



Western Economic
Diversification Canada

Diversification de l'économie
de l'Ouest Canada



2014-2015

Annual Report to Parliament

Administration of the
Access to Information Act



Canada

TABLE OF CONTENTS

	Page
Introduction	1
Administration of the Act	2
Departmental Policies and Procedures	3
Training and Awareness	3
Statistical Reporting Overview	4
Requests Received Pursuant to the <i>Access to Information Act</i>	4
A. Formal Request	4
B. Informal Requests	5
Extensions of Time Limits and Consultations	5
Exemptions and Exclusions Invoked	5
Other Government Department Consultations	6
Complaints, Audits and Investigations	7
Fees Collected	7
Operational Costs Associated with Administering the Act	7
Annex A – <i>Access to Information Act</i> and <i>Privacy Act</i> Delegation Order	8
Annex B – Statistical Report on the <i>Access to Information Act</i>	14

INTRODUCTION

Western Economic Diversification Canada (WD) was established in 1987 under the provisions of the *Western Economic Diversification Act* (1988), and mandated to promote the development and diversification of the economy of Western Canada and to advance the interests of the West in national economic policy, program and project development and implementation. This broad mandate allows the department to implement tailored programs and initiatives to assist western Canadians to create strong, competitive and innovative businesses and communities.

The Minister of Health, supported by the Minister of State (Western Economic Diversification), is responsible for this organization.

The *Access to Information Act* extends the present laws of Canada to provide all Canadian citizens, permanent residents and corporations present in Canada with a right of access to any record under the control of a government institution that is not of a personal nature. In accordance with the principles that government information should be available to the public, this access to information is balanced against the legitimate need to protect sensitive information and permit effective functioning of government. Necessary exceptions should be limited and specific.

WD is committed to both the spirit and intent of the *Access to Information Act*, which is based on the principles of open government, to ensure transparency and accountability within the department.

Further, the Act complements, but does not replace, other procedures for obtaining government information, and is not intended to limit access to government information normally available to the public upon request.

This report describes how WD administered the Act during fiscal year 2014-2015, and fulfills the requirements under Section 72 that every government institution must prepare an annual report on the administration of this Act each fiscal year and ensure it is tabled in Parliament.

WD will publish its Annual Report to Parliament on its public website (www.wd-deo.gc.ca) once it has been tabled in the House of Commons and the Senate.

ADMINISTRATION OF THE ACT

In accordance with section 73 of the *Access to Information Act*, the Honourable Rona Ambrose, Minister of Health and Minister of Western Economic Diversification, delegated her full powers, authorities and responsibilities to the Executive Director, Finance and Corporate Management (Access to Information and Privacy Coordinator) and Manager, Corporate Administration (Deputy Access to Information and Privacy Coordinator). The delegation also extends limited authority to the Access to Information and Privacy (ATIP) Officer to acknowledge access requests, undertake consultations, and manage related extensions. The delegation order issued on September 30, 2013, is attached in Annex A.

The ATIP Unit is located in Edmonton, Alberta. The unit oversees the administration of the Act, and is part of the Finance and Corporate Management Directorate. The ATIP Coordinator, Deputy ATIP Coordinator, and one full-time ATIP Officer are accountable for the development, coordination and implementation of effective policies, guidelines, systems and procedures to ensure the Minister's responsibilities under the Act are met, and to enable the monitoring and timely processing, and proper disclosure of information to our clients.

The primary responsibilities of WD's ATIP Unit include:

- processing access requests in accordance with the Act;
- assist requestors in formulating their requests when required;
- responding to consultations from other federal institutions on WD records or information being considered for release;
- applying all discretionary and mandatory exemptions in accordance with the provisions of the Act;
- developing and maintaining policies, procedures and guidelines to ensure the Act is respected by staff;
- promoting awareness of the Act within the department to ensure staff is aware of the obligations imposed by the legislation;
- preparing annual reports to Parliament and other statutory requirements, such as annual statistical reports and the department's Info Source chapter, as well as any material that may be required by central agencies;
- representing WD in dealings with Treasury Board Secretariat, the Office of the Information Commissioner of Canada and other federal organizations regarding the application of the Act as it relates to WD;
- monitoring departmental compliance with the Act, its regulations, and relevant policies and procedures; and
- providing ongoing advice and guidance to senior management and staff on information management and access to information legislation.

