



Canada Council
for the Arts

Conseil des arts
du Canada

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

April 1, 2011 to March 31, 2012

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



Table of Contents

2	Introduction <i>Access to Information Act</i> About the Canada Council for the Arts Delegation of Authority
3	Access to Information Infrastructure The Access to Information and Privacy (ATIP) Office Reading Room
4	PART 1 - Requests under the <i>Access to Information Act</i> 1.1 Number of Requests 1.2 Sources of Requests
6	PART 2 - Requests closed during the reporting period 2.1 Disposition and completion time 2.2 Exemptions 2.3 Exclusions 2.4 Format of information released 2.5 Complexity 2.5.1 Relevant pages processed and disclosed 2.5.2 Relevant pages processed and disclosed by size of requests 2.5.3 Other complexities 2.6 Deemed refusals 2.7 Requests for translation
14	PART 3 - Extensions 3.1 Reasons for extensions and disposition of requests 3.2 Length of extensions
14	PART 4 - Fees
14	PART 5 - Consultations received from other institutions and organizations 5.1 Consultations received 5.2 Recommendations and completion time (government institutions) 5.3 Recommendations and completion time (organizations)
15	PART 6 - Completion time of consultations on Cabinet confidences
15	PART 7 - Resources related to the <i>Access to Information Act</i> 7.1 Costs 7.2 Human Resources
16	Training for ATIP Practitioners
16	Access to Information Policies, Guidelines and Procedures
16	Training and Awareness Initiatives for Canada Council for the Arts Employees
17	Complaints and Court Applications for Reviews



17 **Reporting Requirements**

19 **Appendix**

Appendix A: Statistical Report on the *Access to Information Act*

Appendix B: Delegation Order



Introduction

Access to Information Act

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

Section 72 of the *Access to Information 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 report describes how, during the fiscal year 2011-2012, the Canada Council for the Arts fulfilled its access to information responsibilities and is prepared in accordance with section 72 of the *Access to Information Act*.

About the Canada Council for the Arts

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

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

The Canada Council awards prizes and fellowships every year to approximately 200 artists and scholars. The Canadian Commission for UNESCO operates within the Canada Council. The Canada Council Art Bank, which contains some 18,000 works of contemporary Canadian art in its collection, rents to the public and private sectors.

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

For more information about the Canada Council for the Arts, please visit our website at: www.canadacouncil.ca.

Delegation of Authority

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

The powers, duties and functions of the administration of the *Access to Information Act* have been delegated by the Director and CEO of the Canada Council pursuant to section 73 of the Act and related regulations. These delegations are identified in the Delegation Order (attached as Appendix B).



Access to Information Infrastructure

The Access to Information and Privacy (ATIP) Office

The Access to Information and Privacy Office (ATIP Office) is responsible for administering the *Access to Information Act* within the Canada Council for the Arts (the Canada Council). Its mandate is to act on behalf of the Director and CEO of the Canada Council in ensuring compliance with legislation, regulations, and government policy, and to create organizational directions, including standards, in all matters relating to the *Act*. This includes responding to access requests, providing professional advice and training within the Canada Council.

The ATIP office consists of a full-time Access to Information and Privacy Coordinator, reporting through the Director, Finance and Administration, and a part-time temporary Senior Administrative Assistant.

Reading Room

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

350 Albert Street
Ottawa, Ontario



PART 1 - Requests under the Access to Information Act

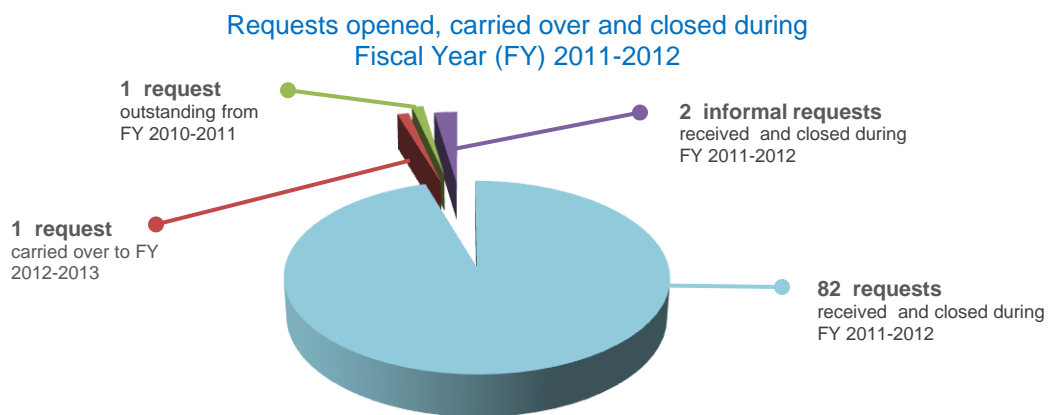
The Canada Council for the Arts' statistical report summarizing Access to Information Act activity is attached as Appendix A and covers the period between April 1, 2011 and March 31, 2012.

1.1 Number of Requests

During the fiscal year (FY) 2011-2012, the Canada Council received 82 formal requests. One (1) request was carried over from the previous fiscal year representing a total of 83 active requests. Of these requests 82 were closed and one (1) request is carried forward into fiscal year 2012-2013.

Two (2) informal responses to requests were processed during this fiscal year. Informal requests for records do not invoke a right of access provided under the Access to Information. In compliance with the Act information subject to exemptions is not released informally.

