



Report on the administration of the Access to Information Act 2019-2020

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Introduction

Summary of the purpose of the *Access to Information Act*

The *Access to Information Act* (the Act), promulgated on July 1, 1983, aims to broaden access to the records of the federal government. It enshrines the principle of the right of the public to be given information and endeavours to complement arrangements for access to records.

In deference to this legal principle, federal institutions are required to establish standardized practices and procedures for processing access to information requests. These practices and procedures must include an undertaking to make all reasonable efforts to assist applicants, regardless of who they may be. Institutions must also apply the Act in an effective, coordinated and proactive manner so as to provide full, accurate and timely responses to access to information requests, subject only to regulatory constraints.

In the first quarter of 2019-2020, Bill C-58 received Royal Assent, which made improvements to the Act. As a result, proactive disclosure is now taking on a greater role as a wider range of information is now made available.

The *Access to Information Act* allows Canadians, permanent residents and anyone in Canada to exercise a general right of access to information held by federal institutions, subject to specific and limited exceptions.

Annual report prepared in accordance with section 94

This document was prepared in response to section 94 of the Act, which requires federal institutions to submit an annual report to Parliament on administration of the Act. This report provides details on activities related to administration of the Act at Canada Economic Development for Quebec Regions (CED). This report is also prepared in accordance with section 20 of the *Service Fees Act*.

Mandate of the institution

CED is one of the regional development agencies (RDA) that make up the Innovation, Science and Economic Development Portfolio. Quebec communities and businesses — especially small and medium-sized enterprises (SMEs) — are at the heart of its action. Through the projects it funds and its networking and integration role, CED is the key federal actor in the Quebec entrepreneurial ecosystem.

CED maintains client relations with businesses and supports them in their projects. It makes strategic investments that promote competitive regional advantages and support the transition and modernization of communities. Aiming to position Quebec businesses at the leading edge of tomorrow's economy, CED focuses on business growth, innovation, clean technologies, inclusive economy and the participation of groups that are generally underrepresented in the labor market.

Well rooted in the regions thanks to its 12 business offices, CED builds on collaboration and creating synergies with businesses, communities, supporting organizations and other levels of government to increase the quality and impact of its programs. For example, it forms partnerships to foster a concerted action by regional economic development actors and ensures a better exchange of information between federal organizations.

CED provides a regional strategic perspective that supports national priorities and works with other departments to ensure coordination of government policies and programs. Its action has a significant impact on Quebec communities and businesses, not only through its direct investments, but also because it contributes to understanding the economic development needs of the regions.

CED's Grants and Contributions Programs and Initiatives, in effect in 2019-2020

MAIN PROGRAMS	Quebec Economic Development Program (QEDP)
	Targeted and/or temporary initiatives:
	<ul style="list-style-type: none">• Economic Recovery Initiative for Lac Mégantic• Canadian Initiative for the Economic Diversification of Communities Reliant on Chrysotile• Canadian Expériences Fund• Winter Tourism Initiative - Trail Maintenance Support• Linguistic Duality Economic Development Initiative (EDI) (Canada-wide initiative)
	Regional Economic Growth through Innovation (REGI)¹
	Targeted and/or temporary initiatives:
	<ul style="list-style-type: none">• Women Entrepreneurship Strategy• Fast Forward Challenge• Support to the Steel and Aluminum Sector
CANADA-WIDE PROGRAM IMPLEMENTED IN QUEBEC BY CED	Community Futures Program (CFP)

The main recipients of CED's programs are SMEs, business groups or associations and NPOs whose principal mission is to support businesses or economic development. These programs include repayable and non-repayable contributions.

To learn more about the CED's mandate, programming and operations, go to its Web site: ced.canada.ca.

¹ Program delivered by all regional development agencies across Canada.

Organizational structure

Access to Information and Privacy Office

CED fulfills its *Access to Information Act* (ATI) and *Privacy Act* (PA) responsibilities with an Access to Information and Privacy Office (AIPO) to process requests. Led by a new manager, to whom the AIPO reports, a Departmental Secretariat was created in 2019-2020. The manager of the Departmental Secretariat reports to the Chief of Staff to the Deputy Minister/President.

