



Canada Council  
for the Arts

Conseil des arts  
du Canada

# Annual Report on the Administration of the *Access to Information Act*

For the reporting period of April 1, 2023 – March 31, 2024

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## Introduction

### Purpose of the *Access to Information Act*

The *Access to Information Act* (the *Act*) gives Canadian citizens, permanent residents, and all individuals and corporations present in Canada the right of access to records under the control of a government institution subject to the *Act*. The *Act* complements, but does not replace, other means of obtaining government information.

The *Act* requires the head of every federal government institution to submit an annual report to Parliament on the administration of the *Act* following the close of each fiscal year. This annual report is prepared and is being tabled before each House of Parliament in accordance with section 94 of the *Act*.

This report summarizes how the Canada Council for the Arts (the Council) has fulfilled its access to information (ATI) responsibilities during the fiscal year 2023-24.

## About the Canada Council for the Arts

### Our Mandate

The Canada Council for the Arts contributes to the vibrancy of a creative and diverse arts and literary scene and supports its presence across Canada and around the world. The Council is Canada's public arts funder, with a mandate to "foster and promote the study and enjoyment of, and the production of works in, the arts." The Council's grants, services, initiatives, prizes, and payments support artists, authors, and arts groups and organizations from Canada. This support allows them to pursue artistic expression, create works of art, and promote and disseminate the arts and literature. Through its arts funding, communications, research, and promotion activities, the Council fosters ever-growing engagement of audiences in Canada and abroad.

The Council's Public Lending Right (PLR) program makes annual payments to creators whose works are held in Canadian public libraries. The Council's Art Council operates art rental programs and helps further public engagement with contemporary arts through exhibition and outreach activities. The Council is responsible for the Canadian Commission for UNESCO, which promotes the values and programs of UNESCO to contribute to a future of peace, reconciliation, equity, and sustainable development.

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

A federal Crown corporation created through an Act of Parliament in 1957, the Council reports to Parliament through the Minister of Canadian Heritage. It receives funding from Parliament and its annual budget is supplemented by endowment income, donations and bequests. The Council does not have any non-operational ("paper") subsidiaries to report during 2023-24.

For more information about the Canada Council, visit [www.canadacouncil.ca](http://www.canadacouncil.ca).

## Administration of the *Access to Information Act* Organizational Structure and Delegated Authority

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

Director and CEO	... is responsible for enforcing the <i>Act</i> , its Regulations, the Policy on Access to Information and the Directive on the Administration of the <i>Access to Information Act</i> within the Canada Council and takes responsibility for decisions made in this regard.
Chief Information Officer	... holds full delegation authority under the <i>Act</i> and is responsible, on behalf of the Director and CEO, for ensuring compliance with the <i>Act</i> , Access to Information Regulations and policy instruments. The Chief Information Officer is supported by the Manager of Information Management in the administration of the <i>Act</i> .
Manager of Information Management	...holds full delegation authority under the <i>Act</i> and is responsible, with guidance and oversight of the Chief Information Officer, for ensuring compliance with the <i>Act</i> , Access to Information Regulations and policy instruments, and providing guidance and training as required.
Access to Information and Privacy (ATIP) Coordinator (1.3 FTEs)	... is responsible, with the guidance and oversight of the Manager of Information Management and the Chief Information Officer, for ensuring compliance with the <i>Act</i> , Access to Information Regulations and policy instruments, and providing guidance and training as required.
Access to Information Consultant (0.5 person years)	...provides guidance and support for the operations and functions of access to information.

The Manager of Information Management, under the delegation authority, is responsible for ensuring compliance with the *Act*, Access to Information (ATI) Regulations and policy instruments, coordinating responses to all access to information requests and has oversight over the Information Management program for the Canada Council.

The work ranges from processing access to information requests to carrying out consultations with government institutions or third parties and responding to calls and informal or “re-releases” requests for information, preparing the annual report to Parliament and collecting statistics, and providing ATI training to Canada Council employees.

This Office provides advice to Canada Council employees as they fulfill their obligations under the *Access to Information Act*. The Canada Council has no service agreements under section 96 of the *Access to Information Act* to report.

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

See [Annex A](#) for information on designation and delegation.

## Monitoring compliance

The ATIP Office holds weekly meetings to discuss and closely monitor all active files and keep senior staff, such as the CIO, informed of operations. These meetings help the ATIP Office to better manage workloads and improve response times to external requesters and internal clients.

