



Office of the Superintendent of
Financial Institutions Canada

Bureau du surintendant des
institutions financières Canada

**Annual Report to Parliament
on the Administration of the
*Access to Information Act***

2015-2016

June 2016



OSFI
BSIF

Canada 

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1. Introduction

The purpose of the *Access to Information Act* is to extend the present 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 whereby government information should be available to the public, necessary exceptions to the right of access should be limited and specific and decisions on the disclosure of government information should be reviewed independently of government.

This annual report was prepared and submitted in accordance with section 72 of the *Access to Information Act*.

The information provided in this report covers the period from April 1, 2015 to March 31, 2016.

2. Mandate of the Office of the Superintendent of Financial Institutions (OSFI)

OSFI's legislated mandate was implemented in 1996 and under the legislation, OSFI's mandate is to:

- supervise federally regulated financial institutions and private pension plans to determine whether they are in sound financial condition and meeting minimum plan funding requirements, respectively, and are complying with their governing law and supervisory requirements;
- promptly advise institutions and plans in the event there are material deficiencies and take, or require management, boards or plan administrators to take, necessary corrective measures expeditiously;
- advance and administer a regulatory framework that promotes the adoption of policies and procedures designed to control and manage risk; and
- monitor and evaluate system-wide or sectoral issues that may impact institutions negatively.

OSFI's prudential mandate supports a safe and sound Canadian financial system.

OSFI's legislation also acknowledges the need to allow institutions to compete effectively and take reasonable, measured risks. It recognizes that management, boards of directors, and plan administrators are ultimately responsible for the health of Canadian financial institutions and pension plans.

The Office of the Chief Actuary (OCA) is a separate unit within OSFI and provides expert actuarial services and advice on the state of various public pension plans and on the financial implications of options being considered by policymakers. In conducting its work, the OCA plays a vital and independent role towards a financially sound and sustainable Canadian public retirement income system.

3. Strategic Outcomes

Primary to OSFI's mandate and central to its contribution to Canada's financial system are two strategic outcomes:

1. A safe and sound Canadian financial system
2. A financially sound and sustainable Canadian public retirement income system.

For the purposes of the *Access to Information Act*, the head of OSFI is the Superintendent and the responsible minister is the Minister of Finance.

4. Administration of the *Access to Information Act*

4.1 Access to Information and Privacy (ATIP) Unit

The Access to Information and Privacy (ATIP) Unit is part of the Enterprise Information Management (EIM) Directorate within the Information Management/Information Technology (IM/IT) Division. The unit is responsible for administering the *Act* for the Office of the Superintendent of Financial Institutions (OSFI). As such, the ATIP unit coordinates the timely processing of requests under the legislation, handles complaints lodged with the Information Commissioner, and responds to informal inquiries. The ATIP unit also provides advice and guidance to Office staff on matters involving the *Act*.

The unit is comprised of one ATIP Coordinator reporting to a Director, and supported by a backup resource and an administrative coordinator. In fiscal year 2015-2016, the ATIP unit was resourced primarily by contract resources due to the extended absence of the ATIP coordinator during this reporting period.

4.2 Institutional changes to the administration of the *Access to Information Act*

No institutional changes to the administration of the *Access to Information Act* were undertaken during this reporting period.

4.3 Education and Training

Training efforts in 2015-2016 have been focused on ensuring OSFI staff understand their roles and responsibilities in the effective management and protection of OSFI's information resources as an enabler in the delivery of the ATI program through a combination of presentations, information sessions and information bulletins. Training efforts focused on ATIP awareness for all OSFI staff as part of an Information Management and ATIP awareness program. Three (3) awareness sessions were held and 174 employees attended giving OSFI a 25% participation rate among all staff.

Ongoing development of a backup resource, to the sole ATIP resource, from within the EIM Directorate continued in this fiscal year in order to ensure the ongoing sustainability of the

organizational ATIP program.

4.4 Processing of access to information requests

All access to information requests are forwarded to the ATIP Coordinator, who requests the information from the head of the division or divisions concerned. In gathering the material and subsequently reviewing it, the Coordinator provides advice and direction to ensure completeness and that the provisions of the Act are respected.

