



Canada Council
for the Arts

Conseil des arts
du Canada

Access to Information Act

ANNUAL REPORT 2015-16

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



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Report on the *Access to Information Act*

1 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.

This report is prepared and tabled in Parliament in accordance with Section 72 of *the Access to Information Act*. This report describes how, during this reporting period, April 1, 2015, to March 31, 2016 (2015-16), the Canada Council for the Arts (Canada Council) fulfilled its access to information (ATI) responsibilities.

2 CANADA COUNCIL FOR THE ARTS MANDATE

The Canada Council 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 prizes to professional Canadian artists and arts organizations. As a result, Canadians across the country have access to the arts in their communities. The Council's grant decisions are based on the recommendations of peer assessment committees, made up of artists and arts professionals from all parts of Canada.

The Council raises public awareness and appreciation of the arts through its communications, research and arts promotion activities. Its prizes and fellowships celebrate creativity by recognizing exceptional Canadians in the arts, humanities and sciences.

The Canadian Commission for UNESCO is part of the Council.

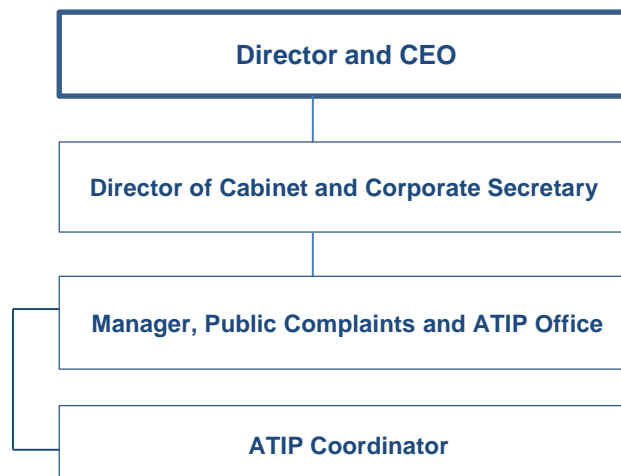
The Council is governed by an 11-member Board. Members of the Board and the Director/CEO are appointed by the Governor in Council. The Council works closely with federal, provincial, territorial and municipal arts and cultural agencies and departments.

As a federal Crown corporation, the Council reports to Parliament through the Minister of Canadian Heritage and Official Languages. The Council 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.

3 HOW THE CANADA COUNCIL FOR THE ARTS FULFILLS ITS RESPONSIBILITIES

The Access to Information and Privacy (ATIP) Office was part of the Finance and Administration Division headed by a Director/CFO during the first 2 quarters of this reporting period, following which the ATIP Office was transferred to the Cabinet and Corporate Secretariat under the direction of the Director of Cabinet and Corporate Secretary and the Manager, Public Complaints and ATIP Office. The ATIP Office coordinates responses to privacy requests, access to information requests and is also responsible for responding to Parliamentary Returns for the Canada Council.



To fulfill the Canada Council’s obligations under the *Access to Information Act* and the *Privacy Act*, responsibilities are with the ATIP Coordinator with the guidance and oversight of the Manager, Public Complaints and ATIP Office. The ATIP Office’s work ranges from processing access to information requests to carrying out consultations with government institutions or third parties, and responding to calls and informal requests for information, contributing to Info Source, preparing the annual report to Parliament and collecting statistics.

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

4 DELEGATION OF AUTHORITY

The head of the institution may decide to delegate specific powers, duties and functions of the administration of the *Access to Information Act*. The delegation order defines which position(s) have the appropriate capacity to fulfill the duty, pursuant to section 73 of the *Act* and related regulations. Once an order is signed, the powers, duties or functions that have been delegated may only be exercised or performed by the head of the institution or by the named officer(s) or employee(s). Discretion must be both reasonable and impartial when making decisions for access to information, and in the resolution of complaints. Delegates are accountable for any decisions they make. Final responsibility still rests with the Director and CEO. Senior management may give advice or raise issues to consider in the request or complaint processes.

See Appendix B and Schedule A for information on designation and delegation.

5 READING ROOM

The Canada Council provides facilities for consulting documents used by employees of the institution in administering or carrying out programs or activities of the institution that affect the public. The term “manual” includes user guides, directives, guidelines, instructions and procedural material. The availability of such manuals allows members of the public to understand how decisions that affect them are made and opens up the decision-making process to public examination. In accordance with [subsection 71\(1\) of the *Access to Information Act*](#) and [paragraph 8\(3\)\(a\) of the *Access to Information Regulations*](#), the Canada Council reading room facilities are located at the following address:

150 Elgin Street
Ottawa, Ontario

6 STATISTICAL REPORT

The statistical report is an accounting of Canada Council activities related to the administration of the *Access to Information Act*. It is intended to provide up-to-date statistics and express trends on the administration of the legislation. The Canada Council's 2015–16 statistical report on the *Act* is provided in Appendix A.