In addition to these weekly team meetings, the Manager of Information Management oversees different areas of work and support and train staff in their daily responsibilities.

The ATIP Office briefs senior management and the Board of Directors on operational metrics, strategic priorities, and compliance with Council policies, bi-annually, and annually on the overall administration of the ATIP program. The ATIP Office provides quarterly reports to senior managers and weekly updates to the CIO.

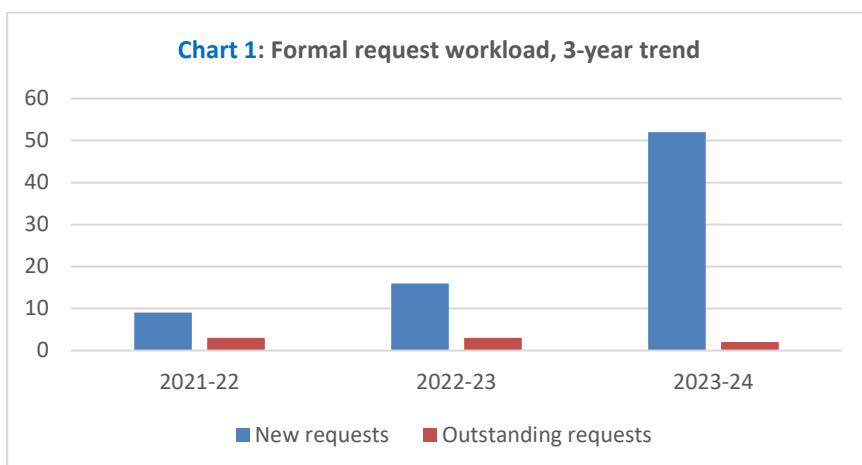
## Performance 2023–24

The following section sets out some statistical highlights from the Council Statistical Report on the *Access to Information Act*, including notable trends in the number of access requests, timeliness, and disclosure. Copies of the statistical report and supplemental report are attached in [Annex B](#) and [Annex C](#).

### Workload

#### Formal requests

The Council received 52 new formal access requests in 2023–24 (**Chart 1**). This represents a 225% increase in comparison to the 16 requests received in 2022–23.

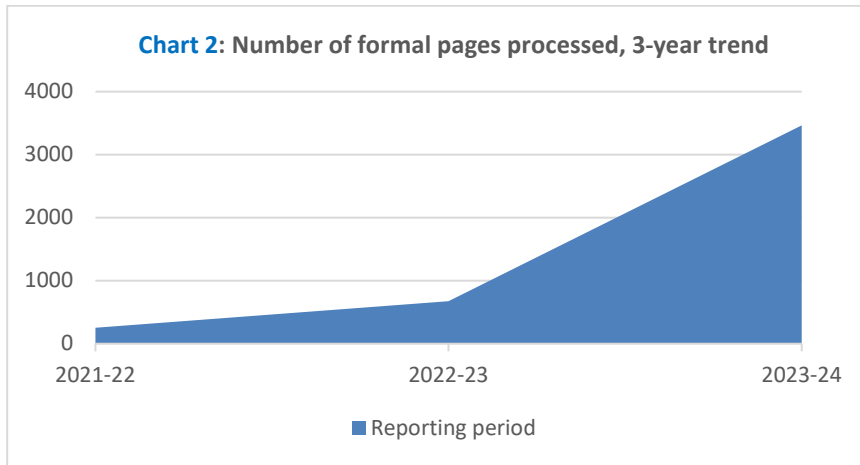


The Council also continued to process 2 requests that were outstanding from 2022-23, for a total workload of 54 formal requests (compared with 19 in 2022–23). At the end of 2023-24, 2 requests were carried forward into 2024-25 and remained within legislated timelines (including extensions) (Section 1.1 Supplemental Statistical Report on the *ATI Act*).

The Council has seen a dramatic increase in requesters who decline to self-identity (38 compared with 2 in 2022–23). All requests were submitted through the online formal channel (official Treasury Board Secretariat request form) to the Council. The remaining requests were received from 2 sources who

identified as organizations, 1 from academia, 2 from business (private sector) and 9 from members of the public. During the reporting period, 52 requests were completed, for a total output of 3,465 pages processed compared with 673 pages in 2022–23 (**Chart 2**).