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



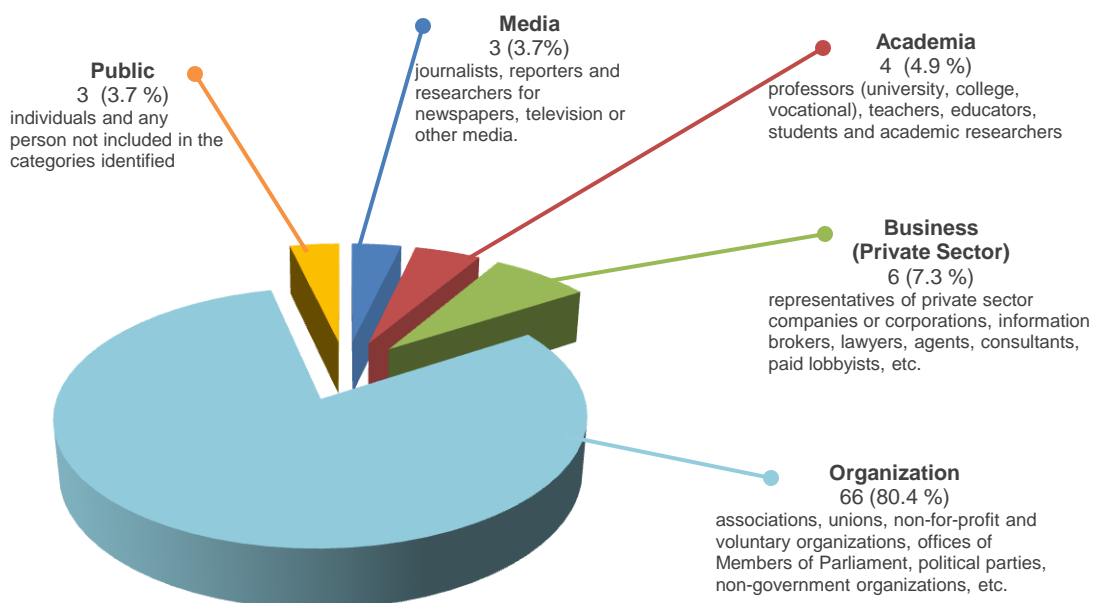
The requests received by the ATIP Office cover a full range of topics relevant to the Canada Council's roles and responsibilities. Some of the most frequently requested information related to external assessment reports regarding specific grant applications, the funding of specific programs, individuals and organizations, listings of grant applicants by program, including funding criteria, peer assessment process, and policies.

1.2 Sources of Requests

A data summary of the sources of formal requests received by the Canada Council for the Arts is represented as:



Number of requests per source



The following table is a comparison of requests by source from FY 2009-2010 to 2011-2012. The number of requests received from the public has decreased due in part to proactive disclosure initiatives and the treatment of requests informally or through established research agreements.

Source of Request	Fiscal Year (FY)		
	2009-2010	2010-2011	2011-2012
	Number of Requests (%)		
Media	0 (0%)	1 (1.1%)	3 (3.7%)
Academia	1 (0.9%)	1 (1.1%)	4 (4.9%)
Business (private sector)	4 (3.9%)	3 (3.4%)	6 (7.3%)
Organization	91 (85.8%)	69 (77.5%)	66 (80.4%)
Public	10 (9.4%)	15 (16.9%)	3 (3.7%)
Total	106 (100%)	89 (100%)	82 (100%)

Requests from organizations have decreased in part due to the relationship between multi-year funding and related assessments as opposed to annual funding when fewer applicants require assessments. The majority of organization specific requests relate to the Canada Council's peer assessment process. The peer assessment process is the cornerstone of the Council's funding decisions. Individual assessors with specialized expertise support and complement the work of peer assessment committees or provide advice directly to Canada Council staff regarding specific grant applications and prize nominations. They can provide written assessments on plays, dance productions, research projects and prize nominations, among other things.

Though the number of requests has decreased the complexity of the requests has



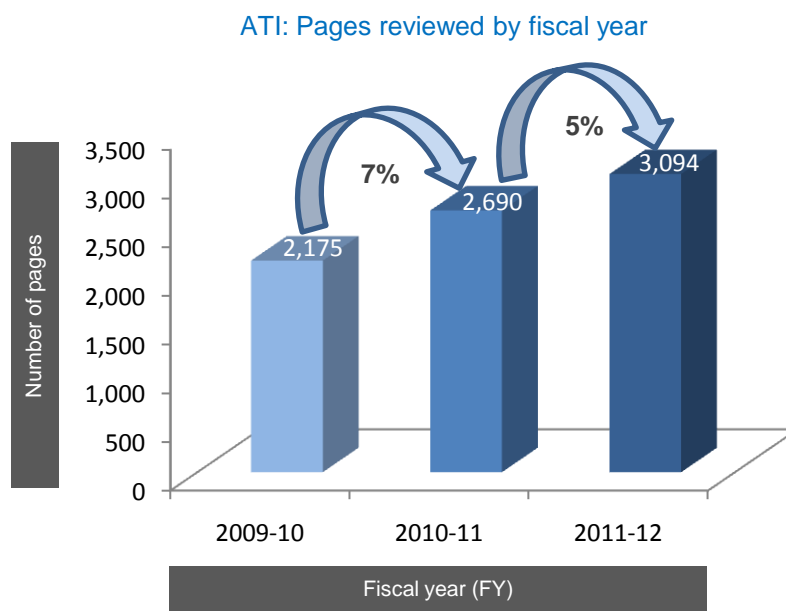
increased requiring an extensive search of related documents and review to determine relevancy.

Case Load

Eighty-two (82) requests were completed in the current fiscal year as opposed to 88 requests in the previous year and 106 in the year prior. This may relate to multi-year funding and related assessments as opposed to annual funding when fewer applicants require assessments.

Fiscal Year (FY)	Cases	Pages
2009-2010	106	2,175
2010-2011	88	2,690
2011-2012	82	3,094

The volume of pages requiring line-by-line review — and the associated work — increased to 2,690 pages in 2010-2011 compared to 2,175 in 2009-2010, an increase of 7% and increased again in 2011-2012 to 3,094 pages, an additional 5% increase.



