

**MEMORANDUM TO THE MINISTER OF  
EMPLOYMENT, WORKFORCE DEVELOPMENT  
AND DISABILITY INCLUSION**

**CASDO 2020 to 2021 Annual Report to  
Parliament on the Administration of the Access  
to Information Act and the Privacy Act**

**Rapport annuel au Parlement sur l'application de  
la Loi sur l'accès à l'information et de la Loi sur la  
protection des renseignements personnels 2020-  
2021 de l'OCENA**

**For Approval at your earliest convenience**

**Summary**

- In accordance with the *Access to Information Act* and the *Privacy Act*, the Canadian Accessibility Standards Development Organization (CASDO, also known as Accessibility Standards Canada) is required to table its 2020 to 2021 annual report on the Department's administration of these Acts in Parliament.

- This is CASDO's first ATIP annual report.
- During the reporting period, none of the requests was completed within legislated timelines due to the COVID-19 pandemic in March 2020, which temporarily affected the timely processing of requests made under the *Access to Information Act* and the *Privacy Act*.
- To ensure the report is tabled in Parliament within statutory timelines, your approval is requested at your earliest convenience.

## **Background**

- Subsection 94(1) of the *Access to Information Act* and subsection 72(1) of the *Privacy Act* requires CASDO to table its 2020 to 2021 annual report on the Department's administration of the Acts with both the Clerk of the House of Commons and the Clerk of the Senate. Reporting must cover the period from April 1, 2020 to March 31, 2021.
- The attached reports describes CASDO's key activities and performance with respect to access to information and privacy. Also attached are the accompanying tabling letters addressed to the

Clerk of the House of Commons as well as to the Clerk of the Senate.

- The content of this annual report has been prepared in accordance with Treasury Board Secretariat's instructions, which has the delegated authority to issue annual reporting requirements to federal institutions.

## **Current Status**

- The report must be laid before each House of Parliament on any of the first 15 days on which that House is sitting after September 1 of the year in which the report is prepared. As such, CASDO's report should be tabled no later than December 10, 2021.

## **Considerations**

- Being a small and newly created organization, CASDO requested to take advantage of Employment and Social Development Canada's expertise and efficiency in administering the ATIA and PA through a Memorandum of Understanding.
- During the 2020 to 2021 reporting period, ESDC's compliance rate for requests made under the

*Access to Information Act* declined. The onset of the COVID-19 pandemic impacted the ESDC and CASDO's ability to process *Access to Information Act* and *Privacy Act* requests in a timely fashion.

## **Next Steps**

- Parliamentary Affairs will table the reports directly with the Clerk of the House of Commons, and the Clerk of the Senate under cover of a standard tabling letter.
- Once tabled, the report will be made available online on the Accessibility Standards Canada's Internet site.

## **Recommendation**

- We recommend you approve the reports at your earliest convenience.
- Your signature on the letters to the Clerks of the House of Commons and the Senate is also required at your earliest convenience, in order for the reports to be tabled in Parliament within the first 15 days on which the House is sitting in the

new year (no later than December 10, 2021).

*Philip Rizcallah*

Philip Rizcallah  
Chief Executive Officer

Philip Rizcallah,  
P. Eng, CEO

Digitally signed by Philip  
Rizcallah, P. Eng, CEO  
Date: 2021.11.30  
15:38:58 -05'00'

I would like an oral briefing

I would like \_\_\_\_\_ of my  
staff to be briefed

No briefing required

× I approve:

  
\_\_\_\_\_  
Carla Qualtrough

December 9, 2021  
\_\_\_\_\_  
Date

I do not  
approve:

\_\_\_\_\_  
Carla Qualtrough

\_\_\_\_\_  
Date

Attachment: (10)