

# ANNUAL REPORT ON THE ACCESS TO INFORMATION ACT

2022/2023

July 7, 2023

## TABLE OF CONTENTS

	PAGE
- REPORT ON THE ACCESS TO INFORMATION ACT	1
- SCHEDULE "A": COPY OF THE DELEGATION ORDER	6
- SCHEDULE "B": STATISTICAL REPORT	8

## **Presentation of the 2022/2023 Annual Report**

In compliance with section 94 of the *Access to Information Act* (hereinafter also referred to as the “**Act**”), this annual report is prepared by Telefilm Canada (hereinafter also referred to as the “**Corporation**”) and tabled on its behalf in Parliament by the Minister of Canadian Heritage.

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

The Act gives Canadian citizens, permanent residents and any person or corporation present in Canada a right to access records of government institutions that are subject to the Act. This right is nevertheless subject to exceptions specified in the Act. Furthermore, decisions made by federal institutions on the disclosure of information are subject to independent review by the Office of the Information Commissioner of Canada (the “**OIC**”) as well as by the federal courts.

## **Mandate of the Institution**

Telefilm Canada is a federal cultural institution dedicated to the development and promotion of the Canadian audiovisual industry. Telefilm Canada provides financial support to the private sector to create distinctively Canadian productions that appeal to domestic and international audiences. The Corporation also administers the funding programs of the Canada Media Fund.

## **Organization**

### **❖ ATIP<sup>1</sup> Files**

The Vice President, Legal Services, is the designated Access to Information and Privacy Coordinator (the “**Coordinator**”) for the Corporation. Requests filed under the Act are normally referred to designated Legal Services staff, consisting of 3 legal counsels and one paralegal, who ensure the coordination of filed requests as well as all aspects of their processing, including final decisions issued to requesters (the “**designated staff**”). Furthermore, the designated staff are also responsible for dealing with any other issues related to access to information within the Corporation. Monitoring of the time required to process requests filed under the Act is performed on a timely basis, including in the course of weekly meetings attended by the Coordinator. With the exception of a legal counsel located in the Atlantic region, the designated staff, as well as the Coordinator, are based in the Quebec region where the Corporation's head office is located.

Telefilm Canada did not use the services of ATIP consultants, and was not a party to any services agreements within the meaning of section 96 of the Act during fiscal 2022/2023.

### **❖ Part 2 – Proactive Publication**

As Telefilm Canada is a *government institution*, including for the purposes of Part 2 of the Act, the Corporation is subject to the proactive publication requirements for travel and hospitality expenses (sections 82 and 83), as well as reports tabled in Parliament (section 84).

#### **➤ Travel and Hospitality Expenses**

The Finance department is responsible for these publications. An accounting technician initially extracts information from financial systems and prepares the disclosure according to established procedures and policies. The draft disclosure prepared by the technician is then reviewed by an analyst, who in turn sends the draft disclosure to the administrative assistants in all the departments concerned content review and

---

<sup>1</sup> ATIP : Access to Information and Privacy

confirmation of the completeness and accuracy of the information presented. Once the confirmations have been obtained from the various departments, the analyst performs the final checks to ensure compliance of the disclosure, and proceeds with publication on the website.

### ➤ Reports Tabled in Parliament

The reports tabled in Parliament on behalf of Telefilm Canada include the annual reports on the administration of the *Access to Information Act* and the *Privacy Act* (the “**ATIP Annual Reports**”), as well as the annual report (including the related Auditor General’s report) of the Corporation filed pursuant to the *Telefilm Canada Act* (the “**Annual Corporate Report**”). The Coordinator assigns to one of the designated staff in Legal Services – usually the paralegal – the responsibility for ensuring the publication of the ATIP Annual Reports within the established time limits. When the tabling of the ATIP Annual Reports in Parliament is confirmed by a review of relevant parliamentary journals, the paralegal advises in a timely manner those responsible for digital communications within the Communications department to proceed with publication on the website in a timely manner. In addition, the Annual Corporate Report is the responsibility of the Communications sector. Once the tabling of the Annual Corporate Report in Parliament has been confirmed by the Public and Governmental Affairs sector, the Director – Communications instructs her digital communications team to proceed with publication on the website.

