



# PrairiesCan

## **ANNUAL REPORT TO PARLIAMENT**

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

**2024-2025**



Prairies Economic  
Development Canada

Développement économique  
Canada pour les Prairies

**Canada** 



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

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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 amended 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 other 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.<sup>1</sup>

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.

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<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

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
- **Convenor:** connect economic actors to support collaboration and growth
- **Advisor:** inform economic decision-making and advocate for Prairie interests
- **Pathfinder:** help people navigate federal economic programs and services

PrairiesCan is overseen by the Minister of Emergency Management and Community Resilience and the Minister responsible for Prairies Economic Development Canada.

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 370 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 policy and programs analysts with support. PrairiesCan is headquartered in Edmonton, Alberta.

The Alberta region is served by two regional offices; one is 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.

PrairiesCan does not have any non-operational subsidiaries during this reporting period.



# ADMINISTRATION OF THE ACT

## ACCESS TO INFORMATION AND PRIVACY CENTRE OF EXPERTISE

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

The ATIP Coordinator, who is supported by an ATIP Team Lead and two ATIP Advisors, oversees the ACoE, in addition to Corporate Services within the department. The ACoE also leads Information Management initiatives such as litigation holds and Info Source.

The ACoE provides all access and privacy services to the department. No ATIP contractors or consultants were retained during the reporting period. The team is responsible for the administration of the ATIP program and services including:

- implementing and managing the access and privacy program and services, such as developing, coordinating and implementing policies, guidelines, systems and procedures to manage the department's compliance with access to information and privacy legislation;
- responding to all requests submitted under the *Access to Information Act* (ATIA) and the *Privacy Act* (PA);
- interpreting legislation, reviewing applicable jurisprudence, and developing severing rationales to support delegated decision makers in the disclosure or non-disclosure of information;
- 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 legislation, regulations, procedures and policies; and
- acting on behalf of the Department in interactions with the Treasury Board Secretariat (TBS), the Information Commissioner, the Privacy Commissioner, and other government organizations.

Compliance is facilitated by ATIP Liaison Officers in regional offices and corporate units, who coordinate the identification and retrieval of responsive records, and provide input on disclosure considerations under the *Access to Information Act* and the *Privacy Act*.



## 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 and Corporate Services
- Director, Corporate Services (Access to Information and Privacy Coordinator)

The delegation also extends limited authority to the ATIP Officers ([Annex C](#)).

A breakdown of the groups responsible for meeting reporting requirements for each proactive publication requirement under Part 2 of the *Access to Information Act* is listed in section "[Proactive Publication under Part 2 of the ATIA](#)" of this report.

## POLICIES, GUIDELINES, AND PROCEDURES

The ATIP Centre of Expertise (ACoE) regularly reviews various internal guidelines, procedures and business practices to ensure alignment with Treasury Board Secretariat (TBS)'s policies and directives related to access to information.

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 that are made available in a central location.

The [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.

PrairiesCan developed a documented process that identifies the groups and positions that are responsible for ensuring each proactive publication requirement is met. The ACoE monitors compliance and sends reminders to ensure timely publication.

PrairiesCan's program areas, which produce statistics and materials for proactive disclosure, provide the necessary data for proactive publication. For example, Human Resources staff report statistics for reclassification of positions, and Procurement staff report statistics for contracts over \$10,000.



Other proactive disclosures such as briefing materials for Ministers 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 for proactive publication.

## INITIATIVES AND PROJECTS TO IMPROVE ACCESS TO INFORMATION

In 2024, the ACoE initiated the AMANDA request processing software project which will modernize the department's current ATIP case management system. The new software will support efficiency and security in access and privacy request processing. The project is intended to be implemented prior to June 2026, replacing the AccessPro Case Management (APCM) software that is currently used.

In conjunction, PrairiesCan leads the interdepartmental AMANDA Community of Practice group, which convenes monthly to discuss questions related to the case management software. The group is composed of interdisciplinary representatives from federal institutions as well as the Treasury Board Secretariat ATIP RPSS, Public Services and Procurement, and the software vendor.