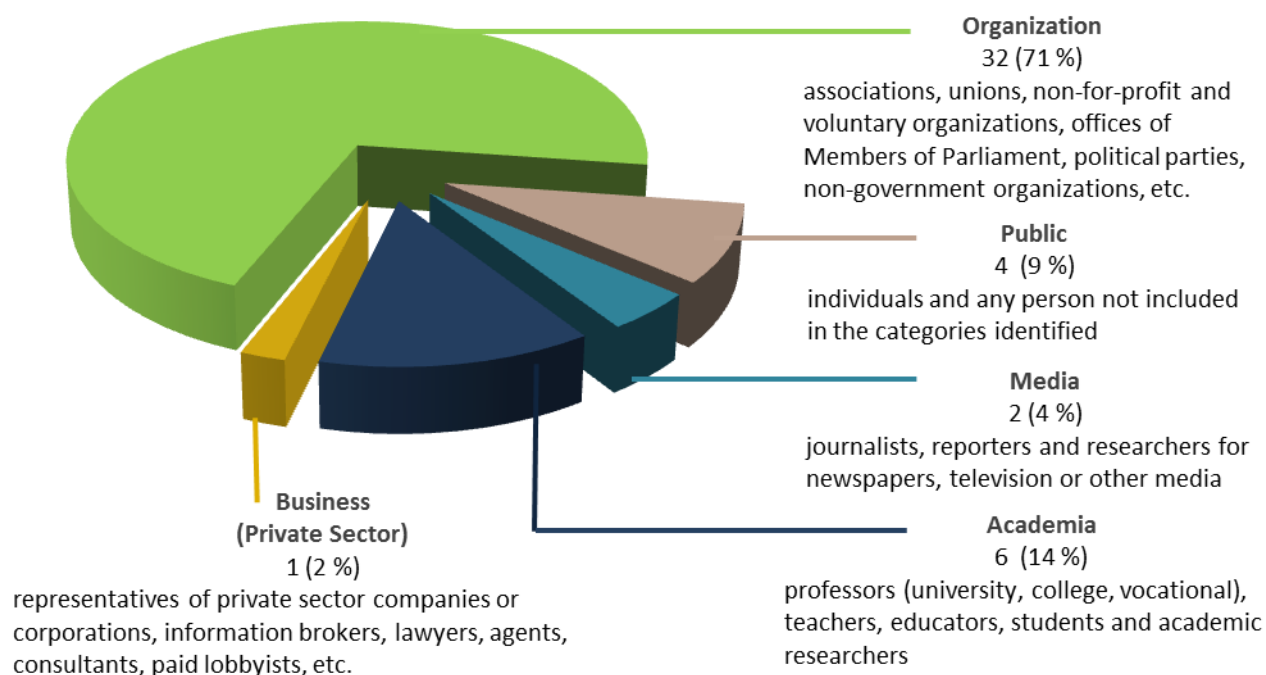
This report is made public on an annual basis in the *Info Source Bulletin*.

Interpretation of the Statistical Report: *Access to Information Act*

In 2015-16, the Canada Council received a total of 45 new requests under the *Access to Information Act* representing a decrease of 18 requests (29%) from last year's total of 63. In addition to the new requests, 5 requests from the previous reporting period were carried into the 2015-16 reporting period; one request was processed informally. One request received towards the end of the current reporting period was carried forward into the 2016-17 reporting period. (Appendix A: Part 1 Table 1.1; Part 2 Table 2.5.3).

Sources

The analysis of the source of the 45 requests received during the 2015-16 reporting period is outlined in the following chart:



(Appendix A: Part 1 Table 1.2)

The following table identifies a five year trend in sources of completed ATI requests.

SOURCE OF REQUEST	NUMBER OF REQUESTS RECEIVED (%)				
	2011-12	2012-13	2013-14	2014-15	2015-16
Media	3 (4 %)	1 (1 %)	2 (2 %)	3 (5 %)	2 (4 %)
Academia	4 (5 %)	2 (2 %)	4 (5 %)	4 (6 %)	6 (13 %)
Business (private sector)	6 (7 %)	1 (1 %)	3 (4 %)	3 (5 %)	1 (2 %)
Organization	66 (80 %)	92 (91 %)	59 (77 %)	42 (67 %)	32 (72 %)
Public	3 (4 %)	5 (5 %)	9 (12 %)	11 (17 %)	4 (9 %)
TOTAL	82 (100 %)	101 (100 %)	77 (100 %)	63 (100 %)	45 (100 %)

(Appendix A: Table 1.2)

TREND

After peaking in 2012-13, the number of requests received is steadily declining. Organizations continue to be the largest user of the ATI process. This is due in part to the external assessment process which is part of the advisory cornerstone of the Council's funding decisions. As described in this report, artists and arts organizations are encouraged to request and review their written assessments. These assessments are reviewed under the *ATI Act* since the content may contain personal information that could identify the assessors and is protected under section 19(1) of the *ATI Act* and section 3(e) of the *Privacy Act*.

Under 19(1), personal information is recorded and is about an identifiable individual. The action of referring to paragraphs (a) to (i) under the definition for personal information in the *Privacy Act*, assists in determining to whom the information belongs.

