



Canada Council
for the Arts

Conseil des arts
du Canada

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

April 1, 2012 to March 31, 2013

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



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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 and is a legislated obligation for government institutions.

In accordance with section 72 of the [*Access to Information Act*](#) the annual report is tabled in Parliament at the close of each fiscal year. This report describes how, during the fiscal year 2012-2013, the Canada Council for the Arts fulfilled its access to information responsibilities.

Canada Council for the Arts Mandate

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 and services to professional Canadian artists and arts organizations in music, theatre, writing and publishing, visual arts, dance, media arts and integrated (interdisciplinary) arts. It raises public awareness of the arts through its communications, research and arts promotion activities.

The Canada Council prizes and fellowships celebrate creativity by recognizing some 200 exceptional Canadians in the arts, humanities and sciences every year. The Canadian Commission for UNESCO operates under the general authority of the Council. The Canada Council Art Bank, which contains 17,500 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. Members of the Board and the Director/CEO of the 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.

For more information about the Canada Council for the Arts, visit www.canadacouncil.ca.

Access to Information Infrastructure

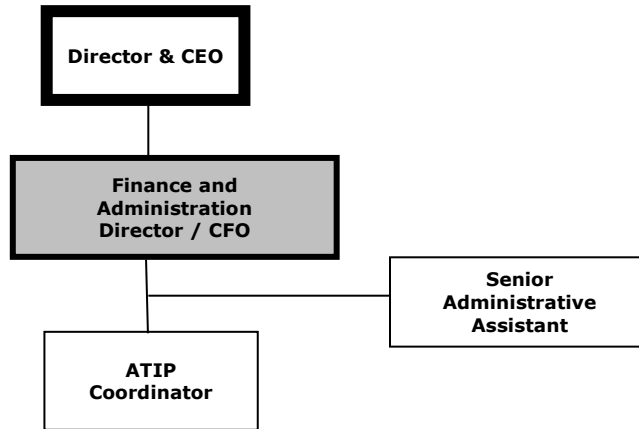
Delegation of Authority

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. Full delegation rests with the Finance and Administration Director / CFO, and the Access to Information and Privacy Coordinator. Some areas of responsibility were amended in 2012-2013 to include the Senior Administrative Assistant, Finance and Administration to streamline request processing, as



recommended in the Treasury Board Secretariat's [Report on the TBS Study of Best Practices for Access to Information Requests Subject to Particular Processing](#) (April 2011). These delegations (extension and third party notices) are identified in the Delegation Order (Appendix C).



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). The ATIP office is comprised of a full-time Access to Information and Privacy Coordinator and a part-time temporary Senior Administrative Assistant reporting to the Finance and Administration Director / CFO.

Acting on behalf of the Director and CEO of the Canada Council, the ATIP office receives all access requests and consultations (internally and externally), provides quality responses ensuring compliance with legislation, regulations, and government policy, creates organizational directions, standards, and provides professional advice and training within the Canada Council in all matters relating to the *Act*.

Additional responsibilities of ATIP practitioners include responding to Parliamentary Questions on behalf of the Canada Council for the Arts.

