

COPYRIGHT BOARD OF CANADA
ANNUAL REPORT
ACCESS TO INFORMATION ACT

2020-2021

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ANNUAL REPORT ACCESS TO INFORMATION ACT FOR REPORTING PERIOD OF APRIL 1, 2020, TO MARCH 31, 2021

1. INTRODUCTION

In accordance with the provisions of section 72 of the *Access to Information Act* (the “*Act*”), the Copyright Board of Canada has prepared its annual report on the administration of this *Act*.

The *Act* extends the laws of Canada to provide a right of access to information in records under the control of a government institution in accordance with the principles that government information should be available to the public, that necessary exceptions to the right of access should be limited and specific, and that decisions on the disclosure of government information should be reviewed independently of government.

The *Act* is intended to complement rather than to replace existing procedures for access to government information and is not intended to limit in any way access to the kind of government information that is normally available to the general public.

The Copyright Board of Canada establishes the tariffs which set the royalties to be paid for the use of copyrighted content which rights are being administered collectively by a society. The Board also issues licences which set the royalties to be paid for the use of copyrighted content when the copyright owner cannot be located. By issuing fair and equitable tariffs and licences in a timely manner, the Board encourages the development and adoption of new technologies and stimulates innovation in the Canadian creative economy. Its work also promotes confidence in Canada’s copyright licencing processes.

The COVID-19 global health crisis early in 2020-2021 created considerable challenges for the Board, as it did for all federal institutions. The Board was able to adapt its priorities to this new reality, and found practical and effective ways to continue its services in the face of uncertainty and constant change, both for itself and in consideration of its stakeholders. The Board was well positioned internally, having already integrated remote work into its business practices and was able to respond to the needs and interests of parties and stakeholders, like small businesses, affected by the pandemic.

2. ORGANIZATION OF ACCESS TO INFORMATION ACTIVITIES

The administration of the *Act* is the responsibility of the Secretariat of the Board. All requests are received and processed by the Secretary General who acts as Access to

Information and Privacy coordinator.

3. DELEGATION ORDER

A copy of the delegation order is included with this report.

4. STATISTICAL REPORT

The Board received one (1) request for access to information between April 1, 2020, and March 31, 2021, and was fully completed on time. The Board has incurred costs in the amount of \$3,571 for the administration of the *Act*.

5. TRAINING ACTIVITIES

The Access to Information and Privacy coordinator keeps abreast of new development through information communiques received on a regular basis from the Information and Privacy Policy Division of the Chief Information Officer Branch at Treasury Board. However, no formal training was followed by the personnel of the Copyright Board of Canada.

6. POLICIES, GUIDELINES AND PROCEDURES

The Board did not implement any new policies, guidelines and procedures during the reporting period.

7. COMPLAINTS

No complaints were registered with the Information Commissioner during the reporting period.

8. MONITORING OF THE TIME TO PROCESS A REQUEST

The Board is a micro-organization which does not have the resources to have a group dedicated to the management of these requests. In general, the Board receives very few requests annually. Requests are usually completed in a timely fashion.