The Canada Council encourages openness through proactive dissemination of information and data on the Canada Council's website. This initiative may, in part, account for decreasing volumes of ATI requests.

(Source: Peer Assessment: How the Council Makes its Decisions)

Complexity

Factors that may increase the complexity of ATI requests include assessment of fees (Appendix A: Part 2 Table 2.5.3; Part 4), legal advice sought in order to respond to a request (Appendix A: Part 2 Table 2.5.3; Part 6 Table 6.1), the scope of the request, alternate formats (Appendix A: Part 4), translation (Appendix A: Part 2 Table 2.7), documents in languages other than French or English, or the volume of relevant pages processed and disclosed.

Though not all complexities were experienced, the following are notable for the 2015–16 reporting period:

1. Volume of relevant pages processed and disclosed:

The Canada Council ATIP Office responded to 45 formal ATI requests requiring the review of 8,770 pages (7,640 more pages (674 %), than the previous reporting period). The ATIP Office released 5,978 pages (68%) and disclosed in part 2,769 pages (31%). This significant increase in the volume of records reviewed is attributed to 2 requests during this reporting period. As a result, in one instance the statutory deadline was not met. However, as information was processed it was released to the requester, and the ATIP Office managed the processing of 5,685 pages within 15 days past the deadline. (Appendix A Part 2 Table 2.6.1, 2.6.2)

Processing requests with a large volume of files takes significantly longer. Close attention is required to ensure internal consistency, providing information necessary for the exercise of rights under the Act, clarifying what information the requester is seeking, giving notice of intended disclosure of any third party information and ensuring the response is accurate and complete. (Appendix A: Part 2 Table 2.5.1)

Five-year trend: PROCESSING OF ACCESS TO INFORMATION REQUESTS

REPORTING PERIOD	REQUESTS		NUMBER OF PAGES		ON-TIME COMPLIANCE RATE
	Received	Completed	Processed	Released	
2015-16	45	49	8,770	8,747	98 %
2014-15	63	60	1,130	1,130	100 %
2013-14	77	78	5,220	5,216	99 %
2012-13	101	100	2,036	2,036	100 %
2011-12	82	82	3,094	2,662	100 %

(Appendix A: Part 1 Table 1.1; Part 2 Table 2.5.1)

TREND

The increase in the total volume of pages processed is largely attributed to 2 requests, one for program funding data, the other for Canada Council Board data.

- Requests span a wide range of topics relevant to the Canada Council's roles 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, contracts, and procedures used to administer the Canada Council's programs and activities.

The scope and disposition of requests to access information are identified as follows:

DISPOSITION	VOLUME	PREFERRED FORMAT OF ACCESS
All disclosed:	7 requests (15 %) less than 100 pages processed for each request; 1 request (2 %) more than 5000 pages processed.	2 paper 6 electronic
Disclosed in part:	34 requests (71 %) less than 100 pages processed for each request ; 2 requests (4 %) less than 500 pages processed for each request; 1 request (2 %) less than 5000 pages processed.	37 electronic
Abandoned:	3 requests (6 %)	

(Appendix A: Table 2.4; Table 2.5.2)

TREND

The Canada Council continues to offer electronic delivery when responding to access to information requests. 96% of responses were delivered to requesters electronically. In the previous reporting period, 83% of requests were provided electronically. The method of communication established by the requester will determine the format in which the information is conveyed (as defined in section 3 of the Act).

Other formats that would allow a person with a sensory disability to read or listen to that record has not been requested or applied by the Canada Council to date.