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



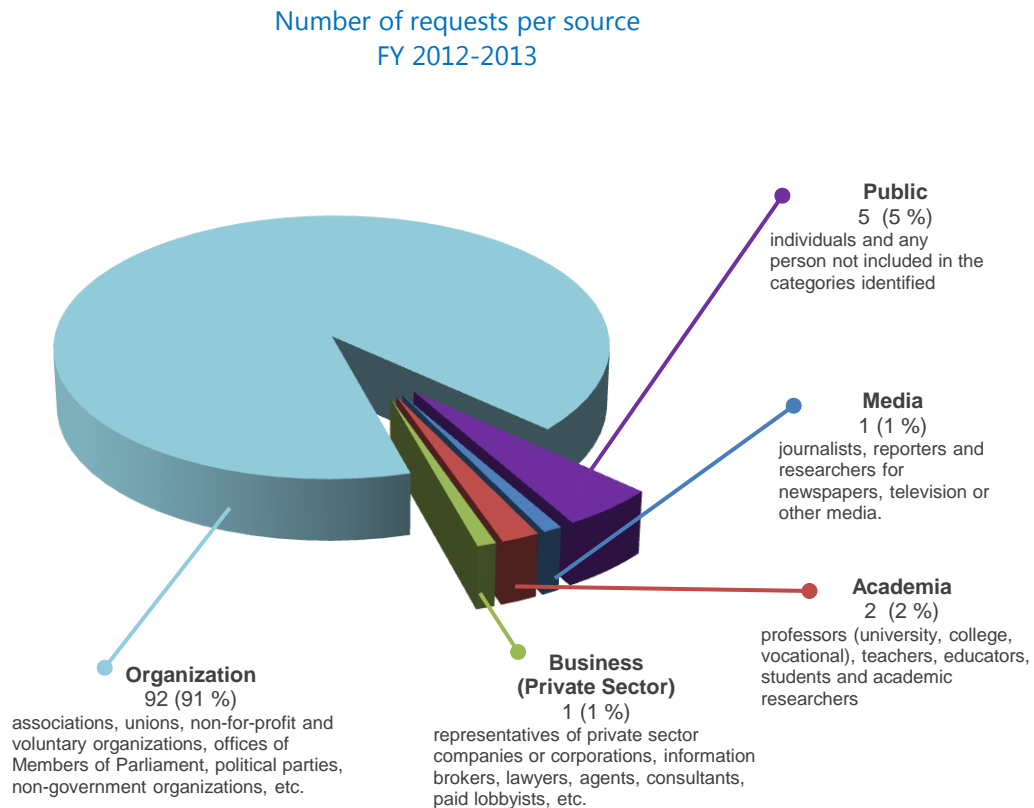
ADMINISTRATION OF REQUESTS UNDER THE ACCESS TO INFORMATION ACT

The Canada Council for the Arts' statistical report summarizing *Access to Information (ATI) Act* activity is attached as Appendix B and covers the period between April 1, 2012 and March 31, 2013. The ATIP office coordinates and processes requests and liaises with program specialists and third parties providing timely service to requesters.

PART 1 - Access Requests

The Canada Council received 101 formal requests during the fiscal year (FY) 2012-2013. The performance of the ATIP office to provide timely responses in compliance with the *ATI Act* continues to achieve an efficiency of 100%, even with an increase of 20% in requests over the previous year. 2 requests were carried over from the previous fiscal year representing a total of 103 active requests (3 requests were carried forward into fiscal year 2013-2014). (Appendix B: Table 1.1)

The largest sources of formal requests for access to information were organizations, originating 92 of the 100 closed requests (92%). All sources for formal requests received by the Canada Council for the Arts are represented as:



(Appendix B: Table 1.2)



The following table identifies the sources of requests from FY 2009-2010 to 2012-2013.

Source of Request	Fiscal Year (FY)			
	2009-2010	2010-2011	2011-2012	2012-2013
	Number of Requests Received (%)			
Media	0 (0 %)	1 (1 %)	3 (4 %)	1 (1 %)
Academia	1 (1 %)	1 (1 %)	4 (5 %)	2 (2 %)
Business (private sector)	4 (4 %)	3 (3 %)	6 (7 %)	1 (1 %)
Organization*	91 (86 %)	69 (78 %)	66 (80 %)	92 (91 %)
Public**	10 (9 %)	15 (17 %)	3 (4 %)	5 (5 %)
Total	106 (100%)	89 (100%)	82 (100%)	101 (100%)

*The Canada Council encourages organizations to request and to look at their written assessments. Requests from organizations fluctuate across the four years represented. This is largely attributed to multi-year funding during FY 2009-2010 and 2012-2013 resulting in an increase of applicants seeking access to their assessments. Years in which programs for organizations are funded annually (FY 2010-2011 and 2011-2012) result in fewer applicants requiring access to their assessments. The Canada Council's 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.

**Requests from the public have decreased following proactive disclosure initiatives and the treatment of requests informally or through research agreements. The ATIP office, jointly with the Reference and Documentation Centre, has initiated an open data project to encourage the proactive dissemination of information through the Canada Council's website.

Access to information requests cover a range of topics relevant to the Canada Council's roles and responsibilities. The prevailing topics of interest relate to the peer assessment process, assessment reports related to specific grant applications, funding to individual professional artists and arts organizations, funding criteria, and procedures used to administer the Canada Council's programs and activities.

Program specialists provide context and guidance on the sensitivity of information in the responsive records to the ATIP practitioners. The ATIP office reviews responsive records line-by-line, citing specific provisions of the Act if information is withheld, and determining if personal information matching within a given record is possible.

Fiscal Year (FY)	2009-2010	2010-2011	2011-2012	2012-2013
Cases	106	88	82	100
Pages	2,175	2,690	3,094	2,036