Regional ATIP Liaison Officers (RALOs) are located in each of WD's regional offices and corporate business units. These individuals are the first point of contact and identify the appropriate subject experts, coordinate retrieval of records responding to access requests, and liaise between the ATIP Unit and regional staff concerning enquiries.

The ATIP Unit monitors the processing of all access requests. The ATIP Coordinator and the department's Executive Committee, RALOs and Communications officials receive weekly briefing reports pertaining to the status of all active formal and informal access requests and consultations.

Departmental Policies and Procedures

There were no changes made to WD's Access to Information policy suite, including the Access to Information Procedures Manual, during the 2014-2015 fiscal year as a result of changes in TBS policies or directives.

The department posts summaries of its closed access to information requests to WD's public website. These postings were also hyperlinked to the "[Open Government](#)" website.

Training and Awareness

Staff training and awareness activities include:

- The ATIP Officer provides ongoing advice on access to information issues, provides guidance on how the department processes access requests, and the rationale required to apply the exemptions and exclusions to Regional ATIP Liaison Officers and staff to increase awareness of the Act.
- In 2014-2015, the ATIP Unit conducted four pre-processing meetings, which were attended by departmental officials/subject experts. These meetings are conducted as new access requests are received and when deemed appropriate dependent on the nature of the request. Meetings are approximately one-half hour in length, depending on the complexities of the request, and are intended to provide guidance on the records retrieval and review process, recommendations required by the ATIP Unit, and identify volumes of records, potential sensitivities, etc. In total, 13 individuals participated in these meetings.
- Two training sessions were conducted for recently appointed Regional ATIP Liaison Officers (RALOs) to discuss their roles and responsibilities, and the processes utilized by the department when requests are received. Two RALOs and two back-ups participated in the meeting.
- WD promoted Right to Know Week (September 22-28, 2014) via e-mail to all staff as a news bulletin on the department's intranet site.
- The department maintains an Access to Information and Privacy presence on its intranet site that includes policies, procedures, training and awareness presentations, relevant links to useful sites related to access and privacy, and contact information, as well as "The ATIP Eye" tips.

STATISTICAL REPORTING OVERVIEW

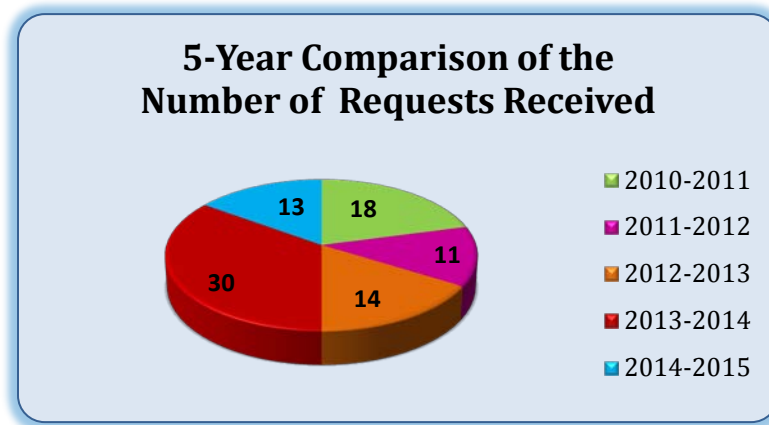
The following information provides additional context to the statistical details found in WD's 2014-2015 statistical report (Annex B – "Statistical Report on the *Access to Information Act*").

Requests Received Pursuant to the *Access to Information Act*

A. Formal Requests

For the period of April 1, 2014 to March 31, 2015, WD received 13 formal requests for information pursuant to the *Access to Information Act*. This is lower than average for the department over the last five years, although there was an unprecedented increase in 2013-2014.

