



# PrairiesCan

## ANNUAL REPORT TO PARLIAMENT

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

2022-2023

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Prairies Economic  
Development Canada

Développement économique  
Canada pour les Prairies

Canada



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# 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* 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
- 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 Prairies Economic Development Canada (PrairiesCan) administered its responsibilities for the reporting period.

## DEPARTMENTAL MANDATE

Prairies Economic Development Canada (PrairiesCan) was established on August 06, 2021 to support economic growth and diversification in the prairie provinces 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 Prairie interests
- Pathfinder: help people navigate federal economic programs and services
- Convenor: connect economic actors to support collaboration and growth

PrairiesCan is overseen by the Minister of Northern Affairs, Minister responsible for Prairies Economic Development Canada and Minister responsible for the Canadian Northern Economic Development.

The department operates under the provision of the *Western Economic Diversification Act*, which came into force on June 28, 1988. PrairiesCan's mandate allows the department to deliver a wide range of initiatives across the prairies and make strategic investments to build on regional competitive advantages. Its prairie base enables the department to cultivate strong partnerships with business and community organizations, researchers, academia, Indigenous peoples, provincial governments and municipal governments. These connections help PrairiesCan reflect prairie perspectives in national decision-making.

## DEPARTMENTAL STRUCTURE

PrairiesCan employs 404 individuals across the prairies 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. PrairiesCan is headquartered in Edmonton, Alberta.

The Alberta region is served by two regional offices; one is located in Edmonton (headquarters) and another regional office in Calgary. Additionally, there are three satellite offices maintained in Fort McMurray, Grande Prairie and Lethbridge.

The Saskatchewan region is served by one regional office located in Saskatoon and two satellite offices located in Regina and Prince Albert.

The Manitoba region is served by one regional office located in Winnipeg and two satellite offices located in Brandon and Thompson.

# ADMINISTRATION OF THE ACT

## ACCESS TO INFORMATION AND PRIVACY (ATIP)

The Human Resources and Corporate Services unit (HRCS) is responsible for a broad range of services, including Access to Information and Privacy, administered by the PrairiesCan ATIP Centre of Expertise. HRCS is part of the Finance and Corporate Management Directorate located in Edmonton, Alberta.

The ATIP Coordinator, who is supported by one Corporate Services Advisor and three ATIP Analysts, oversees the ATIP Centre of Expertise in addition to other programs within the department. The ATIP Centre of Expertise also leads Information Management initiatives such as litigation holds and InfoSource, as well as providing a full suite of ATIP services, as per an Internal Services Agreement, to PacifiCan. The Corporate Services Advisor and ATIP Analysts process all access and privacy requests.

The ATIP Centre of Expertise (ACoE) is responsible for the implementation and management of the Access to Information and Privacy programs and services for PrairiesCan including:

- making 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 departmental responsiveness to statutory obligations;
- monitoring and advising on departmental compliance with the Acts, regulations, procedures and policies; and
- acting on behalf of the Department when dealing with the Treasury Board Secretariat, the Information Commissioner, the Privacy Commissioner, and other government organizations.

Other ATIP-related activities undertaken by the ATIP Centre of Expertise in 2022-2023, include

ACTIVITY		Total
Parliamentary Questions* (PQ)	Full departmental process (data collection, research, compositions, correspondence, review and routing).	12
Parliamentary Questions*	ATIP review for other program areas, and the provision of advice and consultations on the PQ process.	32
Proactive Disclosure	Review lists of briefing materials prepared for the Minister and Deputy Minister.	24
Access Vetting	Comprehensive ATIP review and recommendations for a variety of documents for public disclosure and sharing.	3

\* The category of Parliamentary Questions also includes Senatorial Questions. These statistics are categorized according to whether the ATIP unit completes the entire departmental process, or whether they only provide reviews and recommendations for other program areas. No PQ is entered into both categories or otherwise counted twice.

## DELEGATION OF AUTHORITY

The current delegation order was issued December 02, 2021 in accordance with subsection 95(1) of the *Access to Information Act*. The Minister responsible for Prairies Economic Development Canada delegated full powers, authorities and responsibilities to the:

- Executive Director, Finance and Corporate Management
- Director General, Human Resources & Corporate Services
- Director, Human Resources and Corporate Services  
(Access to Information and Privacy Coordinator)

The delegation also extends limited authority to the ATIP Officers (Annex D).

