



Canada Council  
for the Arts

Conseil des arts  
du Canada

# Canada Council for the Arts

Administration of the  
*Access to Information Act*

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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 2018-19.

## 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](http://www.canadacouncil.ca).

## Organizational Structure

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

<b>Director and CEO</b>	... 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.
<b>Chief of Staff and Corporate Secretary</b>	... holds full delegation authority under the <i>Act</i> and is responsible, on behalf of the Director and CEO, for ensuring compliance with the <i>Act</i> , Access to Information Regulations and policy instruments. The Chief of Staff and Corporate Secretary is supported by the Governance and Project Officer in the administration of the <i>Act</i> .
<b>Governance and Project Officer</b>	... holds full delegation authority under the <i>Act</i> and is responsible, with the oversight of the Chief of Staff and Corporate Secretary, for ensuring compliance with the <i>Act</i> ,

	Access to Information Regulations and policy instruments.
<b>Access to Information and Privacy (ATIP) Coordinator</b>	...holds full delegation authority under the <i>Act</i> and is responsible, with the guidance and oversight of the Governance and Project Officer, for ensuring compliance with the <i>Act</i> , Access to Information Regulations and policy instruments, and providing guidance and training as required.

The ATIP Coordinator coordinates responses to all privacy and 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 or “re-releases” requests for information, contributing to Info Source, preparing the annual report to Parliament and collecting statistics, and providing ATIP training to Canada Council employees.

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

## Delegation Order

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

See Appendix B for information on designation and delegation.

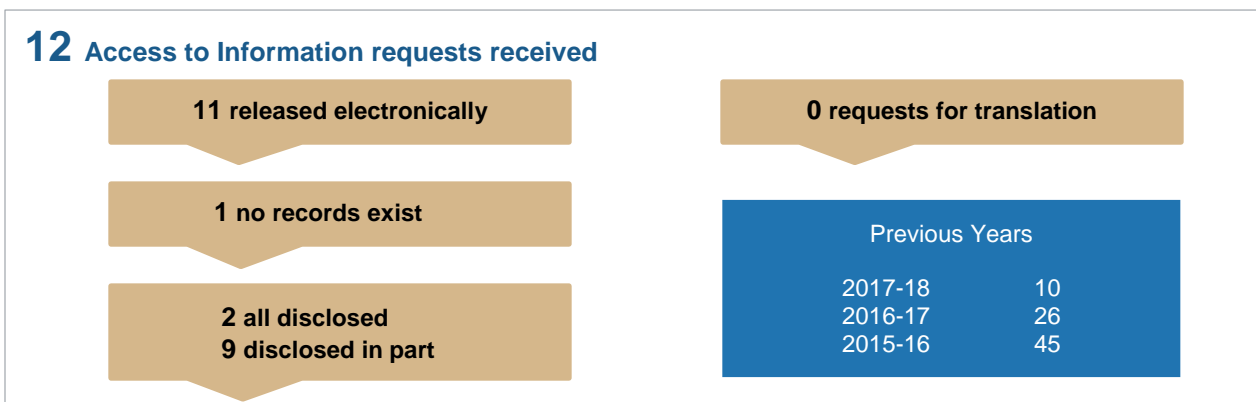
## Highlights of the Statistical Report, 2018-19

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

The Canada Council’s 2018-19 statistical report on the *Access to Information Act*, from which the data is derived, is provided in Appendix A.

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

The 2018-19 request volume is 44% below the previous 3 year average, with the number of requests received declining to 12. Over four years, the average number of ATI requests received annually is 23.



Appendix A: Part 1: 1.1; Part 2: 2.4; 2.7

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

- transparency and openness through proactive disclosure of information, and
- open data on the Canada Council's website.

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

In the 2<sup>nd</sup> year of the New Funding Model (NFM) programs, comparative information/data availability is minimal, and this data is not comparable with historical funding data, accounting, in part, for fewer requests.

Processing of Access to Information requests				
Fiscal Year	Outstanding from previous reporting period	Closed	Carried over to next reporting period	Transferred from another federal institution
2018-19	1	12	1	1
2017-18	1	10	1	1
2016-17	1	26	1	0

Appendix A: Part 1: 1.1

In 2018-19 one request was transferred from another federal institution and was received by the Canada Council 15 days into the response timeline impacting the ability to respond within the 30 day limit. As a result, the requester received responsive information 1 day past the deadline.

