



**PacifiCan**

# ANNUAL REPORT TO PARLIAMENT

Administration of the  
*Access to Information Act*

2024-2025



Pacific Economic  
Development Canada

Développement économique  
Canada pour le Pacifique

**Canada** 



This publication showcases how Pacific Economic Development Canada (PacifiCan) administers its responsibilities under the *Access to Information Act*.

Également disponible en français sous le titre : *Rapport annuel au parlement. Administration de La Loi sur l'accès à l'information*.

Information contained in this publication or product may be reproduced, in part or in whole, and by any means, for personal or public non-commercial purposes without charge or further permission, unless otherwise specified. Commercial reproduction and distribution are prohibited except with written permission from Pacific Economic Development Canada.

For more information, contact

Pacific Economic Development Canada  
Suite 1300, 300 West Georgia Street  
Vancouver, BC  
V6B 6B4  
<https://pacifican.gc.ca>

© His Majesty the King in Right of Canada, as represented by the Canada and Minister of Housing and Infrastructure and Minister responsible for the Pacific Economic Development Agency of Canada, 2025

ISSN 2818-0275

Catalogue number lu97-1/5E-PDF

This publication is available in alternative formats upon request.

For information about other Pacific Economic Development Canada (PacifiCan) publications, visit: <https://pacifican.gc.ca>



# TABLE OF CONTENTS

---

<b>INTRODUCTION.....</b>	<b>3</b>
Departmental Mandate.....	4
Departmental Structure.....	5
 <b>Administration of the Act.....</b>	 <b>5</b>
Delegation of Authority.....	5
Access to Information and Privacy (ATIP).....	5
Proactive Disclosure.....	6
Training and Awareness.....	8
 <b>Statistics and Performance.....</b>	 <b>9</b>
Monitoring and Compliance.....	10
Fees Collected.....	10
Operational Costs Associated with Administering the Act.....	10
 <b>Annex A – Proactive Disclosure (links).....</b>	 <b>11</b>
<b>Annex B – Statistical Report.....</b>	<b>14</b>
<b>Annex C – Supplemental Statistics.....</b>	<b>29</b>
<b>Annex D – Delegation Order.....</b>	<b>33</b>



# INTRODUCTION

The *Access to Information Act* (Revised Statutes of Canada, Chapter A-1, 1985) came into force on July 1, 1983. It extends the present laws of Canada to provide access to information under the control of the Government of Canada.

Bill C-58, *An Act to amend the Access to Information Act and the Privacy Act and to make consequential amendments to other Acts*<sup>1</sup> received royal assent on June 21, 2019. This resulted in the most significant amendments to the Act since it came into force in 1983.

The new legislation improves the way government information is provided to Canadians by:

- giving the Information Commissioner the power to make binding orders in relation to access to information requests, including the release of government records;
- requiring institutions to proactively publish specific information known to be of interest to the public, without the need for a request;
- allowing government institutions within the same ministerial portfolio to work together to process requests more efficiently; and
- eliminating all fees apart from the \$5 application fee.

The *Access to Information Act* balances access to government information with exemptions and exclusions that protect important democratic values such as the need for the public service to provide full, free, and frank advice to ministers, the protection of the confidentiality of Cabinet deliberations, the protection of personal information, and national security considerations.

In accordance with the principles that government information should be available to the public, the right to access is balanced against the legitimate need to protect sensitive information and permit effective functioning of government. Necessary exceptions should be limited and specific.

This annual report is tabled in Parliament in accordance with section 94 of the *Access to Information Act* and describes how the Pacific Economic Development Agency of Canada (PacifiCan) administered its responsibilities for the reporting period.

---

<sup>1</sup> Treasury Board of Canada Secretariat. The *Access to Information Act*. Introduction: The updated *Access to Information Act*. <https://www.canada.ca/en/treasury-board-secretariat/services/access-information-privacy/access-information-act.html> (accessed Jun 03, 2025)



## ■ DEPARTMENTAL MANDATE

PacifiCan's mandate is to support the growth and diversification of British Columbia's economy and advance the interests of the region in national economic policy, programs, and projects.