Exemptions Invoked

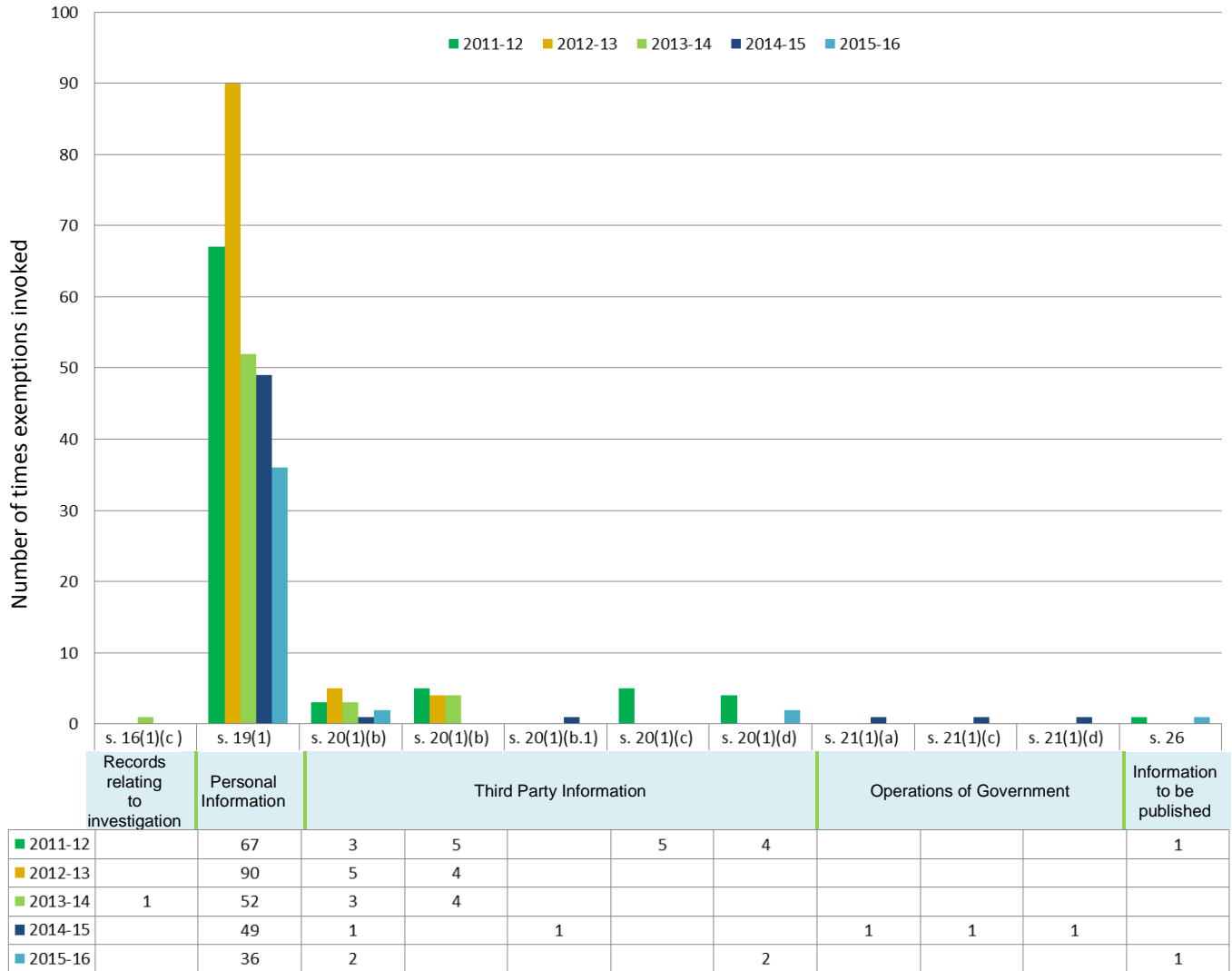
Exemptions 13 through 24 exclude information from the right of access under the *Act*. These exemptions are the only basis for refusing access to information and are intended to protect information relating to a particular public or private interest. Before applying exemptions, consideration must be 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 outcomes of investigations of the Office of the Information Commissioner (OIC) of Canada must be considered.

During the current reporting period, the Canada Council invoked a total of 41 exemptions under the *Access to Information Act*:

- Section 19(1) Personal Information was applied in 36 cases. Access to external assessments forms the basis for most requests where section 19 is applied. When applying this section of the Act, consideration is given to consent for disclosure (section 19(2)(a)), the public availability of the information (section 19(2)(b)) and disclosure with respect to section 8 of the Act.;
- Section 20 Third Party Information was applied in 4 instances and invoked s. 9(1)(c) of the ATI Act. (1 request was completed in less than 30 days; 1 in less than 60 days; 2 in less than 120 days) The ATIP Office provides third parties with sufficient information on the application of exemptions and factoring in the passage of time which affects the complexity of requests. In most instances third parties have little or no experience with the Access to Information Act. Complicating the application of an exemption is the protection of personal information from data matching through data mining of personal information held in a record. The content must be thoroughly analysed 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 and reports may enable data matching resulting in the disclosure of personal financial information (Appendix A Part 2 Table 2.2; Part 3 Table 3.1, 3.2);
- Section 26 Refusal of Access was applied in 1 instance where the material in the record or part thereof will be published by the Canada Council within ninety days after the request was made.

No other exemptions were invoked during this reporting period.

Five Year Trend: EXEMPTIONS INVOKED



NOTE: In 3 instances (7%) no information was released - no records exist, abandoned or all exempted. (Appendix A: Table 2.2)

More than one exemption may be applied to a request. If the same exemption was used several times for one request, it is only reported once.

TREND

Due to the nature of the information collected in its grants and services programs to professional Canadian artists and arts organizations, the most frequent exemptions invoked is 19(1) Personal Information, resulting in only a portion of the information being disclosed in 36 cases.

Compared to previous years, there is little change in the trend for invoking Section 19(1) and 20(1) of the Act. The Canada Council’s broad range of grants and services are directed towards professional Canadian artists and arts organizations. Personal and confidential information are collected during the application process.

