

Atlantic Canada Opportunities Agency

2024-2025 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* 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 to access 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 and tabled 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](#).

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 an administrative specialist 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.

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.

The ATIP Directorate works in collaboration with departmental officials within the Finance and Corporate Services Branch and the Policy, Programs and Communications Branch to fulfill the proactive disclosure requirements found in Part 2 of the act. For a breakdown of the groups responsible for meeting each applicable proactive publication requirement under Part 2 of the act, see section 8 below.

During the reporting period, the ATIP Directorate also reviewed records prepared in response to 143 written parliamentary questions.

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 2024-2025

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 8 requests in 2024-2025, a considerable decrease from the previous year, when 25 requests were received.

A total of 9 requests were closed, which included 1 outstanding request from 2023-2024. No requests were carried over to the next reporting period.

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

SOURCE	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Media	0	5	5	9	61	22	5	0	19	3
Academia	0	1	1	0	1	2	1	3	0	0
Business	11	10	5	4	9	7	2	1	0	0
Organization	3	5	0	1	4	6	4	6	0	0
Public	11	11	12	8	5	5	9	8	4	1
Declined to identify	0	0	0	4	28	5	4	3	2	4
Total	25	32	23	26	108	47	25	21	25	8

Legislated timelines

All requests closed in 2024-2025 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
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%
2023-2024	27/27	100%
2024-2025	9/9	100%

Completion time and disposition

Among the requests closed in 2024-2025, 3 were completed within 1-30 days, 1 within 31-60 days, and 5 within 61-120 days.

Of these requests, records were fully disclosed for 4 requests and disclosed in part for 4 requests; no records existed for 1 request.

Exemptions and exclusions

Only 2 exemptions and no exclusions were invoked in 2024-2025. The exemptions invoked were those related to the sections of the act pertaining to personal information (section 19) and to third-party information (section 20).

Complexities

Records were retrieved in response to 8 of the 9 access requests closed in 2024-2025. No relevant records existed for 1 request. The processing of these requests included the review of 1,611 pages of records, of which 1,608 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 Processed
6	between 1 and 100 pages	9
1	between 101 and 500 pages	144
0	between 501 and 1,000 pages	0
1	between 1,001 and 5,000 pages	1,458

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

- 2 notices to third parties pursuant to section 27 of the act;
- 1 consultation with another government institution; and
- 1 consultation with Legal Services.

Extensions

The statutory time limit to respond to requests was extended as follows.

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

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.

Consultations

In 2024-2025, the Agency responded to 17 consultations received from other federal government institutions and provincial governments. These consultations involved the review of 151 pages and were all completed within the required timelines.

5. TRAINING AND AWARENESS ACTIVITIES

The ATIP Directorate provides ongoing advice to Agency officials on the processing of access to information requests and the proactive publication of information as well as the interpretation of the act to ensure the efficient and consistent application of the act 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. Many informal briefings were 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.

The selection of a new ATIP case management software was completed in 2024-2025. Onboarding to the new software was initiated and is expected to be completed in the next fiscal year.

7. COMPLAINTS

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

One complaint related to the search for responsive records was received from the Office of the Information Commissioner pursuant to Section 32 during the reporting period and is still ongoing.

8. PROACTIVE PUBLICATION

The following table sets out the proactive publication requirements found in Part 2 of the act, applicable to ACOA, the Agency's level of compliance with these requirements, and the links to those publications.

Proactive Publication Requirements Table

Legislative Requirement	Section of ATIA	Publication Timeline	Does requirement apply to ACOA? (Y/N)	Internal group(s) or positions(s) responsible for fulfilling requirement	% of proactive publication requirements published within legislated timelines	Link to web page where published
Apply to all government institutions as defined in section 3 of the <i>Access to Information Act</i>						
Travel expenses	82	Within 30 days after the end of the month of reimbursement	Y	Finance and Administration	100%	Government Travel Expenses (canada.ca)
Hospitality expenses	83	Within 30 days after the end of the month of reimbursement	Y	Finance and Administration	100%	Hospitality Expenses
Reports tabled in Parliament	84	Within 30 days after tabling	Y	Communications	100%	Open Government Portal (canada.ca)
Apply to 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>						
Contracts over \$10,000	86	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	Y	Finance and Administration	100%	Search Government Contracts over \$10,000 (canada.ca)
Grants and contributions over \$25,000	87	Within 30 days after the quarter	Y	Programs	75%	Grants and Contributions (canada.ca)
Packages of briefing materials prepared for new or incoming deputy head or equivalent	88(a)	Within 120 days of appointment	Y	Communications	100%	Open Government Portal (canada.ca)
Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that are received by their office	88(b)	Within 30 days after the end of the month received	Y	ATIP	100%	Briefing Note Titles and Numbers (canada.ca)

Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament	88(c)	Within 120 days of appearance	Y	Communications	100%	Open Government Portal (canada.ca)
Apply to 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)						
Reclassification of positions	85	Within 30 days after the quarter	Y	Human Resources	100%	Position Reclassification
Apply to Ministers' Offices (therefore apply to any institution that performs proactive publication on behalf of a Minister's Office)						
Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Within 120 days after appointment	Y	Communications	100%	Open Government Portal (canada.ca)
Titles and reference numbers of memoranda prepared by a government institution for the minister that are received by their office	74(b)	Within 30 days after the end of the month received	Y	ATIP	100%	Briefing Note Titles and Numbers (canada.ca)
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	74(c)	Within 30 days of last sitting day of the House of Commons in June and December	Y	Communications	100%	Question Period Notes (canada.ca)

