



Canada Council
for the Arts

Conseil des arts
du Canada

Canada Council for the Arts

Administration of the
Access to Information Act
2021-2022

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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 subsection 94(1) of the *Act*.

This report summarizes how the Canada Council has fulfilled its access to information (ATI) responsibilities during the fiscal year 2021-2022.

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's grants, services, initiatives, prizes, and payments support Canadian artists, authors, and arts groups and organizations. This support allows them to pursue artistic expression, create works of art, and promote and disseminate the arts and literature. Through its arts funding, communications, research, and promotion activities, the Council fosters ever-growing engagement of Canadians and international audiences in the arts. The Council's Public Lending Right (PLR) program makes annual payments to creators whose works are held in Canadian public libraries. The Council's Art Bank operates art rental programs and helps further public engagement with contemporary arts through exhibition and outreach activities. The Council is responsible for the Canadian Commission for UNESCO, which promotes the values and programs of UNESCO to contribute to a future of peace, reconciliation, equity, and sustainable development.

The Council is governed by an 11-member Board. Members of the Board and the Director and CEO are appointed by the Governor in Council. The Council works in close collaboration with federal, provincial, territorial and municipal departments and organizations working in the arts and culture.

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

Access to Information and Privacy (ATIP) Coordinator	...held full delegation authority under the <i>Act</i> and is responsible, with the guidance and oversight of the Chief of Staff and Corporate Secretary, for ensuring compliance with the <i>Act</i> , Access to Information Regulations and policy instruments, and providing guidance and training as required.
Manager of Information Management	...holds full delegation authority under the <i>Act</i> since February 1, 2021 and is responsible, with guidance and oversight of the Chief of Staff 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.

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

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

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

Delegation Order

Delegation orders set out what powers, duties and functions for the administration of the *Access to Information Act* have been delegated by the head of the institution, and to whom, pursuant to subsection 95(1) of the *Act* and related regulations.

See Appendix B for information on designation and delegation.

Highlights of the Statistical Report, 2021-2022

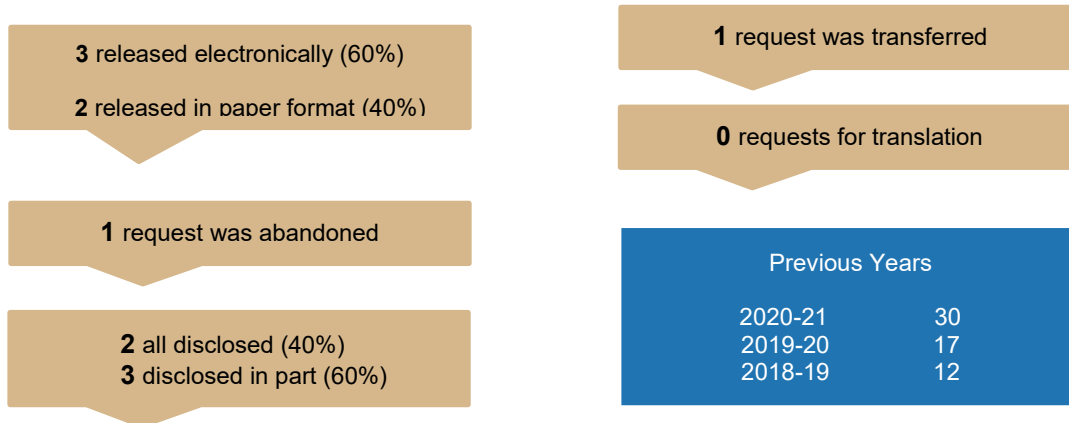
This report is an accounting of Canada Council activities related to the administration of the *Access to Information Act*.

The Canada Council’s 2021-2022 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 2021-2022 request volume decreased 31% from the previous 3-year average, with 9 requests received.