In the 2024-2025 reporting period, the ACoE launched an internal working group for ATIP liaisons from the various Offices of Primary Interest (OPI) within the department. Quarterly meetings are convened to share knowledge and discuss access to information and privacy process improvements within the department.

## TRAINING AND AWARENESS

The ACoE continuously provides informal training to enhance department awareness and knowledge of access to information related issues. The team regularly provides advice on the application of access and privacy legislation to departmental employees who must review relevant records requested under the *Access to Information Act*. Advice is also provided on proactive publication materials or other disclosure activities (such as responses to parliamentary questions) of the department.

PrairiesCan incorporates access to information and privacy awareness as part of its onboarding orientation for new employees. The ACoE participated in three orientation sessions during this reporting period, where new employees were introduced to access to information principles.

The ACoE develops resources for PrairiesCan employees regarding access and privacy related activities and responsibilities. For example, the ACoE produced an internal guidance document to assist departmental employees in documenting any potential sensitivities with the disclosure of records.

The ACoE promotes awareness of citizen's rights to access government information through an annual Right to Know Week campaign. The September 2024 campaign





included a word search activity that summarized common repositories that must be searched for when retrieving records. An “ATIA Myths versus Realities” learning session was also conducted to dispel some common misconceptions surrounding access to information.

The ACoE also composes and shares a weekly summary of access and privacy related activities, topics and/or relevant articles to ensure the team, and others with ATIP responsibilities, remain up to date within the field.

The ACoE team develops their professional practice through participation in training sessions, conferences, and seminars organized by TBS IPPD or by various associations on matters relating to both access and privacy. These exchanges provided updates for practitioners in the development and interpretation of legislation as well as upcoming trends.

## STATISTICS AND PERFORMANCE

### OVERVIEW

PrairiesCan received and completed 16 new access to information requests in the 2024-2025 fiscal year. 87.5 % of access to information requests were completed within their legislated timeline.

No access to information requests were carried over from the previous reporting period of 2023-2024.

*Table 1: FY 2024-2025 Request Completion Time*

| Request Completion Time (Days) |       |        |         |         |      | Total | Compliance |
|--------------------------------|-------|--------|---------|---------|------|-------|------------|
| 1-30                           | 31-60 | 61-120 | 121-180 | 181-365 | >365 | 16    | 87.5%      |
| 9                              | 3     | 4      | 0       | 0       | 0    |       |            |

Of the total completed requests, twelve (75%) were disclosed in part. One request was excluded in entirety, two requests did not have responsive records, and one request was abandoned by the requestor.

Time extensions were taken on eight requests. Three extensions were taken to accommodate internal and legal consultations as per paragraph 9(1)(b) of the ATIA. Five extensions were taken to accommodate third party consultations as per paragraph 9(1)(c) of the Act.

As of the last day of the reporting period, there were no active access to information requests. Therefore, no access to information requests were carried over to the 2025-2026 fiscal year.



Seventeen consultations requests were received during the reporting period. Fifteen of the requests came from other Canadian federal government departments, while two came from other Canadian jurisdictions. Sixteen of the requests were completed within 15 days of receipt, with one consultation being carried over to the 2025-2026 fiscal year.

One hundred four informal access requests were received during the 2024-2025 reporting period. All were completed within 15 days of receipt, representing 100% response rate.

Other ATIP-related activities undertaken by the ACoE in 2024-2025 are summarized in the table below.

*Table 2: FY 2024-2025 Other ATIP-related Activities*

| Activity                        |                                                                                                                           | Total* |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------|--------|
| Parliamentary Questions* (PQ)   | Full departmental process (data collection, research, compositions, correspondence, review and routing).                  | 2      |
| Parliamentary Questions*        | ATIP review for other program areas, and the provision of advice and consultations on the Parliamentary Question process. | 52     |
| Motion for Production of Papers | Full departmental process (data collection, research, compositions, correspondence, review and routing).                  | 1      |
| Cabinet Confidence**            | Comprehensive ATIP reviews and analyses packages prepared for the Department of Justice (DOJ) Legal Services.             | 20     |

\* The category of Parliamentary Questions is 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.