Pacific Economic Development Canada (PacifiCan) was established on August 06, 2021, to support economic growth and diversification of British Columbia's economy and advance the interests of the region in national economic policy, programs, and projects through four key roles:

- **Investor:** create jobs and growth through strategic investments and targeted initiatives
- **Advisor:** inform economic decision-making and advocate for Pacifican interests
- **Pathfinder:** help people navigate federal economic programs and services
- **Convenor:** connect economic actors to support collaboration and growth

PacifiCan is overseen by the Minister of Housing and Infrastructure and Minister responsible for the Pacific Economic Development Agency of Canada.

The Agency operates under the provision of the *Western Economic Diversification Act*, which came into force on June 28, 1988. An Order in Council created PacifiCan, by way of the *Public Service Rearrangement and Transfer of Duties Act*.<sup>2</sup>

PacifiCan achieves its mandate by working closely with clients and partners across the province in its roles as investor, advisor, pathfinder, and convenor. The agency's clients are businesses, not-for-profit organizations, and communities such as Indigenous groups, women-led businesses, academic institutions, municipalities, business accelerators, and incubators.

PacifiCan's mandate allows the Agency to deliver a wide range of initiatives across the province and make strategic investments to build on regional competitive advantages. Its provincial base enables the Agency to cultivate strong partnerships with business and community organizations, researchers, academia, Indigenous peoples, provincial governments and municipal governments. These connections help PacifiCan reflect provincial perspectives in national decision-making.

---

<sup>2</sup> Transfer of Duties Order: <https://laws-lois.justice.gc.ca/eng/regulations/SI-2021-43/FullText.html?wbdisable=false#>



## ■ DEPARTMENTAL STRUCTURE

In 2024-2025, [PacifiCan employed 175](#) individuals in British Columbia and in Ottawa, including economists, commerce officers and policy analysts. Specialists in such areas as communications, corporate administration, financial management, human resources, information management & technology, and procurement, provide the policy and programs analysts with support.

PacifiCan has offices in British Columbia in Vancouver, Victoria, Kelowna, Prince George, Surrey, Cranbrook, Fort St. John, Prince Rupert, and Campbell River. The agency also has an office in Ottawa.

# ADMINISTRATION OF THE ACT

## ■ DELEGATION OF AUTHORITY

The current delegation order was issued May 16, 2022, in accordance with subsection 95(1) of the *Access to Information Act*. The President of PacifiCan delegated full powers, authorities, and responsibilities to the:

- Vice-President Programs and Partners
- Access to Information and Privacy Coordinator

## ■ ACCESS TO INFORMATION & PRIVACY CENTRE OF EXPERTISE (ACOE)

ATIP services were provided to PacifiCan by way of an Internal Services Agreement (ISA) with Prairies Economic Development Canada (PrairiesCan) until June 2024. Costs for these services were reimbursed to PrairiesCan.

Starting in December 2024, the ATIP Coordinator was supported by a Senior ATIP Advisor, who oversees the ATIP Centre of Expertise (ACoE) in addition to other programs within the Agency. The ACoE also leads Information Management initiatives such as litigation holds and InfoSource. The Senior ATIP Advisor processes all access and privacy requests.

As per the August 2021 Order in Council, the President of PacifiCan is the head of the organization for the purpose of the *Access to information Act*.

The ACoE is responsible for the administration of the ATIP program and services including:

- Preparing files for decisions on the disposition of access and privacy requests, and responding to all requests submitted under the *Access to Information Act* and the *Privacy Act*;



- conducting consultations with other federal government departments, other levels of government and third parties with respect to access to information and privacy issues;
- promoting awareness of the legislation to ensure the Agency's responsiveness to statutory obligations;
- monitoring and advising on the Agency's compliance with the Acts, regulations, procedures and policies; and
- providing advice and recommendations to the Agency when dealing with the Treasury Board Secretariat, the Information Commissioner, the Privacy Commissioner, and other government organizations.