### Findings

In 2022/2023, the number of access to information requests decreased compared to the previous year. Telefilm Canada received 8 formal requests, which is 5 less than in the previous financial year (2021/2022) and represents a 38% decrease. This trend appears to fluctuate over time, as 6 formal requests were received in 2019/2020, 9 in 2020/2021 and 13 during the 2021/2022 period.

Regarding the number of formal access to information requests that were closed during fiscal 2022/2023, Telefilm Canada closed 8 files, 3 of which were opened during that period and 5 of which were carried over from the previous period (2021/2022). Of those processed files, 3 (38%) resulted in fully disclosed records and 4 (50%) in partially disclosed records, whereas one request was abandoned. The number of closed formal requests fluctuates over time, depending on the number of new requests received during a reporting period: 10, 7 and 7 requests were respectively completed by Telefilm Canada during the 2021/2022, 2020/2021 and 2019/2020 periods. At the end of fiscal 2022/2023, the files of 5 formal access to information requests, all received during the last month of that same financial year, were carried forward to the next reporting period. The carrying forward of these 5 files was performed within and in accordance with the timelines set out under the Act.

As for the number of informal requests, it dropped from 3 to 2 files, representing a 33% decrease from fiscal 2021/2022. This trend also seems to fluctuate over time, as Telefilm Canada received 3 informal requests in 2021/2022, 17 in 2020/2021, and 4 in 2019/2020.

One of the informal requests processed during the financial year covered by this report was to obtain release packages featured on the list of completed access to information requests published on “open.canada.ca”.

During the 2022/2023 period, the Corporation processed 2 requests for consultation from other federal institutions, the same number as in 2021/2022. These consultation files (100%) were processed within 1 to 15 days. This trend also appears to be fluctuating little compared to previous financial years, with 2 consultation requests received in 2021/2022, 2 in 2020/2021 and 1 in 2019/2020.

Regarding the formal access requests received in 2022/2023, some of them sought information related to the internal management of the Corporation's programs, activities and operations, while others focused more on particular project files or on obtaining all documents or correspondence containing specific terms.

None of the 8 files completed during the 2022/2023 period were closed past the legislated timelines. The processing time for these files ranged between 1 to 15 days (1 file or 12.5%), 16 to 30 days (4 files or 50%), 61 to 120 days (2 files or 25%) and 121 to 180 days ( 1 file or 12.5% ), most of them (5 files or approximately 63%) having been processed in 30 days or less. Three of these files required an extension of processing time. These extensions were necessary due to – among other things – the volume of documents covered by the requests and more complex nature of the information.

Aside from the weekly meetings previously mentioned under the "Organization" section of this report, no additional monitoring measures were required during the 2022/2023 period with respect to the time needed to process requests filed under the Act.

No new complaints were forwarded to our institution by the OIC in fiscal year 2022/2023. However, the OIC closed 2 complaint files in connection with requests processed by the Corporation. The first of these files stemmed from a notice of complaint received in 2019/2020 concerning certain exceptions invoked under the Act. The OIC found this complaint to be unfounded. The second file stemmed from a notice of complaint received in 2021/2022 regarding an extension taken by the Corporation. The OIC determined that it would be unnecessary to pursue its investigation of the complaint once the Corporation had provided a response to the requester. During fiscal 2022/2023, the closure of the above complaint files did not raise any issues within our institution or on the part of the OIC, nor did it require any specific action by the Corporation. There were no other active complaints against our institution at the end of the period covered by this report.

During the 2022/2023 period, no new or revised access to information policies, guidelines or procedures have been put in place by the Corporation.

### **Proactive Publication under Part 2 of the Act**

As mentioned in the "Organization" section of this report, Telefilm Canada is a *government institution*, including for the purposes of Part 2 of the Act. As such, the Corporation is subject to the proactive publication requirements for travel and hospitality expenses (sections 82 and 83 of the Act)<sup>2</sup>, as well as reports tabled in Parliament (section 84)<sup>3</sup>. All (100%) of the proactive publication requirements due during the 2022/2023 period were published within the legislated timelines.