The assembled material is reviewed by the Coordinator, by Legal Services, and by the responsible Director, as appropriate. The material and the recommendations pertaining to each access file are then submitted to the Deputy Superintendent for review and approval.

4.5 Delegation of authority

Delegation orders set out what powers, duties and functions for the administration of the *Access to Information Act* have been delegated by the head of the institution and to whom. Administration of the *Access to Information Act* at OSFI is the responsibility of The Superintendent. The authority to claim exemptions and to issue various statutory notices has been delegated to the Deputy Superintendent. The authority to issue various statutory notices has also been delegated to the Director, Enterprise Information Management and to the Access to Information and Privacy Coordinator.

4.6 Summary of significant changes to programs, operations, policies or procedures

In addition to the implementation of OSFI's Directive on Privacy, approved in January 2015, a fulsome review of internal Access to Information and Privacy procedures is currently underway to ensure practices are aligned with central agency best practices and relevant legislative instruments. This review is scheduled to be completed in the 2016-17 reporting period.

4.7 Reading room

In accordance with the *Access to Information Act*, OSFI's Kennet Room in Ottawa has been designated a public reading room. It is located at 255 Albert Street, on the 16th floor.

5. Interpretation of the Statistical Report

Part 1 – Requests under the *Access to Information Act*

Due to the nature of OSFI's work regulating financial institutions and private pension plans under federal jurisdiction, much of the information in its possession is third-party information about these supervised institutions and pension plans.

In 2015-2016, four requests were outstanding from the previous reporting period, 37 new requests were received and six requests were carried over to the next reporting period. The total number of pages processed increased from 8,495 in 2014-2015 to 10,132 in 2015-2016. Twenty-one (21) consultations were processed and two outstanding requests were carried over to the next reporting period. In total, 452 pages from other government institutions were reviewed. Since the inception of the *Act* to March 31, 2016, OSFI has received 1,065 access to information requests.

Part 2 – Requests closed during the reporting period

Disposition and completion time

The following table summarizes the actions taken with respect to the completed requests:

Disposition	Number of requests
All disclosed	2
Disclosed in part	19
All exempted	3
No records exist	9
Transferred	0
Abandoned	2
Total	35

Parts of some of the records were subject to exemptions. In every case, where applicable, the applicant was given access to the remaining portion of the records relevant to the request.

Exemptions

OSFI has only applied exemptions to withhold information under subsections 13(1)(b) and (d) 14(a), 18(d), 19(1), 20(1)(a), (b), (c) and (d), 21(1) (a), (b) and (d), 24(1), 26 of the *Act*, as applicable.

Exclusions

Subsection 68(a) was applied in one case.

Format of information released

Paper documents were disclosed in 20 requests and one was provided in electronic format.

Relevant Pages Processed and Disclosed

One hundred and eighty-six (186) pages were processed and disclosed in full. Under the “Disclosed in part” category, 9,780 pages were processed and 6,614 pages were disclosed. One hundred and sixty-six (166) pages were exempted in their entirety. During this reporting period, OSFI disclosed 6,800 pages of the 10,132 relevant pages processed.

Deemed Refusal

There were 7 requests for which responses were provided past the statutory deadline.

Request for Translation

No translations were requested.

Part 3 – Extensions

Three (3) requests required extensions of 30 days or less for:

- consultation with another government department pursuant to 9(1)(b); and
- consultations with third parties pursuant to section 9(1)(c).

Four (4) requests required extensions of 30 days or more for:

- interference with operations pursuant to 9(1)(a);
- consultation with another government department pursuant to 9(1)(b); and
- consultation with third parties pursuant to section 9(1)(c).

Part 4 – Fees

Application fees of \$145 for 29 of the 35 requests closed over this reporting period were received. The total amount of fees waived was \$30.

Part 5 – Consultations Received from Other Institutions and Organizations

OSFI received 21 consultations and reviewed 452 pages from other government institutions. Nineteen (19) consultations were processed within the reporting period.