In 2023-24, the Council completed 44 requests; 6 requests were completed in 31 to 60 days (past legislated timeline where no extensions taken); and 38 requests were closed within 121 to 180 days where an extension was taken. Extensions were required for search of responsive records (*Access to Information Act* s. 9(1)(a))

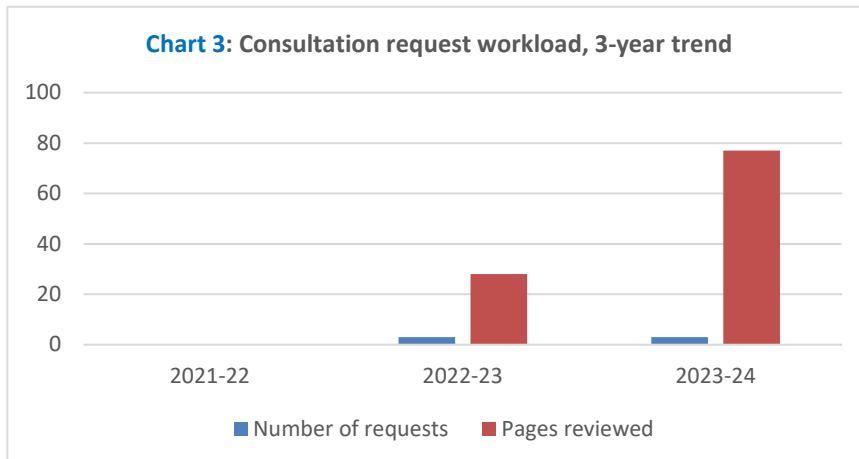


### Informal requests

The Council received 9 informal requests in 2023–24, 9 of which were received by e-mail through the Open Government Informal Request for ATI Records Previously Released site. Of these 9 requests, 9 were completed, for which 1,110 pages were re- released.

### Consultations

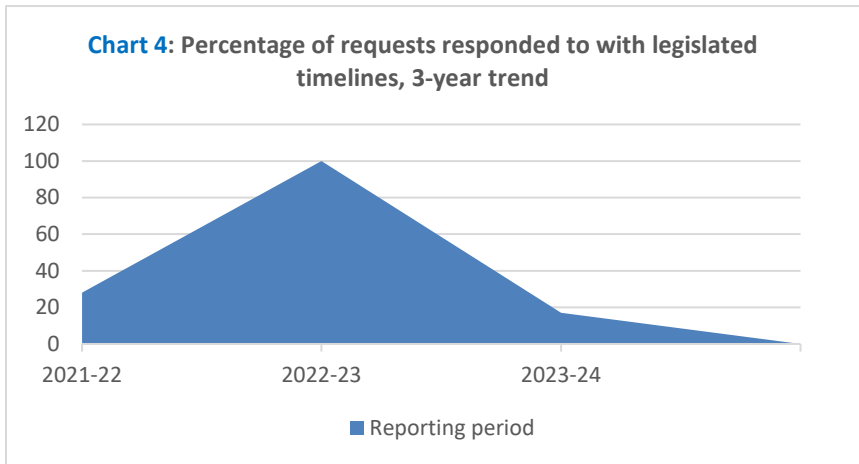
The Council received 3 new requests for consultation from other federal institutions, totaling 77 pages to review. 2 consultations were completed and disclosed entirely within 15 days; 1 consultation was entirely disclosed within 30 days. In addition to the Council’s own formal request workload (representing a 175% increase in consultation pages to review, compared to the 28 pages in 2022–23) (**Chart 3**)



## Timeliness

### Completion times

For formal access to information requests, institutions are required to respond to requesters within the legislated timelines. The target for responding to requesters is 30 days, however institutions may formally extend this deadline, if required. Of the 52 formal requests completed in 2023–24, 9 were closed within legislated timelines. This represents a 17% completion rate for on-time requests compared with 100% in 2022–23 (**Chart 4**).



While most requests took on average fewer than 150 days to process and were completed on time, 43 requests were completed past the legislated timelines having received formal extension beyond the deadline (**Chart 5**).



## Extensions

If significant delays are anticipated when processing a request, institutions may formally extend the legislated timeline. In 2023–24, of the 52 completed requests, Council took 38 extensions. Extensive searches impacted the ability to provide responses within the original time limit of 30 days.