\*\* The figure shown for cabinet confidence includes analysis packages prepared for access to information requests and briefing notes (BN) subject to proactive disclosure. 100% of these packages resulted in full concurrence from the DOJ.

## SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS

One complaint was carried over from the previous reporting period. The complaint alleged PrairiesCan failed to conduct a reasonable search for records in response to a request made under the *Access to Information Act*. The Office of the Information Commissioner (OIC) closed the investigation during this reporting period, determining that the complaint was not well-founded.

PrairiesCan received one complaint during the reporting period that alleged the department improperly withheld information under the *Access to Information Act*. The



OIC received an account of PrairiesCan's decision to withhold the record. The investigation continues into the next reporting period.

## PROACTIVE PUBLICATION UNDER PART 2 OF THE ATIA

Prairies Economic Development Canada (PrairiesCan) is a government institution for the purposes of Part 2 of the *Access to Information Act*. The department is subject to the proactive publication requirements summarized in the table below.

Table 3: FY 2024-2025 Proactive Publication Compliance

| Legislative Requirement                                                                              | Section | Publication Timeline                                       | Requirement Applies to Institution | Group Responsible for Publishing | Percentage Published within legislated timelines* | Web link                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------|---------|------------------------------------------------------------|------------------------------------|----------------------------------|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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                          | 92%                                               | <a href="https://search.open.canada.ca/travel/?owner_org=prairiescan&amp;page=1&amp;sort=start_date+desc">https://search.open.canada.ca/travel/?owner_org=prairiescan&amp;page=1&amp;sort=start_date+desc</a>           |
| Hospitality Expenses                                                                                 | 83      | Within 30 days after the end of the month of reimbursement | Y                                  | Finance                          | 92%                                               | <a href="https://search.open.canada.ca/hospitality/?owner_org=prairiescan&amp;page=1&amp;sort=start_date+desc">https://search.open.canada.ca/hospitality/?owner_org=prairiescan&amp;page=1&amp;sort=start_date+desc</a> |



| Legislative Requirement                                                                              | Section | Publication Timeline         | Requirement Applies to Institution | Group Responsible for Publishing | Percentage Published within legislated timelines* | Web link                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------|---------|------------------------------|------------------------------------|----------------------------------|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Apply to all Government Institutions as defined in section 3 of the <i>Access to Information Act</i> |         |                              |                                    |                                  |                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Reports tabled in Parliament                                                                         | 84      | Within 30 days after tabling | Y                                  | Corporate Services               | 0%                                                | <a href="https://www.canada.ca/en/prairies-economic-development/corporate/transparency/access-information-reports/ati-act-2023-2024.html">https://www.canada.ca/en/prairies-economic-development/corporate/transparency/access-information-reports/ati-act-2023-2024.html</a><br><br><a href="https://www.canada.ca/en/prairies-economic-development/corporate/transparency/access-information-reports/privacy-act-2023-2024.html">https://www.canada.ca/en/prairies-economic-development/corporate/transparency/access-information-reports/privacy-act-2023-2024.html</a> |