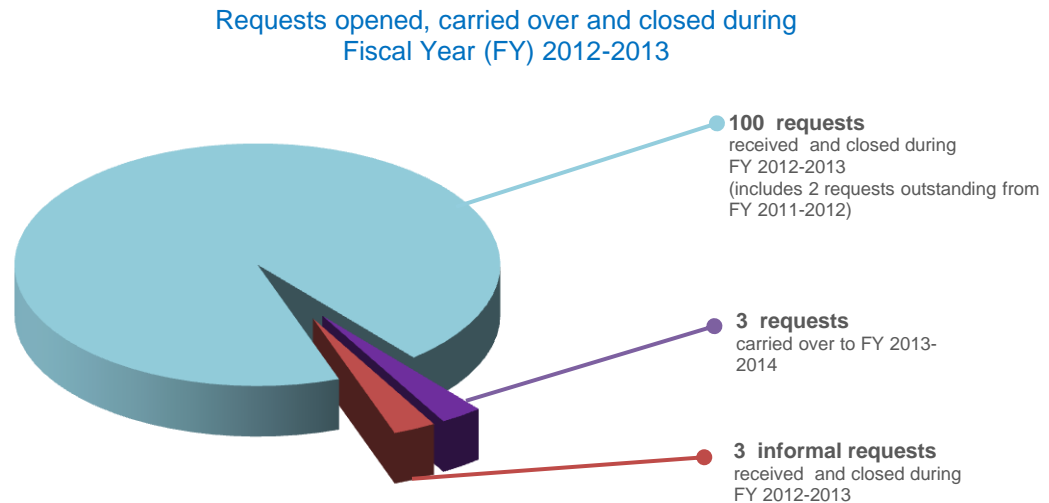
The volume of pages reviewed decreased by 34% in 2012-2013 compared to 2011-2012. The volume of pages in requests related to assessments may be affected by translation in the other official language for the purposes of a peer assessment meeting. When assessments are translated both official language versions are released to the requester. If fewer assessments required translation this would account for the decrease in the number of pages reviewed and released.

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



PART 2 - Requests closed during the reporting period

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.



(Appendix B: Table 2.1)

Of the 103 requests for the current reporting period, 3 requests are carried over into FY 2013-2014. The ATIP office in collaboration with Canada Council program specialists completed processing 100 requests (including requests carried forward from the previous FY) within the statutory time frames, reflecting the Canada Council's efforts and commitment to timely responses. Actions include records retrieval, documenting of deliberations and decisions made concerning each request received.

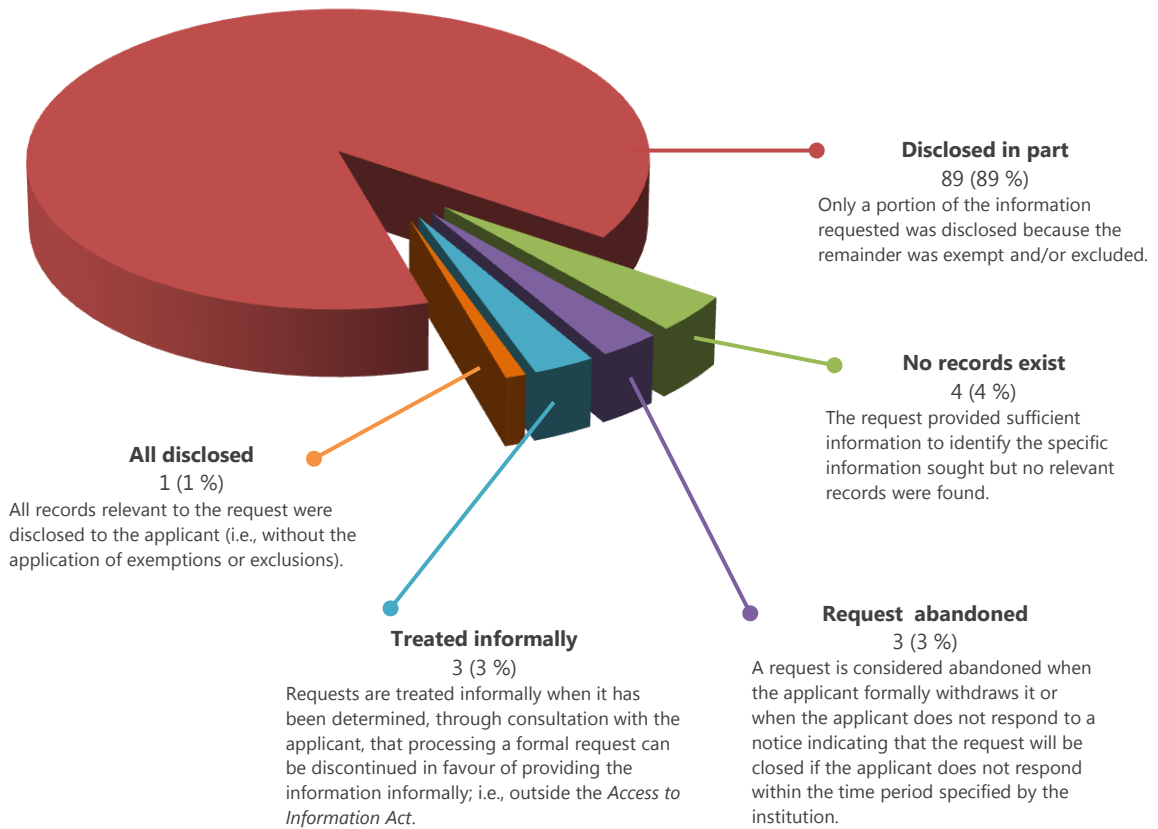
Of the 100 access requests processed, the Canada Council provided full release of the information for one request. Due to the nature of the information collected in its grants and services programs, the most frequent outcome of the requests processed required that exemptions be invoked resulting in only a portion of the information to be disclosed in 89 cases.