9 Access to Information requests received, of which 5 were carried over to the next period



The following information is publicly available:

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

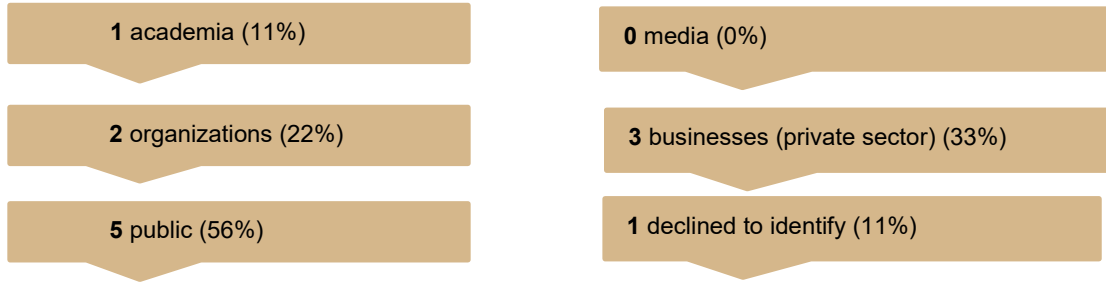
Processing of Access to Information requests

Fiscal Year	Outstanding from previous reporting period	Closed	Carried over to next reporting period	Transferred from another federal institution
2021-2022	3	7	5	0
2020-2021	3	27	0	0
2019-2020	1	18	0	0

In 2021-2022:

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

6 Sources of access to information requests received during the reporting period



	Previous Years					
	Media	Academia	Business – private sector	Organization	Public	Decline to identify
2020-2021	0 (0%)	1 (11%)	3 (33%)	2 (22%)	5 (56%)	1 (11%)
2019-2020	0 (0%)	3 (18%)	3 (18%)	3 (18%)	4 (23%)	4 (23%)
2018-2019	0 (0%)	1 (8%)	0 (0%)	2 (17%)	4 (33%)	5 (42%)

Disposition and Completion Time

In 2021-2022, a total of 7 requests were closed, with information disclosed in accordance with the provisions of the legislation. COVID-19-related measures did not impact the Canada Council's ability to fulfill its *Access to Information Act* responsibilities.

5 Exemption provisions were applied in response to access to information requests

*Exemption provisions 19(1) (personal information), 20(1)(b) (third party business information), 21(1)(a) (advice and recommendations), 21(1)(c) (negotiations) and 21(1)(d) (management of the institution).

3 requests disclosed in part (33%)

0 no records exist (0%)

1 request was abandoned (11%)

2 requests all disclosed (22%)

1 request was transferred (11%)

5 requests carried over to 2022-2023

	Previous Years						
	All Disclosed	Disclosed In part	All exempted	All excluded	No records exist	Request transferred	Request abandoned
2020-2021	2 (22%)	3 (33%)	0 (0%)	0 (0%)	0 (0%)	1 (11%)	1 (11%)
2019-2020	6 (35%)	7 (41%)	0 (0%)	0 (0%)	3 (18%)	0 (0%)	1 (6%)
2018-2019	2 (17%)	9 (75%)	0 (0%)	0 (0%)	1 (8%)	0 (0%)	0 (0%)

254 Pages released

0 requests:
0 pages all disclosed

3 requests:
254 pages disclosed in part

254 pages processed

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

85- average number of pages released

27 On-time compliance (100%)

Compliance assessment includes extensions* taken in accordance with sub-paragraphs 9(1) (b) and (c) of the Act, and no access request was transferred to another institution.

5 past the deadline (71.43%)

No consultations with other institutions or other organizations were necessary

43.8 days - average response time

Previous Years

2020-2021	0%
2019-2020	94%
2018-2019	66%

4 Consultations

(0% of 2021-2022 requests)

0 disclosure

0 Extension* 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.

3 Consultations received from other institutions

(0% of 2021-2022 requests)

0 pages released

Disposition	Number of Requests	Number of Days	Complexities
All disclosed	12	1 to 15	N/A
	4	16 to 30	N/A
	0	61 to 120 (deadline passed)	N/A
Disclosed in part	5	1 to 15	N/A
	3	16 to 30	N/A
	0	61 to 120 (deadline passed)	N/A
No records exist	2	1 to 15	N/A
	1	16 to 30	N/A
Request abandoned	0	16 to 30	N/A
Treated Informally	0	1 to 15	N/A

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

Other Requests

The ATIP office did not process any informal requests.

Exemptions

In 2021-2022, the Canada Council invoked 10 exemptions as per specific sections of the *Access to Information Act*. The Canada Council most invoked sections 19(1), 20(1)(b), 21(1)(a), 21(1)(c) and 21(1)(d). A significant proportion of the release records contained personal information about a third party. The breakdown of the exemptions is as follows:

3 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*.

3 requests

20(1)(b) Third Party information

Subject to this section, the head of a government institution shall refuse to disclose any record requested under this Part 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.

1 request

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

Subject to this section, the head of a government institution shall refuse to disclose any record requested under this Part that contains information concerning structures, networks or systems.