| Legislative Requirement                                                                                                                                                            | Section | Publication Timeline                                                           | Requirement Applies to Institution | Group Responsible for Publishing | Percentage Published within legislated timelines* | Web link                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|--------------------------------------------------------------------------------|------------------------------------|----------------------------------|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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<br>Q4: Within 60 days after the quarter | Y                                  | Corporate Services               | 20%                                               | <a href="https://search.open.canada.ca/contracts/?owner_org=prairiescan&amp;page=1&amp;sort=contract_date+desc">https://search.open.canada.ca/contracts/?owner_org=prairiescan&amp;page=1&amp;sort=contract_date+desc</a>                                             |
| Grants & Contributions over \$25,000                                                                                                                                               | 87      | Within 30 days after the quarter                                               | Y                                  | Policy and Strategic Direction   | 100%                                              | <a href="https://search.open.canada.ca/grants/?owner_org=prairiescan&amp;page=1&amp;sort=agreement_start_date+desc">https://search.open.canada.ca/grants/?owner_org=prairiescan&amp;page=1&amp;sort=agreement_start_date+desc</a>                                     |
| Packages of briefing materials prepared for new or incoming deputy heads or equivalent                                                                                             | 88(a)   | Within 120 days after appointment                                              | Y                                  | Policy and Strategic Direction   | N/A                                               | No postings during the reporting period.                                                                                                                                                                                                                              |
| 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                                  | Policy and Strategic Direction   | 100%                                              | <a href="https://search.open.canada.ca/briefing_titles/?owner_org=prairiescan&amp;page=1&amp;sort=date_received+desc&amp;addressee=D">https://search.open.canada.ca/briefing_titles/?owner_org=prairiescan&amp;page=1&amp;sort=date_received+desc&amp;addressee=D</a> |



| Legislative Requirement                                                                                                                                                                                                                                                              | Section | Publication Timeline              | Requirement Applies to Institution | Group Responsible for Publishing | Percentage Published within legislated timelines* | Web link                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------------------------------|------------------------------------|----------------------------------|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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                                  | Policy and Strategic Direction   | 0%                                                | <a href="https://open.canada.ca/data/en/dataset/b2e0b427-2d21-41c5-9264-88bb6f32e9d2">https://open.canada.ca/data/en/dataset/b2e0b427-2d21-41c5-9264-88bb6f32e9d2</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                                  | Human Resources                  | 100%                                              | <a href="https://search.open.canada.ca/reclassification/?owner_org=prairiescan&amp;page=1&amp;sort=date+desc">https://search.open.canada.ca/reclassification/?owner_org=prairiescan&amp;page=1&amp;sort=date+desc</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 | Y                                  | Policy and Strategic Direction   | 100%                                              | <a href="https://open.canada.ca/data/en/dataset/78865546-e0b7-4c5f-8c24-e0a08eb008a4">https://open.canada.ca/data/en/dataset/78865546-e0b7-4c5f-8c24-e0a08eb008a4</a>                                                 |



| Legislative Requirement                                                                                                                                                | Section | Publication Timeline                                                               | Requirement Applies to Institution | Group Responsible for Publishing | Percentage Published within legislated timelines* | Web link                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|------------------------------------------------------------------------------------|------------------------------------|----------------------------------|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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                                 | Y                                  | Policy and Strategic Direction   | 100%                                              | <a href="https://search.open.canada.ca/briefing_titles/?owner_org=prairiescan&amp;page=1&amp;sort=date_received+desc&amp;addressee=M">https://search.open.canada.ca/briefing_titles/?owner_org=prairiescan&amp;page=1&amp;sort=date_received+desc&amp;addressee=M</a> |
| <b>Apply to Ministers' Offices (therefore apply to any institution that performs proactive publication on behalf of a Minister's Office)</b>                           |         |                                                                                    |                                    |                                  |                                                   |                                                                                                                                                                                                                                                                       |
| 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)   | Within 30 days after last sitting day of the House of Commons in June and December | Y                                  | Policy and Strategic Direction   | 100%                                              | <a href="https://search.open.canada.ca/qpnotes/?owner_org=prairiescan&amp;page=1&amp;sort=date_received+desc">https://search.open.canada.ca/qpnotes/?owner_org=prairiescan&amp;page=1&amp;sort=date_received+desc</a>                                                 |
| 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                                                   | Y                                  | Policy and Strategic Direction   | N/A                                               | No postings during the reporting period.                                                                                                                                                                                                                              |



## MONITORING COMPLIANCE

To ensure that Treasury Board Secretariat access to information and privacy related policies and directives are respected and implemented, the ACoE regularly reviews its various internal guidelines, procedures and business practices.

