

BUSINESS DEVELOPMENT BANK OF CANADA (“BDC”)

ANNUAL REPORT on the ACCESS TO INFORMATION ACT

Reporting period: April 1, 2007 to March 31, 2008

Mandate and Activity:

BDC’s mandate, as set out in the *Business Development Bank of Canada Act*, is to support Canadian entrepreneurship by providing financial, consulting and venture capital services. As outlined in the attached statistical report, there were eight (8) new formal requests in this reporting period. In addition, there were seven (7) formal consultations from other departments and agencies concerning requests they received in which some BDC-related records were involved.

The percentage breakdown for the source of requests received or completed during this reporting period is as follows:

37.5% Media
50.% Business
12.5% Public

Organization of Access to Information activities, policies and procedures:

Procedures are in place for directing formal access requests to the Access to Information Coordinator who ensures that they are processed in accordance with the provisions of the Act. The Coordinator is normally occupied part-time at BDC’s Montreal Head Office in carrying out his responsibilities pursuant to the Act, although he is available at all times together with other administrative support, to process requests as the volume of activity may warrant. The Assistant General Counsel in BDC’s legal department is currently designated as the Access to Information Coordinator, exercises delegated authority to exercise the powers, duties and functions under the Act and reports to BDC’s President & CEO in access to information matters. The Coordinator has extensive knowledge of access to information and privacy laws and policies.

BDC receives requests from many sources and for all types of information throughout the year. BDC’s approach in determining whether to deal with such requests informally or whether to require the requestor to make a formal request under the Act depends on whether the information is of the type that obviously can be disclosed without having to consider applying exemptions and whether the relevant records can be easily identified and located. Decisions on waiving application and processing fees permitted under the Act are made on a case-by-case basis.

Education and Training


During the reporting period, the Coordinator attended a full-day Treasury Board ATIP information session and a full-day ATIP community meeting organized by the Canadian Access and Privacy Association, both in Ottawa. The Coordinator also conducted a briefing and awareness session on Access to Information to BDC’s Internal Audit group of approximately 12 people.

Access to Information and Privacy Acts
Designation Order

Pursuant to section 73 of both the *Access to Information Act* and the *Privacy Act* (collectively, the "Acts"), Jean-René Halde, President and Chief Executive Officer of the Business Development Bank of Canada ("BDC") and head of a government institution for the purpose of the Acts in relation to BDC, hereby:

1. revokes all previous designations relating to the exercise of powers and performance of duties and functions of the head of a government institution under the Acts in relation to BDC (the "Powers"), and;
2. hereby designates Robert Annett, Assistant General Counsel, and should Mr. Annett be absent or unable to perform his duties and functions himself, then François Rivest, Assistant General Counsel, in his place, to exercise or perform such Powers and to be designated as BDC's Access to Information and Privacy Coordinator for that purpose.

Dated at Montreal, Quebec, this 28th day of August, 2007.



Jean-René Halde,
President and Chief Executive Officer



REPORT ON THE ACCESS TO INFORMATION ACT / RAPPORT CONCERNANT LA LOI SUR L'ACCÈS À L'INFORMATION

Institution Business Development Bank of Canada / Banque de développement du Canada ("BDC")			Reporting period / Période visée par le rapport F2008 (2007/01/04 - 2008/31/03)		
Source	Media / Médias 3	Academia / Secteur universitaire 0	Business / Secteur commercial 4	Organization / Organisme 0	Public 1

I 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	8
Outstanding from previous period / En suspens depuis la période antérieure	0
TOTAL	8
Completed during reporting period / Traitées pendant la période visées par le rapport	8
Carried forward / Reportées	0

II Disposition of requests completed / Disposition à l'égard des demandes traitées

1. All disclosed / Communication totale	4	6. Unable to process / Traitement impossible	0
2. Disclosed in part / Communication partielle	3	7. Abandoned by applicant / Abandon de la demande	0
3. Nothing disclosed (excluded) / Aucune communication (exclusion)	0	8. Treated informally / Traitement non officiel	0
4. Nothing disclosed (exempt) / Aucune communication (exemption)	1	TOTAL	8
5. Transferred / Transmission	0		

III Exemptions invoked / Exceptions invoquées

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

IV Exclusions cited / Exclusions citées

S. Art. 68(a)		S. Art. 69(1)(c)	
(b)		(d)	
(c)		(e)	
S. Art. 69(1)(a)		(f)	
(b)		(g)	

V Completion time / Délai de traitement

30 days or under / 30 jours ou moins	8
31 to 60 days / De 31 à 60 jours	
61 to 120 days / De 61 à 120 jours	
121 days or over / 121 jours ou plus	

VI Extensions / Prorogations des délais

	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus
Searching / Recherche		
Consultation		
Third party / Tiers		
TOTAL	0	0

VII Translations / Traduction

Translations requested / Traductions demandées		0
Translations prepared / Traductions préparées	English to French / De l'anglais au français	
	French to English / Du français à l'anglais	

VIII Method of access / Méthode de consultation

Copies given / Copies de l'original	7
Examination / Examen de l'original	
Copies and examination / Copies et examen	

IX Fees / Frais

Net fees collected / Frais net perçus		
Application fees / Frais de la demande	25.	Preparation / Préparation
Reproduction		Computer processing / Traitement informatique
Searching / Recherche		TOTAL
		25.
Fees waived / Dispense de frais	No. of times / Nombre de fois	\$
\$25.00 or under / 25 \$ ou moins	3	\$ 15.
Over \$25.00 / De plus de 25 \$		\$

X Costs / Coûts

Financial (all reasons) / Financiers (raisons)	
Salary / Traitement	\$ 8437.
Administration (O and M) / Administration (fonctionnement et maintien)	\$ 2202.
TOTAL	\$ 10 639.
Person year utilization (all reasons) / Années-personnes utilisées (raison)	
Person year (decimal format) / Années-personnes (nombre décimal)	.068