Exclusions Invoked

Exclusions are for 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. (Appendix A: Part 2 Table 2.3; Part 6 Table 6.2)

Deemed refusals

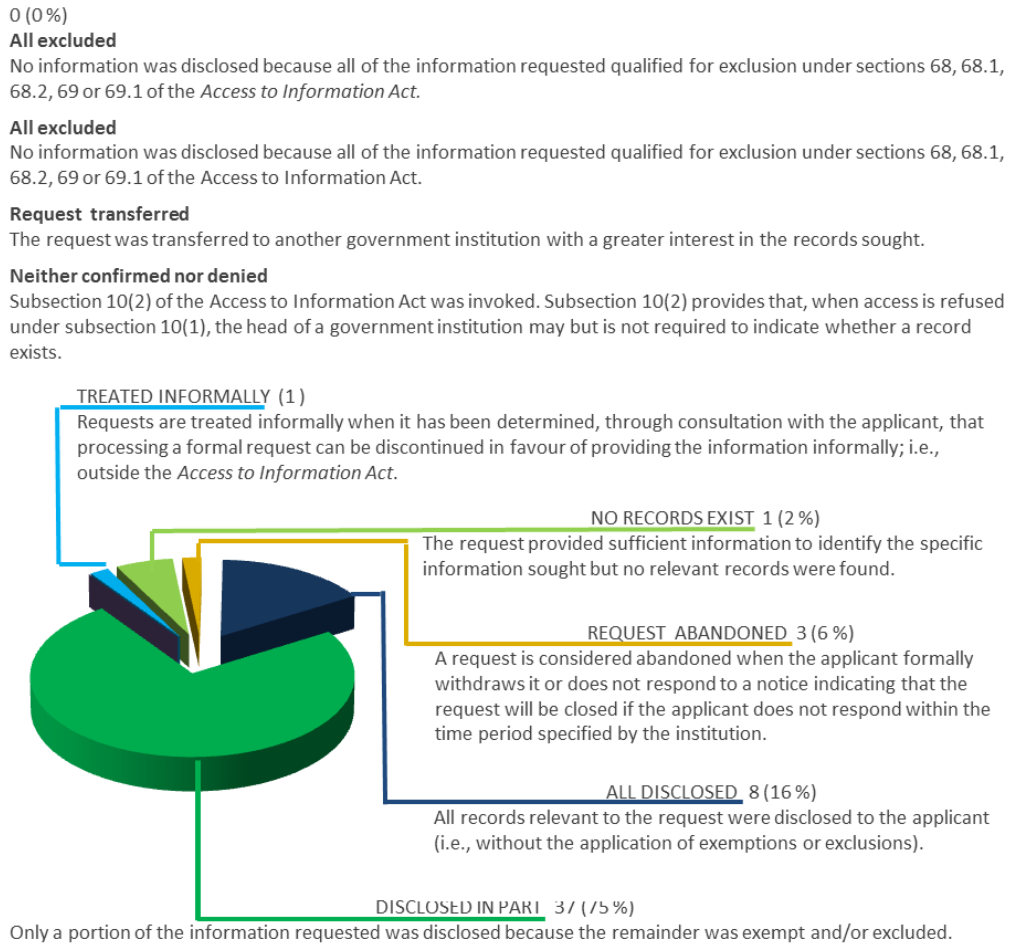
The Canada Council’s access function works in a climate of compliance. There were no deemed refusals to report for 2015-16. (Appendix A: Part 2 Table 2.6.1; 2.6.2)

Disposition of Completed Requests

The disposition or disclosure of information of an ATI request is classed as one of the following: All disclosed, Disclosed in part, All exempted, All excluded, Request abandoned, or No records exist. Following the necessary consultations, exemptions and/or exclusions are cited on the requested information prior to release.

In 2015-16, 75% of all requests were disclosed in part and 16% were all disclosed; in 1 instance, documentation did not exist and 3 requests were abandoned – this may occur at any point during the processing of the request, and is the result of lack of response by the requester.

Disposition of ATI Requests Processed



(Appendix A: Part 2 Table 2.1)

Three-year Trend: DISPOSITION OF ATI REQUESTS

DISPOSITION OF REQUESTS COMPLETED	NUMBER OF REQUESTS (PERCENTAGE) BY FISCAL YEAR		
	2013-14	2014-15	2015-16
	All disclosed	11 (17 %)	6 (10 %)
Disclosed in part	52 (79 %)	49 (81 %)	37 (76 %)
All exempted	0 (0 %)	1 (2 %)	0 (0 %)
All excluded	0 (0 %)	0 (0 %)	0 (0 %)
No records exist	2 (3 %)	1 (2 %)	1 (2 %)
Request transferred	0 (0 %)	0 (0 %)	0 (0 %)
Request abandoned	1 (1 %)	3 (5 %)	3 (6 %)
TOTAL	66 (100 %)	60 (100 %)	49 (100 %)
Treated informally	12	1	1

TREND

The Canada Council continues to disclose in part the majority of the information requested. This is mainly due to the content of the information released which contains personal information in the context of the Canada Council external peer assessment process. The information of a personal nature is not released in accordance with section 19(1) of the *ATI Act* and section 3(e) of the *Privacy Act*.