The ACoE is accountable for the development, coordination and implementation of policies, guidelines, systems and procedures to manage the department's compliance with the Acts. Compliance is also facilitated by an ATIP Liaison Officer, in each regional office and corporate business unit, to liaise with the ACoE concerning enquiries.

Each of these offices is responsible for searching and retrieving records responsive to access requests received under the *Access to Information Act*. The ACoE, however, is responsible for implementing and managing the ATIP program and services for PrairiesCan, including all decisions on the disclosure or non-disclosure of information pursuant to the legislation.

## TRAINING AND AWARENESS

The PrairiesCan ATIP Centre of Expertise (ACoE) delivered privacy training during the reporting period, but no training specific to access to information was delivered. That privacy training is listed in the PrairiesCan Annual report on the Administration of the *Privacy Act* 2022-2023.

# STATISTICS AND PERFORMANCE

PrairiesCan received sixty-one new access to information requests in the 2022-2023 fiscal year.

PrairiesCan completed sixty-six access to information requests in the 2022-2023 fiscal year including nine that were carried over from previous reporting periods.

Eighty-two percent of completed requests were completed within their legislated timeline.

REQUEST COMPLETION TIME (DAYS)						Total
1-30	31-60	61-120	121-180	181-365	>365	
22	10	27	0	5	2	66

- Nine percent of completed access to information requests were disclosed in their entirety.
- Seventy-one percent of completed access to information requests were disclosed in part.
- Twenty percent produced no records, were abandoned by the requester, or were exempted/excluded in their entirety.

Forty-one extensions were taken:

- Two extensions were taken due to interference with operations as per paragraph 9(1)(a)
- Ten extensions were taken to accomodate internal consultations as per paragraph 9(1)(b)
- Twenty-nine extensions were taken to accomodate third party consultations as per paragraph 9(1)(c)

Nine access to information requests were carried over from previous reporting periods:

- One was carried over from the 2020-2021 fiscal year and was completed in the current reporting period
- Eight were carried over from the 2021-2022 fiscal year and all were completed in the current reporting period.

Four access to information requests, that were received in the current reporting period, were carried over to the 2023-2024 fiscal year.

Thirty-one consultations were received during the reporting period:

- Twenty eight came from other Canadian federal government departments
- Three came from other governments and organizations
- All thirty-one consultations received were completed in less than sixty days of receipt

PrairiesCan's ability to fulfill its *Access to Information Act* responsibilities was not impacted by COVID-19 related measures. ATIP operations continued without interruption for the 2022-2023 reporting period.

One complaint, that was outstanding from the 2017-2018 fiscal year, was concluded by the Office of the Information Commissioner of Canada (OIC) on March 10, 2023.

PrairiesCan has one active complaint that was received in the current reporting period on May 05, 2022. The complaint alleges PrairiesCan failed to conduct a reasonable search for records in response to the request made under the *Access to Information Act*. The OIC was provided a full accounting of the search undertaken by PrairiesCan. All requests from the OIC for information and documentation regarding the complaint have been fulfilled. The OIC continues to investigate and PrairiesCan will continue to assist.

## **PROACTIVE DISCLOSURE**

The *Directive on Proactive Publication under the Access to Information Act* takes effect June 28, 2023 in the 2023-2024 fiscal year. PrairiesCan 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.

Currently, PrairiesCan's program areas, which produce the statistics and materials for proactive disclosure, provide those data to the departmental web publishers. For example, Human Resources staff compile the statistics for reclassification of positions, and Procurement staff compile the statistics for contracts over \$10K.

Other proactive disclosures such as briefing materials are submitted as vetting files to the ACoE. Once the file has been vetted, the program area then reviews the ACoE's recommendations before submitting the file to the web publishers for posting online.

PrairiesCan 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 thirty days after the end of the month received.

The Offices of Primary Interest (OPI) are 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 look out for potential cabinet confidence in the titles.

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



The ACoE monitors its compliance with request deadlines via a software solution (AccessPro). 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. Proactive disclosure is also tracked via AccessPro where feasible.

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 department. PrairiesCan 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**

PrairiesCan collected \$280 in Access to Information application fees during this reporting period. \$25 worth of fees were waived.