The remaining cases of completed access requests were requests for which documentation does not exist (4 instances). 3 requests were abandoned – this may occur at any point during the processing of the request, and is most often the result of lack of response by the requester. 3 requests were treated informally.



Disposition of requests
FY 2012-2013

<p>All excluded No information was disclosed because all of the information requested qualified for exclusion under sections 68, 68.1, 68.2, 69 or 69.1 of the <i>Access to Information Act</i>.</p> <p>Request transferred The request was transferred to another government institution with a greater interest in the records sought.</p> <p>All exempted No information was disclosed because all of the information requested qualified for exemption.</p>	0 (0 %)
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(Appendix B: Table 2.1)

The ATIP office provides informal assistance to expedite requests outside the *Act*. 3 informal responses to requests were processed during this fiscal year. Informal requests for records do not invoke a right of complaint provided under the *Access to Information Act*.



The following table identifies the nature of disclosure of information and associated completion times:

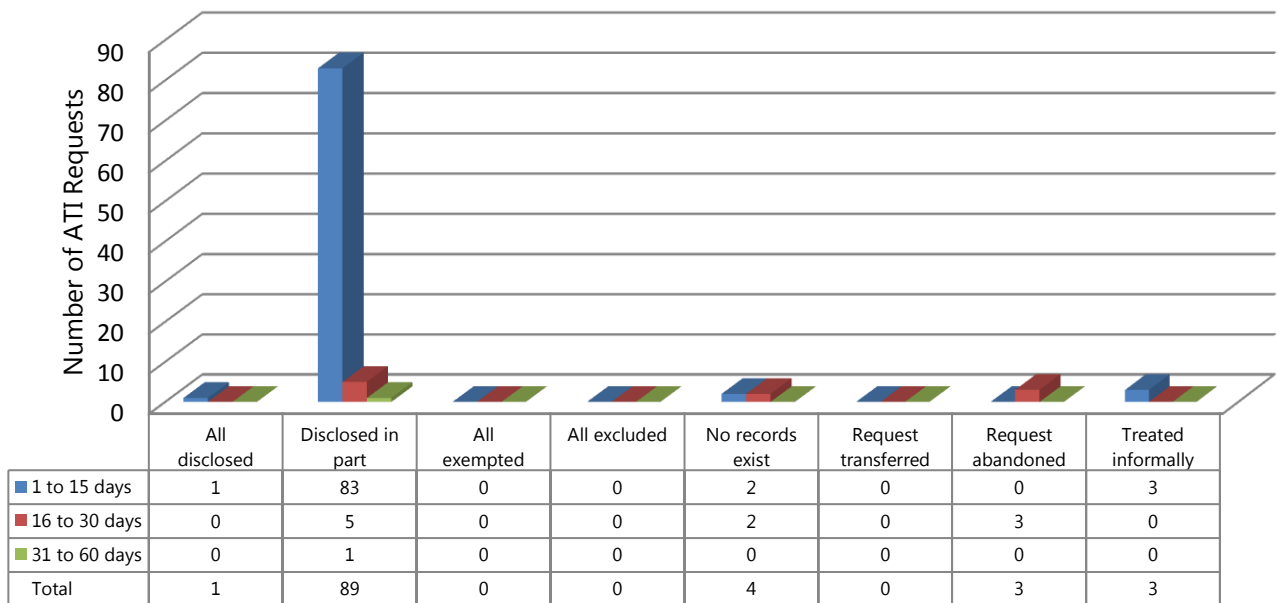
Disposition of requests	Completion Time (in days)			Total	Percentage FY 2012-2013
	In compliance with ATI s. 7(b)		Extension ATI s. 9		
	1 to 15	16 to 30	31 to 60		
All disclosed	1	0	0	1	1 %
Disclosed in part	83	5	1	89	89 %
All exempted	0	0	0	0	0 %
All excluded	0	0	0	0	0 %
No records exist	2	2	0	4	4 %
Request transferred	0	0	0	0	0 %
Request abandoned	0	3	0	3	3 %
Treated informally	3	0	0	3	3 %
Total FY 2012-2013	89	10	1	100	-
Percentage FY 2012-2013	89%	10%	1%	100%	100 %

(Appendix B: Table 2.5.3)

Most dispositions are disclosed in part. The nature of the information collected by the Canada Council in the course of its programs and services is collected through application forms that collect third party information. Application forms for individuals collect personal information, while application forms for arts organizations collect financial information requiring third party consultation and consent for access.

Abandoned requests are those where at any point during the processing of a request there is a lack of response from the requester. There are 3 instances during this reporting period in which requests were abandoned.