Recommendations and completion time for consultations received from other government institutions

Eighteen (18) consultations were processed within 1 to 15 days and one was processed within 16 to 30 days. OSFI recommended that nine consultations be disclosed entirely, seven disclosed in part, two withheld in their entirety and one was provided to OSFI for information only.

Recommendations and completion time for consultations received from other organizations

No consultations were received from other organizations.

Part 6 – Completion Time of Consultations on Cabinet Confidences

OSFI did not consult on any Cabinet confidences.

Part 7 – Resources Related to the *Access to Information Act*

The cost to administer the *Act* during this reporting period was \$104,862. These costs represent the work of one backup employee at the RE-05 level, one employee at the REX-07 level and the cost of consultant support during the absence of the ATIP Coordinator – a total of 0.68 full-time equivalents (FTE) – and include related professional development costs for the employees.

6. Complaints and Investigations

Two complaints were filed with the Office of the Information Commissioner of Canada (OIC) during the reporting period. One complaint, pertaining to the application of exemptions, is pending resolution of an OIC investigation. The remaining complaint was deemed well founded based on OSFI having responded after the legislated due date. For this request, OSFI had disclosed 918 pages of the 1,456 processed.

7. Appeals to the Federal Court of Canada

7.1 Major changes implemented as a result of concerns or issues raised by the Information Commissioner of Canada in her annual report to Parliament

No major changes were implemented by OSFI as the Information Commissioner of Canada did not raise any concerns or issues related to OSFI.

7.2 Major changes implemented as a result of concerns or issues raised by other agents of Parliament

No major changes were implemented by OSFI as other agents of Parliament did not raise any concerns or issues.

7.3 Number of applications or appeals to the Federal Court or the Federal Court of Appeal during the fiscal year

There were no applications or appeals to the Federal Court or the Federal Court of Appeal during this fiscal year related to OSFI.

APPENDIX A



Statistical Report on the Access to Information Act

Name of institution: Office of the Superintendent of Financial Institutions Canada

Reporting period: 2015-04-01 to 2016-03-31

Part 1: Requests Under the Access to Information Act

1.1 Number of requests

	Number of Requests
Received during reporting period	37
Outstanding from previous reporting period	4
Total	41
Closed during reporting period	35
Carried over to next reporting period	6

1.2 Sources of requests

Source	Number of Requests
Media	11
Academia	0
Business (private sector)	6
Organization	1
Public	19
Decline to Identify	0
Total	37

1.3 Informal requests

Completion Time							Total
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	more Than 365 Days	
7	1	8	4	0	0	0	20

Note: All requests previously recorded as "treated informally" will now be accounted for in this section only.

Part 2: Requests Closed During the Reporting Period

2.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	1	0	0	1	0	0	0	2
Disclosed in part	6	4	3	6	0	0	0	19
All exempted	0	1	1	1	0	0	0	3
All excluded	0	0	0	0	0	0	0	0
No records exist	8	1	0	0	0	0	0	9
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	2	0	0	0	0	0	0	2
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	17	6	4	8	0	0	0	35

2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	0	18(a)	0	20.1	0
13(1)(b)	1	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	1	16(2)(c)	0	18(d)	2	21(1)(a)	6
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	8
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	1	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	3
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	10	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	2	23	0
15(1) - Def.*	0	16.3	0	20(1)(b)	14	24(1)	8
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	1
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	10		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	1		
16(1)(a)(iii)	0	17	0				
16(1)(b)	0						
16(1)(c)	0						
16(1)(d)	0						

* I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities

2.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	1	69(1)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(a)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	0
68.1	0	69(1)(c)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(d)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	2	0	0
Disclosed in part	18	1	0
Total	20	1	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	186	186	2
Disclosed in part	9780	6614	19
All exempted	166	0	3
All excluded	0	0	0
Request abandoned	0	0	2
Neither confirmed nor denied	0	0	0

