

Atlantic Canada Opportunities Agency

2022-2023 Annual Report on the *Access to Information Act*



Atlantic Canada
Opportunities
Agency

Agence de
promotion économique
du Canada atlantique

Canada

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REPORT ON THE *ACCESS TO INFORMATION ACT*

1. INTRODUCTION

The *Access to Information Act* (hereinafter the Act) enhances the accountability and transparency of federal government institutions to promote an open and democratic society, and to enable public debate on the conduct of those institutions. Part 1 of the Act provides the right of access to information found within federal government institutions records, subject to certain specific and limited exceptions. Part 2 of the Act sets out requirements for the proactive publication of various types of information located within federal government institutions that are of interest to the public.

This report is prepared in accordance with section 94 of the Act, which requires that the head of the Atlantic Canada Opportunities Agency (ACOA) prepare, for tabling in Parliament, an annual report on the administration of the act. This report is also prepared in accordance with section 20 of the *Service Fees Act*.

ACOA's mandate is to create opportunities for economic growth in Atlantic Canada by helping businesses become more competitive, innovative and productive, by working with diverse communities to develop and diversify local economies, and by championing the strengths of Atlantic Canada. Additional information is available on [ACOA's website \(https://www.canada.ca/en/atlantic-canada-opportunities.html\)](https://www.canada.ca/en/atlantic-canada-opportunities.html).

2. ORGANIZATIONAL STRUCTURE

The Access to Information and Privacy (ATIP) Directorate oversees the administration of the *Access to Information Act* and the *Privacy Act*. It consists of a director (ATIP coordinator), an ATIP analyst and a support staff member located at ACOA's head office in Moncton, N.B. The ATIP Directorate is responsible for processing all access and privacy requests and for the development, coordination and implementation of effective policies, guidelines and procedures to manage the Agency's compliance with the ATIP acts.

The ATIP Directorate also oversees compliance with the proactive publication requirements in partnership with Agency leads and reviews various documents before publication to ensure that they do not contain information that would be subject to exemption or exclusion under the Act. During this reporting period, the ATIP Directorate also reviewed records prepared in response to 112 written parliamentary questions.

ACOA ensures compliance with the legislation through a collaboration between the ATIP Directorate and the branch and regional levels. Each sector and corporate branch has a liaison officer (generally reporting to the deputy minister or an assistant deputy minister) who coordinates the records-retrieval process. In addition, a casual employee was hired to assist during the heavier workload periods in 2022-2023.

The Agency did not enter into any service agreements with another government institution under section 96 of the Act during the reporting period.

3. DELEGATION ORDER

For the purpose of the *Access to Information Act*, the President delegated full authority to the Vice-President, Finance and Corporate Services and Corporate Secretary, and partial authority to the ATIP Coordinator.

A copy of the signed delegation instrument for the *Access to Information Act* is attached as [Annex A](#).

4. PERFORMANCE 2022-2023

The following information is provided to assist the reader in interpreting the information reported in [Annex B](#) and [Annex C](#).

Number of requests received and closed

The Agency received 21 requests in 2022-2023, a slight decrease from the previous year when 25 requests were received.

A total of 20 requests were closed, which included 2 outstanding requests from 2021-2022. Three requests were carried over to the next reporting period and are all still within legislated timelines.

The following table shows the trend in the number of requests, by source, over the last 10 fiscal years.

SOURCE	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Media	8	7	0	5	5	9	61	22	5	0
Academia	0	2	0	1	1	0	1	2	1	3
Business	6	11	11	10	5	4	9	7	2	1
Organization	8	4	3	5	0	1	4	6	4	6
Public	6	18	11	11	12	8	5	5	9	8
Declined to identify	0	0	0	0	0	4	28	5	4	3
Total	28	42	25	32	23	26	108	47	25	21

Exemptions and exclusions

As in the last 10 fiscal years, the three major exemptions invoked were those related to the sections of the Act pertaining to personal information (section 19), third-party information (section 20) and the operations of government (section 21). No exclusions were invoked in 2022-2023.

Complexities

Records were retrieved in response to 18 of the 20 access requests closed in 2022-2023. No relevant records existed for the other 2 requests. Records were disclosed in full for 3 requests and disclosed in part for 15 requests. The processing of these requests included the review of 3,873 pages of records, of which 2,326 pages were disclosed in part or in their entirety. Electronic copies of the records were provided in response to all requests.

The following table provides additional information regarding the pages disclosed.

Number of Requests	Number of Pages Processed	Total Pages Disclosed
9	between 1 and 100 pages	239
8	between 101 and 500 pages	2,069
0	between 501 and 1,000 pages	0
1	between 1,001 and 5,000 pages	18

Thirteen requests required that the Agency initiate consultations, as described below.

- 12 notices to third parties pursuant to section 27 of the Act;
- 2 consultations with other government institutions.