AIPO has an access to information and privacy coordinator, as well as an advisor. The coordinator, with the help of the advisor, oversees compliance with legislation, regulations, procedures and broad government trends.

Through its delegated authority, AIPO represents the Agency on matters relating to the Act in dealings with the public, Treasury Board Secretariat, the Commissioners of Information and Privacy and other federal departments and institutions.

The AIPO is primarily responsible for the following functions:

- processing requests and coordinating all attendant administrative and legal operations.
- assisting applicants.
- developing opinions, general guidelines and procedures relating to the application of the ATI and PA.
- reporting on CED's application of the ATI and PA.
- meeting the training and information needs of CED employees.

Delegation order

CED's enabling legislation identifies its head as being the Deputy Minister / President. In addition to managing the institution and overseeing management of its personnel, the Deputy Minister / President is responsible for application of the *Access to Information Act* (ATI).

To this end, the authority for application of the Act was delegated to the Coordinator, Access to Information and Privacy, while most administrative authority was delegated to the Advisor, Access to Information and Parliamentary Affairs.

A copy of the signed and dated delegation order is attached to this report.

Highlights of the statistical report 2019-2020

2019-2020 Review

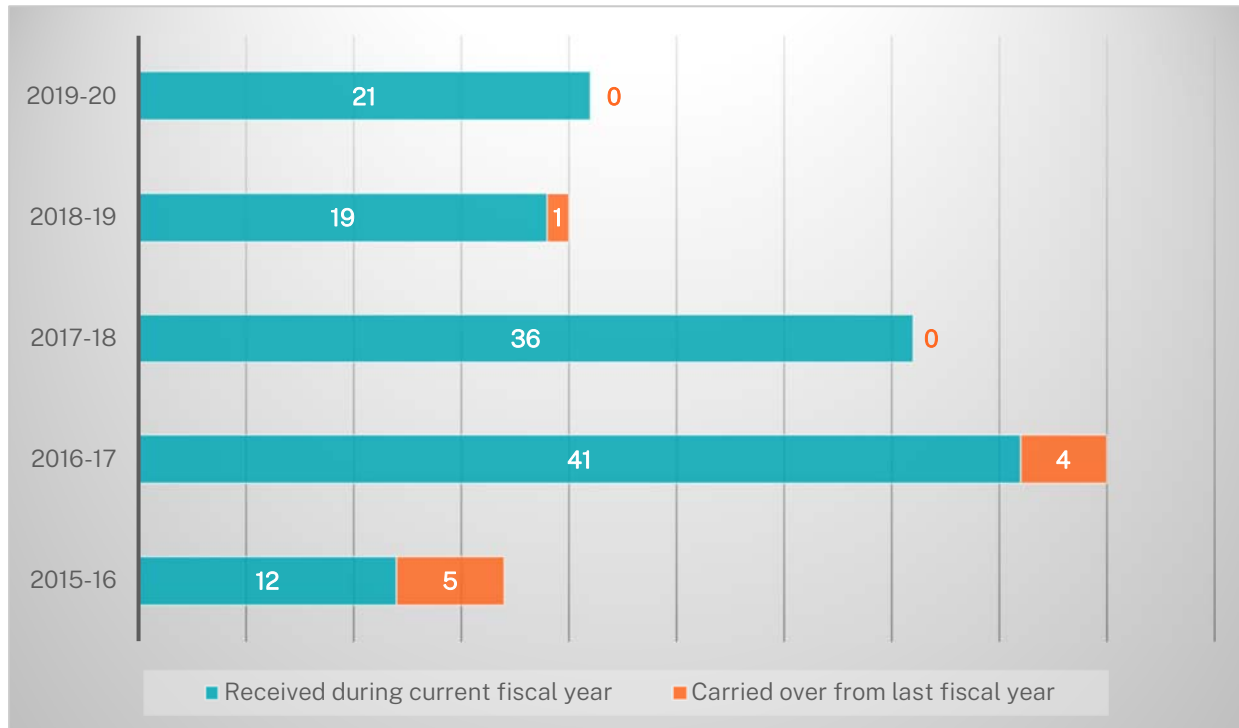
- CED received a total of 21 requests, which represents a 10% increase over the previous year, when 19 requests were received. The AIPO carried over two requests to the next fiscal year.
- More than 2,850 pages were reviewed, which represents an increase of approximately 2% over the previous period. Almost 2,600 of these pages were released during the year.
- CED responded to 100% of requests within the timeframes set out in the Act, 56% of which were answered before the 15th day following receipt of the request.
- The sources of applicants are broken down as follows: 19% from the commercial sector, 38% from the media, 10% from the public, 19% from organizations and 14% from the academic sector. The share of requests coming from the media is the largest source of requests, while in 2018-2019, 32% of requests came from the commercial sector.
- CED also processed 45 consultations from other federal institutions.
- The end of 2019-2020 was marked by the COVID-19 pandemic. Despite this, the AIPO was able to continue its activities without interruption.