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	1	1	1	185	0	0	0	0	0	0
Disclosed in part	12	238	4	601	0	0	3	5775	0	0
All exempted	3	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	2	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	18	239	5	786	0	0	3	5775	0	0

2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	1	0	0	2	3
Disclosed in part	6	0	0	19	25
All exempted	3	0	0	3	6
All excluded	0	0	0	0	0
Request abandoned	1	0	0	2	3
Neither confirmed nor	0	0	0	0	0
Total	11	0	0	26	37

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
7	0	2	1	4

2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline Where An Extension Was Taken	Total
1 to 15 days	2	3	5
16 to 30 days	0	0	0
31 to 60 days	1	0	1
61 to 120 days	1	0	1
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	4	3	7

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

Part 3: Extensions

3.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	2	0	0	3
All exempted	0	0	2	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	2	0	2	3

3.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	0	0	1	2
31 to 60 days	2	0	1	1
61 to 120 days	0	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	2	0	2	3

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	29	\$145	6	\$30
Search	0	\$0	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
Total	29	\$145	6	\$30

Part 5: Consultations Received From Other Institutions and Organizations

5.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	21	452	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	21	452	0	0
Closed during the reporting period	19	346	0	0
Pending at the end of the reporting period	2	106	0	0

5.2 Recommendations and completion time for consultations received from other Government of Canada institutions

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	9	0	0	0	0	0	0	9
Disclose in part	6	1	0	0	0	0	0	7
Exempt entirely	2	0	0	0	0	0	0	2
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	1	0	0	0	0	0	0	1
Total	18	1	0	0	0	0	0	19

5.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

Part 6: Completion Time of Consultations on Cabinet Confidences

6.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

6.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
2	0	1	3

Part 8: Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0

Part 9: Resources Related to the Access to Information Act

9.1 Costs

Expenditures		Amount
Salaries		\$37,172
Overtime		\$0
Goods and Services		\$67,690
• Professional services contracts	\$67,136	
• Other	\$554	
Total		\$104,862

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.34
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.34
Students	0.00
Total	0.68

Note: Enter values to two decimal places.

APPENDIX B



Office of the Superintendent of
Financial Institutions Canada

Bureau du surintendant des
institutions financières Canada

DESIGNATION / DÉLÉGATION

ACCESS TO INFORMATION ACT / LOI SUR L'ACCÈS À L'INFORMATION

Access to Information Act Designation Order

By this order made pursuant to section 73 of the *Access to Information Act*, I hereby authorize those officers and employees of the Office of the Superintendent of Financial Institutions occupying, on an acting basis or otherwise, the positions identified within the attached schedule to perform on my behalf any of the powers, duties or functions specified therein.

This designation replaces and repeals all previous orders.

Arrêté sur la délégation en vertu de la Loi sur l'accès à l'information

Par le présent arrêté pris en vertu de l'article 73 de la *Loi sur l'accès à l'information*, j'autorise les agents et les employés du Bureau des institutions financières occupant, par intérim ou autrement, les postes identifiés dans l'annexe ci-jointe à exercer en mon nom, les attributions, les fonctions et les pouvoirs qui y sont spécifiés.

Le présent document remplace et annule tous les arrêtés antérieurs.

Dated in Ottawa on this 14th day of February, 2014

Fait à Ottawa en ce 14 jour de Fevrier 2014

Superintendent of Financial Institutions/
Le surintendant des institutions financières