3 requests

21(1)(c) Negotiations

The head of a government institution may refuse to disclose any record requested under this Part 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,

Exclusions

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

Fees

Effective in the 4th quarter of 2019-2020, the Canada Council no longer collects the \$5 fee.

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

The Canada Council has no data to report in relation to this aspect.

Consultations and Cabinet Confidences

During 2021-2022, no consultations were received from other Government of Canada institutions regarding Cabinet Confidences.

Consultations received from Government of Canada Institutions						
Consultations	2019-2020		2020-2021		2021-2022	
	Number of Requests	Pages reviewed	Number of Requests	Pages reviewed	Number of Requests	Pages reviewed
Received during reporting period	4	20	3	13	0	0
Outstanding from the previous reporting period	0	0	0	0	0	0
TOTAL	4	20	3	13	0	0
Closed during the reporting period	4		3		0	
Pending at the end of the reporting period	0		0		0	

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

Training and Awareness

A new ATIP case management software was acquired during the reporting period, and staff were provided training in anticipation of its official deployment on April 1, 2022.

There was mandatory ATIP Training for all staff in 2021-22 as identified in the Corporate Training Plan. It was provided online through the Canada School of Public Service.

The 1-hour online course provided an overview of process to request information and protect personal information. It explored different scenarios and highlighted the various processes to better understand our respective roles and responsibilities towards protecting personal information. Topics included:

- reviewing current legislation and policies
- processing access to information requests effectively
- protecting personal information
- understanding the requirements concerning the collection, use, communication, retention, and disposal of personal information.

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

Policies, Guidelines, Procedures and Initiatives

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

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

One complaint was the subject of an investigation by the Office of the Information Commissioner of Canada in relation to the application of exemptions to some requested records. As a result of the intervention of the Office of the Information Commissioner, the applicant modified the scope of the access request and more information was disclosed. The official disposition of the complaint by the Office of the Information Commissioner had not yet been communicated to the Canada Council at the end of the reporting period.

Monitoring Compliance

The Manager of Information Management 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 the Chief of Staff and Corporate Secretary, approved by the Director and CEO and shared with the Executive Management Committee.

A new ATIP case management software was acquired during the reporting period, and staff were provided training in anticipation of its official deployment on April 1, 2022.

Resources

The Canada Council invested a total amount of \$40,828 and 0.26 person years into Access to Information activities. This amount includes the services provided by one external ATIP consultant.

The Council acquired a new ATIP processing application at a total cost of \$75,088.50, to be amortized over the next five years - \$21,956.78 of this amount was paid in fiscal year 2021-2022 for both *Acts*.

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

Information Holdings

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

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

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

Appendix A: Statistical Report on the Access to Information Act



Government
of Canada

Gouvernement
du Canada

Statistical Report on the Access to Information Act

Name of institution: Canada Council for the Arts

Reporting period: 2021-04-01 to 2022-03-31

Section 1: Requests Under the Access to Information Act

1.1 Number of requests

		Number of Requests
Received during reporting period		9
Outstanding from previous reporting periods		3
• Outstanding from previous reporting period	3	
• Outstanding from more than one reporting period	0	
Total		12
Closed during reporting period		7
Carried over to next reporting period		5
• Carried over within legislated timeline	5	
• Carried over beyond legislated timeline	0	

1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	1
Business (private sector)	0
Organization	2
Public	5
Decline to Identify	1
Total	9

1.3 Channels of requests

Source	Number of Requests
Online	9
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	9

2.4 Pages released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1000 Pages Released		1001-5000 Pages Released		More Than 5000 Pages Released	
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released
0	0	0	0	0	0	0	0	0	0

2.5 Pages re-released informally

Less Than 100 Pages Re-released		100-500 Pages Re-released		501-1000 Pages Re-released		1001-5000 Pages Re-released		More Than 5000 Pages Re-released	
Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released
0	0	0	0	0	0	0	0	0	0

Section 2: Informal Requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		0
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		0
Closed during reporting period		0
Carried over to next reporting period		0

2.2 Channels of informal requests

Source	Number of Requests
Online	0
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	0

2.3 Completion time of 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	
0	0	0	0	0	0	0	0

Section 3: Applications to the Information Commissioner on Declining to Act on 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
Withdrawn during reporting period	0
Carried over to next reporting period	0