Requests received and processed

During the fiscal year 2019-2020, the number of access requests received and processed increased slightly from the previous year. CED received 21 access to information requests. Of these requests, 19 were processed during the year and 2 requests were transferred to the year 2020-2021.

For the past five fiscal years, CED has been accepting online access to information requests. Thus, all requesters submitted their requests online during 2019-2020.

TABLE 1: REQUESTS RECEIVED



Decline to act

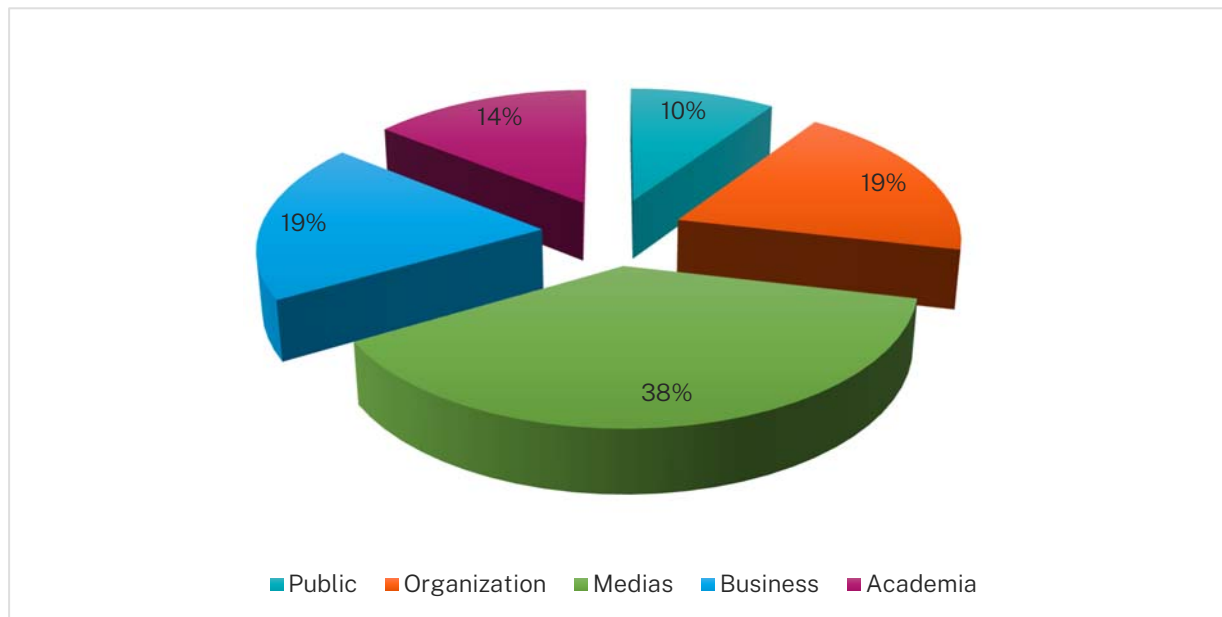
Following Royal Assent of Bill C-58, section 6.1 (1) allows an organization to refuse to process a request, with the authorization of the Information Commissioner, if the request is deemed to be frivolous, vexatious or made in bad faith.

In 2019-2020, CED did not invoke this section to refuse to process a request and no requests were submitted to the Information Commissioner.

Source of applicants

The fiscal year 2019-2020 saw a change in the distribution of sources of requests compared to the previous year. For example, we see this year that the group representing the largest proportion of requests is now the media, which accounts for 38% compared to 26% the previous year. Requests from the business sector and those from organizations each represent 19%. Finally, the remaining requests are shared between the academia and the public with 14% and 10% respectively.