The ACoE monitors its compliance with request deadlines via a software solution (AccessPro Case Management). A weekly report is created and disseminated to ATIP Liaisons and senior management with responsibilities for access and privacy activities. No personal information is included in the weekly report.

The ACoE meets with the various program areas to draft access and privacy statements and informational paragraphs for documents related to the administration of PrairiesCan's Grants and Contributions programming. The ACoE 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 the department's legal obligations, as a government institution, to the public's right of access.

The ACoE monitors departmental compliance with proactive publication requirements. Compliance data is submitted by the program area responsible for the requirement. Data on reporting period, date of translation, approval, and publication are compiled in a SharePoint list. The ACoE validates the data upon receipt and follows up with program areas that have not proactively published applicable data or information in accordance with legislated timelines.

## FEES COLLECTED

PrairiesCan collected \$75 in access to information application fees during this reporting period. Five dollars in 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 following positions:

- Executive Director, Finance & Corporate Management<sup>2</sup>
- Director General, Human Resources and Corporate Services<sup>3</sup>
- Director, Human Resources and Corporate Services, ATIP Coordinator<sup>4</sup>

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<sup>2</sup> calculated at three percent of annual salary

<sup>3</sup> calculated at six percent of annual salary

<sup>4</sup> calculated at twenty percent of annual salary





Costs include salaries for the Corporate Service Advisor (ATIP Team Lead) and three ATIP Analysts as well as related expenditures such as support from regional ATIP Liaisons, departmental subject matter expert reviews, and services billed by the Department of Justice Canada.

1.85 full-time equivalents (FTEs) were dedicated to PrairiesCan's Access to Information program.

The total cost for the administration of the *Access to Information Act* was \$255, 580, representing a 13.7% decrease from the previous year's total cost of \$313,591. The reduction is attributed to an unfilled ATIP position, fewer formal access to information requests, and shift in focus toward privacy related work.



# ANNEX A – STATISTICAL REPORT

## STATISTICAL REPORT ON THE *ACCESS TO INFORMATION ACT*

Name of institution: Prairies Economic Development Canada (PrairiesCan)

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                  |   | 16                 |
| Outstanding from previous reporting periods       |   | 0                  |
| • Outstanding from previous reporting period      | 0 | 0                  |
| • Outstanding from more than one reporting period | 0 | 0                  |
| <b>Total</b>                                      |   | 16                 |
| Closed during reporting period                    |   | 16                 |
| 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                     | 1                  |
| Academia                  | 1                  |
| Business (private sector) | 3                  |
| Organization              | 5                  |
| Public                    | 3                  |
| Decline to Identify       | 3                  |
| <b>Total</b>              | 16                 |



### 1.3 Channels of requests

| Source       | Number of Requests |
|--------------|--------------------|
| Online       | 13                 |
| E-mail       | 3                  |
| OMail        | 0                  |
| In person    | 0                  |
| Phone        | 0                  |
| Fax          | 0                  |
| <b>Total</b> | <b>16</b>          |

## SECTION 2: INFORMAL REQUESTS

### 2.1 Number of informal requests

|                                                   |   | Number of Requests |
|---------------------------------------------------|---|--------------------|
| Received during reporting period                  |   | 104                |
| Outstanding from previous reporting periods       |   | 0                  |
| • Outstanding from previous reporting period      | 0 |                    |
| • Outstanding from more than one reporting period | 0 |                    |
| <b>Total</b>                                      |   | <b>104</b>         |
| Closed during reporting period                    |   | 104                |
| Carried over to next reporting period             |   | 0                  |