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

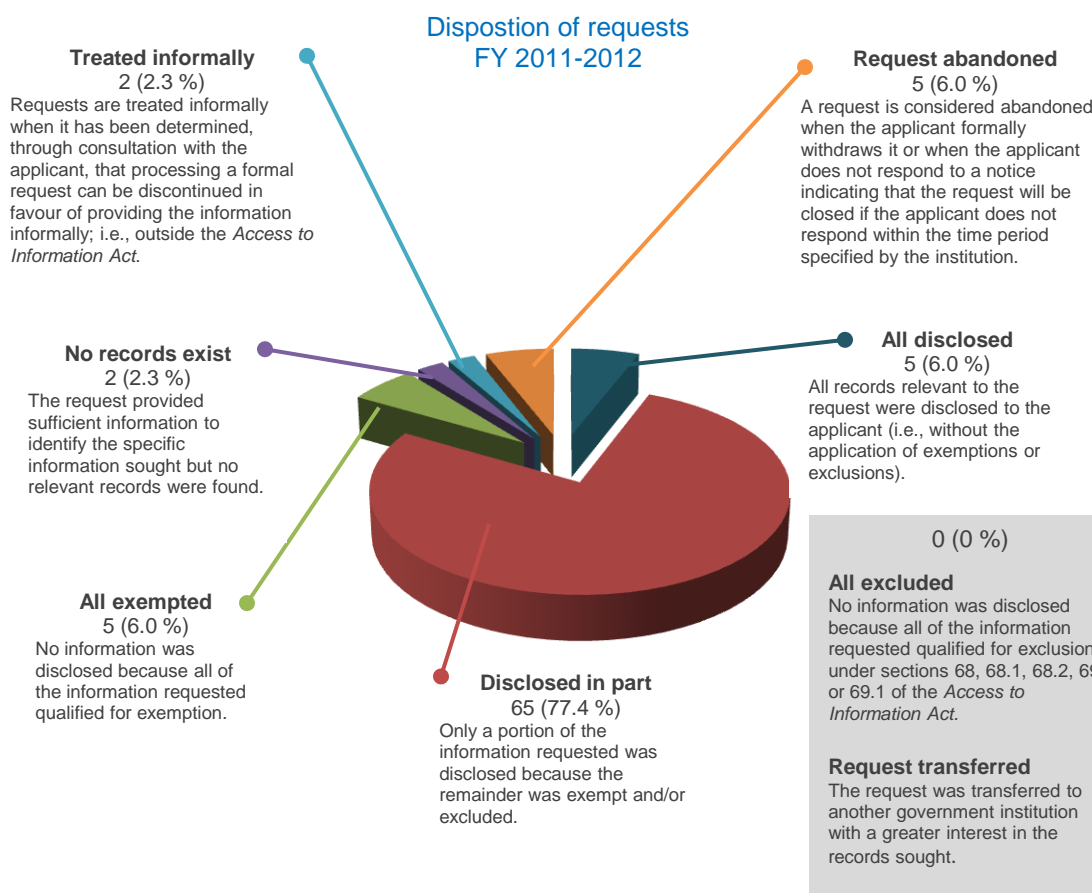
PART 2 - Requests closed during the reporting period

2.1 Disposition and completion time

The Canada Council for the Arts received and completed processing 84 of 85 (99%) active requests (including 2 informal requests); 74 requests (88.1%) were completed in 15 days or less; 8 requests (9.5%) were completed within 30 days (including the informal requests); and 2 requests (2.4%) were completed within 60 days during fiscal year 2011-2012.



Completion Time (in days)			Total	Disposition of requests
1 to 15	16 to 30	31 to 60		
3	2	0	5	All disclosed
61	2	2	65	Disclosed in part
4	1	0	5	All exempted
0	0	0	0	All excluded
2	0	0	2	No records exist
0	0	0	0	Request transferred
4	1	0	5	Request abandoned
0	2	0	2	Treated informally
74	8	2	84	Total

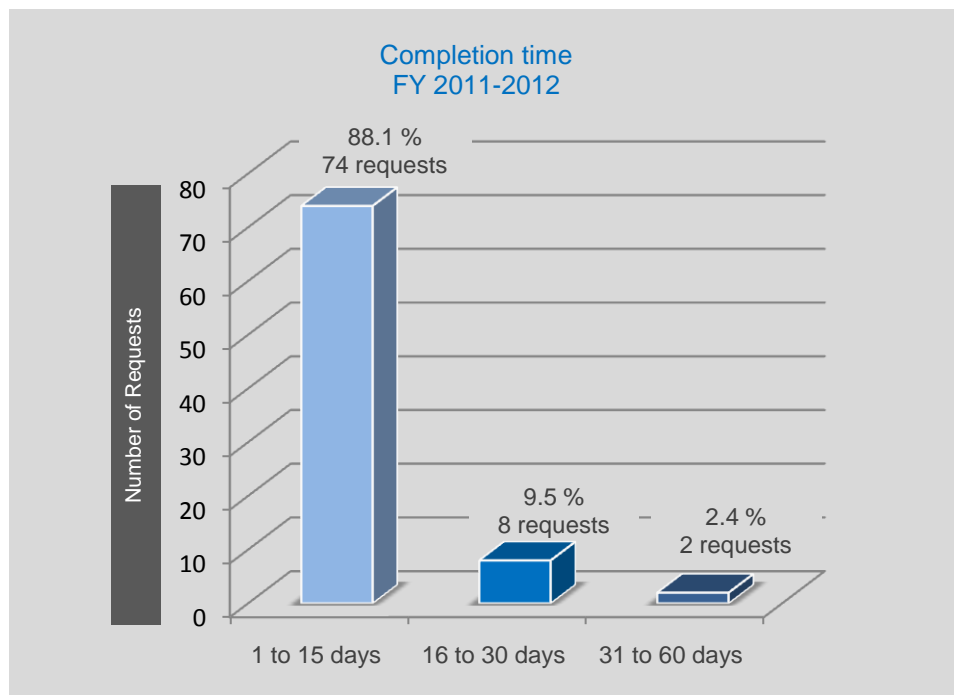


The Act gives any person or corporation present in Canada a right to receive information held by or supplied to a government institution. In addition, the Act contains a provision giving third parties the right to be informed when a government institution intends to disclose information described in Section 20 of the Act. This ensures that the third party has the right to make formal representations to the department and to file an appeal to the Federal Court of Canada should this become necessary, to prevent the disclosure of the disputed information.

As a result, time limits may be extended for a reasonable period of time to conduct



consultations with third parties. In 4 instances, the Canada Council found it necessary to extend beyond 30 days allowing for third party consultations. In one instance the request was abandoned, and another was completed within the initial 30 days.