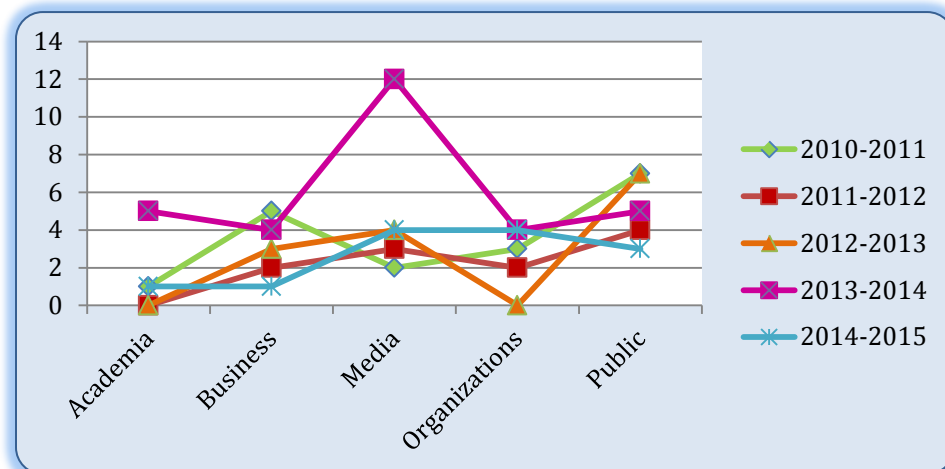
The accompanying chart shows the comparison of new of requests received by the department over the past five years.



The category of requestors for 2014-2015 is broken down as follows:

- Four (30.8 percent) each from the media and organizations;
- Three (23 percent) from the general public; and
- One (7.7 percent) each from academia and business (private sector).

The accompanying chart shows a five-year comparison of sources of access requests to WD.



In total, 14 access requests were completed during the reporting period, including two requests carried forward from 2014-2015. One request was carried forward into the 2015-2016 fiscal year.

The disposition and completion times of the completed requests are broken down as follows:

Disposition of Completed Requests	1-15 days	16-30 days	31-60 days	61-120 days	TOTAL
All disclosed	3				3
Disclosed in part		4	1	3	8
All exempted	1				1
No records exist	2				2
Request transferred					
Request abandoned					
TOTAL	6	4	1	3	14

B. Informal Requests

As a result of the posting of summaries of closed access requests of the department’s public website and the Open Government portal, WD processed 15 requests for copies of previously disclosed access requests. This is a 47 per cent increase from 2013-2014.

No application fees or response timelines apply to these informal requests; however, WD responded to all requests in 10 days or less.

Extensions of Time Limits and Consultations

Section 9 of the Act provides for the extension of the statutory time limits if the request is for a large volume of records or necessitates a search through a large volume of records and meeting the original time limit would unreasonably interfere with the operations of the department; also, if consultations are necessary.

In 2014-2015, WD required extensions due to interference with departmental operations on two requests. These extensions may be considered if processing the request within 30 days would require the transfer of resources from a business unit to the ATIP office, monopolize a significant portion of the resources of the office of primary interest to the detriment of its core functions, or the request would use such a high proportion of the resources of the ATIP Unit that it would have a significant negative impact on the processing of other requests.

WD also required extensions to complete necessary consultations with other government departments and/or third parties on four requests which were completed within 2014-2015.

Exemptions and Exclusions Invoked

Of the 14 requests completed in 2014–2015, exemptions were applied pursuant to the Act on nine requests. If three different exemptions were applied to a request, one exemption under each relevant section would be reported for a total of three; however, if the same exemption was claimed several times in the same request it is captured only once in the statistics.

The accompanying table compares the number of exemptions applied during 2014-2105 and 2013-2014 fiscal years.

Exemption Invoked	Subsection	2013-2014	2014-2015
13(1)	(c)	0	1
14	(a)	4	1
	(b)	3	0
16(1)	(c)	0	1
16(2)		0	0
16.1(1)	(a)	0	0
	(a)(ii)	3	0
18	(b)	1	0
19(1)		6	7
20(1)	(b)	9	4
	(c)	7	3
	(d)	4	3
21(1)	(a)	8	4
	(b)	7	4
	(c)	6	1
	(d)	4	1
22		1	0
23		2	1
26		1	1

Section 19(1) was the most utilized exemption during the reporting period, having been applied to seven requests. Sections 20(1) and 21(1) were applied to four requests each.