TABLE 2: SOURCE OF APPLICANTS



Subject of requests

Year after year, the same pattern can be seen in what requesters are seeking. Once again, applicants submitted requests for documents related to grants and contributions awarded by CED or for documents pertaining to CED’s internal activities.

Of the 16 requests where documents were provided in 2019-2020, 69% were related to CED’s internal activities and 31% were aimed at documents pertaining to grants and contributions.

Disposition and completion times

The Act stipulates that access requests must normally be answered within 30 calendar days. Excluding the request that was abandoned, of the 18 requests closed in 2019-2020, 15 (83%) were answered within 30 days, compared to 87% the previous year. Of these, more than 10 requests (56%) were completed within 15 days. In the previous year, in 2018-2019, 67% of requests were answered before the 15th day.

It is also important to note that the Act provides extensions to the deadlines for requests where consultations are needed with third parties and with other organizations or if the request is for many records. Thus, considering the number of requests closed during the year, three requests required such extensions. It was therefore necessary for the AIPO to extend the time limits in order to fulfill its duties under the Act. The responses to these requests were all provided within the timelines set out in the Act. No requests were late.

In 2019-2020, CED received and processed two requests (10%) where no record existed. This is one fewer request than the previous year. Although no records were provided, the AIPO was still called upon to process the request, deal with the author and coordinate a search for records by the office of primary interest.

TABLE 3: DISPOSITION AND COMPLETION TIME

	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	Total
All disclosed	6	5	0	0	0	0	0	11
Disclosed in part	2	0	0	3	0	0	0	5
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	2	0	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
Neither confirmed nor denied	0	0	0	0	0	0	0	0
TOTAL	11	5	0	3	0	0	0	19

Informal Requests

In 2019-2020, the number of informal requests decreased somewhat compared to the previous year. Indeed, 14 informal requests were completed during the reporting period, compared to 25 in 2018-2019. This decrease can be attributed to the larger amount of information now available in proactive disclosure on the Open Government website (e.g. titles of briefing notes).

Exemptions and exclusions invoked

If we consider the 16 requests where information was provided, the AIPO fully disclosed the information being sought, without invoking protection, for 11 requests (69%). The AIPO invoked exemptions in the remaining 5 cases (31%). As a result of its activities, CED holds a great deal of third-party information. It is therefore often cited to justify the redaction of information. Given the nature of this year's requests, the exception related to personal information was also invoked on several occasions within documents. In addition, for the first time in several years, the AIPO invoked section 69 to exclude certain documents from a request.

TABLE 4: EXCEPTIONS INVOKED²

Section		Number of requests
Personal information	19(1)	4
Third party information	20(1) b)	3
	20(1) c)	3
	20(1) d)	3
Advice and recommendations to government	21(1) a)	3
	21(1) b)	1
	21(1) c)	1
	21(1) d)	1
Solicitor-client privilege	23	1
Confidences of the Queen's Privy Council for Canada	69	1