2.2 Exemptions

Exemptions protect certain types of information that could cause harm if released and are invoked through proper consideration of the intent of the *Access to Information Act* and relevant jurisprudence. Sections 13 through 24 of the Act set out the exemptions intended to protect information pertaining to a particular public or private interest, and section 26 of the Act is an administrative exception relating to the publication of information.

All exemptions invoked are cited when releasing the records, unless doing so would reveal the exempted information or cause injury.

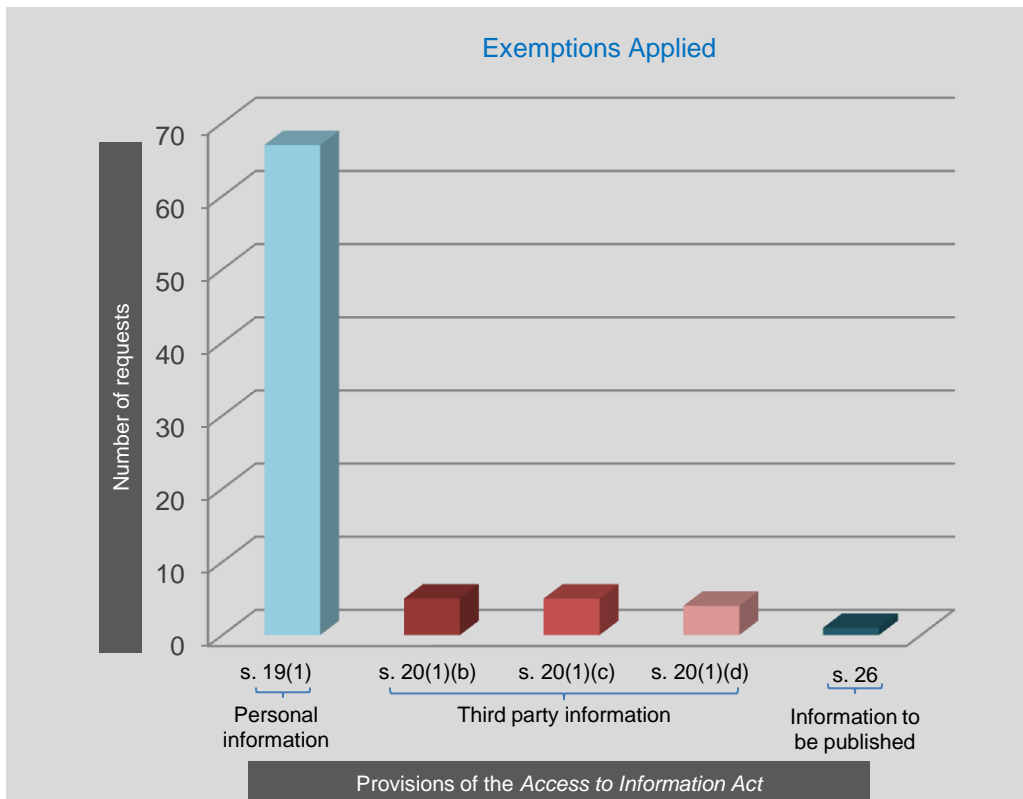
In the processing of requests, exemptions were invoked 82 times; however all related records were partially disclosed in 65 cases and all exempted in 5 cases. Information can be denied under more than one exemption.

Exemptions applied by the Canada Council were:

ATI section	Application of exemption and description
19(1)	67 instances records containing personal information
20(1)(b)	5 instances third party records containing confidential financial information supplied to the Canada Council for the Arts by a third party and is treated consistently in a confidential manner by the third party
20(1)(c)	5 instances third party information of which could reasonably be expected to result in material loss or gain to, or could reasonably be expected to prejudice the competitive position of, a third party

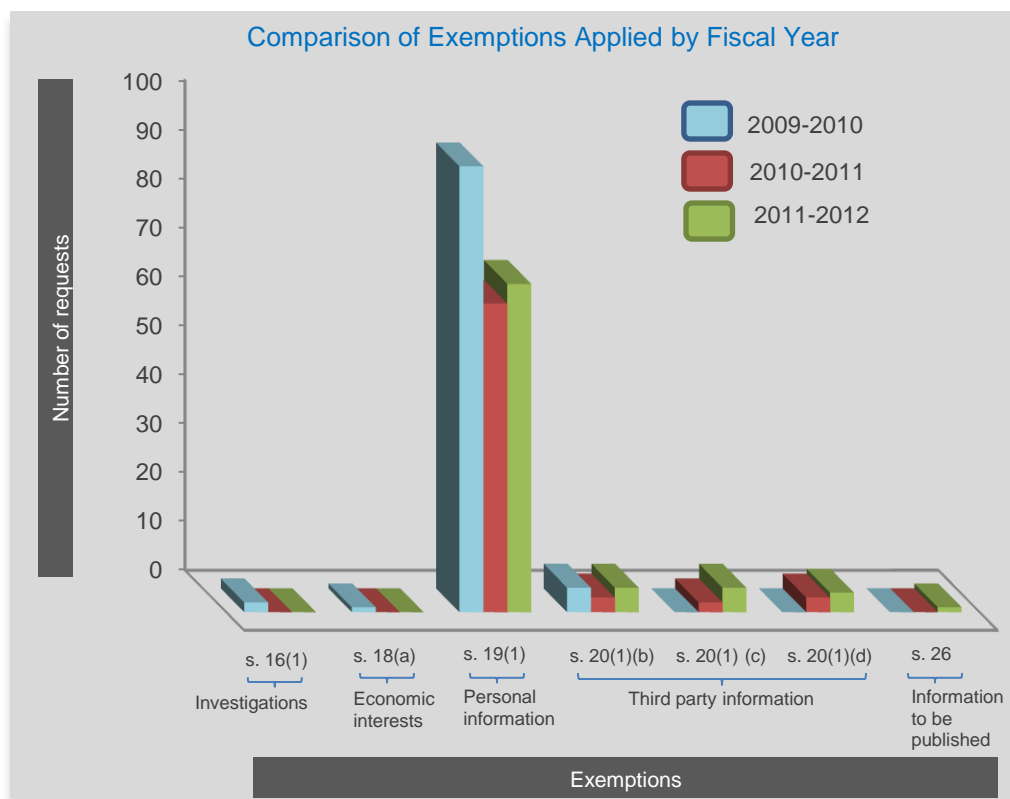


20(1)(d)	4 instances third party information the disclosure of which could reasonably be expected to interfere with contractual or other negotiations of a third party
26	1 instance records where the information is to be published



No other exemptions were invoked during this reporting period.