In order to meet proactive publication requirements related to travel and hospitality expenses, the Finance department has defined a control framework that is articulated through the implementation of documented procedures and checklists. The procedures, available to those who prepare and review the proactively published expenses, are related to the reconciliation of paid expense reports in our financial system with approved expense reports in the Shared Travel System (the "STS"). The procedures also cover travel and hospitality transactions outside of the STS that must nevertheless be included in the proactive publication. Checklists are created and initialled by both the preparer and the reviewer to ensure that the information disclosed is accurate and complete. Procedures and lists are reviewed when, for example, situations arise that were not previously documented.

---

<sup>2</sup> Travel and hospitality expenses are published in the "[Proactive Disclosure](#)" section of our website.

<sup>3</sup> Our reports tabled in Parliament can be found in the "[Access to Information](#)", "[Privacy](#)", and "[Annual Reports](#)" sections of our website, respectively.

With respect to the proactive publication of reports tabled in Parliament, aside from the processes described under the “Organization” section of this report, no specific procedures or systems were required in order to meet the publication requirements within the timeline set out under the Act.

### **Activities in Support of Access to Information and Compliance Monitoring**

Telefilm Canada maintains practices aimed at providing its clients and the general public with as much material and documents as can be made available legally while respecting the Corporation’s client confidentiality guidelines, without requiring a formal access request under the Act or, whenever possible, without even opening an informal request file. As well, detailed reports on the Corporation’s activities and expenditures are periodically published online, in addition to the information required under the proactive publication requirements Telefilm Canada is subject to under Part 2 of the Act.

In addition to the above, Telefilm Canada also carries out other activities to monitor compliance with the Act and related directives issued by the Treasury Board Secretariat. These include, among others:

- Using technological tools, including the *ATIP Online Access Management Tool* made available by the Treasury Board Secretariat, to help track the processing of requests made under the Act and responses issued thereto.
- Monitoring the time required to process requests made under the Act on a timely basis, including weekly meetings attended by the Coordinator and designated Legal Services staff who handle access requests.
- Determining, as part of the designated Legal Services staff’s processing of each request made under the Act, whether inter-institutional consultation is necessary for the proper exercise of discretion not to disclose information, or required in relation to the disclosure of potentially sensitive information. Where appropriate, designated Legal Services staff will inform the Coordinator as part of their regular discussions with the latter.
- Systematically consulting designated Legal Services staff when developing templates as well as reviewing, on a timely basis, draft contracts, agreements and arrangements, thereby ensuring the inclusion of appropriate provisions in support of the public’s right of access to information including, among others, the applicability of the *Access to Information Act* and the preliminary granting to the Corporation of authorizations for the disclosure of information consistent with Telefilm Canada’s proactive publication practices. The Coordinator is informed of these consultations in the course of regular meetings with his staff.
- Implementing in the Finance department procedures and checklists, as mentioned in the “Proactive Publication under Part 2 of the Act” section of this report, which enable the Corporation to ensure the accuracy and completeness of the published data in a proactive manner and that the reporting requirements are met. This compliance framework is in place on an ongoing basis, and the Director – Finance follows up verbally on a monthly basis at the end of the reporting period to ensure that publication has been completed.

### **Training and Awareness**

In order to raise awareness on the part of employees and managers about important aspects related to access to information, Legal Services provided mandatory training to all Telefilm Canada employees during fiscal 2022/2023. As was the case in previous financial years, this training was delivered by way of an interactive online platform allowing individual progress to be tracked, and included a questionnaire to test

each participant's comprehension. Total participation for all offices was estimated at 220 individuals. During the same period, Legal Services also provided to 25 new employees live virtual training sessions to raise their awareness about, among other things, important aspects related to access to information. Legal Services also responded on a regular basis to the questions and needs of the Corporation's employees and managers regarding access to information.

In addition to coaching involving one-on-one support and closer follow-up which Legal Services initially provides to its designated staff who have functional or delegated responsibilities for the administration of the Act, designated staff are also encouraged to, among other things, participate in additional in-depth training provided virtually by the Treasury Board Secretariat on a regular basis.

### **Impact of COVID-19-Related Measures**

With the lifting of health restrictions over the 2022-2023 period, COVID-19 had no impact on the Corporation's ability to fulfill its responsibilities under the Act and did not require adopting specific measures in connection with access to information or the Act.<sup>4</sup>

---

<sup>4</sup> Telefilm Canada does not generate or process *Secret* or *Top Secret* documents as part of its operations.