FY 2012-2013: Completion Time



(Appendix B: Table 2.1)



Relevant pages disclosed by requests

In general, 90 requests comprised of 2,036 pages in total, were reviewed for disclosure. 97% of the requests involved fewer than 100 pages and in 1 instance the request involved 715 pages. This number does not reflect the number of pages or records examined to determine relevance to any given request. All pages of released records were “all disclosed” or “disclosed in part”. (Appendix B: Table 2.5.1)

Disposition FY 2012-2013	Relevant pages disclosed by requests			
	Less than 100 pages		100 to 1,000 pages	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed
All disclosed	0	0	1	119
Disclosed in part	87	995	2	922
All exempted	0	0	0	0
All excluded	0	0	0	0
Abandoned	3	0	0	0
Total	90	995	3	1,041

(Appendix B: Table 2.5.1)

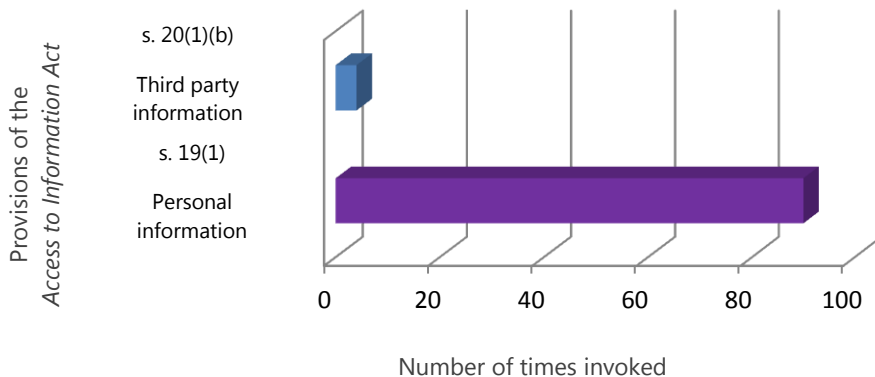
Exemptions and Exclusions

Provisions 13 through 24 are exceptions to the right of access under the *ATI Act* and form the only basis for refusing access to information – third party information. Section 68 and 69 identify information to which the *ATI Act* does not apply. Before applying exemptions, consideration must be given to the intention and spirit of the act, institutional accountability, nature of the information, sensitivity, context and confidentiality, and the passage of time. In addition, case law (court decisions) and past Office of the Information Commissioner (OIC) investigation outcomes must be weighed.

During the current reporting period, 1 request involved third party consultations related to the disclosure of information. While third party information may be sensitive in 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* and consultations with third parties (*ATI Act* sections 19(2)(a), 27 (1) and 28(1)). Providing sufficient information informing third parties on the application of exemptions in the context of the passage of time to their information affects the complexity of requests. In most instances third parties have little or no experience with the *Access to Information Act*.

Section 19, concerning personal information, was applied in 90 instances in conjunction with section 3(e) of the Privacy Act (the personal opinions or views of the individual except where they are about another individual or about a proposal for a grant, an award or a prize to be made to another individual by a government institution or a part of a government institution specified in the regulations).

Exemptions Invoked



(Appendix B: Table 2.2; 2.3)



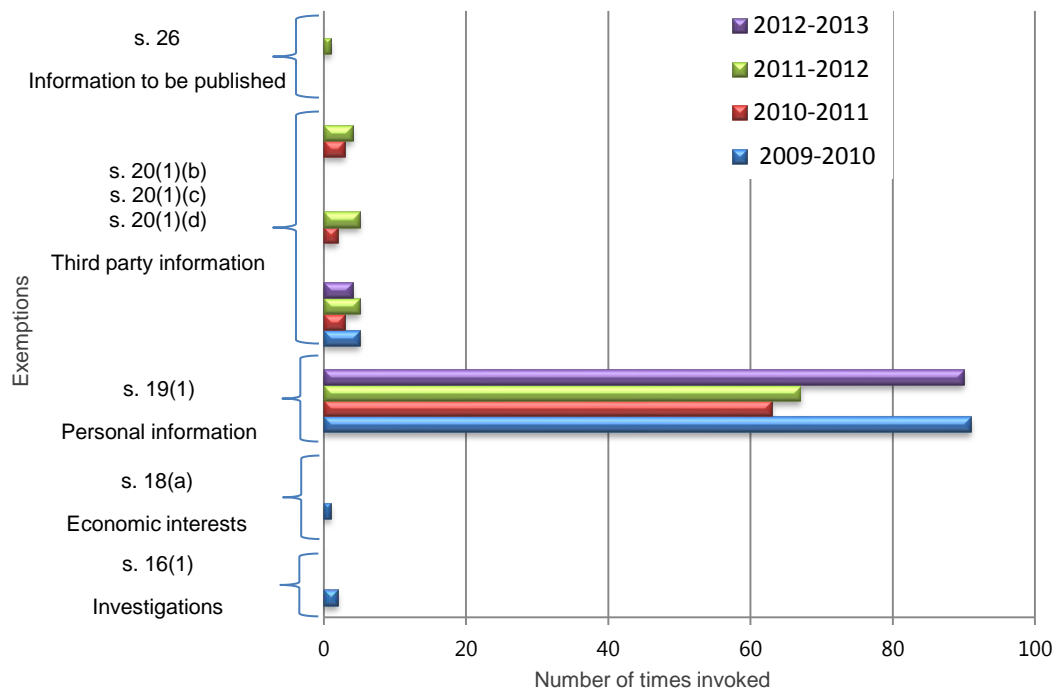
This is due in part to the nature of information collected by the Canada Council in association with its grants and services to professional Canadian artists and arts organizations. Discretion is exercised in the application of provisions ensuring a fair, reasonable and impartial approach considering the intention of the Act, jurisprudence, consultations, content and other relevant factors.