In the current reporting period, 1 request was carried over to the next reporting period as a result of the timing of receipt of the request.

Appendix A: Part 1: 1.1

## 4 Sources of ATI requests



Appendix A: Part 1: 1.2

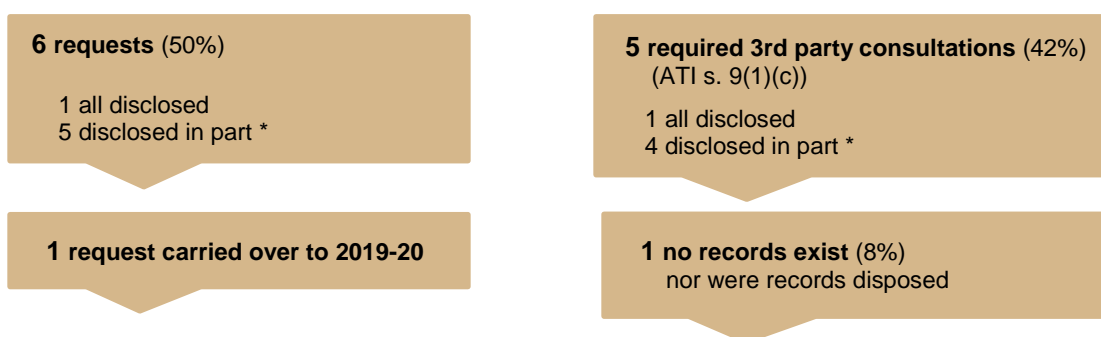
	Previous Years					
	Media	Academia	Business – private sector	Organization	Public	Decline to identify
2017-18	2 (20%)	4 (40%)	4 (40%)	1 (10%)	2 (20%)	1 (10%)
2016-17	0 (0%)	2 (4%)	2 (7.5%)	16 (62%)	6 (23%)	0 (0%)
2015-16	2 (4%)	6 (13%)	1 (2%)	32 (72%)	4 (9%)	0 (0%)

## Disposition and Completion Time

In 2018-19, a total of 12 requests were closed, with information disclosed in accordance with the provisions of the legislation.

### 3 Dispositions were applied to ATI requests

\*Exemptions were applied in 9 cases.



Appendix A: Part 1: 1.1; Part 2: 2.1; 2.5.3; Part 3: 3.1

	Previous Years						
	All Disclosed	Disclosed In part	All exempted	All excluded	No records exist	Request transferred	Request abandoned
2017-18	3 (30%)	2 (20%)	1 (10%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)
2016-17	3 (12%)	17 (65%)	2 (8%)	0 (0%)	0 (0%)	0 (0%)	1 (3%)
2015-16	8 (16%)	37 (76%)	0 (0%)	0 (0%)	0 (0%)	1 (2%)	3 (6%)

## 350 Pages released

**2 requests:**  
8 pages all disclosed

**9 requests:**  
342 pages disclosed in part

## 401 pages processed

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

## 23 average number of pages released

with the exception of 1 where the request, disclosed in part, consisted of 112 pages.

Appendix A: Part 2: 2.5.1; 2.5.2

## 8 On-time compliance (66%)

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

### 4 past the deadline (33%)

3 external consultations\*  
1 transferred from another federal institution

### 34 average response time (in days)

## Previous Years

2017-18	90%
2016-17	100%
2015-16	98%

Appendix A: Part 2: 2.5.3; 2.6.1; Part 3: 3.1; 3.2

## 5 Consultations

(42% of 2018-19 requests)

**1 all disclosed**  
**4 disclosed in part**

## 5 Extensions\* of up to 60 days

third party, and Federal institution consultations

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

Appendix A: Part 2: 2.5.3; Part 3: 3.1; 3.2

Completion Time			
Disposition	Number of Requests	Number of Days	Complexities
All disclosed	1	1 to 15	
	1	31 to 60 (past deadline)	3rd party consultation with extension (ATI Act 9(1)(c))
Disclosed in part	2	1 to 15	3rd party consultation with extension (ATI Act 9(1)(c))
	4	16 to 30	3rd party consultation with extension (ATI Act 9(1)(b) and (c))
	1	31 to 60 (past deadline)	Transferred from another government institution (No extension taken: received on the 15th day of the 30 day deadline for responding)
	1	61 to 120 (past deadline)	3rd party consultation with extension (ATI Act 9(1)(c))
	1	121 to 180 (past deadline)	3rd party consultation with extension (ATI Act 9(1)(c))
No records exist	1	1 to 15	
Treated Informally	11	1 to 15	

