



## ANNUAL REPORTS TO PARLIAMENT:

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

and

# **Administration of the *Privacy Act* 2020-2021**

Canada<sup>🇨🇦</sup>

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# PART A:

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

### INTRODUCTION

#### *Access to Information Act*

Proclaimed on July 1, 1983, the *Access to Information Act* (Revised Statutes of Canada, Chapter A-1, 1985) (the “**Act**”) gives Canadian citizens and permanent residents of Canada a broad right of access to information contained in records that are under the control of a government institution. This access is in accordance with the principle that government information should be available to the public, subject to certain specific and limited exceptions.

According to Section 72 of the *Act* the head of every government institution shall prepare an annual report on its administration of the *Act* during each government fiscal year for submission to Parliament.

This annual report describes how the Canadian Tourism Commission administered its responsibilities under the *Act* from April 1, 2020 to March 31, 2021.

#### *Corporate Profile*

Destination Canada, the operating name for the Canadian Tourism Commission, is Canada's national tourism marketing organization. We work in partnership with our tourism industry in 9 countries around the world to promote Canada as a premier travel and meeting destination.

Tourism is one of the world's fastest-growing sectors and is vital in generating value for Canada's economy. The work of Destination Canada alongside our partners supports local tourism businesses to reach the international marketplace and stimulates demand for Canada's tourism economy. It is this growth in international tourism revenue that helps to create jobs and support the livelihoods of the many Canadians working in tourism from coast to coast to coast.

## Mandate

A federal Crown corporation wholly owned by the Government of Canada, Destination Canada reports to Parliament through the Minister of Innovation, Science, and Economic Development. Our legislated mandate is to:

- Sustain a vibrant and profitable Canadian tourism industry;
- Market Canada as a desirable tourism destination;
- Support a cooperative relationship between the private sector and the governments of Canada, the provinces and the territories with respect to Canadian tourism; and
- Provide information about Canadian tourism to the private sector and to the governments of Canada, the provinces and the territories.

## Board of Directors

The *Canadian Tourism Commission Act* states that Destination Canada's Board of Directors consists of not more than 12 directors, including a Chairperson and a President. Destination Canada is currently led by a 10-member Board of Directors that provide strategic leadership and effective oversight of the organization's business. Directors are appointed based on the full range of skills, experience and competencies required to add value to Destination Canada's decisions on strategic opportunities and risks.

## ORGANIZATIONAL STRUCTURE TO FULFILL ACCESS TO INFORMATION ACT RESPONSIBILITIES

Responsibilities associated with the administration of the *Act* are housed under Destination Canada's Corporate Secretary's Office. Within this office, the General Counsel & Corporate Secretary maintains accountability for the administration of and the compliance with the *Act*. Also within this office is the Board & Governance Liaison who is the Access to Information and Privacy ("ATIP") Coordinator and is responsible for the day-to-day activities related to the administration of the *Act*.

## DELEGATION ORDER

Pursuant to Section 3 of the *Act*, the President and Chief Executive Officer of Destination Canada is the designated organizational head. Pursuant to Section 73 of the *Act*, the President and Chief Executive Officer has delegated her powers and responsibilities under the *Act* to the General Counsel and Corporate Secretary, all of the day-to-day activities related to the administration of the *Act* fall under the responsibility of the Corporate Secretary's Office which has full knowledge of applicable legislation and jurisprudence.

## INTERPRETATION OF STATISTICAL REPORT

Destination Canada received one (1) access to information request, and two (2) consultations from other government institutions between April 1, 2020 and March 31, 2021.

#### Types of requests:

The requester for the access to information request received during this reporting period declined to identify themselves.

#### Completion time:

Destination Canada's completion time for 100% of its requests were closed within the legislative requirements.

#### Fees:

In the reporting period, no fees were collected.

#### Costs:

The total costs incurred by the ATIP unit regarding access to information were approximately \$12,000 which is attributable to salary.