No other exemptions were invoked during this reporting period.

The exemptions most commonly applied by the Canada Council are:

- a. section 19(1) (records containing third party personal information), and
- b. section 20(1) (records containing third party confidential information).

Comparison of Exemptions Invoked by Fiscal Year



Complicating the application of an exemption is the concern for data matching through data mining of personal information held in a record. The content must be thoroughly analysed in order to protect personal information, especially when detailed financial information is provided when processing a request. Although a financial statement by itself may not reveal personal information, the associated commentary and reports may enable data matching that result in the disclosure of personal financial information. 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). More than one exclusion may be applied to a request. If the same exclusion was used several times for one request, it is only reported once.

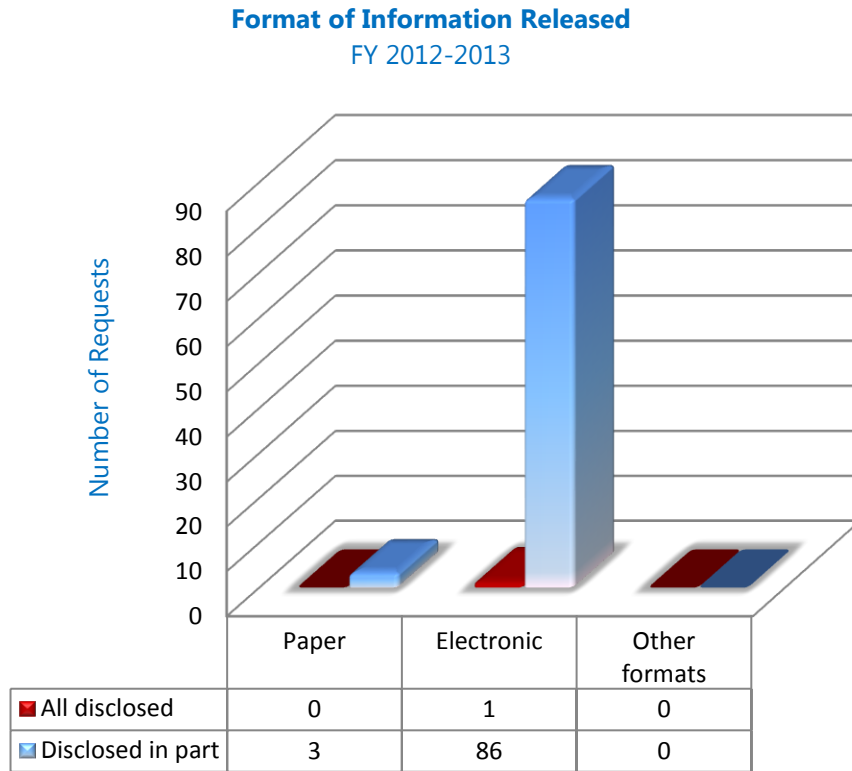
Exclusions were not invoked during this reporting period. (Appendix B: Table 2.3)



Format of information released

"Format" refers to the method that requesters have chosen to access the records requested, including the choice to receive copies 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 2012-2013 and whether copies of the original records were released in whole or in part:



NOTE: In 10 instances (10%) no information was released - no records exist; abandoned; treated informally.

(Appendix B: Table 2.4)

The Canada Council continues to offer electronic delivery of response to access requests. 97% of responses were supplied to requesters electronically.

During this fiscal year, no Access to Information requests required that the information released be translated into the other official language. (Appendix B: Table 2.7)

PART 3 – Extensions

Section 9 of the *Access to Information Act* permits a reasonable extension beyond the legislated 30 calendar day time limit only in the following instances:

- The request is for a large number of records or a lengthy search of a large number of records and meeting the original time limit would unreasonably interfere with the operations of the institution
- Consultations are required to comply with the requested information, or
- Notice of the request is given in accordance with 27(1) – Notice to third parties (consultations with individuals or entities that are not part of the Canada Council). This 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 Canada Council, as required under subsection 9(2) of the *Act* informs the Information Commissioner of any extension taken beyond 30 calendar days. The requestor is also given notice of the extension, within 30 days after the request is received, including the length of the extension.