Completion Times and Extensions

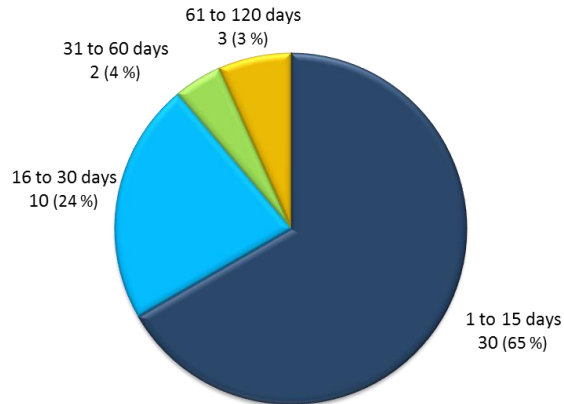
A request is closed when a response has been sent to the requester, the request is transferred to another federal government institution or the request is abandoned.

Of the 49 requests closed during this reporting period:

- the Canada Council responded to 41 requests in 30 days or less.
- 4 requests required extensions for third party consultations. 2 were completed within 60 days and 2 requests were completed in less than 90 days.
- The Canada Council works toward a deemed refusal rate of zero, however in one instance, operational pressures made achieving this goal a challenge. For 1 request, due to the volume of pages for review (5,865 pages), and the nature and sensitivity of the subject matter, processing was completed in less than 15 days past the statutory deadline and required overtime expenditures. The ATIP Office released documentation “in part” as it was processed. This request did not qualify for an extension under section 9 of the ATI Act. (Appendix A: Part 2 Table 2.5.1; 2.5.2; 2.6.1; 2.6.2; Part 10 Table 10.1)
- 3 requests were abandoned.

(Appendix A: Part 2 Table 2.1; 2.5.1; 2.5.3; 2.6.1; 2.6.2; Part 3 Table 3.1; 3.2)

2015-16 Completion Time of ATI Requests



(Appendix A: Part 2 Table 2.1)

Informal Requests

The ATIP Office provides informal assistance to expedite requests outside the *Act*. Informal requests for records do not invoke a right of complaint provided under the Access to Information Act. During this period, the Canada Council treated 1 request as informal. The information was provided in less than 60 days.

(Appendix A: Part 1 Table 1.3)

Summaries of Completed Access to Information Act Requests

The [summaries of completed access to information requests](#) (disclosed in full or disclosed in part) are proactively posted to the Canada Council 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.

These summaries did not result in additional releases of previously released informal requests for information.

7 FEES

The Access to information request fee is levied 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 or if there may be a public benefit through the release of the information.

During the reporting period, 11 requests with fees totaling \$55 were collected. The cost of processing for the first five hours is not charged by the Canada Council as prescribed under the *Act*. In 35 instances the Canada Council waived access fees valuing \$175. Fees are waived when an organization requests access to their external assessments. (Appendix A: Part 4)

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

8 RESOURCES

Total salary costs associated with the Canada Council administration of the ATI Act activities amounted to \$127,990 for 1.38 person years. Additional operating costs were calculated to be \$5,173 for software maintenance fees and professional services contracts.

NOTE: Human resource values are determined by the volume of requests for the 3 areas of delegated responsibility (ATI and Privacy Act; Parliamentary Returns) during the reporting period.

One professional service contract was entered into for the purposes of the administration of the Act. The services contracted provided a mandatory ATI training module for all Canada Council staff.

No direct monitoring was conducted during the reporting period concerning:

- the time to process ATI requests (the process requires internal consultations, third party consultations, record reviews, application of exemptions and/or exclusions and preparation of released records).
- frequency (based on 49 ATI requests during the current reporting period, it is estimated that the Canada Council receives 1 ATI request every 4.3 days.)
- level of officials advised (the ATIP Office consults with various sections and levels of personnel when an ATI request is received – when requests are considered sensitive, senior management is advised prior to release) (Appendix A: Part 9)

These costs do not include resources expended by the Canada Council program areas to meet the requirements of the Act.

9 CONSULTATIONS

Received from other Government of Canada institutions and organizations

In 2015–16, the ATIP Office closed 3 consultation requests from other government institutions and organizations. A total of 16 pages were reviewed to respond to these requests. One consultation request was carried forward to the 2016–17 reporting period.

These requests are given priority within the time constraints that applied to each of them. The Canada Council completed each consultation within a 15 calendar day period. (Appendix A: Part 5)

Three-Year Trend: CONSULTATIONS RECEIVED FROM GOVERNMENT OF CANADA INSTITUTIONS

CONSULTATIONS	NUMBER OF REQUESTS (number of pages reviewed)		
	2013–14	2014–15	2015–16
Received during reporting period	7 (445)	12 (193)	3 (17)
Outstanding from the previous reporting period	0 (0)	1 (5)	0 (0)
TOTAL	7 (44)	13 (198)	3 (17)
Closed during the reporting period	7 (445)	13 (198)	2 (16)
Pending at the end of the reporting period	0 (0)	0 (0)	1 (1)

TREND

Consultations decreased by 75% compared to the previous year. The requests are related to records that are not proactively disclosed and related to exchanges between the Canada Council and other Government of Canada institutions. The number of pages reviewed has decreased significantly from the previous year.