The Act does not apply to certain materials such as published material pursuant to Section 68 or confidences of the Queen's Privy Council pursuant to Section 69. WD did not invoke either section during this reporting period.

Other Government Department Consultations

In 2014-2015, WD was consulted by other federal departments on six occasions. This is a decrease of 75 per cent from 2013-2014 and 2012-2013. No consultations were received from other organizations or other levels of government.

- WD recommended full disclosure of information pertaining to our department on two consultation requests.
- WD recommended partial disclosure of information pertaining to our department on four consultation requests.
- In total, WD reviewed 163 pages.
- WD responded to four consultations within 15 days, and the remaining two consults within 24 days or less.

Complaints, Audits and Investigations

WD received one administrative complaint pursuant to the *Access to Information Act* in 2014–2015, and while the investigation is ongoing, the department has implemented changes to its internal briefing processes as a result.

There were no audits undertaken or concluded during the reporting period. Further, there were no appeals or applications submitted to the Federal Court.

Fees Collected

Access to Information fees collected during the reporting period totalled \$118.30, including application and reproduction fees. Additionally, one \$5 application fees was refunded as the request was processed informally. During the same period, WD waived reproduction fees totalling \$96.80.

Operational Costs Associated with Administering the Act

WD's cost for administering the *Access to Information Act* in 2014-2015 is estimated as follows:

- the ATIP Unit salary costs, including a portion of the ATIP Coordinator's and Deputy ATIP Coordinator's salaries, and 50 percent of the ATIP Officer's salary (a total of .64 FTE/year);
- goods and services, including professional services contracts and other expenses, including the ATIP case management system licensing, supplies, and ATIP unit travel and training costs;
- additional salary-related costs, which incorporate estimated costs for other departmental officials to retrieve, review and make recommendations concerning records responding to access requests, information technology support, and translation of staff awareness materials and access-related documents.

ATIP Unit Salaries	\$54,525
Goods and Services	\$8,389
Total Reported ATIP Costs	\$62,914
Estimated additional salary-related costs	\$8,416
TOTAL DEPARTMENTAL COSTS	\$71,330

The additional salary-related costs included above are not all captured in the Statistical Report, but provide a more complete picture of the overall cost to the department to administer all aspects of its activities related to the *Access to Information Act*.

ANNEX A



Western Economic
Diversification Canada

Diversification de l'économie
de l'Ouest Canada

**DELEGATION OF POWERS, DUTIES OR FUNCTIONS UNDER THE
ACCESS TO INFORMATION ACT AND PRIVACY ACT**

**DÉLÉGATION DE POUVOIRS, D'ATTRIBUTIONS OU DE FONCTIONS EN VERTU DE LA
LOI SUR L'ACCÈS À L'INFORMATION ET DE LA
LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS**

I, Rona Ambrose, Minister of Health and Minister of Western Economic Diversification, pursuant to section 73 of the *Access to Information Act* and *Privacy Act*, hereby designate the persons holding the positions set out in the Delegation of Authority Schedule attached hereto, to exercise the powers, duties and functions of the Minister as the head of Western Economic Diversification Canada, under the provisions of the Acts and related regulations set out in the schedule opposite each position.

This designation replaces all previous delegation orders.

En vertu de l'article 73 de la *Loi sur l'accès à l'information* et de la *Loi sur la protection des renseignements personnels*, je, Rona Ambrose, ministre de la Santé et ministre de la Diversification de l'économie de l'Ouest, délègue aux titulaires des postes mentionnés à l'annexe ci-après, les pouvoirs, les attributions et les fonctions dont le ministre est, en qualité de responsable de la Diversification de l'économie de l'Ouest canadien, investi par les dispositions de la *Lois* ou de son règlement mentionnées en regard de chaque poste.

Le présent document remplace et annule tout arrêté antérieur.