Appendix A: Part 1: 1.3; Part 2: 2.1; 2.6.1; 2.6.2; Part 3 : 3.1; 3.2

The legislation sets timelines for responding to ATI requests allowing for extensions when the response requires the review of a large amount of information or extensive consultations with other organizations.

Statutory deadlines were not met in 4 instances:

- 3 due to external consultations;
- 1 where the request was transferred from another government institution on the 15<sup>th</sup> day for which an extension could not be taken. This response was provided 1 day past the deadline.
- 1 required legal advice to ensure appropriate application of exemptions.

Appendix A Part 2: 2.1, 2.5.3; 2.6.1; 2.6.2; Part 3: 3.1; 3.2.

## Other Requests

The ATIP office processed 11 informal requests (i.e. not subject to the *Access to Information Act*) for a total of 4,334 pages, disclosed in whole or in part, and are “re-releases” attributed to Completed Access to Information Requests and released in the spirit of transparency and open government.

Appendix A: Part 1: 1.3

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

## Exemptions

In 2018-19, the Canada Council invoked 9 exemptions as per specific sections of the *Access to Information Act*. The Canada Council most often employs sections 19(1) and 20(1)(b). The majority of information for release contains information about a third party. This can be attributed to the content of the application, which is designed to help the peers make informed recommendations. In 2018-19 the Canada Council also employed sections 21(a) to (d); 22; and 23 for the purposes described under the provisions. The breakdown of the exemptions is as follows:



## 1 request

### 16(2)(c) Security

The head of a government institution may refuse to disclose any record requested under this Act that contains information on the vulnerability of particular buildings or other structures or systems, including computer or communication systems, or methods employed to protect such buildings or other structures or systems.

#### Previous Years

2017-18	0
2016-17	0

## 9 requests

### 19(1) Personal information

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

#### Previous Years

2017-18	2
2016-17	17

## 2 requests

### 20(1)(b) Third Party information

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

#### Previous Years

2017-18	2
2016-17	2

## 2 requests

### 21(1)(a) Operations of Government

The head of a government institution may refuse to disclose any record requested under this Act that contains advice or recommendations developed by or for a government institution or a minister of the Crown.

#### Previous Years

2017-18	0
2016-17	0

## 2 requests

### 21(1)(b) Operations of Government

The head of a government institution may refuse to disclose any record requested under this Act that contains an account of consultations or deliberations in which directors, officers or employees of a government institution, a minister of the Crown or the staff of a minister participate.

#### Previous Years

2017-18	0
2016-17	0

## 1 request

### 21(1)(c) Operations of Government

The head of a government institution may refuse to disclose any record requested under this Act that contains positions or plans developed for the purpose of negotiations carried on or to be carried on by or on behalf of the Government of Canada and considerations relating thereto.

#### Previous Years

2017-18	0
2016-17	0

## 1 request

### 21(1)(d) Operations of Government

The head of a government institution may refuse to disclose any record requested under this Act that contains plans relating to the management of personnel or the administration of a government institution that have not yet been put into operation.

#### Previous Years

2017-18	0
2016-17	0

## 1 request

### 22 Testing Procedures, Tests and Audits

The head of a government institution may refuse to disclose any record requested under this Act that contains information relating to testing or auditing procedures or techniques or details of specific tests to be given or audits to be conducted if the disclosure would prejudice the use or results of particular tests or audits.

#### Previous Years

2017-18	0
2016-17	0

## 1 request

### 23 Solicitor-Client Privilege

The head of a government institution may refuse to disclose any record requested under this Act that contains information that is subject to the privilege set out in section 16.1 of the *Patent Act* or section 51.13 of the *Trade-marks Act*.

#### Previous Years

2017-18	0
2016-17	0

Appendix A: Part 2: 2.2

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

Appendix A: Part 2: 2.2

## Exclusions

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

Appendix A: Part 2: 2.3

## Consultations and Cabinet Confidences

During 2018-19, the 4 consultations from other Government of Canada institutions were processed in less than 15 days.