OSFI
BSIF

255 Albert Street
Ottawa, Canada
K1A 0H2
www.osfi-bsif.gc.ca

SCHEDULE 1
Designation Order - Access to Information Act

Section	Powers, Duties or Functions	Deputy Superintendent, Regulation Sector	Director, Enterprise Information Management	ATIP Coordinator
4(2.1)	Reasonable effort to assist, respond accurately and completely and provide timely access in the format requested	X	X	X
7(a)	To give notice to applicant that access will be given	X	X	X
7(b)	To give access to the record	X	X	X
8(1)	To transfer to another institution or to accept transfer from another institution and to give notice to applicant	X	X	X
9	To extend time limit and give notice	X	X	X
10	No records exist	X	X	X
11(2)	To require payment of additional fees	X	X	X
11(3)	To require payment for machine readable record	X	X	X
11(4)	To require payment of a deposit	X	X	X
11(5)	To give notice of amount required	X	X	X
11(6)	To waive the requirement to pay a fee	X	X	X
12(2)	To determine whether a record should be translated	X	X	X
12(3)	To determine whether a record should be provided in an alternative format	X	X	X
13	To refuse to disclose a record referred to in that section	X	X	
14	To refuse to disclose a record referred to in that section	X	X	
15	To refuse to disclose a record referred to in that section	X	X	
16	To refuse to disclose a record referred to in that section	X	X	

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SCHEDULE 1
Designation Order - Access to Information Act

Section	Powers, Duties or Functions	Deputy Superintendent, Regulation Sector	Director, Enterprise Information Management	ATIP Coordinator
16.5	To refuse to disclose a record referred to in that section	X	X	
17	To refuse to disclose a record referred to in that section	X	X	
18	To refuse to disclose a record referred to in that section	X	X	
18.1	To refuse to disclose a record referred to in that section	X	X	
19	To refuse to disclose a record referred to in that section	X	X	
20(1)	To refuse to disclose a record referred to in that subsection	X	X	
20(2)	To disclose part of a record referred to in that subsection	X	X	
20(3)	To disclose part of a record referred to in that subsection and provide written explanation	X	X	
20(5)	To disclose, with the consent of third party, a record referred to in subsection 20(1)	X	X	
20(6)	To disclose, in the public interest, a record referred to in paragraphs 20(1)(b),(c) or (d)	X	X	
21(1)	To refuse to disclose a record referred to in that subsection	X	X	
22	To refuse to disclose a record referred to in that section	X	X	
22.1	To refuse to disclose a record referred to in that section	X	X	
23	To refuse to disclose a record referred to in that section	X	X	
24	To refuse to disclose a record referred to in that section	X	X	
25	To disclose information that can reasonably be severed	X	X	

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SCHEDULE 1
Designation Order - Access to Information Act

Section	Powers, Duties or Functions	Deputy Superintendent, Regulation Sector	Director, Enterprise Information Management	ATIP Coordinator
26	To refuse to disclose a record referred to in that section	X	X	
27(1)	To give to third party notice of intent to disclose	X	X	X
27(4)	To extend time limit set out in 27(1)	X	X	X
28(1)	To decide on disclosure after third party representation and to give notice of decision to third party	X	X	X
28(2)	To waive requirement for written representations	X	X	X
28(4)	To give access unless review of decision is requested	X	X	
29(1)	To give notice to applicant and to third party	X	X	
33	To advise the Information Commissioner of any third party who received notification or, if the document would have been disclosed, would have received notification	X	X	X
35(2)	To make representations to the Information Commissioner	X	X	X
37(4)	To give notice to the Information Commissioner that access to a record will be given	X	X	X
43(1)	To give notice to a third party of application for Court review	X	X	X
44(2)	To give notice to applicant that third party has applied for Court review	X	X	X
52(2)	To request hearing in the National Capital Region	X	X	
52(3)	To request opportunity to make representations <i>ex parte</i>	X	X	
71(1)	To provide facilities where manuals may be inspected by public	X	X	X
71(2)	To exempt information severed from manuals	X	X	

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SCHEDULE 1
Designation Order - Access to Information Act

Section	Powers, Duties or Functions	Deputy Superintendent, Regulation Sector	Director, Enterprise Information Management	ATIP Coordinator
72(1)	To prepare annual report for submission to Parliament	X	X	X

Access to Information Regulations

Section	Powers, Duties or Functions	Deputy Superintendent, Regulation Section	Director, Enterprise Information Management	ATIP Coordinator
6(1)9	Transfer of request	X	X	X
7(2)	Search and preparation fees	X	X	X
7(3)	Production and programming fees	X	X	X
8	Providing access to record(s)	X	X	X
8.1	Limitation	X	X	

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