Requests that are completed past the legislated timelines are typically more complex. They may have a broad scope, involve a large volume of records to triage and review for relevancy, include a high number of relevant records to treat for sensitivities, require numerous internal and external consultations or have similar sensitive information interwoven across records within the same request or across multiple requests that must be treated consistently.

The ATIP Office makes every effort to ensure that extensions taken are for a reasonable amount of time and notifies the Office of the Information Commissioner of Canada of all extensions exceeding 30 days.

## Disclosure

In the spirit of the Act, the Council seeks to release as much information as possible, withholding only what is permitted by law. Of the 52 requests completed in 2023–24, 77% were fully disclosed, 17% were disclosed in part 6% of requests did not result in the release of records as they were either abandoned or it was determined that no records exist.

Of the 3,465 pages processed in 2023–24, 94% were either fully disclosed or disclosed in part. All records were provided to requesters in electronic format.

No audio or video records were processed for the requests completed this reporting period.

## Severances

### Exemptions

Responsive records may contain information that is subject to the limited and specific legal protections outlined in the *Access to Information Act*.

In 2023–24, the Council invoked 8 exemptions as per specific sections of the *Access to Information Act*. The Council most invoked sections 19(1), 20(1)(a), 20(1)(b), 20(1)(c), 20(1)(d), 21(1)(a), 21(1)(b), 21(1)(c).

A significant proportion of the release records contained personal information about a third party. The breakdown of the exemptions is as follow:



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## 8 requests

### 19(1) Personal information

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

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## 3 requests

### 20(1)(a) Trade secrets of a third party

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

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## 5 requests

### 20(1)(b) Third Party financial, commercial, scientific or technical information that is confidential

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

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## 4 requests

### 20(1)(c) Third Party information material financial loss or gain

Information the disclosure of which could reasonably be expected to result in material financial loss or gain to, or could reasonably be expected to prejudice the competitive position of, a third party; or

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## 2 requests

### 20(1)(d) Third Party information the disclosure of which could reasonably be expected to interfere with contractual or other negotiations

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

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## 1 request

### 21(1)(a) Operations of Government advice or recommendations

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

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## 2 requests

### 21(1)(b) Operations of Government account of consultations or deliberations

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

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## 3 requests

### 21(1)(c) Negotiations - positions or plans

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

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## Exclusions

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

## Requests for translation

Individuals submitting requests under the *Access to Information Act* may request to have responsive records translated to either of Canada's official languages. The Council did not receive or process any requests for translation in 2023-24.

## Key issues or actions taken on complaints or audits

### Complaint Investigations

As of March 31, 2024, no complaint, investigation, appeal or court action was brought to the attention of the Canada Council in relation to the processing and outcome of access to information requests (Section 1.2 Supplemental Statistical Report on the *ATI Act*).

### Audits

No audits of the ATIP program were conducted or completed in 2023-24.

## Access to information activities at the Council

### Information holdings

To assist individuals with making an access to information request, the Council publishes an inventory of its information holdings on its website. This public inventory, known as *Info Source*, describes the Council's functions, programs and activities, and their related classes of records and personal information banks.

Classes of records detail the types of records and information created, captured and maintained in the course of Council business that are accessible under the *Access to Information Act*.

No major changes were made to business record descriptions in 2023-24.

### Proactive Publication - Part 2 of the ATIA

In the spirit of strengthening transparency and accountability across the public sector, and in accordance with the Act, the Council proactively discloses the following information on its website:

Proactive Disclosures	% of proactive publication requirements due during 2023-24
<a href="#">Grant and Prize Recipients over \$25,000</a>	Not applicable
<a href="#">Privacy Impact Assessment Summaries</a>	Not applicable
<a href="#">Peer Assessment Committee Members</a>	Not applicable
<a href="#">Completed ATI Requests</a>	Not applicable
<a href="#">Disclosure of Agreements</a>	Not applicable
<a href="#">Disclosure of Contracts</a>	Not applicable
<a href="#">Disclosure of Position Reclassifications</a>	Not applicable
<a href="#">Disclosure of Travel Expenses</a>	100%
<a href="#">Disclosure of Hospitality Expenses</a>	100%
<a href="#">Disclosure of Wrongdoing in the Workplace</a>	Not applicable
Reports tabled in Parliament	Nothing to report

Council business units retrieve information for proactive publication from various repositories and then verify the accuracy of this information.