Partial disclosures throughout FY 2009 through 2012 show a trend in the application of exemptions 19(1) (records containing personal information) and 20(1) (third party records containing confidential information). This is due in part to the nature of information collected by the Canada Council in association with its grants and services to professional Canadian artists and arts organizations.



2.3 Exclusions

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

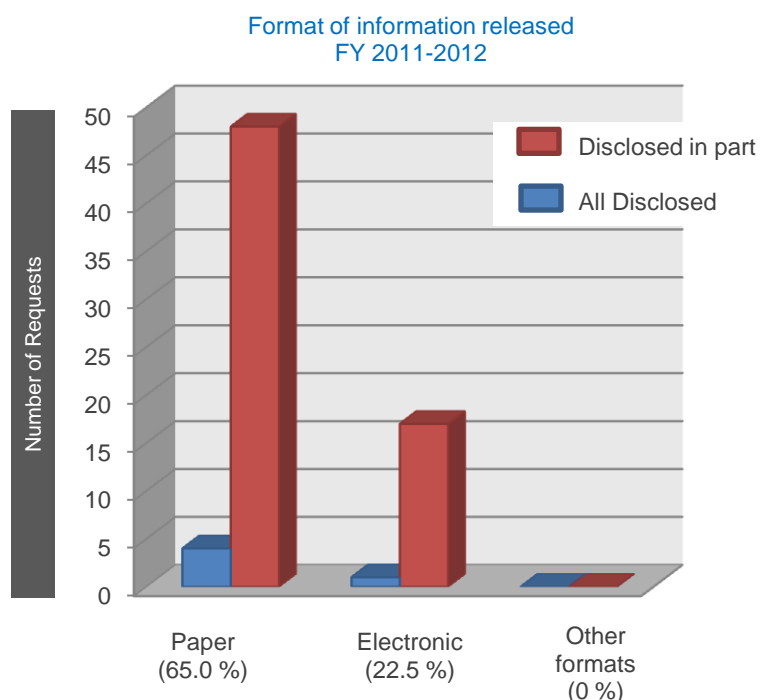
Exclusions were not invoked during this reporting period.

2.4 Format of information released

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

The following table indicates the preferred format of access to the records disclosed during FY 2011-2012 and whether copies of the original records were released in whole or in part:

Disposition	Format of information released		
	Paper	Electronic	Other formats
All disclosed	4	1	0
Disclosed in part	48	17	0
Total	52	18	0



In 12 cases (12.5%) no information was released (all exempted; no records exist; abandoned).

The release of electronic formats of original records, in whole or in part, was enabled with the implementation of an internal management system during this reporting period.

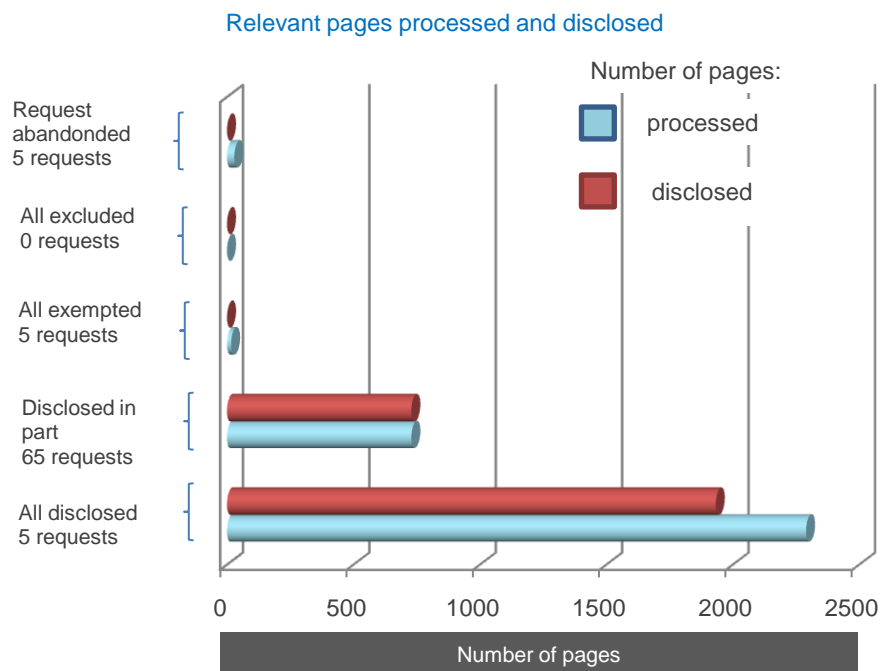
2.5
Complexity

2.5.1 Relevant pages processed and disclosed

An analysis of 3,094 pages for 80 requests to determine whether the information could be disclosed, exempt or excluded was undertaken during this reporting period. This number does not reflect the number of pages or records examined to determine relevancy.

Factors affecting the complexity of requests include the number of pages processed and disclosed, and the subject or size of the request (requiring additional time to identify and retrieve documents to ensure a quality response, and review and sever information).

Disposition of requests	Relevant pages processed and disclosed		
	Number of pages processed	Number of pages disclosed	Number of requests
All disclosed	2,290	1,933	5
Disclosed in part	729	729	65
All exempted	16	0	5
All excluded	0	0	0
Request abandoned	59	0	5
Total	3,094	2,662	80



2.5.2 Relevant pages disclosed by requests

In general, 79 requests received involved disclosure of fewer than 100 pages. In one (1) instance the request was substantial, involving 1,755 pages. This number does not reflect the number of pages or records examined to determine relevancy.

