

PrairiesCan

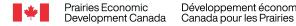
ANNUAL REPORT TO PARLIAMENT

Administration of the Access to Information Act

2024-2025









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

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

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Catalogue No.: lu98-1/7E-PDF

ISSN: 2818-1417

This publication is available in alternative formats upon request.

For information about other Prairies Economic Development Canada (PrairiesCan) publications, visit: https://www.canada.ca/en/prairies-economicdevelopment/corporate/transparency.html





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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.1

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.

¹ 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/accessinformation-privacy/access-information-act.html (accessed Jun 03, 2025)





DEPARTMENTAL MANDATE

Prairies Economic Development Canada (Prairies Can) 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.

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	16	07.3%

Table 1: FY 2024-2025 Request Completion Time

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.

	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

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

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

^{*} 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.





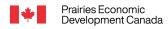
OIC received an account of PrairiesCan's decision to withhold the record. The investigation continues into the next reporting period.

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 as defined in se	Group Responsible for Publishing	Percentage Published within legislated timelines*	Web link
Travel Expenses	82	Within 30 days after the end of the month of reimburse ment	Y	Finance	92%	https://searc h.open.can ada.ca/trav el/?owner o rg=prairiesc an&page=1 &sort=start date+desc
Hospitality Expenses	83	Within 30 days after the end of the month of reimburse ment	Υ	Finance	92%	https://searc h.open.can ada.ca/hosp itality/?own er_org=prair iescan&pag e=1&sort=st art_date+de sc



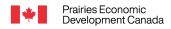


Legislative Requirement	Section	Publication Timeline	Requirement Applies to Institution as defined in se	Group Responsible for Publishing	Percentage Published within legislated timelines*	Web link
Reports tabled in Parliament	84	Within 30 days after tabling	Y	Corporate Services	0%	https://www.canada.ca/en/prairies-economic-development/corporate/transparency/access-information-reports/ati-act-2023-2024.html https://www.canada.ca/en/prairies-economic-development/corporate/transparency/access-information-reports/privacy-act-2023-2024.html



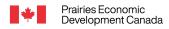


Legislative Requirement	Section	Publication Timeline	Requirement Applies to Institution	Group Responsible for Publishing	Percentage Published within legislated timelines*	Web link
Apply to govern	nment ent hedules l	ities or Departn , I.1, or II of the	nents, agencie <i>Financial Adm</i>	s, and other bo ninistration Act	dies subject	to the Act
Contracts over \$10,000	86	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	Y	Corporate Services	20%	https://searc h.open.cana da.ca/contra cts/?owner org=prairies can&page= 1&sort=cont ract date+d esc
Grants & Contributions over \$25,000	87	Within 30 days after the quarter	Y	Policy and Strategic Direction	100%	https://searc h.open.cana da.ca/grants /?owner org =prairiescan &page=1&s ort=agreem ent start d ate+desc
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%	https://searc h.open.cana da.ca/briefin g titles/?ow ner_org=pra iriescan&pa ge=1&sort= date_receiv ed+desc&a ddressee=D





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%	https://open. canada.ca/d ata/en/datas et/b2e0b427 -2d21-41c5- 9264- 88bb6f32e9 d2	
Administration	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)						
Reclassificati on of positions	85	Within 30 days after the quarter	Y	Human Resources	100%	https://searc h.open.cana da.ca/reclas sification/?o wner org=p rairiescan&p age=1&sort =date+desc	
Apply to Ministers' Offices (therefore apply to any institution that performs proactive publication on behalf of a Minister's Office)							
Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Within 120 days after appointment	Υ	Policy and Strategic Direction	100%	https://open. canada.ca/d ata/en/datas et/78865546 -e0b7-4c5f- 8c24- e0a08eb008 a4	





Legislative Requirement	Section	Publication Timeline	Requirement Applies to Institution	Group Responsibl e 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%	https://searc h.open.cana da.ca/briefin g titles/?ow ner org=pra iriescan&pa ge=1&sort= date receiv ed+desc&a ddressee=M
		fices (therefor a Minister's Of		ny institution	that perforn	ns proactive
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 Common in June and December	Y	Policy and Strategic Direction	100%	https://searc h.open.cana da.ca/qpnot es/?owner org=prairies can&page= 1&sort=date received+d esc
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 Management²
- Director General, Human Resources and Corporate Services³
- Director, Human Resources and Corporate Services, ATIP Coordinator⁴

² calculated at three percent of annual salary

³ calculated at six percent of annual salary

⁴ 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
Total		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
Total	16



1.3 Channels of requests

Source	Number of Requests
Online	13
E-mail	3
0Mail	0
In person	0
Phone	0
Fax	0
Total	16

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	
Total		104
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
Total	0

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

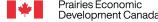
Less Th Pag Relea	-	100- Paç Rele	ges	501- Paç Rele	ges	1001- Paç Rele	ges		han 5000 Released
Number		Number		Number		Number		Number	
of	Pages	of	Pages	of	Pages	of	Pages	of	Pages
Requests	Released	Requests	Released	Requests	Released	Requests	Released	Requests	Released
1	19	0	0	0	0	0	0	0	0

2.5 Pages re-released informally

Pag	nan 100 ges eased	100- Paç Re-rel	ges	Pag	Pages Re-released Re-		1001-5000 Pages Re-released		Than Pages eased
Number	Pages	Number	Pages	Number	Pages	Number	Pages	Number	Pages
of	Re-	of	Re-	of	Re-	of	Re-	of	Re-
Requests	released	Requests	released	Requests	released	Requests	released	Requests	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
Caried over to next reporting period	Ō