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

PrairiesCan's costs for administering the *Access to Information Act* include a portion of the salaries of the:

- Executive Director, Finance & Corporate Management<sup>1</sup>
- Director General, Human Resources and Corporate Services<sup>2</sup>
- Director, Human Resources and Corporate Services, ATIP Coordinator<sup>3</sup>

Costs for the Corporate Service Advisor's salary as well as those for the three ATIP Analysts' salaries are counted. Other associated costs are also included:

- ATIP Liaisons from the regional offices
- departmental subject matter expert reviews
- billed services from the Department of Justice Canada (cabinet confidence reviews)

A total of 2.38 full-time equivalents (FTEs) were calculated as having been allocated to PrairiesCan's Access to Information program. Total costs, including \$71,900 in goods and services, amount to \$313,591.

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<sup>1</sup> .02 of annual salary

<sup>2</sup> .04 of annual salary

<sup>3</sup> .20 of annual salary

# Annex A – Proactive Disclosure

Prairies Economic Development Canada (PrairiesCan)  
April 01, 2022 to March 31, 2023

Prairies Economic Development Canada (PrairiesCan) is a government institution as per Schedule 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	Sec	Link EN	Link FR
Travel Expenses	82	<a href="https://search.open.canada.ca/travel/">https://search.open.canada.ca/travel/</a>	<a href="https://rechercher.ouvert.canada.ca/voyage/">https://rechercher.ouvert.canada.ca/voyage/</a>
Hospitality Expenses	83	<a href="https://open.canada.ca/en/search/hospitalityq">https://open.canada.ca/en/search/hospitalityq</a>	<a href="https://ouvert.canada.ca/fr/search/hospitalityq">https://ouvert.canada.ca/fr/search/hospitalityq</a>
Reports tabled in Parliament No postings on Open Data. Departmental Results Report, ATI Act and Privacy Act reports tabled are on the institution's webpage. The main navigation page is the department's "Transparency page" and the DRR, and ATIP Annual reports are sub links.	84	<a href="https://www.canada.ca/en/prairies-economic-development/corporate/transparency.html">https://www.canada.ca/en/prairies-economic-development/corporate/transparency.html</a>	<a href="https://www.canada.ca/en/prairies-economic-development/corporate/transparency.html">https://www.canada.ca/en/prairies-economic-development/corporate/transparency.html</a>
Contracts over \$10,000	86	<a href="https://search.open.canada.ca/contracts/">https://search.open.canada.ca/contracts/</a>	<a href="https://rechercher.ouvert.canada.ca/contrats/">https://rechercher.ouvert.canada.ca/contrats/</a>
Grants & Contributions over \$25,000	87	<a href="https://search.open.canada.ca/grants/">https://search.open.canada.ca/grants/</a>	<a href="https://rechercher.ouvert.canada.ca/subventions/">https://rechercher.ouvert.canada.ca/subventions/</a>
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88 (a)	No postings	No postings
Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office	88 (b)	<a href="https://search.open.canada.ca/briefing_titles/">https://search.open.canada.ca/briefing_titles/</a>	<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)	<a href="https://search.open.canada.ca/opendata/?collection=parliament_committee_deputy">https://search.open.canada.ca/opendata/?collection=parliament_committee_deputy</a>	<a href="https://rechercher.ouvert.canada.ca/donneesouvertes/?collection=parliament_committee_deputy">https://rechercher.ouvert.canada.ca/donneesouvertes/?collection=parliament_committee_deputy</a>
Reclassification of positions	85	<a href="https://open.canada.ca/en/search/reclassification">https://open.canada.ca/en/search/reclassification</a>	<a href="https://ouvert.canada.ca/fr/search/reclassification">https://ouvert.canada.ca/fr/search/reclassification</a>