Extensions

The statutory time limit to respond to requests was extended 16 times, as follows:

Number of Requests	Length of Extension
2	30 days or less
3	31 to 60 days
13	61 to 120 days
1	121 to 180 days
0	181 to 365 days
0	365 days or more

Extensions were taken pursuant to paragraphs:

- **9(1)(a)** – where the request was for a large number of records, the request required a search through a large number of records and/or meeting the original time limit would unreasonably interfere with the operations of the Agency;
- **9(1)(b)** – where consultations were necessary and could not be completed within the original time limit; and/or
- **9(1)(c)** – where notice of the request and of the Agency’s intention to disclose information must be given to third parties pursuant to subsection 27(1) of the Act.

Legislated timelines

All requests closed in 2022-2023 were closed within the legislated timelines. The following table provides details on the response times for the past 10 years:

Fiscal year	No. of responses on time/ Total no. of requests	Percentage of responses provided on time
2013-2014	16/28	57%
2014-2015	36/42	86%
2015-2016	20/25	80%
2016-2017	29/32	91%
2017-2018	19/23	83%
2018-2019	16/16	100%
2019-2020	107/108	99%
2020-2021	52/53	98%
2021-2022	27/27	100%
2022-2023	20/20	100%

Completion time and disposition

Among the requests closed in 2022-2023, 3 were completed within 1-30 days, 5 within 31 to 60 days, 9 within 61 to 120 days, and 3 within 121 and 180 days.

Of these requests, records were all disclosed for 15% and disclosed in part for 75%. No records existed for 10% of requests.

Consultations

In 2022-2023, the Agency responded to 39 consultations received from other federal government institutions and provincial governments. These consultations involved the review of 882 pages and were all completed within the required timelines.

Impacts of COVID-19 pandemic

The measures taken by the Agency in response to the COVID-19 pandemic, such as telework, did not have an impact on the organization's ability to fulfill its responsibilities under the *Access to Information Act*.

5. TRAINING AND AWARENESS ACTIVITIES

The ATIP Directorate provides ongoing advice to Agency officials on the processing of access to information requests as well as the interpretation of the Act to ensure the efficient and consistent processing of all requests received by the Agency.

Awareness sessions on the requirements of the *Access to Information Act* are made available to all employees of the Agency upon request. In 2022-2023, two formal training sessions were held, with the total number of participants at approximately 50. Many informal briefings were also provided to Agency employees who requested information on the requirements of the Act during the reporting period.

6. POLICIES, GUIDELINES, PROCEDURES, AND INITIATIVES

The Agency did not implement any new or revised access to information policies, guidelines or procedures during the reporting period.

7. PROACTIVE PUBLICATION

The ATIP Directorate works collaboratively with departmental officials to fulfill the proactive disclosure requirements found in Part 2 of the Act. During the 2022-2023 reporting period, all proactive disclosure requirements were met within the timelines set out in the legislation and published on the Government of Canada's [Open Government Registry Portal](#).

The ATIP Directorate proactively published memoranda titles addressed to the President and to the Minister on a monthly basis. A [summary list of completed access to information requests](#) was also published monthly.

The ATIP Directorate partnered with programs, communication and corporate services leads during the reporting period to ensure that records related to travel, hospitality, contracts over \$10,000, grants and contributions, reclassification of positions, briefing materials for new deputy heads or ministers, packages related to parliamentary committee appearances and question period notes were published in accordance with legislative requirements.

8. COMPLAINTS AND AUDITS

Requesters may register a complaint with the Office of the Information Commissioner regarding any matter related to the processing of their request.

The Information Commissioner ceased to investigate two complaints related to the length of extensions during the reporting period in accordance with paragraph 30(4)(b) of the Act.

One complaint was deemed well founded and the records were released in accordance with the Information Commissioner's order pursuant to paragraph 36.1(1)(a) of the Act.

One complaint, related to the exemptions applied to relevant records in response to a request that was initiated in 2016-2017, is still ongoing.

No audits were conducted during the reporting period.

9. FEES

The *Service Fees Act* requires a responsible authority to report annually to Parliament on the fees collected by the institution.

With respect to fees collected under the *Access to Information Act*, the information below is reported in accordance with the requirements of section 20 of the *Service Fees Act*.

- Enabling authority: *Access to Information Act*.
- Fee payable: \$5.00 application fee is the only fee charged for an ATI request.
- Total revenue: Fees totalling \$95 were collected for the 2022 to 2023 fiscal year.
- Fees waived or refunded: Fees totalling \$10 were waived in 2022-2023.
- Cost of operating the program: The total cost of administering the *Access to Information Act* in 2022-2023 was \$256,390.

10. MONITORING

The ATIP Directorate regularly monitors the timeliness and trends associated with the processing of requests through ongoing communication with departmental officials. This includes weekly status reports and discussions with communications, regional and ministerial liaison offices.

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

Pursuant to section 95 of the *Access to Information Act* and to section 73 of the *Privacy Act*, the President 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 and functions of the President as the head of the Atlantic Canada Opportunities Agency under the provisions of the Acts and related regulations set out in the schedule opposite each position. This Delegation Order supersedes all previous delegation orders.