SECTION 4: REQUEST CLOSED DURING THE REPORTING PERIOD

4.1 Disposition and completion time

				Comp	letion Tir	ne		
Disposition of 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
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
Total	3	6	3	4	0	0	0	16

4.2 Exemptions

	Number of		Number of		Number of		Number of	
Section	Requests	Section	Requests	Section	Requests	Section	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

		Electronic							
Paper	E-record	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

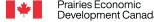
_ _ _ Dovolop.no.noa.nada oan

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

	Pa	han 100 ges eased	Pa	-500 ges eased	Pa	·1000 ges eased	Pa	l-500 ges ased	5000	Than Pages ased
Disposition	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
Total	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

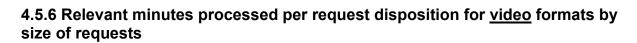


4.5.4 Relevant minutes processed per request disposition for audio formats by size of requests

	Less Than 60 Minutes Processed		60-120 Minutes Processed		More than 120 Minutes Processed	
Disposition	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

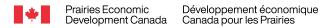
Number of Minutes	Number of Minutes	
Processed	Disclosed	Number of Requests
0	0	0



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

4.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0
Disclosed in part	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
Total	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	Principle Reason				
closed past the	External Internal				
legislated timelines	Operations/Workload	Consultation	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

	9(1)(a) Interference	9(1) Consul		
Disposition of Requests Where an Extension Was Taken	with Operations/ Workload	Section 69	Other	9(1)(c) Third-Party Notice
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 approval of the Information Commissioner	0	0	0	0
Total	0	1	2	5

5.2 Length of extensions

	9(1)(a) 9(1)(b Interference Consulta			0/4)/.)
Length of Extensions	with Operations/ Workload	s. 69	Other	9(1)(c) Third-Party Notice
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
Total	2	2	2	5

SECTION 6: FEES

	Fee Collected		Fee Waived		Fee Refunded	
	Number of		Number of		Number of	
Fee Type	Requests	Amount	Requests	Amount	Requests	Amount
Application	15	\$75.00	1	\$5.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	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
Total	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**

	Number of Days Required to Complete Consultation Requests						tion	
Recommendation	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	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
Total	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

	Number of Days Required to Complete Consultation Requests							Requests
Recommendation	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
Total	2	0	0	0	0	0	0	2

SECTION 8: COMPLETION TIME OF CONSULTATIONS ON CABINET CONFIDENCES

8.1 Requests with Legal Services

	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
Number of Days	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

	Fewer Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
Number of Days	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

SECTION 9: INVESTIGATIONS AND REPORTS OF 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

S	Section 37(1) Initial R	eports	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

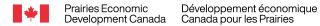
Expenditures		Amount
Salaries		\$166,236.00
Overtime		\$0.00
Goods and Services		\$89,344
 Professional services contracts* 	\$77989	
Other**	\$11,355	
Total		\$255,580

^{*} Department of Justice, Legal Services

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
Total	1.850

^{**} Software licenses





ANNEX B - SUPPLEMENTAL STATISTICS

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

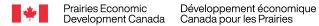
Name of institution: Prairies Economic Development Canada (PrairiesCan)

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 Requests Carried Over Were Received	Requests Carried Over that are Within Legislated Timelines as of March 31, 2025	Requests Carried Over that are Beyond 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	0	0	0
earlier			
Total	0	0	0





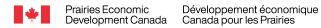
1.2 Active complaints with the Information Commissioner of Canada, broken down by reporting period received

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	Open Requests that are <i>Within</i> Legislated Timelines as of March	Open Requests that are Beyond Legislated Timelines as of March	
Requests Were Received	31, 2025	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	0	0	0
earlier			
Total	0	0	0





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

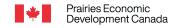
Reporting Period Active Complaints Were Received by Institution	Number of Active Complaints
Received in 2024-25	1
Received in 2023-24	0
Received in 2022-23	0
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 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	No
2024-25?	1

SECTION 4: UNIVERSAL ACCESS UNDER THE PRIVACY ACT

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





ANNEX C - DELEGATION ORDER



Prairies Economic Development Canada Développement économique Canada pour les Prairies

ACCESS TO INFORMATION ACT AND PRIVACY ACT DELEGATION ORDER

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

The Minister responsible for Prairies Economic Development Canada, pursuant to subsection 95(1) of the Access to Information Act and subsection 73(1) of the Privacy Act, hereby designate the persons holding the positions set out in the schedules attached hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Minister as the head of Prairies Economic Development Canada, under the provisions of the Acts and related regulations set out in the schedule opposite each position. This designation replaces all previous delegation orders.

Le ministre responsable de Développement économique des Prairies, en vertu du paragraphe 95(1) de la Loi sur l'accès à l'information et du paragraphe 73(1) de la Loi sur la protection des renseignements personnels, désigne par la présente les personnes occupant les postes indiqués dans les annexes ci-jointes, ou les personnes occupant ces postes par intérim, pour exercer les pouvoirs et les fonctions du ministre à la tête de Développement économique des Prairies, en vertu des dispositions des lois et des règlements connexes indiqués dans l'annexe correspondant à chaque poste. Cette désignation remplace tous les arrêtés de délégation suffrieurs

SCHEDULE / ANNEXE

Position / Poste	Access to Information Act and Regulations / Loi sur l'accès à l'information et règlements	Privacy Act and Regulations / Loi sur la protection des renseignements personnels et règlements
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 day of Acambre, 2021 Signé à Ottawa, le jour de Acambre 2021

THE HONOURABLE DAN VANDAL MINISTER OF PRAIRIES ECONOMIC DEVELOPMENT CANADA

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