Disposition	Relevant pages disclosed by requests					
	Less than 100 pages		100 to 1,000 pages		1,001 to 5,000 pages	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
All disclosed	4	178	0	0	1	1,755
Disclosed in part	65	729	0	0	0	0
All exempted	5	0	0	0	0	0
All excluded	0	0	0	0	0	0
Abandoned	5	0	0	0	0	0
Total	79	907	0	0	1	1,755

2.5.3 Other complexities

One factor that increases the complexity of a request are consultations with third parties (organizations or individuals) that have supplied information to the Canada Council or are referenced in documents or records for which a request has been made. In order for third party information to be exempt from release, it must meet specific criteria set forth in section 20 of the *Access to Information Act*. Consultation is required to determine whether exemptions may apply or remain relevant in the context of the passage of time.



Disposition	Other complexities
	Consultation required
All disclosed	0
Disclosed in part	3
All exempted	0
All excluded	0
Abandoned	1
Total	4

Four (4) requests involved such third party consultations related to the disclosure of information. While third party information may be of a sensitive nature, the Canada Council undertakes to release as much information as possible, consistent with the spirit of the Act and the severability provisions of section 25 of the Act.

During one consultation process, the requester abandoned the request.

In addition, data matching of personal information must be thoroughly analysed when processing certain request types to protect personal information, especially when detailed financial information is provided. Although a financial statement by itself may not reveal personal information, the associated commentary may enable data matching resulting in the disclosure of personal financial information.

The content of a grant application informs of the relationship between personal financial information, names and position titles, including personal comments about an individual. This information may be scattered throughout the application requiring a meticulous and time consuming analysis by ATIP practitioners to ensure the protection of personal information under section 19(1) of the ATI Act.

2.6
Deemed refusals

Statutory deadlines were met for all 82 requests during the 2011-2012 fiscal year. Workload and consultations did not impact the Canada Council for the Arts' ability to meet the deadlines for these requests.

Workload: large number of requests to be processed, very large requests, other ATIP-related tasks (e.g., complaints, training, Info Source).
External consultation: consultations with individuals or entities that are not part of the institution, including third parties and other government institutions.
Internal consultation: consultations with officials of the institution, and consultants working for the institution.
Other: reasons other than workload and consultations (for example, unavailability of key officials, difficulties in obtaining relevant records, labour disputes, and lengthy power outages).

2.7
Requests for translation

During this fiscal year, no Access to Information requests required the information released to be translated into the other official language.



PART 3 - Extensions

3.1 Reasons for extensions

The Act contains a provision giving third parties the right to be informed when the government institution intends to disclose information that may be exempt from release under sections 20(1) and 24 of the *Access to Information Act*. This also ensures the third party has the opportunity to make formal representations to the Canada Council concerning the sensitivity of information in terms of the limitations set forth in section 20(1) and 24 of the Act, the Courts, the passage of time and the spirit of the Act.

The *Access to Information Act* allows government institutions to extend the legislated deadline of a request if the request cannot be completed within the legislated 30 calendar day time limit. Section 9 of the Act permits extensions if there is a need for consultations with other government institutions, third parties (consultations with individuals or entities that are not part of the Canada Council), or if the request is for a large number of records requiring a lengthy search that would unreasonably interfere with the operations of the institution. The head of the institution is required under subsection 9(2) of the Act to inform the Information Commissioner of the extension. The requestor will also be given notice of the extension, within 30 days after the request is received, including the length of the extension.

Third party consultations (section 9(1)(c)) were invoked on 4 occasions.

3.2 Length of extensions

In four (4) instances, the Canada Council found it necessary to extend up to 60 days to allow for third party consultations under section 9(1)(c) of the Act during the 2011-2012 fiscal year.

PART 4 - Fees

Access request fees are charged only for the activities and formats described in [section 7 of the *Access to Information Regulations*](#). Discretion is exercised concerning the waiver, reduction or refund of fees.

During the reporting period, no (0) fees were collected. The cost of processing for the first five hours is not charged by the Canada Council for the Arts as prescribed under the Act. In 75 instances the Canada Council waived access fees valuing \$375.

Generally, fees are waived if the information is normally available without a charge, there may be a public benefit through the release of the information or the request is to access one's own file(s).

PART 5 - Consultations received from other institutions and organizations

5.1 Consultations received

Access requests received by other government institutions where the source of the records was identified as originating from the Canada Council required consultation and internal review by Council.



Six (6) consultation requests were received under the *Access to Information Act* from other federal institutions during this reporting period. Five (5) consultations were disclosed in their entirety and one (1) was disclosed in part. The six consultations required Canada Council program staff to review 322 pages.

5.2
Recommendations
and completion time
(government
institutions)

The Canada Council completed six (6) consultations received from other government institutions subject to the *Access to Information Act* within a 15 calendar day period. These requests are given priority within the time constraints that apply to each of them.

5.3
Recommendations
and completion time
(organizations)

During this fiscal year, the Canada Council did not receive recommendations for consultations received from other organizations, including provincial, territorial municipal or foreign governments.

PART 6 - **Completion time of consultations on Cabinet confidences**

Access requests during the fiscal year 2011-2012 did not require consultations on Cabinet confidences with the Privy Council Office on the application of section 69 of the Act.

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

7.1
Costs

The Canada Council for the Arts invested a total of \$116,250 in the management of the *Access to Information Act*. Salary costs related to the administration of the *Access to Information Act* account for \$75,000, and goods and services costs (expenses other than salaries and overtime) account for \$41,250.

During this reporting period the Canada Council has no expenditures to report concerning contracts for profession services.

7.2
Human Resources

During the reporting period, the ATIP Office consisted of a Coordinator and one part-time, temporary support staff. In the Canada Council organizational structure, the ATIP Office reports to the Director, Finance and Administration.

ATIP staffing for FY 2011-2012 amounted to 1 full-time employee dedicated part-time to ATI activities (75% to ATI activities) and 1 part-time employee dedicated part-time to ATI activities (75% to ATI activities).

This does not reflect the costs of consulting areas of expertise within the Canada Council to assist in identifying sensitive information requested under the Act. Canada Council program staff participated in identifying and supplying relevant records to the ATIP office for the requests reported.

