



Canadian Tourism  
Commission

Commission canadienne  
du tourisme

2006

**ANNUAL REPORT TO PARLIAMENT**

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***Access to Information Act  
and Privacy Act***

Canada 

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# Table of Contents

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Preface .....	1
Overview of the Canadian Tourism Commission .....	2
Administration of the Access to <i>Information Act</i> and <i>Privacy Act</i> .....	3
Part I - Report on the <i>Access to Information Act</i> .....	4
Part II - Report on the <i>Privacy Act</i> .....	5
Annex A – Statistical Report on the <i>Access to Information Act</i> .....	6



## **Preface**

The *Access to Information Act* and the *Privacy Act* (Revised Statutes of Canada, Chapter A-1, 1985) were proclaimed on July 1, 1983.

The *Access to Information Act* gives Canadian citizens and permanent residents abroad right of access to information contained in government records subject to certain specific and limited exceptions.

The *Privacy Act* protects individuals' privacy with respect to personal information held by federal government institutions, and it gives individuals substantial control over its collection and use.

According to Section 72 of the *Access to Information Act* and Section 72 of the *Privacy Act*, the head of every government institution shall prepare for submission to Parliament, an annual report on the administration of the Acts within the institution during each financial year.

These annual reports describe how the Canadian Tourism Commission administered its responsibilities under the *Access to Information Act and the Privacy Act* in its sixth year of operation as a Crown corporation.

# Overview of the Canadian Tourism Commission

The Canadian Tourism Commission (CTC) is Canada’s national tourism marketing organization. A federal Crown corporation, the CTC leads the Canadian tourism industry in marketing Canada as a premier four-season tourism destination. The Commission supports the Canadian tourism sector in generating travel export revenues to benefit the economy.

Through collaboration and partnerships with the private sector, the governments of Canada, the provinces and the territories, the CTC works with the tourism sector to maintain its competitiveness and reposition Canada as “a destination where travelers can create *extra-ordinary* personal experiences.”

## Mandate:

According to the CTC Act, the Commission’s mandate is to:

- Sustain a vibrant and profitable Canadian tourism industry
- Market Canada as a world-class four-season 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
- Provide information about Canadian tourism to the private sector and to the governments of Canada, the provinces and the territories

<b>Mission:</b>	<b>Harness Canada’s collective voice to grow export revenues</b>
<b>Vision:</b>	<b>to compel the world to explore Canada.</b>

To turn this ambitious vision into reality, the CTC invested \$78.8 million in 2006 to attract foreign visitors to Canada and to inspire Canadians to travel within Canada.

The CTC reports to Parliament through the Minister of Industry

## The CTC Organization

The Commission currently employs 162 people. Just over 65 percent of the staff is located at the CTC’s head office in Vancouver. The Commission has retained a small corporate office in Ottawa with two employees. The remaining staff work in the CTC’s nine international locations – United States, Mexico, United Kingdom, France, Germany, China, Japan, South Korea and Australia. CTC staff support the Board of Directors and its Working Committees.

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

Implementation of the Access to Information and Privacy (ATIP) legislations at the CTC is within the division of the Senior Vice-President, Corporate Affairs and Corporate Secretary. The Manager, Government Relations, who also acts as the ATIP Coordinator for the CTC, processes all formal requests.

## **Delegation of Authority**

Under Section 3 of the *Access to Information Act*, the President and CEO of the CTC is the designated head, and has retained full authority pursuant to Section 73.

Note, however, that officials of the CTC are responsible for the daily activities related to the administration of both the *Access to Information* and *Privacy Acts*.

## **Informal Interface**

The CTC employs a number of informal methods to make information available to Canadians other than through formal Access to Information requests. These include the extensive use of the CTC's Web sites:

**www.canada.travel** – the official travel guide portal – is the call to action for all of the CTC's Web activities, including:

<b>www.explore.canada.travel</b>	the Web site for the consumer featuring Canadian destinations, experiences and getaway ideas for the traveler.
<b>www.corporate.canada.travel</b>	the official business site of the CTC.
<b>www.media.canada.travel</b>	designed exclusively for travel media.
<b>www.meetings.canada.travel</b>	for information on planning meetings, conventions, or incentive travel, in Canada.

# **Part I - Report on the *Access to Information Act***

## **Statistical Report – Interpretation and Explanation**

Annex A provides a summarized statistical report on the *Access to Information Act* applications dealt with during the period January 1, 2006 to December 31, 2006. The following provides explanations and interpretations for the information contained in this report.

### **Summary of Key Activities**

During the period under review, the CTC received three requests under the *Access to Information Act*, compared to eight for the previous reporting period.

Of the three requests received, two were from the business sector and one was from the media.

Responses to requests involved a review of 390 pages of information.

#### **I. Exemptions Invoked**

Of the three requests received during this period, the information was released in whole in one case, disclosed in part in another, and the third request was abandoned. Annex A -- Statistical Report, specifies the applicable sections of the Act for these exemptions.

#### **II. Completion Time**

Of the three requests received in 2006, one was completed within 30 days, and two were completed within 120 days. Extensions beyond the 30 day limit were necessary to undertake mandatory consultations.

