1 request was abandoned by the requester who did not respond to a notice within the specified timeline.

Responses averaged 12 pages each with the exception of 1 where the request, disclosed in part, consisted of 384 pages.

Appendix A: Part 2: 2.5.2; 2.6.2; Part 3: 3.1; 3.2



Disposition	2013-14		2014-15		2015-16		2016-17	
	Number of Requests	%						
All disclosed	11	17%	6	10%	8	16%	3	12%
Disclosed in part	52	79%	49	81%	37	76%	17	65%
All exempted	0	0%	1	2%	0	0%	2	8%
All excluded	0	0%	0	0%	0	0%	0	0%
No records exist	2	3%	1	2%	1	2%	3	12%
Request transferred	0	0%	0	0%	0	0%	0	0%
Request abandoned	1	1%	3	5%	3	6%	1	3%
TOTAL	66	100%	60	100%	49	100%	26	100%
Treated Informally	12		1		1		7	

Appendix A: Part 2: 2.1

HIGHLIGHTS

Most requests were only partially disclosed mainly because of the external assessment process which is part of the advisory cornerstone of the Council’s funding decisions. These assessments are reviewed under the *ATI Act* since the content may contain personal information that could identify the assessors and is protected under section 19(1) of the *ATI Act* and section 3(e) of the *Privacy Act*. Appendix A: Part 2: 2.2

Under 19(1), personal information is recorded and is about an identifiable individual. The action of referring to paragraphs (a) to (i) under the definition for personal information in the *Privacy Act*, assists in determining to whom the information belongs.

HIGHLIGHTS

The legislation sets timelines for responding to access to information requests and allows for extensions when the response requires the review of a large amount of information or extensive consultations with other organizations. 24 requests were completed in 30 days or less, in compliance with the *ATI Act*, including one requiring consultations. 2 requests requiring consultations, for which extensions were taken, were completed in less than 60 days.

Disposition	Completion Time	
	Number of Requests	Number of Days
All disclosed	2	1 to 15
	1	16 to 30
Disclosed in part	15	1 to 15
	1	16 to 30
	1	31 to 60
All exempted	1	1 to 15
	1	31 to 60
No records exist	3	1 to 15
Request Abandoned	1	1 to 15

Appendix A Part 2: 2.1, Part 3: 3.2.



20
ATI released electronically*
3 all disclosed
17 disclosed in part

*No requests for the translation of released information were received.

613
Pages released
634 pages processed *

32 pages all disclosed
581 pages disclosed in part
12 pages all exempted

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

0%
Past due
The statutory deadlines were met for all requests requiring consultations.

1 third party consultation
2 legal advice

All extensions were taken in accordance with sub- paragraphs 9(1)(a), (b) and (c) of the *Access to Information Act*.

3
Consultations
1 all disclosed
1 disclosed in part
2 all exempted*

* 1 - No existing information sharing agreement
* 1 - Information published in 90 days of receipt of the request

Appendix A: Part 2: 2.4; 2.5.1; 2.5.2; 2.5.3; 2.6.2, Part 3: 3.1; 3.2

Exemptions

In 2016–17, the Canada Council invoked 3 exemptions as per specific sections of the *Access to Information Act*. The breakdown of the exemptions is as follows:

<u>Provision 19(1) PERSONAL INFORMATION</u>			
Subject to subsection (2), the head of a government institution shall refuse to disclose any record requested under this <i>Act</i> that contains personal information as defined in section 3 of the <i>Privacy Act</i> .			
Number of Requests	2014-15	2015-16	2016-17
	49	36	17
<u>Provision 20(1)(b) THIRD-PARTY INFORMATION</u>			
Subject to this section, the head of a government institution shall refuse to disclose any record requested under this <i>Act</i> 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.			
Number of Requests	2014-15	2015-16	2016-17
	2	4	2



Provision 26 INFORMATION TO BE PUBLISHED

Refusal of access where information to be published	2014-15	2015-16	2016-17
Number of Requests	1	1	2

Appendix A: Part 2: 2.2

HIGHLIGHTS

The Canada Council continues to invoke sections 19(1); 20(1)(b); and 26. The majority of information for release contains information about a third party. This can be attributed to the external assessment documentation, which is designed to help the peers make informed recommendations.

Exclusions

The Canada Council did not invoke any exclusion to information to which the *Act* does not apply as described in sections 69 and 70 of the *Act*.

Appendix A: Part 2: 2.3

Fees

During the reporting period, the Canada Council collected \$30 in application fees for 6 requests. The Canada Council also waived \$100 in fees for 19 requests since these requests are directly related to the external assessment process, which assists peer assessors in making informed recommendations. The requesters are organizations seeking copies of external assessments related to their application for funding.

Search fees were not collected since the majority of records are in electronic formats. In the decision [Information Commissioner of Canada v. Attorney General of Canada, 2015 FC 405](#), the Federal Court agreed with the Information Commissioner’s interpretation that records in electronic format (such as emails and Word documents) are not considered “non-computerized” records for the purpose of the search and preparation fees authorized by the *Access to Information Act* and the *Access to Information Regulations*. Appendix A: Part 4

Consultations and Cabinet confidences

During 2016–17, the 6 consultations processed from other Government of Canada institutions were completed in less than 15 days.