Appendix A: Part 5: 5.1; 5.2

Consultations received from Government of Canada Institutions						
Consultations	2016-17		2017-18		2018-19	
	Number of Requests	Pages reviewed	Number of Requests	Pages reviewed	Number of Requests	Pages reviewed
Received during reporting period	5	46	6	150	4	20
Outstanding from the previous reporting period	1	1	0	0	0	0
<b>TOTAL</b>	6	47	6	150	4	20
Closed during the reporting period	6	0	6	0	4	0
Pending at the end of the reporting period	0	0	0	0	0	0

Appendix A: Part 5: 5.1; 5.2

Consultations decreased slightly from the previous year. The requests are related to documents that are not proactively disclosed and contain exchanges between the Canada Council and other Government of Canada institutions. The number of pages reviewed has decreased from the previous year. Overall, the volume of consultations has remained low since 2016-17.

The Canada Council did not receive 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

## Training and Awareness

During 2018-19, the ATIP office and Information Management jointly offered 5 Access to Information (ATI) and Information Management (IM) training sessions in June, July, October and November to Arts Granting Programs and Prizes section staff. In total 139 managers, program assistants, and program officers attended the sessions. The ATIP office provided advice concerning access to information and contributed several written briefs to the Arts Granting Programs newsletter as a result.

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

## Policies, Guidelines, Procedures and Initiatives

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

## Summary of Key Issues and Actions Taken on Complaints or Audits

As at March 31, 2019, no complaint, investigation, or appeal was brought to the attention of the Canada Council in relation to the processing and outcome of access to information requests.

Appendix A: Part 7; Part 8

## Monitoring Compliance

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

# 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: 2018-04-01 to 2019-03-31

### Part I: Requests Under the Access to Information Act

#### 1.1 Number of requests

	Number of Requests
Received during reporting period	12
Outstanding from previous reporting period	1
<b>Total</b>	<b>13</b>
Closed during reporting period	12
Carried over to next reporting period	1

#### 1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	1
Business (private sector)	0
Organization	2
Public	4
Decline to Identify	5
<b>Total</b>	<b>12</b>

#### 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	
11	0	0	0	0	0	0	11

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	1	0	1	0	0	0	0	2
Disclosed in part	2	4	1	1	1	0	0	9
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	1	0	0	0	0	0	0	1
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
<b>Total</b>	<b>4</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>12</b>

### 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)	1	18(d)	0	21(1)(a)	2
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	2
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)	1
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	1
15(1)	0	16.1(1)(d)	0	19(1)	9	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)	2	24(1)	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	0
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

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

### 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	2	0
Disclosed in part	0	9	0
Total	0	11	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	8	8	2
Disclosed in part	393	342	9
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
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	2	8	0	0	0	0	0	0	0	0
Disclosed in part	8	230	1	112	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	10	238	1	112	0	0	0	0	0	0

### 2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	1	0	0	0	1
Disclosed in part	4	0	1	0	5
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor	0	0	0	0	0
<b>Total</b>	<b>5</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>6</b>

### 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
4	0	3	0	1

#### 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	1	2
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	1	1
121 to 180 days	0	1	1
181 to 365 days	0	0	0
More than 365 days	0	0	0
<b>Total</b>	<b>1</b>	<b>3</b>	<b>4</b>

### 2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>



### 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	1
Disclosed in part	0	0	0	4
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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>

#### 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	5
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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>

### Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	8	\$40	4	\$20
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
<b>Total</b>	<b>8</b>	<b>\$40</b>	<b>4</b>	<b>\$20</b>

## 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	4	20	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	<b>4</b>	<b>20</b>	<b>0</b>	<b>0</b>
Closed during the reporting period	4	20	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	4	0	0	0	0	0	0	4
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
<b>Total</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>

### 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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**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		\$21,000
Overtime		\$0
Goods and Services		\$6,406
• Professional services contracts	\$2,850	
• Other	\$3,556	
<b>Total</b>		<b>\$27,406</b>

**9.2 Human Resources**

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.20
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.01
Students	0.00
<b>Total</b>	<b>0.21</b>

Note: Enter values to two decimal places.

## Appendix B: Delegation Order



**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.

3-4-2018

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