### Proactive Publication Requirements Table

Legislative Requirement	Section	Publication Timeline	Institutional Requirement
<b>All Government Institutions as defined in section 3 of the <i>Access to Information Act</i></b>			
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	Yes
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	Yes
Reports tabled in Parliament	84	Within 30 days after tabling	Yes
<b>Government entities or Departments, agencies, and other bodies subject to the Act and listed in Schedules I, I.1, or II of the <i>Financial Administration Act</i></b>			
Contracts over \$10,000	86	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	No
Grants & Contributions over \$25,000	87	Within 30 days after the quarter	No
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	No
Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office	88(b)	Within 30 days after the end of the month received	No
Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament	88(c)	Within 120 days after appearance	No
<b>Government institutions that are departments named in Schedule I to the <i>Financial Administration Act</i> or portions of the core public administration named in Schedule IV to that Act (i.e. government institutions for which Treasury Board is the employer)</b>			
Reclassification of positions	85	Within 30 days after the quarter	No
<b>Ministers</b>			
Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Within 120 days after appointment	No
Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office	74(b)	Within 30 days after the end of the month received	No
Package of question period notes prepared by a government institution for the minister and in use on the last sitting day of the House of Commons in June and December	74(c)	Within 30 days after last sitting day of the House of Common in June and December	No
Packages of briefing materials prepared by a government institution for a	74(d)	Within 120 days after appearance	No

minister's appearance before a committee of Parliament			
Travel Expenses	75	Within 30 days after the end of the month of reimbursement	No
Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	No
Contracts over \$10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	No
Ministers' Offices Expenses  *Note: This consolidated report is currently published by TBS on behalf of all institutions.	78	Within 120 days after the fiscal year	No

## Initiatives and Projects to Improve Access to Information

The Council is committed to making corporate information available to the public, including through the access to information and privacy program. The ATIP Office strives to make the delivery of access-to-information services as seamless as possible and regularly reviews processes for improvements.

Currently, the ATIP program is undertaking a multi-year initiative to modernize its case management system to improve efficiencies in the processing of requests and to enable better access for the public.

### Training and Awareness

As employees, all Council staff are responsible for upholding the principles of the Act and all staff need to be prepared to support the fulfillment of access to information requests in the course of their daily business.

Due to an increase of requests for this reporting period, the ATIP Office offers virtual and in-person training and awareness sessions to Council staff. These sessions focus on the administration of the *Access to Information Act*, as well as best practices for managing corporate information. Staff can also request targeted sessions or more intensive workshops on any topic related to access to information.

### Monitoring legislative changes

The ATIP Office proactively monitors a variety of information networks for any coming changes to legislation that might impact the Council. This proactive approach allows the Council to plan effectively and implement any necessary structural or operational changes in a timely manner to ensure the Council's compliance.

### Providing policy advice

As access to information experts for the institution, the ATIP Office has a responsibility to ensure that access considerations are factored into decision-making processes at the Council.

In 2023-24, the ATIP Office participated in various internal governance committees, providing ongoing input and timely feedback to key stakeholders about the Council's information and data management

policies and practices.

The ATIP Office also worked with key stakeholders to establish and communicate appropriate retention standards across various collaboration tools with external stakeholders, with reminders that information recorded in the collaboration tools is accessible in response to ATIP requests.

## Operational environment

### Resources

In 2023-24, the Council processed a high volume of Access to Information requests compared to the previous fiscal year.

The ATIP program is currently dedicating more resources and time in new and more targeted ways to support the Council's innovative data initiatives, while also trying to balance its responsibilities to respond to public information requests. This resource shift is reflected in Section 11 of the Statistical Report on the *Access to Information Act*.

In 2023-24, the total costs incurred by the ATIP Office for the administration of the Act are estimated to be \$154,858, which are distributed as follows: \$141,164 in salaries, no overtime and \$13,694 in goods and services reflected in Section 11.1 of the Statistical Report on the *Access to Information Act*.

The ATIP Office made efforts to increase resource capacity in 2023-24 by adding 2 related full-time positions to its roster. This is reflected in Section 11 of the Statistical Report for 2023-24. The ATIP Office contracted consulting services and legal services for advice and recommendations to improve the access to information program design and delivery, as well as request management (Section 11.1 Statistical Report for the *Access to Information Act*).