The ATIP Centre of Expertise (ACoE) is accountable for the development, coordination and implementation of policies, guidelines, systems, and procedures to manage the Agency's compliance with the Acts. Compliance is facilitated by the ATIP Senior Advisor, who works with the ACoE concerning requests and enquiries.

The ATIP Senior Advisor works with the business and program areas to search and retrieve records that are responsive to access to information requests received under the *Access to Information Act*. The ACoE is responsible for the privacy and personal information services for PacifiCan, including the provision of advice and recommendations concerning ATIP matters.

PacifiCan is currently setting up its ATIP unit, as the agency is transitioning from the termination of the ISA with PrairiesCan.

## ■ PROACTIVE DISCLOSURE

Part 2 of the *Access to Information Act* requires government institutions to proactively publish specific information known to be of particular interest to the public. The expected results are that government institutions consistently provide Canadians with complete, accurate and timely information in the form of proactive publications, made available in a central location.

The Treasury Board Secretariat's [Directive on Proactive Publication under the Access to Information Act](#) came into effect June 28, 2023 and outlines the reporting requirements and schedules for disclosure of an institution's information including identifying prescribed publishing platforms and retention and disposition of information related to publication. Section 4.1.8 of the Directive also establishes a requirement to track the processing, approval, and publication of proactive disclosure.

PacifiCan is developing a documented official process that will identify which group(s) or position(s) are responsible for ensuring each proactive publication requirement is met. Compliance procedures and monitoring are implemented by the ACoE.

PacifiCan's program areas, which produce the statistics and materials for proactive disclosure, provided those data to the departmental web publishers. For example, human resources staff



compiled the statistics for reclassification of positions, and procurement staff compiled the statistics for contracts over \$10,000.

Other proactive disclosures such as briefing materials were submitted as vetting files to the ATIP unit. Once the file was vetted, the program area then reviewed the ATIP unit's recommendations before submitting the file to the web publishers for posting online.

PacifiCan has implemented a procedure to keep cabinet confidence from being disclosed via the proactive disclosure of briefing note (BN) titles. The titles and reference numbers of BNs prepared for the Minister and deputy head must be proactively published as per subsections 74(b) and 88(b) respectively. That is, within 30 days after the end of the month received.

The Offices of Primary Interest (OPI) were responsible for flagging any titles which they suspect could constitute cabinet confidence when submitting the BNs for proactive disclosure. The ATIP analysts who process these monthly proactive disclosures also looked out for potential cabinet confidence in the titles.

When a BN title was flagged by the OPI or ATIP Analyst, the complete BN and any annexes were retrieved for an ATIP cabinet confidence review. The BN, ATIP analyst's analysis, and content template were submitted to PacifiCan's Legal Services Unit at the Department of Justice Canada (DOJ). When DOJ concurred with the ATIP analysts' assertion of cabinet confidence, that title was withheld as per 69(1) of the *Access to Information Act*.

The ATIP unit monitored its compliance with request deadlines via a software solution: AccessPro. A weekly report was created and disseminated, on a need-to-know distribution list. It disclosed all open and outstanding ATIP files and their respective status. Proactive disclosure was also tracked via AccessPro where feasible.

To ensure that Treasury Board Secretariat ATIP-related policies and directives were respected and implemented, the ACoE regularly reviewed its various internal guidelines, procedures, and business practices.

PacifiCan met fifty-eight percent (58%) of publication requirements due during 2024-2025. The ACoE met with the various program areas to draft disclaimers and informational paragraphs for contracts, grants and contributions, administered by the Agency. PacifiCan also implemented the same class of information in conjunction with the Department of Justice Canada and Public Services and Procurement Canada to inform clients, stakeholders, and partners of our obligations as a government institution to public access.