Format of information released

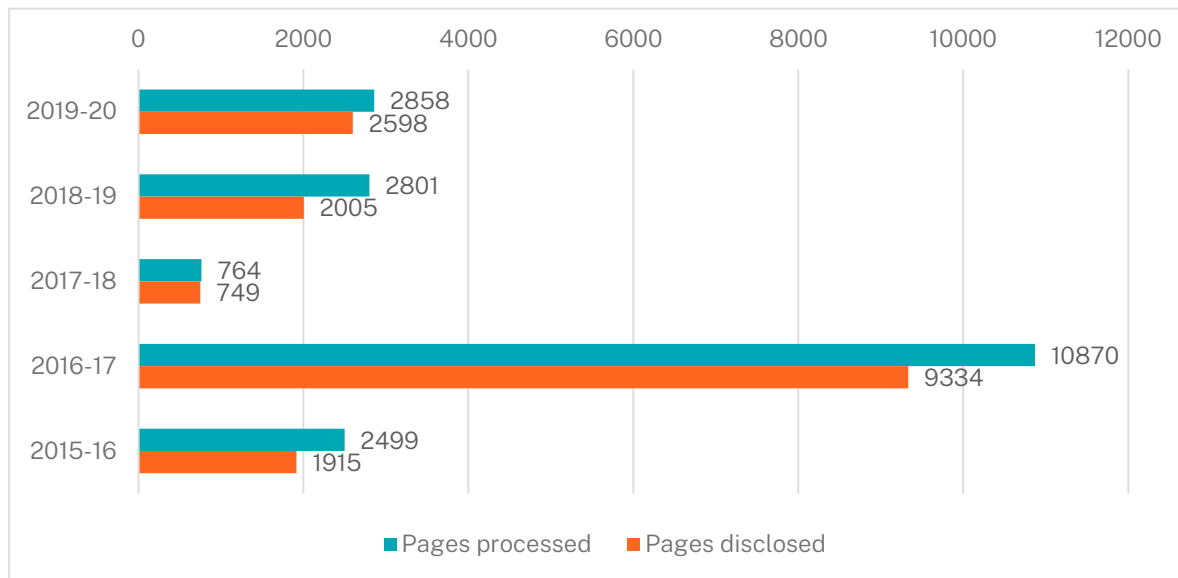
In recent years, we have noted an increasing trend in the willingness of requesters to receive documents electronically. For the second year in a row, all documents were sent electronically to requesters. Compared to 2015-2016, only 10% of requesters required documents electronically. This trend is attributable, in part, to the fact that CED accepts online filing of access requests and prioritizes electronic communication when response documents are voluminous.

² More than one section may be invoked for a given request.

Pages processed and pages disclosed

The amounts of pages processed, and pages disclosed vary considerably from one year to the next, depending on the subject of the requests and the quantity of relevant documents held by CED. In 2019-2020, the number of pages reviewed was 2,858, an increase from the previous year, when 2,801 pages were reviewed. The number of pages released represents 91% of the pages reviewed, which represents 2,598 pages released to requesters. This is the second highest total number of pages released in the last five years.

TABLE 5: PAGES PROCESSED AND DISCLOSED



Extensions

Because of the nature of the CED's operations, mainly aimed at allocating financial assistance to SMEs and organizations, it is not unusual when processing requests to consult with third parties, which leads to the extension of the time limit as stipulated in the Act. In addition, consultations with other federal institutions are sometimes required in processing requests, which also results in extensions being taken within the time limits. A total of three requests required these types of consultations during the reporting period.

In order to comply with the Act, extensions were granted in 3 out of 16 (19%) requests where records were provided, which is slightly higher than the 17% last year. In these 3 cases, the applicants were notified of the extension beyond the 30-day time limit specified in the Act and each request was answered within the allotted time. Therefore, for every request closed during the reporting period, CED processed each file within the deadline regardless if an extension was taken or not.

TABLE 6: LENGTH OF EXTENSIONS³

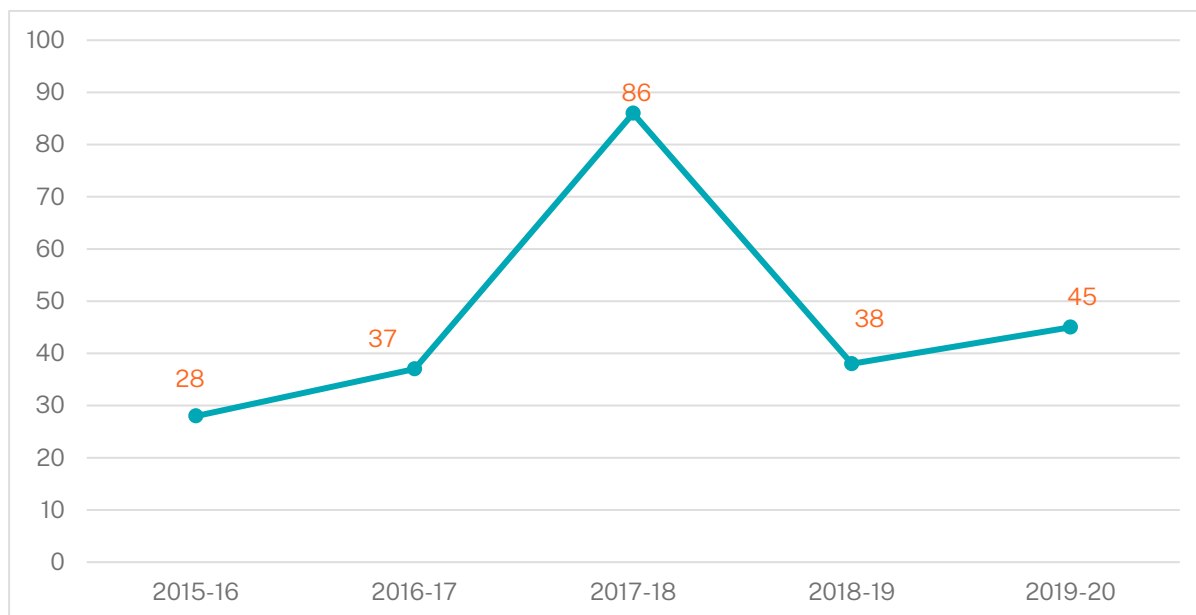
Length of extensions	9(1)a Interference with operations	9(1)b Consultation		9(1)c Third-party notice
		Section 69	Other	
30 days or less	0	0	0	0
31 to 60 days	0	0	1	1
61 to 120 days	1	0	1	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
TOTAL	1	0	2	1