Training for ATIP Practitioners

Learning opportunities provided by the Information and Privacy Policy Division of the Treasury Board of Canada Secretariat were attended by ATIP practitioners of the Canada Council for the Arts. These sessions continue to enhance the competencies of the practitioners. In addition, the ATIP Coordinator attended a Cloud Computing information session.

Access to Information Policies, Guidelines and Procedures

During this reporting period the following policies, guidelines or procedural developments related to the *Access to Information Act* were approved by Canada Council's Executive Management Group:

- Access to Information Fee and Fee Waiver Guide
 - highlights the fee structure outlined in section 11 of the Act
- Principles of the *Access to Information Act*
 - highlights the accessibility of information held by the Canada Council and requesters' rights of access
- *Access to Information and Privacy Acts*
 - highlights Canada Council roles and responsibilities

These guidelines were posted to the Canada Council intranet to raise awareness and understanding of the *Access to Information Act* to comply with Treasury Board Secretariat directives.

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

Training and Awareness Initiatives for Canada Council for the Arts Employees

Information about Access to Information is provided on the Canada Council for the Arts' website. The website describes the ATIP Office's roles and responsibilities and provides information on the *Access to Information Act* and was updated during this fiscal year.

To raise awareness and understanding of accessibility to Canada Council records and documentation, one (1) information session was delivered in collaboration with the Reference and Documentation Centre, providing an overview of Access to Information, Privacy Protection and Records Management. This session was presented to Communications (37 attendees). This session was not mandatory.

Informal Disclosure

In order to assist the Canada Council to proactively release information to the public, the ATIP office provides informal assistance to expedite requests outside the *Act*.

Internally, ATI reports and recommendations were provided to program activities on a regular basis.

The ATIP office, jointly with the Reference and Documentation Centre, has initiated an open data project to encourage the proactive dissemination of information that the public requests through the Canada Council's website.

Complaints and Court Applications for Reviews

During 2011-2012, three (3) complaints were filed with the Office of the Information Commissioner of Canada (OIC) under the *Access to Information Act*.

The review of one (1) complaint from FY 2008-2009 related to 1 access request was completed by the Office of the Information Commissioner in 2011-2012.

The final disposition by OIC for one (1) complaint was:

- Well founded (closed) – resolved without the need to make recommendations to the head of the institution. Additional relevant records were located and released.

The review of one (1) complaint from FY 2008-2009 related to one (1) access request is on-going into Fiscal year 2012-2013.

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

There were no applications or appeals submitted to the Federal Court or the Federal Court of Appeal during fiscal year 2011-2012.

Reporting Requirements

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

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



Summaries of
Completed Access to
Information Act
Requests

The summaries of completed access to information requests are proactively posted to the Canada Council for the Arts website within thirty calendar days after the end of each month. The summaries cover the substance or main points of the request and not necessarily all the details. Summaries are kept on the Canada Council's web site for a minimum period of two years and are linked to the "Open Government" web-site (<http://open.gc.ca/open-ouvert/ati-aai-eng.asp>).

June 2012



Appendix

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: 01/04/2011 to 31/03/2012

PART 1 – Requests under the Access to Information Act

1.1 Number of Requests

	Number of Requests
Received during reporting period	82
Outstanding from previous reporting period	1
Total	83
Closed during reporting period	82
Carried over to next reporting period	1

1.2 Sources of requests

Source	Number of Requests
Media	3
Academia	4
Business (Private Sector)	6
Organization	66
Public	3
Total	82

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	3	2	0	0	0	0	0	5
Disclosed in part	61	2	2	0	0	0	0	65
All exempted	4	1	0	0	0	0	0	5
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	4	1	0	0	0	0	0	5
Treated informally	0	0	0	0	0	0	0	0
Total	74	6	2	0	0	0	0	82



2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	0	16(2)(a)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(b)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(c)	0	18(c)	0	20.4	0
13(1)(d)	0	16(3)	0	18(d)	0	21(1)(a)	0
13(1)(e)	0	16.1(1)(a)	0	18.1(1)(a)	0	21(1)(b)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	0
15(1) - I.A.*	0	16.1(1)(d)	0	18.1(1)(d)	0	22	0
15(1) - Def.*	0	16.2(1)	0	19(1)	67	22.1(1)	0
15(1) - S.A.*	0	16.3	0	20(1)(a)	0	23	0
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(b)	5	24(1)	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(b.1)	0	26	1
16(1)(a)(iii)	0	16.5	0	20(1)(c)	5		
16(1)(b)	0	17	0	20(1)(d)	4		
16(1)(c)	0						
16(1)(d)	0						

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

2.3 Exclusions

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

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	4	1	0
Disclosed in part	48	17	0
Total	52	18	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	2290	1933	5
Disclosed in part	729	729	65
All exempted	16	0	5
All excluded	0	0	0
Request abandoned	59	0	5



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	4	178	0	0	0	0	1	1755	0	0
Disclosed in part	65	729	0	0	0	0	0	0	0	0
All exempted	5	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Abandoned	5	0	0	0	0	0	0	0	0	0
Total	79	907	0	0	0	0	1	1755	0	0

2.5.3 Other complexities

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	3	0	0	0	3
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	1	0	0	0	1
Total	4	0	0	0	4

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

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

2.6.2 Number of days past deadline

Number of days past deadline	Number of requests past deadline where no extension was taken	Number of requests past deadline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	0	0



2.7 Requests for translation

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

PART 3 – Extensions

3.1 Reasons for extensions and disposition of requests

Disposition of requests where an extension was taken	9(1)(a) interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	0	0	0	3
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	1
Total	0	0	0	4

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	4
61 to 120 days	0	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	0	0	0	4



PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	0	\$0	75	\$375
Search	0	\$0	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
Total	0	\$0	75	\$375

PART 5 – Consultations received from other institutions and organizations

5.1 Consultations received from other government institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during reporting period	6	322	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	6	322	0	0
Closed during the reporting period	6	322	0	0
Pending at the end of the reporting period	0	0	0	0

5.2 Recommendations and completion time for consultations received from other government institutions

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	than 365 days	
Disclose entirely	5	0	0	0	0	0	0	5
Disclose in part	1	0	0	0	0	0	0	1
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	6	0	0	0	0	0	0	6