#### Human resources:

As for human resources, it has been estimated that 0.10 FTE (full time employee) was dedicated to access to information activities.

The statistical report submitted to the Treasury Board Secretariat on the administration of the Act for the 2020-2021 reporting period is appended to this report as Annex A.

### **TRAINING**

Training was provided to Destination Canada staff on access to information during the reporting period.

### **NEW OR REVISED ACCESS TO INFORMATION POLICIES, GUIDELINES AND PROCEDURES**

No new access to information related policies or procedures were established during the reporting period.

### **COMPLAINTS**

No complaints were received within the reporting period.

### **MONITORING TIME TO PROCESS**

Given the minimal number of requests for access to information received by Destination Canada, a formal practice to monitor processing time is not necessitated. As such, no monitoring of processing time was conducted during the reporting period.

ANNEX A:

STATISTICAL REPORT ON THE *ACCESS TO INFORMATION ACT*

# PART B:

## Report on the Administration of the *Privacy Act*

### INTRODUCTION

#### *Privacy Act*

Proclaimed on July 1, 1983, the *Privacy Act* (Revised Statutes of Canada, Chapter A-1, 1985) extends the present laws of Canada that protect the privacy of individuals with respect to personal information about themselves held by a government institution and that provide individuals with a right of access to that information.

According to Section 72 of the *Privacy Act*, the head of every government institution shall prepare an annual report on its administration of the *Privacy Act* during each government fiscal year for submission to Parliament.

This annual report describes how the Canadian Tourism Commission administered its responsibilities under the *Privacy Act* from April 1, 2020 to March 31, 2021.

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## *Board of Directors*

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## ORGANIZATIONAL STRUCTURE TO FULFILL *PRIVACY ACT* RESPONSIBILITIES

Responsibilities associated with the administration of the *Privacy Act* are housed under Destination Canada's Corporate Secretary's Office. Within this office, the General Counsel & Corporate Secretary maintains accountability for the administration of and the compliance with the *Privacy Act*. Also within this office is the Board & Governance Liaison who is the Access to Information and Privacy ("**ATIP**") Coordinator and is responsible for the day-to-day activities related to the administration of the *Privacy Act*.

## DELEGATION ORDER

Pursuant to Section 3 of the Act, the President and Chief Executive Officer of Destination Canada is the designated organizational head. Pursuant to Section 73 of the Act, the President and Chief Executive Officer has delegated her powers and responsibilities under the Act to the General Counsel and Corporate Secretary, all of the day-to-day activities related to the administration of the Act fall under the responsibility of the Corporate Secretary's Office which has full knowledge of applicable legislation and jurisprudence.

## INTERPRETATION OF STATISTICAL REPORT

During the 2020-2021 reporting period, Destination Canada:

- Received zero privacy requests.
- Received no consultation requests from other institutions.
- Received no complaints.

The statistical report submitted to the Treasury Board Secretariat on the administration of the *Privacy Act* for the 2020-2021 reporting period is appended to this report as Annex B.

## TRAINING

No training was provided to Destination Canada staff on privacy during the reporting period.

## NEW OR REVISED PRIVACY POLICIES, GUIDELINES AND PROCEDURES

No new privacy related policies or procedures were established during the reporting period.

## COMPLAINTS

No complaints were received during the reporting period, nor were any audits or investigations concluded during the reporting period.

## MONITORING TIME TO PROCESS

Given the minimal number of privacy requests received by Destination Canada, a formal practice to monitor processing time is not necessitated. As such, no monitoring of processing time was conducted during the reporting period.

## PRIVACY BREACHES

No material privacy breaches occurred during the reporting period.

## PRIVACY IMPACT ASSESSMENT

Destination Canada did not complete any privacy impact assessments during the reporting period.

## DISCLOSURES

No disclosures were made pursuant to paragraph 8(2)(m) of the *Privacy Act* during the reporting period.

ANNEX B:  
STATISTICAL REPORT ON THE *PRIVACY ACT*