**Schedule "A"**

**Copy of the Delegation Order**

## MEMO

**TO:** Stéphane Odesse, Vice President, Legal Services and ATIP Coordinator  
Pierre-Yves Marchand, Paralegal, Khadija Kedir, Legal Counsel, Joshua Samson, Legal Counsel Zara Bouyema, Legal Counsel

**FROM:** Francesca Accinelli, Acting Executive Director and CEO

**DATE:** January 26<sup>th</sup>, 2023

**SUBJECT:** Delegation of Powers, Duties and Functions under the *Access to Information Act* and the *Privacy Act*.

This is to confirm in writing that effective January 26<sup>th</sup> 2023, I designated, pursuant to sections 95(1) of the *Access to Information Act* (the "ATIA") and 73(1) of the *Privacy Act*, Stéphane Odesse, Vice President, Legal Services and Access to Information and Privacy Coordinator for Telefilm Canada, to exercise and perform all the powers, duties and functions of the Acting Executive Director and CEO as head of a federal institution, namely Telefilm Canada, under the ATIA and the *Privacy Act*, except with regards to access to information requests and requests for personal information pertaining to managers and staff members of Telefilm Canada. These latter requests are the exclusive responsibility of the Acting Executive Director and CEO and must therefore be sent to her, without delay, for processing and decision.

In addition, as of January 26<sup>th</sup>, 2023, I have delegated to Pierre-Yves Marchand, Paralegal, Khadija Kedir, Legal Counsel, Joshua Samson, Legal Counsel and Zara Bouyema, Legal Counsel, the powers, duties and functions to assist the Vice President, Legal Services and Access to Information and Privacy Coordinator in the processing of access to information requests and personal information requests, with the same exceptions indicated in the preceding paragraph.

This revokes the delegation of powers, duties and functions under the ATIA and the PA dated September 16<sup>th</sup>, 2022.

Any proposed changes to the authority and procedure hereby granted shall require my prior written authorization.

Signed this 26<sup>th</sup> day of January 2023.

## Telefilm Canada

Francesca  
Accinelli  
Francesca Accinelli  
Acting Executive Director and CEO

Digitally signed by  
Francesca Accinelli  
Date: 2023.01.27  
14:55:56 -05'00'

**Schedule "B"**

**Statistical Report**



## Statistical Report on the *Access to Information Act*

Name of institution: Telefilm Canada

Reporting period: 2022-04-01 to 2023-03-31

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

#### 1.1 Number of requests

		Number of Requests
Received during reporting period		8
Outstanding from previous reporting periods		5
• Outstanding from previous reporting period	5	
• Outstanding from more than one reporting period	0	
<b>Total</b>		<b>13</b>
Closed during reporting period		8
Carried over to next reporting period		5
• Carried over within legislated timeline	5	
• Carried over beyond legislated timeline	0	

#### 1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	0
Business (private sector)	0
Organization	0
Public	8
Decline to Identify	0
<b>Total</b>	<b>8</b>

#### 1.3 Channels of requests

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

### Section 2: Informal Requests

#### 2.1 Number of informal requests

		Number of Requests
Received during reporting period		2
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
<b>Total</b>		<b>2</b>
Closed during reporting period		2
Carried over to next reporting period		0

## 2.2 Channels of informal requests

Source	Number of Requests
Online	0
E-mail	2
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	<b>2</b>

## 2.3 Completion time of informal requests

Completion Time							Total
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
0		2	0	0	0	0	2

## 2.4 Pages released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1000 Pages Released		1001-5000 Pages Released		More Than 5000 Pages Released	
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released
0	0	1	237	0	0	0	0	0	0

## 2.5 Pages re-released informally

Less Than 100 Pages Re-released		100-500 Pages Re-released		501-1000 Pages Re-released		1001-5000 Pages Re-released		More Than 5000 Pages Re-released	
Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released
0	0	0	0	0	0	1	3185	0	0

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

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

## Section 4: Requests Closed During the Reporting Period

### 4.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	3	0	0	0	0	0	3
Disclosed in part	0	1	0	2	1	0	0	4
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
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>	<b>1</b>	<b>4</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>8</b>