In 1 instance during the 2012-2013 fiscal year, it was necessary to extend beyond 30 days allowing for third party consultations under section 9(1)(c) of the *Act*. The responsive records were provided to the requester on the 31st calendar day, well within the timeline.

Disposition of requests	Extension ATI s. 9(1)(c)
	Completion Time (in days) 31 to 60
All disclosed	0
Disclosed in part	1
All exempted	0
All excluded	0
No records exist	0
Request transferred	0
Request abandoned	0
Treated informally	0
Total FY 2012-2013	1
Percentage FY 2012-2013	1%

(Appendix B: Table 3.1; 3.2)

Deemed refusals

The Canada Council access function works in a climate of compliance. There are no deemed refusals to report. (Appendix B: Table 2.6.1; 2.6.2)

PART 4 - Fees

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

During the reporting period, 3 fees totalling \$15.00 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 94 instances the Canada Council waived access fees valuing \$475. (Appendix B: Part 4)

No other fees were collected as described in section 7 of the ATI Regulation.

PART 5 - Consultations received from other institutions and organizations

When other institutions receive access requests that include information originating from the Canada Council, the ATIP office assists that institution in processing the request by reviewing and providing



recommendations on the disclosure of records in collaboration with sources within the Canada Council. (Appendix B: Table 5.1)

Recommendations and completion time (organizations)

During this fiscal year, the Canada Council did not receive recommendations for consultations from other organizations, including provincial, territorial municipal or foreign governments. (Appendix B: Table 5.3)

Recommendations and completion time (government institutions)

7 consultations were received during this reporting period consisting of 445 pages in total. 4 consultations were disclosed in their entirety and 3 were disclosed in part. These requests are given priority within the time constraints that apply to each of them. The Canada Council completed 6 consultations within a 15 calendar day period and 1 consultation in a 16 to 30 calendar day period. (Appendix B: Table 5.2)

PART 6 - Consultations on Cabinet confidences

Access requests during the fiscal year 2012-2013 did not require consultations on Cabinet confidences with the Privy Council Office on the application of section 69 of the *Act*. (Appendix B: Part 6)

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

Human Resources

ATIP staffing for FY 2012-2013 amounted to 1 full-time employee dedicated part-time to ATI activities (38% to ATI activities) and 1 part-time employee dedicated part-time to ATI activities (28% to ATI activities). (Appendix B: Table 7.2)

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 specialists participated in identifying and supplying relevant records to the ATIP office for the requests reported.

Training for ATIP Practitioners

To enhance ATIP competencies, knowledge and expertise, ATIP practitioners participated in the following activities:

- Breach notification and recent court decisions - 2012 CAPA Annual Conference/training (Ottawa)
- "Implementing Canada's Anti-Spam Legislation", legislative update, interpretation and compliance issues - KnowledgeNet (Ottawa)
- Office of the Privacy Commissioner of Canada 4th Annual Privacy Impact Assessment Workshop - common issues and themes encountered during the PIA process
- ATIP community meetings, training programs and policy instruments - Information and Privacy Policy Division, Treasury Board of Canada Secretariat.

One ATIP practitioner has completed the International Association of Privacy Practitioners (IAPP) professional accreditation program at the University of Alberta.

Training opportunities assist in improving the access process and application of the *Act*.

Costs

The administration expenditures of the *ATI Act* for the current fiscal year include salaries of \$49,400 (or 0.66 person years) and good and services expenditures (expenses other than salary) of \$28,520. No professional service contracts were entered into for the purposes of the administration of the *ATI Act*. (Appendix B: Table 7.1)

Training and Awareness Initiatives for Canada Council for the Arts Employees

No new information training sessions were provided during this fiscal year. Previously presented information sessions for employees are provided on the Canada Council's intranet site for reference. Internally, ATI recommendations were provided to program activities on a regular basis.

The Canada Council continues to modernize its access to information process. Guidance templates were developed to assist program specialists in the retrieval and consultative process. Updates to third party templates, advising of their rights and obligations under s. 20 of the *ATI Act* in alignment with recent Federal court decisions and as a response to its duty to assist applicants, were implemented.

Access to Information Policies, Guidelines and Procedures

During this reporting period no new policies, guidelines or procedural developments related to the *Access to Information Act* were developed.

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*.

Complaints and Court Applications for Reviews

The Office of the Information Commissioner (OIC) assists individuals and organizations who believe that federal institutions have not respected their rights under the *Access to Information Act*. The OIC also ensures that the rights of the government organizations and any involved third parties are respected and provides arms-length oversight of the federal government's access to information practices.

During FY 2012-2013:

- 3 new complaints were filed with the OIC
- 3 complaints were discontinued
- 1 complaint from FY 2008-2009 was amended and resolved in 2012-2013

Complaints registered with OIC		Complaints closed in 2012-2013	
Carried forward from 2008-2009	1	Well founded (closed) – resolved without the need to make recommendations to the head of the institution. Additional relevant records were located and released.	1
• Amended in 2012-2013			
Carried forward from 2011-2012	3	Abandoned/discontinued	3
Total Processed	4	Total Closed	4
New Complaints in 2012-2013	3		



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 2012-2013.