During this reporting period, the Canada Council did not receive recommendations for consultations from other organizations, including provincial, territorial municipal or foreign governments. (Appendix A: Part 5 Table 5.2, 5.3)

Cabinet confidences

The Supreme Court of Canada has recognized that Cabinet confidentiality is essential to good government. To preserve this rule of confidentiality, subsection 69(1) of the *Access to Information Act* provides that the Act does not apply to confidences of the Queen's Privy Council for Canada.

During the reporting period 2015-16, the Canada Council did not consult on Cabinet confidences with the Privy Council Office on the application of section 69 of the *Act* and is consistent with previous years. (Appendix A: Part 6)

10 EDUCATION AND TRAINING

The Canada Council is committed to providing ongoing development and training to Canada Council's employees that includes the purpose of the Act, definitions, responsibilities, principles for assisting requesters, delegation, exemption and exclusion applications, discretion, provisions for complete, accurate and timely responses, the complaint process, right of access, policy instruments (as issued by the Treasury Board of Canada Secretariat and the Canada Council).

With delegated responsibilities, the ATIP Office is responsible for providing this training to employees of the Canada Council.

The ATIP Office conducted 2 open ATIP information training session for Canada Council employees during this reporting period; 15 of approximately 200 employees attended the bilingual sessions. The sessions are designed to ensure that employees are aware of their roles and responsibilities related to ATI requests accounted for in this report.

ATIP Training Provided to Employees in 2015-16

MONTH/YEAR	NUMBER OF ATTENDEES
June 2015	8
September 2015	7

The ATIP Office continually provides advice and guidance on the provisions of the legislation to management and is consulted regularly on ATI issues and concerns.

Training and education for the ATIP personnel can include activities that serve to increase access to information awareness, formal training, research, discussion groups, conferences, shared learning among colleagues, on-the-job training, special projects, job shadowing and communications activities that promote learning.

In addition, the ATIP Office participates in ATIP community meetings to increase its knowledge and awareness, and to keep up-to-date with recent Court decisions that impact rights of access.

11 POLICIES, GUIDELINES, PROCEDURES AND INITIATIVES

During this reporting period the ATIP Office provided access to information advice for incorporation into Canada Council policies, guidelines or procedural developments as follows:

- 1) Peer assessor names – proactive disclosure: implemented and published to the Canada Council website during this reporting period
- 2) Peer assessment committee results – proactive disclosure of granting decisions implemented and published to the Canada Council website during this reporting period
- 3) Open information and Open data practices: established by Research and Evaluation and Performance Measurement during this reporting period.
- 4) Grant file retention policy – Successful applicant files are now maintained for 20 years in accordance with the *Library and Archives Act*.

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*. The ATIP Office provides links to ATI directives and guidelines on the Canada Council's intranet page.

12 COMPLAINTS, INVESTIGATIONS AND FEDERAL COURT CASES

No complaints were filed with the Information Commissioner under section 32 of the *ATI Act* in 2015–16. (Appendix A: Part 7)

No applications or appeals were submitted to the Federal Court or the Federal Court of Appeal during fiscal year 2015–16. There have been no court cases against the Canada Council in relation to the *Access to Information Act* for several years.

(Appendix A: Part 8)

13 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 ATIP 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



Statistical Report on the Access to Information Act

Name of institution: Canada Council for the Arts

Reporting period: 2015-04-01 to 2016-03-31

Part 1: Requests Under the Access to Information Act

1.1 Number of requests

	Number of Requests
Received during reporting period	45
Outstanding from previous reporting period	5
Total	50
Closed during reporting period	49
Carried over to next reporting period	1

1.2 Sources of requests

Source	Number of Requests
Media	2
Academia	6
Business (private sector)	1
Organization	32
Public	4
Decline to Identify	0
Total	45

1.3 Informal requests

Completion Time							Total
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
0	0	1	0	0	0	0	1

Note: All requests previously recorded as "treated informally" will now be accounted for in this section only.

Part 2: Requests Closed During the Reporting Period

2.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	3	4	1	0	0	0	0	8
Disclosed in part	27	6	1	3	0	0	0	37
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	1	0	0	0	0	0	0	1
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	1	2	0	0	0	0	0	3
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	32	12	2	3	0	0	0	49

2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	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)	36	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)	2	24(1)	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	1
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	0		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	2		
16(1)(a)(iii)	0	17	0				
16(1)(b)	0						
16(1)(c)	0						
16(1)(d)	0						

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

2.3 Exclusions

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

2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	2	6	0
Disclosed in part	0	37	0
Total	2	43	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	5978	5978	8
Disclosed in part	2792	2769	37
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	3
Neither confirmed nor denied	0	0	0

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	7	113	0	0	0	0	0	0	1	5865
Disclosed in part	34	424	2	330	0	0	1	2015	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	3	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	44	537	2	330	0	0	1	2015	1	5865