Dated, at the City of Ottawa this 30 day of Sept, 2013

Signé à Ottawa, le 30 jour de sept 2013

THE HONOURABLE RONA AMBROSE /
L'HONORABLE RONA AMBROSE

MINISTER OF HEALTH /
MINSTER OF WESTERN ECONOMIC DIVERSIFICATION
MINISTRE DE LA SANTÉ /
MINISTRE DE LA DIVERSIFICATION DE L'ÉCONOMIE DE L'OUEST

Canada

Delegation of Authority Schedule / Annexe de l'arrêté sur la délégation

Access to Information Act / Loi sur l'accès à l'information		
Provision / Disposition	Description	Title of Positions / Titre des postes
4(2.1)	Responsibility of head of institution Responsabilité de l'institution fédérale	<ul style="list-style-type: none"> • Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
7(a)	Notice where access requested Réponse à une demande de communication	<ul style="list-style-type: none"> • Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée • ATIP Officer / Agente de l'AIPRP
7(b)	Giving access to the record Communication du document	<ul style="list-style-type: none"> • Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
8(1)	Transfer of request Transmission de la demande	<ul style="list-style-type: none"> • Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée • ATIP Officer / Agente de l'AIPRP
9	Extension of time limits Prorogation du délai	<ul style="list-style-type: none"> • Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée • ATIP Officer / Agente de l'AIPRP
11(2)(3)(4) (5)(6)	Additional fees Frais supplémentaires	<ul style="list-style-type: none"> • Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
12(2)(b)	Language of access Langue de la communication	<ul style="list-style-type: none"> • Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
12(3)(b)	Access in an alternative format Communication dans un format alternatif	<ul style="list-style-type: none"> • Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée

Exemption Provisions of the <i>Access to Information Act</i> / Disposition d'exception de la <i>Loi sur l'accès à l'information</i>		
Provision / Disposition	Description	Title of Positions / Titre des postes
13	Information obtained in confidence Renseignements obtenus à titre confidentiel	<ul style="list-style-type: none"> • Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
14	Federal-provincial affairs Affaires fédérales-provinciales	<ul style="list-style-type: none"> • Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
15	International affairs and defence Affaires internationales et défense	<ul style="list-style-type: none"> • Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
16	Law enforcement and investigations Application de la loi et enquêtes	<ul style="list-style-type: none"> • Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
16.5	<i>Public Servants Disclosure Protection Act</i> <i>Loi sur la protection des fonctionnaires divulgateurs d'actes répréhensibles</i>	<ul style="list-style-type: none"> • Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
17	Safety of individuals Sécurité des individus	<ul style="list-style-type: none"> • Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
18	Economic interests of Canada Intérêts économiques du Canada	<ul style="list-style-type: none"> • Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
18.1	Economic interest of certain government institutions Intérêts économiques de certaines institutions fédérales	<ul style="list-style-type: none"> • Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
19	Personal information Renseignements personnels	<ul style="list-style-type: none"> • Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée

Provision / Disposition	Description	Title of Positions / Titre des postes
20	Third party information Renseignements de tiers	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
21	Operations of government Activités du gouvernement	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
22	Testing procedures, tests and audits Examen et vérifications	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
22.1	Internal audits Vérifications internes	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
23	Solicitor-client privilege Secret professionnel des avocats	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
24	Statutory prohibitions Interdictions fondées sur d'autres lois	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée

**Other Provisions of the *Access to Information Act* /
Autres disposition de la *Loi sur l'accès à l'information***

Provision / Disposition	Description	Title of Positions / Titre des postes
25	Severability Prélèvements	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée
26	Refusal of access where information to be published Refus de communication en cas de publication	<ul style="list-style-type: none"> Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle Manager, Corporate Administration / Gestionnaire, Administration intégrée

Provision / Disposition	Description	Title of Positions / Titre des postes
27(1)(4)	Third party notification Avis aux tiers	<ul style="list-style-type: none"> • Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée • ATIP Officer / Agente de l'AIPRP
28(1)(2)(4)	Third party notification Avis aux tiers	<ul style="list-style-type: none"> • Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée • ATIP Officer / Agente de l'AIPRP
29(1)	Notice of decision to disclose Avis de la décision de communiquer	<ul style="list-style-type: none"> • Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
33	Notice to Information Commissioner of notices to third parties Avis au Commissaire à l'information des avis aux tiers	<ul style="list-style-type: none"> • Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée • ATIP Officer / Agente de l'AIPRP
35(2)(b)	Right to make representations Droit de présenter des observations	<ul style="list-style-type: none"> • Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
37(1)	Notice of actions to implement recommendations of Commissioner Avis des mesures pour la mise en œuvre des recommandations du Commissaire	<ul style="list-style-type: none"> • Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
37(4)	Access to be given complainant Communication accordée au plaignant	<ul style="list-style-type: none"> • Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
43(1)	Notice of third party of application to Federal Court for review Avis au tiers d'une demande de révision à la Cour fédérale	<ul style="list-style-type: none"> • Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
44(2)	Notice to requestor of application for review by third party Avis au demandeur d'un recours en révision du tiers	<ul style="list-style-type: none"> • Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée

Provision / Disposition	Description	Title of Positions / Titre des postes
52(2)(b), 52(3)	Special rules of hearings Règles spéciales pour les auditions	<ul style="list-style-type: none"> • Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
71(2)	Facilities for inspection of manuals Installation de consultation des manuels	<ul style="list-style-type: none"> • Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
72	Annual report to Parliament Rapport annuel au Parlement	<ul style="list-style-type: none"> • Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée

*Access to Information Regulations /
Règlement sur l'accès à l'information*

6(1)	Transfer of request Transmission de la demande	<ul style="list-style-type: none"> • Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée • ATIP Officer / Agente de l'AIPRP
7(2)	Search and preparation fees Frais liés à la recherche et à la préparation	<ul style="list-style-type: none"> • Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
7(3)	Production and programming fees Frais liés à la production et la programmation	<ul style="list-style-type: none"> • Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
8	Method of access Méthode d'accès	<ul style="list-style-type: none"> • Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
8.1	Limitations in respect of format Restrictions applicables au support	<ul style="list-style-type: none"> • Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée

ANNEX B



Statistical Report on the *Access to Information Act*

Name of institution: Western Economic Diversification Canada

Reporting period: 2014-04-01 to 2015-03-31

Part 1: Requests Under the *Access to Information Act*

1.1 Number of requests

	Number of Requests
Received during reporting period	13
Outstanding from previous reporting period	2
Total	15
Closed during reporting period	14
Carried over to next reporting period	1

1.2 Sources of requests

Source	Number of Requests
Media	4
Academia	1
Business (private sector)	1
Organization	4
Public	3
Decline to Identify	0
Total	13

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	
15	0	0	0	0	0	0	15

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	0	0	0	0	0	0	3
Disclosed in part	0	4	1	3	0	0	0	8
All exempted	1	0	0	0	0	0	0	1
All excluded	0	0	0	0	0	0	0	0
No records exist	2	0	0	0	0	0	0	2
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	6	4	1	3	0	0	0	14

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)	1	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	0	18(d)	0	21(1)(a)	4
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	4
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	1
14(a)	1	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	1
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)	7	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	1
15(1) - Def.*	0	16.3	0	20(1)(b)	4	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)	3		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	3		
16(1)(a)(iii)	0	17	0				
16(1)(b)	0						
16(1)(c)	1						
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	3	0	0
Disclosed in part	5	3	0
Total	8	3	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	24	24	3
Disclosed in part	1043	940	8
All exempted	46	0	1
All excluded	0	0	0
Request abandoned	0	0	0
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	3	24	0	0	0	0	0	0	0	0
Disclosed in part	4	198	4	742	0	0	0	0	0	0
All exempted	1	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	8	222	4	742	0	0	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	4	1	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	4	1	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
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	2	0	2	3
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	2	0	2	3

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	2	0	1	0
31 to 60 days	0	0	1	3
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	2	0	2	3

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	13	\$65	0	\$0
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	1	\$53	8	\$97
Total	14	\$118	8	\$97

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	6	163	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	6	163	0	0
Closed during the reporting period	6	163	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 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	2	2	0	0	0	0	0	4
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	4	2	0	0	0	0	0	6

5.3 Recommendations and completion time for consultations received from other organizations

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

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		\$54,525
Overtime		\$0
Goods and Services		\$8,389
• Professional services contracts	\$0	
• Other	\$8,389	
Total		\$62,914

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.64
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	0.64

Note: Enter values to two decimal places.