## ■ **TRAINING AND AWARENESS**

Access to information orientation and duties training was provided to PacifiCan employees.

An ATIP training session was provided to all staff during the “Right to Know Week”.



## STATISTICS AND PERFORMANCE

PacifiCan completed 9 access to information requests in the 2024-2025 fiscal year. One (11%) of those were completed within their legislated timeline.

REQUEST COMPLETION TIME (DAYS)						Total
1-30	31-60	61-120	121-180	181-365	>365	
1	0	0	0	1	7	9

- Sixty-six percent (66%) of completed access to information requests were disclosed in their entirety.
- Twenty-two percent (22%) of completed access to information requests were disclosed in part.
- Eleven percent (11%) of access to information requests resulted in no records being located.
- No access to information requests were exempted in their entirety.
- No requests were excluded in their entirety due to cabinet confidence.

Seven extensions were taken:

- Six extensions were taken due to interference with operations as per paragraph 9(1)(a)
- No extensions were taken to accommodate internal and legal consultations as per paragraph 9(1)(b)
- One extension was taken to accommodate third party consultations as per paragraph 9(1)(c)

Length of extensions	9(1)(a) Interference with operations / workload	9(1)(b) Consultation		9(1)(c) Third Party notice
		Cabinet confidence	Other	
30 days or less	2	0	0	0
31 to 60 days	1	0	0	0
61 to 120 days	3	0	0	1
121 to 180 days	0	0	0	0
Total extensions 7				

Thirty-eight (38) access to information requests were carried over from previous reporting periods. Thirty-four (34) access to information requests were carried over into the following reporting period (2025-2026).

No complaints submitted against PacifiCan with the Office of the Information Commissioner of Canada.



Two consultations (2) were received during the reporting period. Two consultations (2) were carried over from the previous reporting period. All came from other Canadian federal government departments.

## ■ **MONITORING COMPLIANCE**

The ACoE monitors its access to information compliance (request deadlines etc.) via the AccessPro software solution. A weekly report is created and disseminated, on a need-to-know distribution list, up to the Deputy Minister level. It discloses all open and outstanding ATIP files and their respective status.

To ensure that Treasury Board Secretariat ATIP-related policies and directives are respected and implemented, the ATIP Centre of Expertise (ACoE) regularly reviews its various internal guidelines, procedures and business practices.

The ACoE meets with the various program areas to draft disclaimers and informational paragraphs for contracts, grants and contributions, administered by the Agency. PacifiCan also implements the same class of information in conjunction with the Department of Justice Canada and Public Services and Procurement Canada to inform clients, stakeholders and partners of our obligations, as a government institution, to public access.

## ■ **FEES COLLECTED**

PacifiCan collected \$25 in Access to Information application fees during this reporting period. No fees were waived.

## ■ **OPERATIONAL COSTS ASSOCIATED WITH ADMINISTERING THE ACT**

PacifiCan's costs for administering the *Access to Information Act* is based on a percentage of all costs incurred by the ACoE plus the cost for administrative services and training specific to PacifiCan. It does not account for time taken by PacifiCan staff to retrieve, review and process records.

A total of 1.5 full-time equivalent staff was calculated as having been allocated to PacifiCan's Access to Information program. Total costs, including salaries \$176,863 and \$79,569 in goods and external services, amount to \$256,432.



## Annex A – Proactive Disclosure

Pacific Economic Development Agency of Canada (PacifiCan)

April 01, 2024, to March 31, 2025

The Pacific Economic Development Agency (PacifiCan) is a government institution that is listed in Schedule I.1 of the *Financial Administration Act*. It is also listed as a government institution in Schedule I of the *Access to Information Act*.