## ANNEX A: Delegation order



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

The Director and CEO of the Canada Council for the Arts, pursuant to subsection 95(1) of the *Access to Information Act* and section 73 of the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Director and CEO as the head of Canada Council for the Arts, under the provisions of the Act and related regulations set out in the schedule opposite each position. This designation replaces all previous delegation orders.

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

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

**Schedule | Annexe**

Position   Poste	<i>Access to Information Act</i> and Regulations   <i>Loi sur l'accès à l'information</i> et Règlement	<i>Privacy Act</i> and Regulations   <i>Loi sur la protection des renseignements personnels</i> et Règlement
Chief Information Officer Dirigeant principal de l'information	Full authority   Autorité absolue	Full authority   Autorité absolue
Manager, Information Management Gestionnaire, Gestion de l'information	Full authority   Autorité absolue	Full authority   Autorité absolue

Dated, at the City of Ottawa this  
10th day of August 2023

Daté, en la ville de Ottawa ce  
10e jour de août 2023

Michelle Chawla  
Director and CEO | Directrice et chef de la direction

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

ANNEX B: 2023–24 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: 4/1/2023 to 3/31/2024

#### Section 1: Requests Under the *Access to Information Act*

##### 1.1 Number of requests

		Number of Requests
Received during reporting period		52
Outstanding from previous reporting periods		2
• Outstanding from previous reporting period	2	
• Outstanding from more than one reporting period	0	
<b>Total</b>		<b>54</b>
Closed during reporting period		52
Carried over to next reporting period		2
• Carried over within legislated timeline	2	
• Carried over beyond legislated timeline	0	

##### 1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	1
Business (private sector)	2
Organization	2
Public	9
Decline to Identify	38
<b>Total</b>	<b>52</b>

##### 1.3 Channels of requests

Source	Number of Requests
Online	52
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	<b>52</b>

#### Section 2: Informal Requests

##### 2.1 Number of informal requests

		Number of Requests
Received during reporting period		9
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
<b>Total</b>		<b>9</b>
Closed during reporting period		9
Carried over to next reporting period		0

##### 2.2 Channels of informal requests

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

**2.3 Completion time of informal requests**

Completion Time							Total
0 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	
8	1	0	0	0	0	0	9

**2.4 Pages released informally**

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

**2.5 Pages re-released informally**

Less Than 100 Pages Re-released		100-500 Pages Re-released		501-1000 Pages Re-released		1001-5000 Pages Re-released		More Than 5000 Pages Re-released	
Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released
5	5	3	512	1	593	0	0	0	0

**Section 3: Applications to the Information Commissioner on Declining to Act on Requests**

	Number of Requests
Outstanding from previous reporting period	0
Sent during reporting period	0
<b>Total</b>	<b>0</b>
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	0
Withdrawn during reporting period	0
Carried over to next reporting period	0

**Section 4: Requests Closed During the Reporting Period**

**4.1 Disposition and completion time**

Disposition of Requests	Completion Time							Total
	0 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	
All disclosed	0	2	4	0	34	0	0	40
Disclosed in part	0	4	1	0	4	0	0	9
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	1	1	1	0	0	0	0	3
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
<b>Total</b>	<b>1</b>	<b>7</b>	<b>6</b>	<b>0</b>	<b>38</b>	<b>0</b>	<b>0</b>	<b>52</b>

**4.2 Exemptions**

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	0	18(d)	0	21(1)(a)	1
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	2
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	3
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)	8	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	3	23	0
15(1) - Def.*	0	16.3	0	20(1)(b)	5	23.1	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	4	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	2		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	0	17	0				
16(1)(c)	0						
16(1)(d)	0						

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



#### 4.3 Exclusions

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

#### 4.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	49	0	0	0	0

#### 4.5 Complexity

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

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
3465	0	52

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

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	38	197	2	443	0	0	0	0	0	0
Disclosed in part	6	106	1	110	0	0	2	2609	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
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>47</b>	<b>303</b>	<b>3</b>	<b>553</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2609</b>	<b>0</b>	<b>0</b>

##### 4.5.3 Relevant minutes processed and disclosed for audio formats

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

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

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

##### 4.5.5 Relevant minutes processed and disclosed for video formats

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

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

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

4.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0
Disclosed in part	1	0	0	1
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
<b>Total</b>	1	0	0	1