Ministers			
Packages of briefing materials prepared by a government institution for new or incoming ministers	74 (a)	<a href="https://search.open.canada.ca/opendata/?collection=transition">https://search.open.canada.ca/opendata/?collection=transition</a>	<a href="https://rechercher.ouvert.canada.ca/donneesouvertes/?collection=transition">https://rechercher.ouvert.canada.ca/donneesouvertes/?collection=transition</a>
Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office	74 (b)	<a href="https://search.open.canada.ca/briefing_titles/">https://search.open.canada.ca/briefing_titles/</a>	<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 Commons in June and December	74 (c)	<a href="https://search.open.canada.ca/qpnotes/">https://search.open.canada.ca/qpnotes/</a>	<a href="https://rechercher.ouvert.canada.ca/notespq/">https://rechercher.ouvert.canada.ca/notespq/</a>
Packages of briefing materials prepared by a government institution for a minister's appearance before a committee of Parliament	74 (d)	No postings	No postings
Travel Expenses	75	Institution does not post on behalf of the Minister	Institution does not post on behalf of the Minister
Hospitality Expenses	76	Institution does not post on behalf of the Minister	Institution does not post on behalf of the Minister
Contracts over \$10,000	77	Institution does not post on behalf of the Minister	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	<a href="https://open.canada.ca/en/expenditures-ministers-offices">https://open.canada.ca/en/expenditures-ministers-offices</a>	<a href="https://ouvert.canada.ca/fr/depenses-des-cabinets-des-ministres">https://ouvert.canada.ca/fr/depenses-des-cabinets-des-ministres</a>

# Annex B – Statistical Report

Prairies Economic Development Canada (PrairiesCan)  
April 01, 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		61
Outstanding from previous reporting periods		9
• Outstanding from previous reporting period	8	
• Outstanding from more than one reporting period	1	
<b>Total</b>		<b>70</b>
Closed during reporting period		66
Carried over to next reporting period		4
• Carried over within legislated timeline	3	
• Carried over beyond legislated timeline	1	

### 1.2 Sources of requests

Source	Number of Requests
Media	5
Academia	1
Business (private sector)	0
Organization	10
Public	43
Decline to Identify	2
<b>Total</b>	<b>61</b>

### 1.3 Channels of requests

Source	Number of Requests
Online	58
E-mail	0
Mail	3
In person	0
Phone	0
Fax	0
<b>Total</b>	<b>61</b>

## Section 2: Informal Requests

### 2.1 Number of informal requests

		Number of Requests
Received during reporting period		10
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
<b>Total</b>		10
Closed during reporting period		10
Carried over to next reporting period		0

### 2.2 Channels of informal requests

Source	Number of Requests
Online	10
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	10

### 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
8	2	0	0	0	0	0	10

### 2.4 Pages released informally

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

### 2.5 Pages re-released informally

Less Than 100 Pages Re-released		100-500 Pages Re-released		501-1000 Pages Re-released		1001-5000 Pages Re-released		More Than 5000 Pages Re-released	
Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released
6	190	2	546	0	0	2	5517	0	0



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

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

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

#### 4.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	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	1	1	2	1	0	1	0	6
Disclosed in part	3	4	8	26	0	4	2	47
All exempted	1	0	0	0	0	0	0	1
All excluded	0	0	0	0	0	0	0	0
No records exist	3	4	0	0	0	0	0	7
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	5	0	0	0	0	0	0	5
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
<b>Total</b>	<b>13</b>	<b>9</b>	<b>10</b>	<b>27</b>	<b>0</b>	<b>5</b>	<b>2</b>	<b>66</b>

#### 4.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	1	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)	2	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	1	16(2)(c)	3	18(d)	0	21(1)(a)	22
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	19
14	2	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	7
14(a)	2	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)	0	16.1(1)(d)	0	19(1)	32	22.1(1)	0
15(1) - I.A.*	1	16.2(1)	0	20(1)(a)	2	23	1
15(1) - Def.*	0	16.3	0	20(1)(b)	28	23.1	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	13	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	11		
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)	1
68(b)	0	69(1)(a)	1	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	53	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
5981	5213	59

#### 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		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	6	84	0	0	0	0	0	0	0	0
Disclosed in part	35	1164	9	2124	2	1284	1	1319	0	0
All exempted	1	6	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	5	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>47</b>	<b>1254</b>	<b>9</b>	<b>2124</b>	<b>2</b>	<b>1284</b>	<b>1</b>	<b>1319</b>	<b>0</b>	<b>0</b>

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

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

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

Disposition	Less Than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
<b>Total</b>	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	3	0	0	3
Disclosed in part	36	2	0	38
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>39</b>	<b>2</b>	<b>0</b>	<b>41</b>