Consultations received from Government of Canada Institutions								
	2013-14		2014-15		2015-16		2016-17	
Consultations	Number of Requests	Pages reviewed						
Received during reporting period	7	445	12	193	3	17	5	46
Outstanding from the previous reporting period	0	0	1	5	0	0	1	1
TOTAL	7	44	13	198	3	17	6	47
Closed during the reporting period	7	445	13	198	2	16	6	47
Pending at the end of the reporting period	0	0	0	0	1	1	0	0

Appendix A: Part 5: 5.1; 5.2

TRENDS

Consultations increased slightly from the previous year. The requests are related to records that are not proactively disclosed and related to exchanges between the Canada Council and other Government of Canada institutions. The number of pages reviewed has increased from the previous year. Overall, the volume of consultations has reduced since 2013-14.

The Canada Council did not receive consultation from other organizations, legal consultations on Cabinet Confidences or requests with the Privy Council Office during this reporting period. Appendix A: Part 5: 5.3; Part 6: 6.1, 6.2

Education and Training

During 2016–17, the ATIP Office offered 4 mandatory ATIP training sessions (2 in each official language) to the Canada Council’s employees — *Access to Information and Privacy: What it Means to You*. They were attended by 200 employees. The ATIP Office made a video available of the sessions to employees in each official language. The training was assisted by external consultants (0.05 person years for access to information related training). The ATIP Office also offered training sessions to the Council’s Public Lending Right (PLR) Commission. Established in 1986, the [PLR Commission](#) is made up of writers, translators, librarians and publishers, and supports the work of the PLR Program which compensates registered authors for the presence of their books in public libraries.

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 disseminated a variety of tools and held face-to-face meetings to share these tools with employees to ensure policy compliance and adherence to procedures for appropriate handling and preparation of responses to ATIP requests. These tools and meetings were instrumental in ensuring that the Canada Council's employees remain aware of their roles and responsibilities related to ATIP requests. Policies and processes where reference to ATI was embedded include:

- 1) Contracts and confidentiality
- 2) Transparency and Open Data
- 3) Review of disposition of files/documents

Complaints, Investigations and Federal Court Cases

No complaints were filed with the Information Commissioner under section 32 of the *ATI Act* in 2016–17. Appendix A: Part 7

No investigations were initiated or concluded, nor do any investigations remain outstanding with the Office of the Information Commissioner.

No applications or appeals were submitted to the Federal Court or the Federal Court of Appeal during fiscal year 2016–17. There have been no court cases against the Canada Council in relation to the *Access to Information Act* for several years. Appendix A: Part 8

Monitoring of Compliance

No monitoring was conducted during the reporting period. The ATIP Office consults with various sections and levels of personnel when an Access to Information request is received – when requests are considered sensitive, management is advised.

Resources

The Canada Council invested a value of \$48,285 and 0.37 person years into *Access to Information Activities*.

During 2016–17, the ATIP Office incurred \$31,052 in salary costs (0.32 person years) and \$17,233 in administrative costs (software licenses, professional services fees, office equipment and supplies, training), including 0.05 person years. Appendix A: Part 9: 9.1; 9.2

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 ATIP 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: 2016-04-01 to 2017-03-31

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

1.1 Number of requests

	Number of Requests
Received during reporting period	26
Outstanding from previous reporting period	1
Total	27
Closed during reporting period	26
Carried over to next reporting period	1

1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	2
Business (private sector)	2
Organization	16
Public	6
Decline to Identify	0
Total	26

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	
7	0	0	0	0	0	0	7

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



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	2	1	0	0	0	0	0	3
Disclosed in part	15	1	1	0	0	0	0	17
All exempted	1	0	1	0	0	0	0	2
All excluded	0	0	0	0	0	0	0	0
No records exist	3	0	0	0	0	0	0	3
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	1	0	0	0	0	0	1
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	21	3	2	0	0	0	0	26

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)	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)	17	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)	2	24(1)	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	2
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	0		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	17	0				
16(1)(b)	0						
16(1)(c)	0						
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)	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

2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	0	3	0
Disclosed in part	0	17	0
Total	0	20	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	32	32	3
Disclosed in part	590	581	17
All exempted	12	0	2
All excluded	0	0	0
Request abandoned	0	0	1
Neither confirmed nor denied	0	0	0

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	3	32	0	0	0	0	0	0	0	0
Disclosed in part	16	197	1	384	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	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	22	229	1	384	0	0	0	0	0	0



2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	1	0	1
Disclosed in part	1	0	0	0	1
All exempted	0	0	1	0	1
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor	0	0	0	0	0
Total	1	0	2	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
0	0	0	0	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	0	0	0
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	0	0

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	1	0
Disclosed in part	0	0	0	1
All exempted	0	0	1	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	0	0	2	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	2	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	2	1

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	6	\$30	19	\$100
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	19	\$100



Part 5: Consultations Received From Other Institutions and Organizations

5.1 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	5	46	0	0
Outstanding from the previous reporting period	1	1	0	0
Total	6	47	0	0
Closed during the reporting period	6	47	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 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	5	0	0	0	0	0	0	5
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	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	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



Part 6: Completion Time of Consultations on Cabinet Confidences

6.1 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
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

6.2 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 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

Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
0	0	0	0

Part 8: Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0



Part 9: Resources Related to the Access to Information Act

9.1 Costs

Expenditures		Amount
Salaries		\$30,632
Overtime		\$420
Goods and Services		\$17,233
• Professional services contracts	\$7,501	
• Other	\$9,732	
Total		\$48,285

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.32
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.05
Students	0.00
Total	0.37

Note: Enter values to two decimal places.



Appendix B: Delegation Order



Access to Information Act
and
Privacy Act
Designation Order

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

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.

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.

This designation replaces all previous delegation orders.

Le présent document remplace et annule tout arrêté antérieur.

4 / 7 / 2016
Date



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 of Cabinet and Corporate Secretary	Manager, Public Complaints and ATIP Office	ATIP Coordinator
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.



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