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	8
Percentage of requests closed within legislated timelines (%)	15.38461538

4.7 Deemed refusals

4.7.1 Reasons for not meeting legislated timelines

Number of requests closed past the legislated timelines	Principal Reason			
	Interference with operations/ Workload	External Consultation	Internal Consultation	Other
44	44	0	0	0

4.7.2 Requests closed beyond legislated timelines (including any extension taken)

Number of days past legislated timelines	Number of requests past legislated timeline where no extension was taken	Number of requests past legislated timeline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	6	0	6
61 to 120 days	0	0	0
121 to 180 days	0	38	38
181 to 365 days	0	0	0
More than 365 days	0	0	0
<b>Total</b>	6	38	44

4.8 Requests for translation

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

**Section 5: Extensions**

5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	34	0	0	0
Disclosed in part	4	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
No records exist	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
<b>Total</b>	38	0	0	0

5.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	0	0	0	0
31 to 60 days	0	0	0	0
61 to 120 days	0	0	0	0
121 to 180 days	38	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
<b>Total</b>	38	0	0	0

**Section 6: Fees**

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	0	\$0.00	0	\$0.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
<b>Total</b>	0	\$0.00	0	\$0.00	0	\$0.00

**Section 7: Consultations Received From Other Institutions and Organizations**

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

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	3	77	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	<b>3</b>	<b>77</b>	<b>0</b>	<b>0</b>
Closed during the reporting period	3	77	0	0
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

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

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	0 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	1	0	0	0	0	0	3
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>

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

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

**Section 8: Completion Time of Consultations on Cabinet Confidences**

**8.1 Requests with Legal Services**

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

**8.2 Requests with Privy Council Office**

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

**Section 9: Investigations and Reports of finding**

**9.1 Investigations**

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

**9.2 Investigations and Reports of finding**

Section 37(1) Initial Reports			Section 37(2) Final Reports		
Received	Containing recommendations issued by the Information Commissioner	Containing an intent to issue an order by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
0	0	0	0	0	0

**Section 10: Court Action**

**10.1 Court actions on complaints**

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

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

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

**Section 11: Resources Related to the *Access to Information Act***

**11.1 Allocated Costs**

Expenditures	Amount
Salaries	\$141,164
Overtime	\$0
Goods and Services	\$13,694
• Professional services contracts	\$4,371
• Other	\$9,323
<b>Total</b>	<b>\$154,858</b>

**11.2 Human Resources**

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	2.000
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.500
Students	0.000
<b>Total</b>	<b>2.500</b>

Note: Enter values to three decimal places.

## ANNEX C: 2023–24 Supplemental Statistical Report on the *Access to Information Act*



### Supplemental Statistical Report on the *Access to Information Act*

Name of institution: Canada Council for the Arts

Reporting period: 2023-04-01 to 2024-03-31

#### Section 1: Open Requests and Complaints Under the *Access to Information Act*

1.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
Received in 2023-24	0	2	2
Received in 2022-23	0	0	0
Received in 2021-22	0	0	0
Received in 2020-21	0	0	0
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16	0	0	0
Received in 2014-15 or earlier	0	0	0
<b>Total</b>	0	2	2

Row 11, Col. 3 of Section 1.1 must equal Row 7, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the *Access to Information Act*

1.2 Enter the number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2023-24	0
Received in 2022-23	0
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16	0
Received in 2014-15 or earlier	0
<b>Total</b>	0

## References

<i>Access to Information Act</i>	<a href="https://www.justice.gc.ca">Access to Information Act (justice.gc.ca)</a>
<i>Access to Information and Privacy Requests</i>	<a href="https://canadacouncil.ca">Access to Information and Privacy Acts (canadacouncil.ca)</a>
<i>Completed access to information requests</i>	<a href="#">Completed ATI Requests   Canada Council for the Arts</a>
<i>Proactive Disclosure</i>	<a href="#">Proactive Disclosure   Canada Council for the Arts</a>
<i>Access to Information, Policy on</i>	<a href="https://www.canada.ca">Policy on Access to Information- Canada.ca</a>
<i>Access to Information Act, Interim Directive on the Administration of the</i>	<a href="https://www.canada.ca">Directive on Access to Information Requests- Canada.ca</a>
<i>Open information</i>	<a href="#">Using and publishing Open Data and Information   Open Government - Government of Canada</a>