Consultations received from other federal institutions

For this current year, the AIPO processed a total of 45 consultations from other federal institutions. This is an increase from the 38 consultations closed in 2018-2019, but still higher than the average over the last five years. These requests represented a total of 546 pages to be processed, which is close to the 551 pages processed last year

Of these 45 consultations, a recommendation for full disclosure was made in 35 requests (78%) and for partial disclosure in 9 other requests (20%). For the last request, it was recommended that the contents not be released. Almost all requests were responded to within 15 days (98%).

TABLE 7: CONSULTATIONS RECEIVED



³ More than one type of extension may be reported for the same request.

Consultations with Privy Council Office

No consultations with the Privy Council Office (PCO) were conducted for the 2019-2020 fiscal year. However, in accordance with PCO's decision in 2013 to establish a new process for the determination of confidences of the Queen's Privy Council for Canada, section 69 of the ATIA was applied in a record subject to an access to information request, following a consultation with another federal department.

Impacts of COVID-19 pandemic measures on the institution's ability to fulfill its responsibilities under the *Access to Information Act*

The measures taken by CED in connection with the COVID-19 pandemic, such as telework, did not have an impact on the organization's ability to fulfill its responsibilities under the Access to Information Act.

Statistical Report

A copy of the 2019-2020 statistical report on the administration of the *Access to Information Act* is attached to this report.

Access to information fees

Fees collected and waived

With respect to fees collected under the *Access to Information Act*, the information below is reported in accordance with the requirements of section 20 of the *Service Fees Act*.

Enabling authority:	<i>Access to Information Act</i>
Fee amount:	\$60 in application fees were charged for 12 ATI requests.
Total revenue:	No revenue was reported.
Fees waived:	The AIPO waived \$35 in fees. 1 request was treated informally and 6 were transferred from another institution. For the transferred requests, their application fees were reported once and only by the institution that initially received the request.

In accordance with the Interim Directive on the Administration of the *Access to Information Act*, issued on May 5, 2016, Canada Economic Development for Quebec Regions waives all fees prescribed by the Act and Regulations, other than the application fee set out in paragraph 7(1)a) of the Regulations.

Costs of administering the Act

The costs related to administering the Act during the reporting period reached \$104,730, a decline of \$6,429 from last year. This included \$99,586 in salaries for 1.26 full-time equivalents and \$5,144 for travel, training, software licensing, supplies and translation.

Training and awareness

In 2019-2020, a training session was delivered to 16 CED employees. In addition, access to information was discussed at the orientation session for students and new employees, which was attended by 42 people. The AIPO is always available to provide employees whose duties require some knowledge of access to information with specific training.

As of 2017-2018, the Manager of the Corporate Secretariat (formerly CED's Access to Information and Privacy Co-ordinator) became an associate faculty member of the Canada School of Public Service. In this capacity, he delivered training entitled "Access to Information in the Government of Canada" and "Privacy in the Government of Canada" during the reporting period.