### 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)	1	18(a)	1	20,1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20,2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20,4	0
13(1)(d)	0	16(2)(c)	0	18(d)	0	21(1)(a)	3
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	3
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	4	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	3	23	2
15(1) - Def.*	0	16,3	0	20(1)(b)	4	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)	0
68(b)	0	69(1)(a)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	0
68.1	0	69(1)(c)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(d)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

## 4.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	7	0	0	0	0

## 4.5 Complexity

4.5.1 Relevant pages processed and disclosed for paper and e-record formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
6486	6296	8

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

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	3	5	0	0	0	0	0	0	0	0
Disclosed in part	0	0	2	966	0	0	2	5515	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	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>	<b>4</b>	<b>5</b>	<b>2</b>	<b>966</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>5515</b>	<b>0</b>	<b>0</b>

4.5.3 Relevant minutes processed and disclosed for audio formats

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

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

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

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

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

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

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

#### 4.5.7 Other complexities

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

#### 4.6 Closed requests

##### 4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	8
Percentage of requests closed within legislated timelines (%)	100

#### 4.7 Deemed refusals

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

Number of requests closed past the legislated timelines	Principal Reason			
	Interference with operations/ Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

##### 4.7.2 Requests closed beyond legislated timelines (including any extension taken)

Number of days past legislated timelines	Number of requests past legislated timeline where no extension was taken	Number of requests past legislated timeline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 4.8 Requests for translation

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

**Section 5: Extensions**

## 5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	3	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
No records exist	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
<b>Total</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 5.2 Length of extensions

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

**Section 6: Fees**

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	7	\$35,00	0	\$0,00	1	\$5,00
Other fees	0	\$0,00	0	\$0,00	0	\$0,00
<b>Total</b>	<b>7</b>	<b>\$35,00</b>	<b>0</b>	<b>\$0,00</b>	<b>1</b>	<b>\$5,00</b>



**Section 8: Completion Time of Consultations on Cabinet Confidences**
**8.1 Requests with Legal Services**

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

**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>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Section 9: Investigations and Reports of finding**
**9.1 Investigations**

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal Representations
0	1	0

**9.2 Investigations and Reports of finding**

Section 37(1) Initial Reports			Section 37(2) Final Reports		
Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
0	0	0	0	0	0

**Section 10: Court Action**

10.1 Court actions on complaints

Section 41				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

10.2 Court actions on third party notifications under paragraph 28(1)(b)

Section 44 - under paragraph 28(1)(b)
0

**Section 11: Resources Related to the Access to Information Act**

11.1 Allocated Costs

Expenditures	Amount
Salaries	\$73 990
Overtime	\$7 028
Goods and Services	\$0
• Professional services contracts	\$0
• Other	\$0
<b>Total</b>	<b>\$81 018</b>

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0,700
Part-time and casual employees	0,000
Regional staff	0,000
Consultants and agency personnel	0,000
Students	0,000
<b>Total</b>	<b>0,700</b>

Note: Enter values to three decimal places.



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

Name of institution: Telefilm Canada

Reporting period: 2022-04-01 to 2023-03-31

### Section 1: Capacity to Receive Requests under the Access to Information Act and the Privacy Act

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	52
Able to receive requests by email	52
Able to receive requests through the digital request service	52

### Section 2: Capacity to Process Records under the Access to Information Act and the Privacy Act

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	0	0	52	52
Protected B Paper Records	0	0	52	52
Secret and Top Secret Paper Records	52	0	0	52

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Electronic Records	0	0	52	52
Protected B Electronic Records	0	0	52	52
Secret and Top Secret Electronic Records	52	0	0	52

**Section 3: Open Requests and Complaints Under the Access to Information Act**

3.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	5	0	5
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
<b>Total</b>	<b>5</b>	<b>0</b>	<b>5</b>

---

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

<b>Fiscal Year Open Complaints Were Received by Institution</b>	<b>Number of Open Complaints</b>
Received in 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
<b>Total</b>	<b>0</b>

---

**Section 4: Open Requests and Complaints Under the Privacy Act**

4.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	0	0	0
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

---

4.2 Enter the number of open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	1
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
<b>Total</b>	<b>1</b>

#### Section 5: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2022-2023?	No
--	----

#### Section 6: Universal Access under the Privacy Act

How many requests were received from confirmed foreign nationals outside of Canada in 2022-2023?	0
--	---