Legislative Requirement	Section of ATIA	Publication Timeline	Does requirement apply to your institution? (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
<b>Apply to all Government Institutions as defined in section 3 of the <i>Access to Information Act</i></b>						
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	Y	Corporate Services	Y	<a href="https://search.open.canada.ca/travel/">https://search.open.canada.ca/travel/</a>
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	Y	Corporate Services	Y	<a href="https://open.canada.ca/en/search/hospitalityq">https://open.canada.ca/en/search/hospitalityq</a>
Reports tabled in Parliament	84	Within 30 days after tabling	Y	Corporate Services	Y	<a href="https://www.canada.ca/en/pacific-economic-development/corporate/transparency.html">https://www.canada.ca/en/pacific-economic-development/corporate/transparency.html</a>
<b>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></b>						
Contracts over \$10,000	86	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	Y	Corporate Services	Y	<a href="https://search.open.canada.ca/contracts/">https://search.open.canada.ca/contracts/</a>
Grants & Contributions over \$25,000	87	Within 30 days after the quarter	Y	Corporate Services	Y	<a href="https://search.open.canada.ca/grants/">https://search.open.canada.ca/grants/</a>



Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment				No postings
Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office	88(b)	Within 30 days after the end of the month received	Y	Corporate Services	N	<a href="https://search.open.canada.ca/briefing_titles/">https://search.open.canada.ca/briefing_titles/</a>
Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament	88(c)	Within 120 days after appearance	Y	Corporate Services	Y	<a href="https://search.open.canada.ca/opendata/?collection=parliament_committee_deputy">https://search.open.canada.ca/opendata/?collection=parliament_committee_deputy</a>
<b>Applies 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)</b>						
Reclassification of positions	85	Within 30 days after the quarter	Y	Corporate Services	Y	<a href="https://open.canada.ca/en/search/reclassification">https://open.canada.ca/en/search/reclassification</a>
<b>Apply to Ministers' Offices (therefore apply to any institution that performs proactive publication on behalf of a Minister's Office)</b>						
Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Within 120 days after appointment				No Postings
Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office	74(b)	Within 30 days after the end of the month received				<a href="https://search.open.canada.ca/briefing_titles/">https://search.open.canada.ca/briefing_titles/</a>
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	74(c)	Within 30 days after last sitting day of the House of Common in June and December				<a href="https://search.open.canada.ca/qpnotes/">https://search.open.canada.ca/qpnotes/</a>



Commons in 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 after appearance				No Postings
Travel Expenses	75	Within 30 days after the end of the month of reimbursement				Institution does not post on behalf of the Minister
Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement				Institution does not post on behalf of the Minister
Contracts over \$10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter				Institution does not post on behalf of the Minister
Ministers' Offices Expenses Note: This consolidated report is currently published by TBS on behalf of all institutions.	78	Within 120 days after the fiscal year				<a href="https://open.canada.ca/en/expenditures-ministers-offices">https://open.canada.ca/en/expenditures-ministers-offices</a>



# ANNEX B – STATISTICAL REPORT

## STATISTICAL REPORT ON THE ACCESS TO INFORMATION ACT

Name of institution: Pacific Economic Development Canada (PacifiCan)

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		5
Outstanding from previous reporting periods		38
• Outstanding from previous reporting period	38	
• Outstanding from more than one reporting period	0	
<b>Total</b>		<b>43</b>
Closed during reporting period		9
Carried over to next reporting period		34
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	34	

#### 1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	0
Business (private sector)	1
Organization	0
Public	3
Decline to Identify	1
<b>Total</b>	<b>5</b>

#### 1.3 Channels of requests

Source	Number of Requests
Online	5
E-mail	0
Mail	0
In person	0



Source	Number of Requests
Phone	0
Fax	0
<b>Total</b>	<b>5</b>

## SECTION 2: INFORMAL REQUESTS

### 2.1 Number of informal requests

			Number of Requests
Received during reporting period			8
Outstanding from previous reporting periods			0
• Outstanding from previous reporting period	0		
• Outstanding from more than one reporting period	0		
<b>Total</b>			<b>8</b>
Closed during reporting period			8
Carried over to next reporting period			0

### 2.2 Channels of informal requests

Source	Number of Requests
Online	8
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	<b>8</b>