June and December						
Packages of briefing materials prepared by a government institution for a minister's appearance before a committee of Parliament	74(d)	Within 120 days of appearance	Y	Communications	100%	Open Government Portal (canada.ca)
Travel Expenses	75	Within 30 days after the end of the month of reimbursement	Y	Finance and Administration	100%	Government Travel Expenses (canada.ca)
Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	Y	Finance and Administration	100%	Hospitality Expenses
Contracts over \$10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	Y	Finance and Administration	100%	Search Government Contracts over \$10,000 (canada.ca)
Minister's Office Expenses Note: This consolidated report is currently published by TBS on behalf of all institutions.	78	Within 120 days after the fiscal year end	Y	N/A	N/A	Expenditures of Ministers' Offices Open Government - Government of Canada

9. MONITORING

The ATIP Directorate regularly monitors the timeliness and trends associated with the processing of requests through ongoing communication with department officials. This includes weekly status reports and discussions with Communications, and 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

FEB 26 2021

Date

Statistical Report on the *Access to Information Act*

Name of institution: Atlantic Canada Opportunities Agency

Reporting period: April 1, 2024 to March 31, 2025

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

1.1 Number of requests

		Number of Requests
Received during reporting period		8
Outstanding from previous reporting period		1
• Outstanding from previous reporting period	1	
• Outstanding from more than one reporting period	0	
Total		9
Closed during reporting period		9
Carried over to next reporting period		0
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

1.2 Sources of requests

Source	Number of Requests
Media	3
Academia	0
Business (private sector)	0
Organization	0
Public	1
Declined to identify	4
Total	8

1.3 Channels of requests

Source	Number of Requests
Online	6
E-mail	0
Mail	2
In person	0
Phone	0
Fax	0
Total	8

Section 2: Informal requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		55
Outstanding from previous reporting period		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		55
Closed during reporting period		55
Carried over to next reporting period		0

2.2 Channels of informal requests

Source	Number of Requests
Online	55
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	55

2.3 Completion time of informal requests

Completion Time							
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	Total
20	28	7	0	0	0	0	55

2.4 Pages released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1,000 Pages Released		1001-5,000 Pages Released		More Than 5,000 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		501-1,000 Pages Re-released		1,001-5,000 Pages Re-released		More Than 5,000 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
45	587	10	2,107	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
	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	
All disclosed	0	2	1	1	0	0	0	4
Disclosed in part	0	0	0	4	0	0	0	4
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	1	0	0	0	0	0	0	1
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	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	1	5	0	0	0	9

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)	0
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	0
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	2	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)	1	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)	4	26	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(d)	3		
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	Dataset	Video	Audio	
0	8	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
1,611	1,608	8

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		501-1,000 Pages Processed		1001-5,000 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	3	0	0	0	0	1	1,458	0	0
Disclosed in part	3	6	1	144	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
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	6	9	1	144	0	0	1	1,458	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	1	0	0	1
Disclosed in part	2	1	0	3
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	3	1	0	4

4.6 Closed requests**4.6.1 Requests closed within legislated timelines**

Number of requests closed within legislated timelines	9
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/Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	1	0	1	0
Disclosed in part	2	0	2	2
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	3	0	3	2

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

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	8	\$40.00	0	\$0.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	8	\$40.00	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 organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	15	142	4	16
Outstanding from the previous reporting period	0	0	0	0
Total	15	142	4	16
Closed during the reporting period	13	135	4	16
Carried over within negotiated timelines	2	7	0	0
Carried over beyond negotiated timelines	0	0	0	0

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		501-1,000 Pages Processed		1001-5,000 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

8.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1,000 Pages Processed		1001-5,000 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
1	0	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 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		\$259,565
Overtime		\$0
Goods and Services		\$371
• Professional services contracts	\$0	
• Other	\$371	
Total		\$259,936

11.2 Human Resources

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

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

Name of institution: Atlantic Canada Opportunities Agency
Reporting period: April 1, 2024 to March 31, 2025

Section 1: Requests Carried Over and Active Complaints Under the Access to Information Act

1.1 Requests carried over to next reporting period, broken down by reporting period received

Reporting Period Requests Carried Over Were Received	Requests Carried Over that are <i>Within</i> Legislated Timelines as of March 31, 2025	Requests Carried Over that are <i>Beyond</i> Legislated Timelines as of March 31, 2025	Total
Received in 2024-25	0	0	0
Received in 2023-24	0	0	0
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 or earlier	0	0	0
Total	0	0	0

1.2 Active complaints with the Information Commissioner of Canada, broken down by reporting period received

Reporting Period Active Complaints Were Received by Institution	Number of Open Complaints
Received in 2024-25	1
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 or earlier	0
Total	1

Section 2: Requests Carried Over and Active Complaints Under the *Privacy Act*

2.1 Requests carried over to next reporting period, broken down by reporting period received

Reporting Period Requests Carried Over Were Received	Requests Carried Over that are <i>Within</i> Legislated Timelines as of March 31, 2025	Requests Carried Over that are <i>Beyond</i> Legislated Timelines as of March 31, 2025	Total
Received in 2024-25	0	0	0
Received in 2023-24	0	0	0
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 or earlier	0	0	0
Total	0	0	0

2.2 Active complaints with the Privacy Commissioner of Canada, broken down by reporting period received

Reporting Period Active Complaints Were Received by Institution	Number of Active Complaints
Received in 2024-25	0
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 or earlier	0
Total	0

Section 3 : Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2024-25?	No
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Section 4: Universal Access under the Privacy Act

How many requests were received from foreign nationals outside of Canada in 2024-25?	0
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