### 2.2 Channels of informal requests

| Source       | Number of Requests |
|--------------|--------------------|
| Online       | 104                |
| E-mail       | 0                  |
| Mail         | 0                  |
| In person    | 0                  |
| Phone        | 0                  |
| Fax          | 0                  |
| <b>Total</b> | <b>0</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 |
| 104             | 0             | 0             | 0              | 0               | 0               | 0                  | 104   |



## 2.4 Pages released informally

| Less Than 100<br>Pages<br>Released |                   | 100-500<br>Pages<br>Released |                   | 501-1000<br>Pages<br>Released |                   | 1001-5000<br>Pages<br>Released |                   | More Than 5000<br>Pages Released |                   |
|------------------------------------|-------------------|------------------------------|-------------------|-------------------------------|-------------------|--------------------------------|-------------------|----------------------------------|-------------------|
| Number<br>of<br>Requests           | Pages<br>Released | Number<br>of<br>Requests     | Pages<br>Released | Number<br>of<br>Requests      | Pages<br>Released | Number<br>of<br>Requests       | Pages<br>Released | Number<br>of<br>Requests         | Pages<br>Released |
| 1                                  | 19                | 0                            | 0                 | 0                             | 0                 | 0                              | 0                 | 0                                | 0                 |

## 2.5 Pages re-released informally

| Less Than 100<br>Pages<br>Re-released |                          | 100-500<br>Pages<br>Re-released |                          | 501-1000<br>Pages<br>Re-released |                          | 1001-5000<br>Pages<br>Re-released |                          | More Than<br>5000 Pages<br>Re-released |                          |
|---------------------------------------|--------------------------|---------------------------------|--------------------------|----------------------------------|--------------------------|-----------------------------------|--------------------------|----------------------------------------|--------------------------|
| Number<br>of<br>Requests              | Pages<br>Re-<br>released | Number<br>of<br>Requests        | Pages<br>Re-<br>released | Number<br>of<br>Requests         | Pages<br>Re-<br>released | Number<br>of<br>Requests          | Pages<br>Re-<br>released | Number<br>of<br>Requests               | Pages<br>Re-<br>released |
| 92                                    | 661                      | 7                               | 1691                     | 3                                | 2182                     | 1                                 | 1299                     | 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                  |
| 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: 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                                                     | 0               | 0             | 0             | 0              | 0               | 0               | 0                  | 0     |
| Disclosed in part                                                 | 0               | 5             | 3             | 4              | 0               | 0               | 0                  | 12    |
| All exempted                                                      | 0               | 0             | 0             | 0              | 0               | 0               | 0                  | 0     |
| All excluded                                                      | 0               | 1             | 0             | 0              | 0               | 0               | 0                  | 1     |
| No records exist                                                  | 2               | 0             | 0             | 0              | 0               | 0               | 0                  | 2     |
| Request transferred                                               | 0               | 0             | 0             | 0              | 0               | 0               | 0                  | 0     |
| Request abandoned                                                 | 1               | 0             | 0             | 0              | 0               | 0               | 0                  | 1     |
| 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>                                                      | 3               | 6             | 3             | 4              | 0               | 0               | 0                  | 16    |

### 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)      | 5                  | 16(2)(b)   | 0                  | 18(c)      | 0                  | 20.4     | 0                  |
| 13(1)(d)      | 1                  | 16(2)(c)   | 3                  | 18(d)      | 1                  | 21(1)(a) | 6                  |
| 13(1)(e)      | 0                  | 16(3)      | 0                  | 18.1(1)(a) | 0                  | 21(1)(b) | 6                  |
| 14            | 0                  | 16.1(1)(a) | 0                  | 18.1(1)(b) | 0                  | 21(1)(c) | 1                  |
| 14(a)         | 2                  | 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)      | 8                  | 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)   | 7                  | 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)   | 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) | 1                  |
| 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) | 1                  |
| 68.2(b) | 0                  | 69(1)(e) | 1                  | 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     | 12         | 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 |
|---------------------------|---------------------------|--------------------|
| 2075                      | 1787                      | 14                 |