### 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
7	1	0	0	0	0	0	8





## 2.4 Pages released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1000 Pages Released		1001-500 Pages Released		More Than 5000 Pages Released	
Number of Request s	Pages Release d	Number of Request s	Pages Release d	Number of Request s	Pages Release d	Number of Request s	Pages Release d	Number of Request s	Pages Release d
8	278	0	0	0	0	0	0	0	0

## 2.5 Pages re-release informally

Less Than 100 Pages Re- released		100-500 Pages Re- released		501-1000 Pages Re- released		1001-500 Pages Re- released		More Than 5000 Pages Re- released	
Number of Request s	Pages Re- release d	Number of Request s	Pages Re- release d	Number of Request s	Pages Re- release d	Number of Request s	Pages Re- release d	Number of Request s	Pages Re- release d
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 periods	0
Sent during reporting period	0
<b>Total</b>	<b>0</b>
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	0
Withdrawn during reporting period	0
Carried over to next reporting period	0



## SECTION 4: REQUEST 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	1	0	0	0	0	0	5	6
Disclosed in part	0	0	0	0	0	0	2	2
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	1	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
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
<b>Total</b>	1	0	0	0	0	1	7	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



Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
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)	0	23.1	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	0	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	0	17	0				
16(1)(c)	0						
16(1)(d)	0						

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

#### 4.3 Exclusions

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



#### 4.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	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
265	250	8

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

Disposition	Less Than 100 Pages Released		100-500 Pages Released		501-1000 Pages Released		1001-500 Pages Released		More Than 5000 Pages Released	
	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	6	122	0	0	0	0	0	0	0	0
Disclosed in part	2	143	0	0	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
No records exist	0	0	0	0	0	0	0	0	0	0
Request transferred	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



	Less Than 100 Pages Released		100-500 Pages Released		501-1000 Pages Released		1001-500 Pages Released		More Than 5000 Pages Released	
Dispositi on	Numb er of Requ ests	Pages Proces sed	Numb er of Requ ests	Pages Proces sed	Numb er of Reque sts	Pages Proces sed	Numb er of Reque sts	Pages Proces sed	Numb er of Reque sts	Pages Proces sed
Declined to act with the approval of the Informati on Commiss ioner	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	8	265	0	0	0	0	0	0	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



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
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0

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

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

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

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



#### 4.5.7 Other complexities

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

#### 4.6 Closed requests

##### 4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	1
Percentage of requests closed within legislated timelines (%)	11.11

#### 4.7 Deemed refusals

##### 4.7.1 Reasons for not meeting legislated timelines

Number of requests closed past the legislated timelines	Principle Reason			
	Interference with operations/ workload	External Consultation	Internal Consultation	Other
8	7	1	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	1	0	1
More than 365 days	0	7	7
<b>Total</b>	<b>1</b>	<b>7</b>	<b>8</b>

#### 4.8 Requests for translation

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

### SECTION 5: EXTENSIONS

#### 5.1 Reasons for extensions and dispositions 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	4	0	0	1
Disclosed in part	2	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
No records exist	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
<b>Total</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>1</b>





## 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	0	0
61 to 120 days	3	0	0	1
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
<b>Total</b>	6	0	0	1

## SECTION 6: FEES

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	5	\$25.00	0	0	0	0
Other fees	0	0	0	0	0	0
<b>Total</b>	5	\$25.00	0	0	0	0

## SECTION 7: CONSULTATIONS RECEIVED FROM OTHER INSTITUTIONS AND ORGANIZATIONS

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

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	2	20	0	0
Outstanding from the previous reporting period	2	43	0	0
<b>Total</b>	4	63	0	0
Closed during the reporting period	3	50	0	0
Carried over within negotiated timelines	1	13	0	0
Carried over beyond negotiated timelines	0	0	0	0



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

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	0 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	2	0	0	0	0	1	0	3
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	2	0	0	0	0	1	0	3

