

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

**CASDO 2021 to 2022 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 2021-
2022 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 2021 to 2022 annual report on the Department's administration of these Acts in Parliament.

- This is CASDO's second ATIP annual report.
- During the reporting period, most of the requests was not completed within legislated timelines due to interference with workload, which 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 2021 to 2022 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, 2021 to March 31, 2022.
- 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 the 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 October 5, 2022.

Considerations

- Being a small 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.

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 after September 1 of the year in which the report is prepared.

Philip
Rizcallah, P.
Eng

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Philip Rizcallah, P.
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Philip Rizcallah
Chief Executive Officer

I would like an oral briefing

I would like _____ of my staff to be briefed

No briefing required

I approve:  October 7, 2022
Carla Qualtrough Date

I do not
approve: _____
Carla Qualtrough Date

Attachment: (8)