#### 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                                                     | 0                            | 0               | 0                      | 0               | 0                       | 0               | 0                       | 0               | 0                             | 0               |
| Disclosed in part                                                 | 8                            | 219             | 2                      | 268             | 2                       | 1586            | 0                       | 0               | 0                             | 0               |
| All exempted                                                      | 0                            | 0               |                        | 0               | 0                       | 0               | 0                       | 0               | 0                             | 0               |
| All excluded                                                      | 1                            | 2               | 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                                                 | 1                            | 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>                                                      | 10                           | 221             | 2                      | 268             | 8                       | 1586            | 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 |
|-----------------------------|-----------------------------|--------------------|
| 00                          | 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                 |
| <b>Total</b>                                                      | 0                              | 0                 | 0                        | 0                 | 0                               | 0                 |

#### 4.5.7 Other complexities

| Disposition                                                       | Consultation Required | Legal Advice Sought | Other | Total |
|-------------------------------------------------------------------|-----------------------|---------------------|-------|-------|
| All disclosed                                                     | 0                     | 0                   | 0     | 0     |
| Disclosed in part                                                 | 4                     | 1                   | 0     | 5     |
| All exempted                                                      | 0                     | 0                   | 0     | 0     |
| All excluded                                                      | 1                     | 1                   | 0     | 2     |
| 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>                                                      | 5                     | 2                   | 0     | 7     |



## 4.6 Closed requests

### 4.6.1 Requests closed within legislated timelines

|                                                               |      |
|---------------------------------------------------------------|------|
| Number of requests closed within legislated timelines         | 14   |
| Percentage of requests closed within legislated timelines (%) | 87.5 |

## 4.7 Deemed refusals

### 4.7.1 Reasons for not meeting legislated timelines

| Number of requests closed past the legislated timelines | Principle Reason    |                       |                       |       |
|---------------------------------------------------------|---------------------|-----------------------|-----------------------|-------|
|                                                         | Operations/Workload | External Consultation | Internal Consultation | Other |
| 2                                                       | 0                   | 0                     | 2                     | 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                                                                        | 2                                                                        | 2     |
| 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                                                                        | 2                                                                        | 2     |

## 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 dispositions of requests

| Disposition of Requests<br>Where an Extension Was<br>Taken              | 9(1)(a)<br>Interference<br>with<br>Operations/<br>Workload | 9(1)(b)<br>Consultation |       | 9(1)(c)<br>Third-Party<br>Notice |
|-------------------------------------------------------------------------|------------------------------------------------------------|-------------------------|-------|----------------------------------|
|                                                                         |                                                            | Section 69              | Other |                                  |
| All disclosed                                                           | 0                                                          | 0                       | 0     | 0                                |
| Disclosed in part                                                       | 0                                                          | 1                       | 2     | 5                                |
| 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<br>approval of the Information<br>Commissioner | 0                                                          | 0                       | 0     | 0                                |
| <b>Total</b>                                                            | 0                                                          | 1                       | 2     | 5                                |

### 5.2 Length of extensions

| Length of Extensions | 9(1)(a)<br>Interference<br>with<br>Operations/<br>Workload | 9(1)(b)<br>Consultation |       | 9(1)(c)<br>Third-Party<br>Notice |
|----------------------|------------------------------------------------------------|-------------------------|-------|----------------------------------|
|                      |                                                            | s. 69                   | Other |                                  |
| 30 days or less      | 0                                                          | 1                       | 1     | 2                                |
| 31 to 60 days        | 0                                                          | 1                       | 1     | 3                                |
| 61 to 120 days       | 2                                                          | 0                       | 0     | 0                                |
| 121 to 180 days      | 0                                                          | 0                       | 0     | 0                                |
| 181 to 365 days      | 0                                                          | 0                       | 0     | 0                                |
| 365 days or more     | 0                                                          | 0                       | 0     | 0                                |
| <b>Total</b>         | 2                                                          | 2                       | 2     | 5                                |