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

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	0 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	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		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

### 8.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0



Numb er of Days	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Numb er of Reque sts	Pages Disclo sed	Numb er of Reque sts	Pages Disclo sed	Numb er of Reque sts	Pages Disclo sed	Numb er of Reque sts	Pages Disclo sed	Numb er of Reque sts	Pages Disclo sed
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

## SECTION 9: INVESTIGATIONS AND REPORTS OF FINDINGS

### 9.1 Investigations

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

### 9.2 Investigations and Reports of Findings

Section 37(1) Initial Reports			Section 37(2) Final Reports		
Receive d	Containing recommendatio ns issued by the Information Commissioner	Containing an intent to issue an order by the Information Commission er	Receive d	Containing recommendatio ns issued by the Information Commissioner	Containing orders issued by the Information Commission er
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		\$176,863
Overtime		\$0
Goods and Services		\$79,569
• Professional services contracts	\$26,103	
• Other	\$53,466	
<b>Total</b>		<b>\$256,432</b>

### 11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1.5
Part-time and casual employees	0
Regional staff	0
Consultants and agency personnel	0
Students	0
<b>Total</b>	<b>1.5</b>



# ANNEX C – SUPPLEMENTAL STATISTICS

## SUPPLEMENTAL STATISTICAL REPORT ON THE ACCESS TO INFORMATION ACT AND THE PRIVACY ACT

Name of institution: Pacific Economic Development Canada (PacifiCan)

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	3	3
Received in 2023-24	0	31	31
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	34	34

#### 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 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
<b>Total</b>	<b>0</b>

## 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

Fiscal year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2025	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2025	Total
Received in 2024-25	0	1	1
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
<b>Total</b>	<b>0</b>	<b>1</b>	<b>1</b>

### 2.2 Active complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods.



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
--	----

**SECTION 4: UNIVERSAL ACCESS UNDER THE *PRIVACY ACT***

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





# ANNEX D – DELEGATION ORDER

## ACCESS TO INFORMATION ACT AND PRIVACY ACT DELEGATION ORDER

### ARRÊTÉ DE DÉLÉGATION EN VERTU DE LA LOI SUR L'ACCÈS À L'INFORMATION ET DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

The President of Pacific Economic Development Canada, pursuant to subsection 95(1) of the *Access to Information Act* and subsection 73(1) of the *Privacy Act*, hereby designate the persons holding the positions set out in the schedules attached hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the President as the head of Pacific Economic Development Canada, under the provisions of the Acts and related regulations set out in the schedule opposite each position.

En vertu du paragraphe 95(1) de la *Loi sur l'accès à l'information* et du paragraphe 73(1) de la *Loi sur la protection des renseignements personnels*, président de Développement économique du Pacifique Canada, délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont il est, en qualité de responsable de la Développement économique du Pacifique Canada, investi par les dispositions de la Loi ou de son règlement mentionnées en regard de chaque poste.

#### SCHEDULE / ANNEXE

##### Position / Poste

*Access to Information Act and Regulations / Loi sur l'accès à l'information et règlements*

*Privacy Act and Regulations / Loi sur la protection des renseignements personnels et règlements*

Vice President, Programs and Partners /  
vice-présidente, Programmes et  
Partenaires

Full Authority/Pleine autorité

Full Authority/Pleine autorité

Access to Information and Privacy  
Coordinator / Coordonnateur de l'accès à  
l'information et de la protection des  
renseignements personnels

Full Authority/Pleine autorité

Full Authority/Pleine autorité

Dated, at the City of Coquitlam this 16 day of May, 2022

Fait à Coquitlam ce 16e jour de mai 2022

NAINA SLOAN

A/PRESIDENT, PACIFIC ECONOMIC DEVELOPMENT CANADA

NAINA SLOAN

PRÉSIDENTE P.I. de DÉVELOPPEMENT ÉCONOMIQUE CANADA POUR LE PACIFIQUE