5.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	than 365 days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

PART 6 – Completion time of consultations on Cabinet confidences

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

PART 7 – Resources related to the Access to Information Act

7.1 Costs

Expenditures		Amount
Salaries		\$75,000
Overtime		\$0
Goods and Services		\$41,250
• Professional services contracts	\$0	
• Other	\$41,250	
Total		\$116,250



7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	0.75	0.00	0.75
Part-time and casual employees	0.00	0.75	0.75
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.00	0.00	0.00
Students	0.00	0.00	0.00
Total	0.75	0.75	1.50



Canada Council for the Arts

Conseil des Arts du Canada

Access to Information Act and Privacy Act Designation Order

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



BY THIS ORDER made pursuant to sections 73 of the Access to Information Act and the Privacy Act, I hereby designate the person holding the position of Director, Finance & Administration Division and Access to Information and Privacy Coordinator to exercise or perform all of the powers, duties and functions of the head of a government institution under the Act, insofar as they may be exercised or performed in relation to the Canada Council for the Arts as per attached Appendix A.

This delegation order supersedes any previous order executed pursuant to section 73 of the Acts.

PAR LE PRÉSENT ARRÊTÉ pris en vertu des l'articles 73 de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels, je délègue au titulaire des postes de Directeur, La Division des finances et de l'administration et de Coordinatrice de l'accès à l'information et de la protection des renseignements personnels les attributions se apportant au Conseil des Arts du Canada qui me sont confiées aux termes de cette loi en ma qualité de responsable d'une institution fédérale selon l'Annexe A attaché.

Cet arrêté de délégation remplace tout arrêté précédent pris en vertu des l'articles 73 de les Loi.

May 11, 2009 Date

[Signature of Robert Leman]

Director / Directeur

Contact information for Canada Council for the Arts and Conseil des Arts du Canada, including addresses, phone numbers, and website URLs.

Section 73 of the Access to Information Act

Sections of ATI Act	Powers, Duties or Functions	Position/Title
4(2.1)	Responsibility of government institution	Director, Finance & Administration ATIP Coordinator
7(a)	Issue notice when access requested	Director, Finance & Administration ATIP Coordinator
7(b)	Giving access to record	Director, Finance & Administration ATIP Coordinator
8(1)	Transfer of request to another government institution or accept transfer from another institution	Director, Finance & Administration ATIP Coordinator
9	Extension of time limits	Director, Finance & Administration ATIP Coordinator
10	Where access is refused	Director, Finance & Administration ATIP Coordinator
11(2), (3), (4), (5), (6)	Additional fees and waiver of fees	Director, Finance & Administration ATIP Coordinator
12(2)(b)	Language of access	Director, Finance & Administration ATIP Coordinator
12(3)(b)	Access in an alternative format	Director, Finance & Administration ATIP Coordinator
13	Exemption – Information obtained in confidence	Director, Finance & Administration ATIP Coordinator
14	Exemption – Federal-provincial affairs	Director, Finance & Administration ATIP Coordinator
15	Exemption – International affairs and defense	Director, Finance & Administration ATIP Coordinator
16	Exemption – Law enforcement and investigations	Director, Finance & Administration ATIP Coordinator
16.5	Exemption – <i>Public Servants Disclosure Protection Act</i>	Director, Finance & Administration ATIP Coordinator
17	Exemption – Safety of individuals	Director, Finance & Administration ATIP Coordinator
18	Exemption – Economic interests of Canada	Director, Finance & Administration ATIP Coordinator
19	Exemption – Personal information	Director, Finance & Administration ATIP Coordinator
20	Exemption – Third-party information	Director, Finance & Administration ATIP Coordinator
21	Exemption – Operations of Government	Director, Finance & Administration ATIP Coordinator
22	Exemption – Testing procedures, tests and audits	Director, Finance & Administration ATIP Coordinator
22.1	Exemption – Audit working papers and draft audit reports	Director, Finance & Administration ATIP Coordinator
23	Exemption – Solicitor-client privilege	Director, Finance & Administration

		ATIP Coordinator
24	Exemption – Statutory prohibitions	Director, Finance & Administration ATIP Coordinator
25	Severability	Director, Finance & Administration ATIP Coordinator
26	Exception – Information to be published	Director, Finance & Administration ATIP Coordinator
27(1), (4)	Third-party notification	Director, Finance & Administration ATIP Coordinator
28(1)(b), (2), (4)	Third-party notification	Director, Finance & Administration ATIP Coordinator
29(1)	Where the Information Commissioner recommends disclosure	Director, Finance & Administration ATIP Coordinator
33	Advising Information Commissioner of third-party involvement	Director, Finance & Administration ATIP Coordinator
35(2)(b)	Right to make representations	Director, Finance & Administration ATIP Coordinator
37(1)	Findings of Information Commissioner	Director, Finance & Administration ATIP Coordinator
37(4)	Access to be given to complainant	Director, Finance & Administration ATIP Coordinator
43(1)	Notice to third party (application to Federal Court for review)	Director, Finance & Administration ATIP Coordinator
44(2)	Notice to applicant (application to Federal Court by third party)	Director, Finance & Administration ATIP Coordinator
52(2)(b), (3)	Special rules for hearings	Director, Finance & Administration ATIP Coordinator
69	Disclosure of Cabinet confidences	Director, Finance & Administration ATIP Coordinator
71(1)	Facilities for inspection of manuals	Director, Finance & Administration ATIP Coordinator
72	Annual report to Parliament	Director, Finance & Administration ATIP Coordinator
Sections of ATI Regulations	Powers, Duties or Functions	Position/Title
5	Inform person making request	Director, Finance & Administration ATIP Coordinator
6(1)	Transfer of request	Director, Finance & Administration ATIP Coordinator
7(2)	Search and preparation fees	Director, Finance & Administration ATIP Coordinator
7(3)	Production and programming fees	Director, Finance & Administration ATIP Coordinator
8	Providing access to record(s)	Director, Finance & Administration ATIP Coordinator
8.1	Limitations in respect of format	Director, Finance & Administration