## SECTION 6: FEES

| Fee Type     | Fee Collected         |         | Fee Waived            |        | Fee Refunded          |        |
|--------------|-----------------------|---------|-----------------------|--------|-----------------------|--------|
|              | Number of<br>Requests | Amount  | Number of<br>Requests | Amount | Number of<br>Requests | Amount |
| Application  | 15                    | \$75.00 | 1                     | \$5.00 | 0                     | \$0.00 |
| Other fees   | 0                     | \$0.00  | 0                     | \$0.00 | 0                     | \$0.00 |
| <b>Total</b> | 15                    | \$75.00 | 1                     | \$5.00 | 0                     | \$0.00 |



## 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           | 15                                      | 273                       | 2                   | 18                        |
| Outstanding from the previous reporting period | 0                                       | 0                         | 0                   | 0                         |
| <b>Total</b>                                   | 15                                      | 273                       | 2                   | 18                        |
| Closed during the reporting period             | 14                                      | 254                       | 2                   | 18                        |
| Carried over within negotiated timelines       | 1                                       | 019                       | 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         | 7                                                         | 0             | 0             | 0              | 0               | 0               | 0                  | 7     |
| Disclose in part          | 5                                                         | 0             | 0             | 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 | 1                                                         | 0             | 0             | 0              | 0               | 0               | 0                  | 1     |
| Other                     | 1                                                         | 0             | 0             | 0              | 0               | 0               | 0                  | 1     |
| <b>Total</b>              | 14                                                        | 0             | 0             | 0              | 0               | 0               | 0                  | 14    |

### 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 |               |               |                |                 |                 |                    |       |
|---------------------------|-----------------------------------------------------------|---------------|---------------|----------------|-----------------|-----------------|--------------------|-------|
|                           | 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 |
| Disclose entirely         | 1                                                         | 0             | 0             | 0              | 0               | 0               | 0                  | 1     |
| Disclose in part          | 1                                                         | 0             | 0             | 0              | 0               | 0               | 0                  | 1     |
| 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               | 0               | 0                  | 2     |

## 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        | 1                              | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| 16 to 30       | 1                              | 74              | 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          | 2                              | 74              | 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               |
| <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 |
|-----------------------------------------------|----------------------------------------|-----------------------------------|
| 1                                             | 0                                      | 1                                 |

### 9.2 Investigations and Reports of Findings

| 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                                                                      | 1                           | 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                           |          | \$166,236.00     |
| Overtime                           |          | \$0.00           |
| Goods and Services                 |          | \$89,344         |
| • Professional services contracts* | \$77,989 |                  |
| • Other**                          | \$11,355 |                  |
| <b>Total</b>                       |          | <b>\$255,580</b> |

\* Department of Justice, Legal Services

\*\* Software licenses

### 11.2 Human Resources

| Resources                        | Person Years Dedicated to Access to Information Activities |
|----------------------------------|------------------------------------------------------------|
| Full-time employees              | 1.800                                                      |
| Part-time and casual employees   | 0.000                                                      |
| Regional staff                   | 0.050                                                      |
| Consultants and agency personnel | 0.000                                                      |
| Students                         | 0.000                                                      |
| <b>Total</b>                     | <b>1.850</b>                                               |



# ANNEX B – SUPPLEMENTAL STATISTICS

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

Name of institution: Prairies Economic Development Canada (PrairiesCan)

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<br>Requests Carried Over<br>Were Received | Requests Carried<br>Over that are <i>Within</i><br>Legislated Timelines<br>as of March 31, 2025 | Requests Carried Over<br>that are <i>Beyond</i><br>Legislated Timelines<br>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<br>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 Active 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

| 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                                                                              | 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 that are outstanding from previous reporting periods

| Reporting Period Active Complaints Were Received by Institution | Number of Active 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                                                           | 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 C – 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 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 3<sup>rd</sup> day of December, 2021  
 Signé à Ottawa, le 3<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