Policies, guidelines, procedures and initiatives

Since Bill C-58 received royal assent in 2019-2020, CED developed certain internal procedures for the new features that the amendments to the Access to Information Act would bring. For example, the organization implemented its procedures for the proactive disclosure of transition binders for ministers or for briefing books during appearances before parliamentary committees. Finally, the AIPO established an internal procedure to structure how the organization would handle requests deemed frivolous or vexatious.

Summary of key issues and actions taken on complaints or audits

Complaints

DEC did not receive any new complaint over the course of the year and for a fifth consecutive year.

Audits

CED was not the subject of any audit over the reporting period.

Monitoring compliance

Monitoring of the processing time

The AIPO ensures the time to process access to information requests is monitored through a weekly report of on-going requests. The report provides the details of each request, such as the due date and current status, i.e. documents being retrieved, under review, in consultation or in the approval process. This report is distributed to CED's senior management, including its Deputy Head.

Since 2011, the AIPO has equipped itself with software to manage and track access to information requests and privacy requests. This program makes it easier to follow every activity and task related to any request and serves as a tool to monitor processing time to comply with the provisions on timeframes as set out in the Act.

Appendices

**Statistical Report on the Access to Information Act**Name of institution: Canada Economic Development for Quebec RegionsReporting 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	21
Outstanding from previous reporting period	0
Total	21
Closed during reporting period	19
Carried over to next reporting period	2

1.2 Sources of requests

Source	Number of Requests
Media	8
Academia	3
Business (private sector)	4
Organization	4
Public	2
Decline to Identify	0
Total	21

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	
14	0	0	0	0	0	0	14

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	6	5	0	0	0	0	0	11
Disclosed in part	2	0	0	3	0	0	0	5
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	2	0	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
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	0	3	0	0	0	19

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)	1	18(a)	1	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)	3
13(1)(e)	0	16(3)	0	18.1(1)(a)	1	21(1)(b)	1
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	1
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	2
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)	4	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	1
15(1) - Def.*	0	16,3	0	20(1)(b)	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)	3	26	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(d)	3		
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)	1	69(1)(g) re (a)	1
68(b)	0	69(1)(a)	1	69(1)(g) re (b)	1
68(c)	0	69(1)(b)	1	69(1)(g) re (c)	1
68,1	0	69(1)(c)	1	69(1)(g) re (d)	1
68.2(a)	0	69(1)(d)	1	69(1)(g) re (e)	1
68.2(b)	0	69(1)(e)	1	69(1)(g) re (f)	1
		69(1)(f)	1	69.1(1)	1

3.4 Format of information released

Paper	Electronic	Other
0	16	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
2858	2598	17

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	10	100	1	230	0	0	0	0	0	0
Disclosed in part	2	3	1	239	1	587	1	1439	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	13	103	2	469	1	587	1	1439	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	3	0	1	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	3	0	1	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	19
Percentage of requests closed within legislated timelines (%)	100

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
0	0	0	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	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

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	2	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	2	1

4.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	0	0	0	0
31 to 60 days	0	0	1	1
61 to 120 days	0	0	1	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

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

7.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of 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

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		\$99 586
Overtime		\$0
Goods and Services		\$5 144
• Professional services contracts	\$0	
• Other	\$5 144	
Total		\$104 730

10.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1,26
Part-time and casual employees	0,00
Regional staff	0,00
Consultants and agency personnel	0,00
Students	0,00
Total	1,26

Note: Enter values to two decimal places.

2019-2020 Supplemental Statistical Report – Requests affected by COVID-19 measures

In addition to completing the forms for the Statistical Reports on the ATIA and Privacy Act for 2019-20, institutions are asked to complete this Supplemental Report to help identify the impact of COVID-19 measures on institutional performance for 2019-20 and going forward. The data requirements are set out in the tables below.