#### 4.6 Closed requests

##### 4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	54
Percentage of requests closed within legislated timelines (%)	81.81818182

#### 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
12	11	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	4	4
16 to 30 days	0	2	2
31 to 60 days	0	0	0
61 to 120 days	0	1	1
121 to 180 days	0	0	0
181 to 365 days	3	1	4
More than 365 days	0	1	1
<b>Total</b>	<b>3</b>	<b>9</b>	<b>12</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 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	0	0	0	3
Disclosed in part	2	0	10	26
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>2</b>	<b>0</b>	<b>10</b>	<b>29</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	1	0	3	1
31 to 60 days	0	0	5	28
61 to 120 days	1	0	2	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
<b>Total</b>	<b>2</b>	<b>0</b>	<b>10</b>	<b>29</b>

## Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	56	\$280.00	5	\$25.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
<b>Total</b>	<b>56</b>	<b>\$280.00</b>	<b>5</b>	<b>\$25.00</b>	<b>0</b>	<b>\$0.00</b>

## 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	28	570	3	302
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	28	570	3	302
Closed during the reporting period	28	570	3	302
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

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

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	22	1	0	0	0	0	0	23
Disclose in part	3	1	1	0	0	0	0	5
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>	25	2	1	0	0	0	0	28

### 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
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	3	0	0	0	0	0	0	3
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	3	0	0	0	0	0	0	3

## 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
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		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

## 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	2

### 9.2 Investigations and Reports of finding

Section 37(1) Initial Reports			Section 37(2) Final Reports		
Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
1	1	0	2	1	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		\$241,691
Overtime		\$0
Goods and Services		\$71,900
• Professional services contracts	\$19,825	
• Other	\$52,075	
<b>Total</b>		<b>\$313,591</b>

### 11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	2.170
Part-time and casual employees	0.000
Regional staff	0.210
Consultants and agency personnel	0.000
Students	0.000
<b>Total</b>	<b>2.380</b>

# Annex C – Supplemental Statistics

## for the *Access to Information Act* and the *Privacy Act*

Prairies Economic Development Canada (PrairiesCan)

April 01, 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	0	52	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 per

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	1	4	
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	1	4	Row 11, Col. 3 of Se the 2022-2023 Statis

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

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2022-2023	1
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	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

Row 11, Col. 3 of Section the 2022-2023 Statistical f

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	3
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	3

#### 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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# Annex D – Delegation Order



Prairies Economic  
Development Canada

Développement économique  
Canada pour les Prairies

## 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 Minister responsible for Prairies 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 Minister as the head of Prairies Economic Development Canada, under the provisions of the Acts and related regulations set out in the schedule opposite each position. This designation replaces all previous delegation orders.

Le ministre responsable de Développement économique des Prairies, 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, désigne par la présente les personnes occupant les postes indiqués dans les annexes ci-jointes, ou les personnes occupant ces postes par intérim, pour exercer les pouvoirs et les fonctions du ministre à la tête de Développement économique des Prairies, en vertu des dispositions des lois et des règlements connexes indiqués dans l'annexe correspondant à chaque poste. Cette désignation remplace tous les arrêtés de délégation antérieurs.

#### SCHEDULE / ANNEXE

<u>Position / Poste</u>	<i>Access to Information Act and Regulations / Loi sur l'accès à l'information et règlements</i>	<i>Privacy Act and Regulations / Loi sur la protection des renseignements personnels et règlements</i>
Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle	Full Authority/Pleine autorité	Full Authority/Pleine autorité
Director General, Human Resources & Corporate Services / Directeur général, Ressources humaines et services généraux	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
ATIP Officer / Agente de l'AIPRP	Section / Disposition: 9; 11(2); 27(1) and (4); 28(1), (2) and (4); 33; 43(1), 44(2) and/et 6(1) of Regulations / du règlements	Section / Disposition: 15

Dated, at the City of Ottawa this 2<sup>nd</sup> day of December, 2021

Signé à Ottawa, le 2<sup>ème</sup> jour de Décembre, 2021

THE HONOURABLE DAN VANDAL  
MINISTER OF PRAIRIES ECONOMIC DEVELOPMENT CANADA

L'HONORABLE DAN VANDAL  
MINISTRE RESPONSABLE DE DÉVELOPPEMENT ÉCONOMIQUE DES PRAIRIES

Canada