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.

This did not result in additional releases of previously released informal requests for information (Appendix A).

June 2013



Appendices

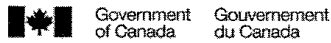
Appendix A

Completed informal access to information requests

Institution	Number of informal releases of previously released ATI packages
Canada Council for the Arts	nil



Appendix B: 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: 4/1/2012 to 3/31/2013

PART 1 – Requests under the Access to Information Act

1.1 Number of Requests

	Number of Requests
Received during reporting period	101
Outstanding from previous reporting period	2
Total	103
Closed during reporting period	100
Carried over to next reporting period	3

1.2 Sources of requests

Source	Number of Requests
Media	1
Academia	2
Business (Private Sector)	1
Organization	92
Public	5
Total	101

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	0	0	0	0	0	1
Disclosed in part	83	6	0	0	0	0	0	89
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	2	2	0	0	0	0	0	4
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	3	0	0	0	0	0	3
Treated informally	3	0	0	0	0	0	0	3
Total	89	11	0	0	0	0	0	100



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)	90	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)	4	24(1)	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(b.1)	0	26	0
16(1)(a)(iii)	0	16.5	0	20(1)(c)	0		
16(1)(b)	0	17	0	20(1)(d)	0		
16(1)(c)	0						
16(1)(d)	0						

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

2.3 Exclusions

Section	Number of requests	Section	Number of requests	Section	Number of requests
68(a)	0	69(1)(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	0	1	0
Disclosed in part	3	86	0
Total	3	87	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	119	119	1
Disclosed in part	1917	1917	89
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	3



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	0	0	1	119	0	0	0	0	0	0
Disclosed in part	87	995	1	207	1	715	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
Abandoned	3	0	0	0	0	0	0	0	0	0
Total	90	995	2	326	1	715	0	0	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	1	0	0	0	1
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
Total	1	0	0	0	1

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	1
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	0	0	0	1

3.2 Length of extensions

Length of extensions	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
30 days or less	0	0	0	1
31 to 60 days	0	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	0	0	0	1



PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	3	\$15	94	\$475
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	3	\$15	94	\$475

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	7	445	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	7	445	0	0
Closed during the reporting period	7	445	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	4	0	0	0	0	0	0	4
Disclose in part	2	1	0	0	0	0	0	3
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	1	0	0	0	0	0	7



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		\$49,400
Overtime		\$0
Goods and Services		\$28,520
• Professional services contracts	\$0	
• Other	\$28,520	
Total		\$77,920



7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	0.38	0.00	0.38
Part-time and casual employees	0.00	0.28	0.28
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	0.38	0.28	0.66



Appendix C: Delegation Order

350 Albert Street | rue Albert
PO Box | CP 1047
Ottawa ON K1P 5V8
1-800-263-5588
canadacouncil.ca
conseildesarts.ca



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.

July 5, 2012
Date

Robert Simen

Director and CEO / Directeur et chef de la direction



Delegation of Powers, Duties and Functions Pursuant to
Section 73 of the Access to Information Act

Access to Information Act Delegation		Position/Title *		
Section	Descriptions	Director Finance & Administration	ATIP Coordinator	Senior Administrative Assistant (F&A)
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)	Access to record in alternate format	✓	✓	✓
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 – Public Servants Disclosure Protection Act	✓	✓	
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	✓	✓	
25	Severability	✓	✓	
26	Exception – Information to be published	✓	✓	
27(1); (4)	Third-party notification	✓	✓	✓
28(1)(b); (2); (4)	Third-party notification	✓	✓	
29(1)	Where the Information Commissioner recommends disclosure	✓	✓	
33	Advising Information Commissioner of third-party involvement	✓	✓	
35(2)(b)	Right to make representations	✓	✓	
37(1)	Findings of Information Commissioner	✓	✓	
37(4)	Access to be given to complainant	✓	✓	
43(1)	Notice to third party (application to Federal Court for review)	✓	✓	
44(2)	Notice to applicant (application to Federal Court by third party)	✓	✓	
52(2)(b); (3)	Special rules for hearings	✓	✓	
71(1)	Manuals may be inspected by public	✓	✓	✓
72	Annual report to Parliament	✓	✓	



Access to Information Regulations				
5	Inform person making request	✓	✓	✓
6(1)	Transfer of requests	✓	✓	
7(2)	Search and preparation fees	✓	✓	✓
7(3)	Production and programming fees	✓	✓	✓
8	Providing access to record(s)	✓	✓	
8.1	Limitations in respect of format	✓	✓	

* Includes acting appointments and assignments to these positions made pursuant to Canada Council employment practices.

✓ position designated to exercise the powers and perform the duties and functions of the Head of the Institution under the section(s) of the Act.