Supplemental Statistical Report on the *Access to Information Act*

The following table reports the total number of formal requests received during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 1 – Requests Received

	Number of requests
Received from 2019-04-01 to 2020-03-13	20
Received from 2020-03-14 to 2020-03-31	1
Total¹	21

¹ – Total should equal the total in the ATI Statistical Report section 1.1 Row 1

The following table reports the total number of requests closed within the legislated timelines and the number of closed requests that were deemed refusals during two periods 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 2 – Requests Closed

	Number of requests closed within the legislated timelines	Number of requests closed past the legislated timelines
Received from 2019-04-01 to 2020-03-13 and outstanding from previous reporting periods	19	0
Received from 2020-03-14 to 2020-03-31	0	0
Total²	19	0

² – Total for Col. 1 should equal the total in the ATI Statistical Report section 3.6.1 Row 1 -- Total for Col. 2 should equal the total in the ATI Statistical Report section 3.7.1. Col. 1 Row 1

The following table reports the total number of requests carried over during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 3 – Requests Carried Over

	Number of requests
Requests received from 2019-04-01 to 2020-03-13 and outstanding from previous reporting period that were carried over to the 2020-2021 reporting period	1
Requests received from 2020-03-14 to 2020-03-31 that were carried over to the 2020-2021 reporting period	1
Total³	2

³ – Total should equal the total in the ATI Statistical Report section 1.1 Row 5

Supplemental Statistical Report on the *Privacy Act*

The following table reports the total number of formal requests received during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 4 – Requests Received

	Number of requests
Received from 2019-04-01 to 2020-03-13	8
Received from 2020-03-14 to 2020-03-31	0
Total¹	8

¹ – Total should equal the total in the Privacy Statistical Report Section 1.1 Row 1

The following table reports the total number of requests closed within the legislated timelines and the number of closed requests that were deemed refusals during two periods 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 5 – Requests Closed

	Number of requests closed within the legislated timelines	Number of requests closed past the legislated timelines
Received from 2019-04-01 to 2020-03-13 and outstanding from previous reporting periods	8	0
Received from 2020-03-14 to 2020-03-31	0	0
Total²	8	0

² – Total for Col. 1 should equal the total in the Privacy Statistical Report Section 2.6.1 Row 1 -- Total for Col. 2 should equal the total in the Privacy Statistical Report Section 2.7.1. Col. 1 Row 1

The following table reports the total number of requests carried over during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 6– Requests Carried Over

	Number of requests
Requests from 2019-04-01 to 2020-03-13 and outstanding from previous reporting period that were carried over to the 2020-2021 reporting period	0
Requests from 2020-03-14 to 2020-03-31 that were carried over to the 2020-2021 reporting period	0
Total³	0

³ – Total should equal the total in the Privacy Statistical Report Section 1.1 Row 5



ACCESS TO INFORMATION AND PRIVACY ACT DELEGATION ORDER

ARRÊTÉ DE DÉLÉGATION EN VERTU DE LA LOI SUR L'ACCÈS À L'INFORMATION ET DE LA
LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

The President, pursuant to section 73 of the *Access to Information Act* and *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 President as the head of the Economic Development Agency for the Regions of Quebec, under the provisions of the Acts and related regulations set out in the schedule opposite each position. This delegation order replaces all previous delegation orders.

En vertu de l'article 73 de la *Loi sur l'accès à l'information* et de la *Loi sur la protection des renseignements personnels*, la présidente délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont elle est, en qualité de responsable de l'Agence de développement économique du Canada pour les régions du Québec, investie par les dispositions des Lois mentionnées et de leurs règlements en regard de chaque poste. Le présent document remplace et annule tout arrêté antérieur.

Schedule / Annexe

Position / Poste	Access to Information Act and Regulations / Loi sur l'accès à l'information et règlements	Privacy Act and Regulations / Loi sur la protection des renseignements personnels et règlements
Manager, Corporate Secretariat / Gestionnaire, Secrétariat ministériel	Full authority / Autorité absolue	Full authority / Autorité absolue
Coordinator, Access to Information and Privacy / Coordonnateur, Accès à l'information et protection des renseignements personnels	Full authority / Autorité absolue	Full authority / Autorité absolue
Advisor, Parliamentary Affairs and Access to Information / Conseiller, Affaires parlementaires et accès à l'information	Section / Disposition: 7, 8(1), 9, 12(2)(b), 12(3)(b), 27(1)(4), 29(1), 44(2); Regulation / Règlement: 6(1)	Section / Disposition: 14(1)

Signed in _____ on this _____ day of _____, 2019

Signé à Montréal, le 26 jour de juin 2019

Manon Brassard, Deputy Minister/President of
Canada Economic Development for Quebec Regions

Manon Brassard, sous-ministre/présidente de
Développement économique Canada pour les régions du Québec