Schedule

Position	<i>Access to Information Act</i> and Regulations	<i>Privacy Act</i> and Regulations
Vice-President, Finance and Corporate Services and Corporate Secretary	Full authority	Full authority
Coordinator, Access to Information and Privacy	Limited authority (full authority excluding authority to give access to records)	Limited authority (full authority excluding authority to give access to records)



Francis McGuire
President
Atlantic Canada Opportunities Agency

FEV 26 2021

Date

ANNEX B

Statistical Report on the Access to Information Act

Name of institution: Atlantic Canada Opportunities Agency
 Reporting period: April 1, 2022 to March 31, 2023

Section 1 – Requests Under the Access to Information Act

1.1 Number of requests

		Number of Requests
Received during reporting period		21
Outstanding from previous reporting period		2
• Outstanding from previous reporting period	2	
• Outstanding from more than one reporting period	0	
Total		23
Closed during reporting period		20
Carried over to next reporting period		3
• Carried over within legislated timeline	3	
• Carried over beyond legislated timeline	0	

1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	3
Business (private sector)	1
Organization	6
Public	8
Declined to identify	3
Total	21

1.3 Channels of requests

Source	Number of Requests
Online	21
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	21

Section 2 – Informal requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		117
Outstanding from previous reporting period		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		117
Closed during reporting period		117
Carried over to next reporting period		0

2.2 Channels of informal requests

Source	Number of Requests
Online	117
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	117

2.3 Completion time of informal requests

Completion Time							
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	Total
13	0	103	1	0	0	0	117

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
108	1726	7	1805	0	0	2	2302	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
0	0	0	0	0	0	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
Total	0
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
	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	0	2	1	0	0	0	0	3
Disclosed in part	0	0	3	9	3	0	0	15
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	1	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
Decline to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	1	2	5	9	3	0	0	20

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)	1	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	4	18(d)	0	21(1)(a)	5
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	8
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	9
14(a)	1	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	1	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	1	16.1(1)(d)	0	19(1)	14	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)	11	23.1	0
15(1) - S.A.*	0	16.31	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(c)	2	26	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(d)	12		
16(1)(a)(iii)	0	16.5	0				
16(1)(b)	0	16.6	0				
16(1)(c)	0	17	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	18	0	0	0	0

4.5 Complexity

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

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
3,873	2,326	18

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

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 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	3	7	0	0	0	0	0	0	0	0
Disclosed in part	6	235	8	2474	0	0	1	1157	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	0	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
Total	9	242	8	2474	0	0	1	1157	0	0

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
Total	0	0	0	0	0	0

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
Total	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	13	3	0	16
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
Total	13	3	0	16

4.6 Closed requests

4.6.1 Number of requests closed within legislated timelines

Number of requests closed within legislated timelines	20
Percentage of requests closed within legislated timelines (%)	100

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
0	0	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	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

4.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	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	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	1
Disclosed in part	2	0	4	12
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
Total	2	0	4	13

5.2 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	2	0
31 to 60 days	0	0	0	3
61 to 120 days	2	0	2	9
121 to 180 days	0	0	0	1
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	2	0	4	13

Section 6 – Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	19	\$95.00	2	\$10.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	19	\$95.00	2	\$10.00	0	\$0.00

Section 7 – Consultations Received From Other Institutions and Organizations**7.1 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	34	820	5	62
Outstanding from the previous reporting period	0	0	0	0
Total	34	820	5	62
Closed during the reporting period	34	820	5	62
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							
	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	Total
Disclose entirely	22	9	0	0	0	0	0	31
Disclose in part	2	0	0	0	0	0	0	2
Exempt entirely	0	1	0	0	0	0	0	1
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	24	10	0	0	0	0	0	34

8.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		100–500 Pages Processed		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 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

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
2	2	0

9.2 Investigations and Reports finding

Section 37 (1) Initial Reports			Section 37 (2) Final Reports		
Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
1	0	0	1	0	1

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		\$255,359
Overtime		\$0
Goods and Services		\$1,031
• Professional services contracts	\$0	
• Other	\$1,031	
Total		\$256,390

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	2.850
Part-time and casual employees	0.185
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	3.035

Supplemental Statistical Report on the Access to Information Act and Privacy Act

Name of institution: Atlantic Canada Opportunities Agency
Reporting period: April 1, 2022 to March 31, 2023

Section 1 – Capacity to Receive Requests under the Access to Information Act and the Privacy Act

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	52
Able to receive requests by email	52
Able to receive requests through the digital request service	52

Section 2 – Capacity to Process Records under the Access to Information Act and the Privacy Act

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	0	0	52	52
Protected B Paper Records	0	0	52	52
Secret and Top Secret Paper Records	0	0	52	52

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Electronic Records	0	0	52	52
Protected B Electronic Records	0	0	52	52
Secret and Top Secret Electronic Records	0	52	0	52

Section 3 – Open Requests and Complaints Under the Access to Information Act

3.1 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, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	3	0	3
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	3	0	3

3.2 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 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	1
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	1

Section 4 – Open Requests and Complaints Under the *Privacy Act*

4.1 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, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	0	0	0
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	0	0	0

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

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	0

Section 5 – Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2022-2023?	No
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Section 6 – Universal Access under the Privacy Act

How many requests were received from confirmed foreign nationals outside of Canada in 2022-2023?	0
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