#### **III. Fees**

The only fees collected during this reporting period were in respect to application fees in the amount of \$15.00. Additional charges for reproduction costs were in the amount of \$77.20.

#### **IV. Costs**

Total salary costs associated with *Access to Information Act* activities are estimated at \$3,375 for the period of this review. The associated full-time resources for this period are estimated at 3.75 per cent of a full-time equivalent.

### **Other Business**

For the same period, seven consultations were received from other government departments.

### **Complaints**

There was one complaint in this reporting period. Following investigation by the office of the Information Commissioner, the complaint was rendered unsubstantiated.



## **Part II - Report on the *Privacy Act***

No requests were received under the *Privacy Act* during this reporting period.

No complaints were received in this report period under the *Privacy Act*.

# Annex A – Statistical Report on the Access to Information Act

Institution The Canadian Tourism Commission La Commission canadienne du tourisme				Reporting period / Période visée par le rapport 1/12/2006 to/à 12/31/2006	
Source	Media / Médias 1	Academia / Secteur universitaire 0	Business / Secteur commercial 2	Organization / Organisme 0	Public 0

<b>I</b> Requests under the Access to Information Act / Demandes en vertu de la Loi sur l'accès à l'information	
Received during reporting period / Reçues pendant la période visée par le rapport	3
Outstanding from previous period / En suspens depuis la période antérieure	0
<b>TOTAL</b>	<b>3</b>
Completed during reporting period / Traitées pendant la période visées par le rapport	3
Carried forward / Reportées	0

<b>II</b> Disposition of requests completed / Disposition à l'égard des demandes traitées			
1. All disclosed / Communication totale	1	6. Unable to process / Traitement impossible	0
2. Disclosed in part / Communication partielle	1	7. Abandoned by applicant / Abandon de la demande	1
3. Nothing disclosed (excluded) / Aucune communication (exclusion)	0	8. Treated informally / Traitement non officiel	0
4. Nothing disclosed (exempt) / Aucune communication (exemption)	0	<b>TOTAL</b>	<b>3</b>
5. Transferred / Transmission	0		

<b>II</b> Exemptions invoked / Exemptions invoquées							
S. Art. 13(1)(a)	1	S. Art. 16(1)(a)	0	S. Art. 18(b)	0	S. Art. 21(1)(a)	0
(b)	0	(b)	0	(c)	0	(b)	0
(c)	0	(c)	0	(d)	0	(c)	0
(d)	0	(d)	0	S. Art. 19(1)	2	(d)	0
S. Art. 14	1	S. Art. 16(2)	0	S. Art. 20(1)(a)	0	S. Art. 22	0
S. 15(1) International rel. / Relations intern.	0	S. Art. 16(3)	0	(b)	1	S. Art. 23	0
Defence / Défense	0	S. Art. 17	0	(c)	0	S. Art. 24	0
Subversive activities / Activités subversives	0	S. Art. 18(a)	1	(d)	0	S. Art. 26	0

<b>I</b> Exclusions cited / Exclusions citées			
S. Art. 68(a)	0	S. Art. 69(1)(c)	0
(b)	0	(d)	0
(c)	0	(e)	0
S. Art. 69(1)(a)	0	(f)	0
(b)	0	(g)	0

<b>V</b> Completion time / Délai de traitement	
30 days or under / 30 jours ou moins	1
31 to 60 days / De 31 à 60 jours	0
61 to 120 days / De 61 à 120 jours	2
121 days or over / 121 jours ou plus	0

<b>V</b> Extensions / Prorogations des délais		
	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus
Searching / Recherche	0	0
Consultation	0	1
Third party / Tiers	1	0
<b>TOTAL</b>	<b>1</b>	<b>1</b>

<b>VI</b> Translations / Traduction		
Translations requested / Traductions demandées		0
Translations prepared / Traductions préparées	English to French / De l'anglais au français	0
	French to English / Du français à l'anglais	0

<b>VIII</b> Method of access / Méthode de consultation	
Copies given / Copies de l'original	2
Examination / Examen de l'original	0
Copies and examination / Copies et examen	0

<b>I</b> Fees / Frais			
Net fees collected / Frais net perçus			
Application fees / Frais de la demande	\$15.00	Preparation / Préparation	\$0.00
Reproduction	\$77.20	Computer processing / Traitement informatique	\$0.00
Searching / Recherche	\$0.00	<b>TOTAL</b>	<b>\$92.20</b>
Fees waived / Dispense de frais		No. of times / Nombre de fois	\$
\$25.00 or under / 25 \$ ou moins		1	\$ <b>\$0.40</b>
Over \$25.00 / De plus de 25 \$		0	\$ <b>\$0.00</b>

<b>X</b> Costs / Coûts	
Financial (all reasons) / Financiers (raisons)	
Salary / Traitement	\$ <b>3,375.00</b>
Administration (O and M) / Administration (fonctionnement et maintien)	\$ <b>225.00</b>
<b>TOTAL</b>	<b>\$ 3,600.00</b>
Person year utilization (all reasons) / Années-personnes utilisées (raison)	
Person year (decimal format) / Années-personnes (nombre décimal)	<b>.04</b>