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	5	0	0	0	5
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor	0	0	0	0	0
Total	5	0	0	0	5

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
1	1	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	1	0	1
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	1	0	1

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	4
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
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	1
31 to 60 days	0	0	0	1
61 to 120 days	0	0	0	2
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	11	\$55	35	\$175
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	11	\$55	35	\$175

Part 5: Consultations Received From Other Institutions and Organizations

5.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	3	17	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	3	17	0	0
Closed during the reporting period	2	16	0	0
Pending at the end of the reporting period	1	1	0	0

5.2 Recommendations and completion time for consultations received from other Government of Canada institutions

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	2	0	0	0	0	0	0	2
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	2	0	0	0	0	0	0	2

5.3 Recommendations and completion time for consultations received from other organizations

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

Part 6: Completion Time of Consultations on Cabinet Confidences

6.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

6.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
0	0	0	0

Part 8: Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0

Part 9: Resources Related to the Access to Information Act

9.1 Costs

Expenditures		Amount
Salaries		\$127,990
Overtime		\$0
Goods and Services		\$5,173
• Professional services contracts	\$1,423	
• Other	\$3,750	
Total		\$133,163

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1.38
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.10
Students	0.00
Total	1.48

Note: Enter values to two decimal places.

APPENDIX B: DELEGATION ORDER



Access to Information Act
and
Privacy Act
Designation Order

The Director and CEO of the Canada Council for the Arts, pursuant to section 73 of the *Access to Information Act* and section 73 of the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Director and CEO as the head of Canada Council for the Arts, under the provisions of the Act and related regulations set out in the schedule opposite each position.

This designation replaces all previous delegation orders.

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

En vertu de l'article 73 de la *Loi sur l'accès à l'information* et de l'article 73 de la *Loi sur la protection des renseignements personnels*, le directeur et chef de la direction du Conseil des arts du Canada délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont le directeur et chef de la direction est, en qualité de responsable du Conseil des arts du Canada, investi par les dispositions de la Loi ou de son règlement mentionnées en regard de chaque poste.

Le présent document remplace et annule tout arrêté antérieur.

19-9-2015
Date


Director and CEO / Directeur et chef de la direction

SCHEDULE A: SECTION OF THE ACCESS TO INFORMATION ACT DELEGATED



Access to Information Act Delegation		Position/Title*				
HEAD OF THE INSTITUTION:		DIRECTOR & CEO				
Section	Description	Director of Cabinet and Corporate Secretary	Manager, Public Complaints and ATIP Office	ATIP Coordinator	ATIP Administrator	
4(2.1)	Responsibility of government institutions	✓	✓	✓	✓	
7(a)	Issue notice when access requested	✓	✓	✓		
7(b)	Giving access to record	✓	✓	✓		
8(1)	Transfer of request to another government institution or accept transfer from another institution and give notice to the applicant	✓	✓	✓		
9	Extension of time limits	✓	✓	✓	✓	
10	Notice where access is refused	✓	✓	✓		
11(2); (3); (4); (5); (6)	Payment of additional fees	✓	✓	✓	✓	
12(2)(b)	Language of access	✓	✓	✓		
12(3)(b)	Responsibility of government institutions	✓	✓	✓	✓	
Exemption Provisions of the Access to Information Act						
13	Exemption – Information obtained in confidence	✓	✓	✓		
14	Exemption – Federal-provincial affairs	✓	✓	✓		
15	Exemption – International affairs and defense	✓	✓	✓		
16	Exemption – Law enforcement and investigations	✓	✓	✓		
16.5	Exemption – <i>Public Servants Disclosure Protection Act</i>	✓	✓	✓		
17	Exemption – Safety of individuals	✓	✓	✓		
18	Exemption – Economic interests of Canada	✓	✓	✓		
19	Exemption – Personal information	✓	✓	✓		
20	Exemption – Third-party information	✓	✓	✓		
21	Exemption – Operations of Government	✓	✓	✓		
22	Exemption – Testing procedures, tests and audits	✓	✓	✓		
22.1	Exemption – Audit working papers and draft audit reports	✓	✓	✓		
23	Exemption – Solicitor-client privilege	✓	✓	✓		
24	Exemption – Statutory prohibitions	✓	✓	✓		
Other Provisions of the Access to Information Act						
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.

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/council/transparency/access-to-information-and-privacy-acts
<i>Canada's Action Plan on Open Government</i>	http://data.gc.ca/eng/canadas-action-plan-open-government
<i>Completed access to information requests</i>	http://canadacouncil.ca/council/transparency/proactive-disclosure/completed-access-to-information-requests
<i>Info Source Bulletin</i>	http://canadacouncil.ca/council/transparency/access-to-information-and-privacy-acts
<i>Info Source publications</i>	http://www.infosource.gc.ca
<i>Sources of Federal Government and Employee Information</i>	http://www.infosource.gc.ca/emp/emptb-eng.asp
<i>Web Analytics Privacy Impact Assessment Report</i>	http://www.tbs-sct.gc.ca/atip-airp/tools/piar-refrpcpr-eng.asp