Section 4: Requests Closed During the Reporting Period

4.1 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	0	1	1	0	0	0	0	2
Disclosed in part	0	0	3	0	0	0	0	3
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request transferred	0	0	1	0	0	0	0	1
Request abandoned	0	0	0	0	0	1	0	1
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	0	1	5	0	0	1	0	7

4.2 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)	3	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	0
15(1) - Def.*	0	16.3	0	20(1)(b)	3	23.1	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	1	24(1)	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	3	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	0	17	0				
16(1)(c)	0						
16(1)(d)	0						

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

4.3 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

4.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
2	2	0	0	0	2

4.5 Complexity

4.5.1 Relevant pages processed and disclosed for paper and e-record formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
254	254	6

4.5.2 Relevant pages processed per request disposition for paper and e-record formats by size of requests

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	2	3	0	0	0	0	0	0	0	0
Disclosed in part	2	131	1	120	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	1	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0	0	0
Total	5	134	1	120	0	0	0	0	0	0

4.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

4.5.4 Relevant minutes processed per request disposition for audio formats by size of requests

Disposition	Less Than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
	Number of Request	Minutes Processed	Number of Requests	Minutes Processed	Number of Request	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
Total	0	0	0	0	0	0

4.5.5 Relevant minutes processed and disclosed for video formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

4.5.6 Relevant minutes processed per request disposition for video formats by size of requests

Disposition	Less Than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
Total	0	0	0	0	0	0

4.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0
Disclosed in part	0	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	0	0	0	0

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	2
Percentage of requests closed within legislated timelines (%)	28.57142857

4.7.1 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
5	0	0	0	5

4.7.2 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	3	0	3
16 to 30 days	1	0	1
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	1	0	1
More than 365 days	0	0	0
Total	5	0	5

4.8 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 5: Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	1	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
No records exist	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	1	0	0	0

5.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations/ Workload	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	1	0	0	0
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	1	0	0	0

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	0	\$0.00	9	\$0.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	0	\$0.00	9	\$0.00	0	\$0.00

Section 7: Consultations Received From Other Institutions and Organizations

7.1 Consultations received from other Government of Canada institutions and other organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	0	0	0	0
Closed during the reporting period	0	0	0	0
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

7.2 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	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

7.3 Recommendations and completion time for consultations received from other organizations outside the Government of Canada

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

Section 8: Completion Time of Consultations on Cabinet Confidences

8.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		100-500 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

8.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		100-500 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 9: Investigations and Reports of finding

9.1 Investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal Representations
1	0	0

9.2 Investigations and Reports of finding

Section 37(1) Initial Reports			Section 37(2) Final Reports		
Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
0	0	0	0	0	0

Section 10: Court Action

10.1 Court actions on complaints

Section 41				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

10.2 Court actions on third party notifications under paragraph 28(1)(b)

Section 44 - under paragraph 28(1)(b)
0

Section 11: Resources Related to the Access to Information Act

11.1 Allocated Costs

Expenditures		Amount
Salaries		\$24,556
Overtime		\$0
Goods and Services		\$16,272
• Professional services contracts	\$7,116	
• Other	\$9,156	
Total		\$40,828

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.000
Part-time and casual employees	0.200
Regional staff	0.000
Consultants and agency personnel	0.060
Students	0.000
Total	0.260

Note: Enter values to three decimal places.

Appendix B: Delegation Order



**Access to Information Act
and
Privacy Act
Delegation Order**

The Director and CEO of the Canada Council for the Arts, pursuant to subsection 95(1) 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 du paragraphe 95(1) de la *Loi sur l'accès à l'information* et de l'article 73 de la *Loi sur la protection des renseignements personnels*, le directeur et chef de la direction du Conseil des arts du Canada délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont le directeur et chef de la direction est, en qualité de responsable du Conseil des arts du Canada, investi par les dispositions de la Loi ou de son règlement mentionnées en regard de chaque poste. Le présent document remplace et annule tout arrêté antérieur.

Schedule | Annexe

Position Poste	Access to Information Act and Regulations Loi sur l'accès à l'information et Règlement	Privacy Act and Regulations Loi sur la protection des renseignements personnels et Règlement
Chief of Staff and Corporate Secretary Directrice de cabinet et secrétaire du conseil	Full authority Autorité absolue	Full authority Autorité absolue
Manager, Information Management Gestionnaire, Gestion de l'information	Full authority Autorité absolue	Full authority Autorité absolue

Dated, at the City of Ottawa this 30th day of May 2021

Daté, en la ville de Ottawa ce 30^e jour de mai 2021

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

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

References

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