



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

April 1, 2019 to
March 31, 2020

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CANADA INFRASTRUCTURE BANK
**ANNUAL REPORT ON THE ADMINISTRATION OF THE ACCESS TO
INFORMATION ACT**

April 1, 2019 to March 31, 2020

Introduction

1. Purpose of the *Access to Information Act*

The purpose of the *Access to Information Act* (the “**Act**”) is to enhance the accountability and transparency of federal institutions in order to promote an open and democratic society and to enable public debate on the conduct of those institutions.¹

In furtherance of that purpose,

- Part 1 of the Act extends 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 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; and
- Part 2 of the Act sets out requirements for the proactive publication of information.

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

This Annual Report describes how the Canada Infrastructure Bank (“**CIB**”) administered the Act during the reporting period from April 1, 2019 to March 31, 2020 (the “**Reporting Period**”). This Annual Report is prepared in accordance with section 94(1) of the Act and is hereby submitted for tabling in Parliament under section 94(2) of the Act.

2. Mandate of the Canada Infrastructure Bank

CIB was established in June 2017 as a federal Crown corporation accountable to Parliament. CIB reports to Parliament through the Minister of Infrastructure and Communities (the designated Minister).

The *Canada Infrastructure Bank Act* sets out CIB’s purpose as follows:

The purpose of the Bank is to invest, and seek to attract investment from private sector investors and institutional investors, in infrastructure projects in Canada or partly in Canada

¹ *Access to Information Act*, R.S.C., 1985, c. A-1, s. 2.

*that will generate revenue and that will be in the public interest by, for example, supporting conditions that foster economic growth or by contributing to the sustainability of infrastructure in Canada.*²

CIB develops projects in partnership with federal, provincial, territorial, municipal, and Indigenous government sponsors and the private sector. The key functions of the organization are described in the *Canada Infrastructure Bank Act* and include:

- Acting as a centre of expertise
- Providing advice to all levels of governments
- Structuring proposals and negotiate agreements
- Investing in infrastructure projects
- Receiving unsolicited proposals
- Collecting and disseminating data
- Fostering evidence-based decision making

CIB currently receives appropriations from the Government of Canada. Parliament has authorized up to \$35 billion over 11 years (to fiscal year-end 2027-28), and the requisite authorities to participate in infrastructure transactions in new and innovative ways, using loans, loan guarantees and equity investments. Separately, over the 11 years, CIB is expected to make at least \$5 billion in investments in projects that are in the public interest in each of three priority areas: public transit; trade and transportation and green infrastructure. In addition, CIB will seek to invest up to \$1 billion over the next 10 years in broadband infrastructure. It can also invest in other areas of infrastructure if they are supported by government policy and pursue investments in projects across the country.

3. Organizational Structure

CIB does not have a formalized Access to Information and Privacy (“**ATIP**”) office with staff dedicated to ATIP matters on a full-time basis. Instead, the role of ATIP Coordinator is assigned to the General Counsel & Corporate Secretary. The ATIP Coordinator is responsible for managing the CIB’s day-to-day activities relating to the operation of the Act and the regulations, as well as complying with related Treasury Board of Canada Secretariat policies, directives, and guidelines.

The ATIP Coordinator is also responsible for:

- receive and process all requests in accordance with the Act;
- assist requesters in formulating their requests when required;
- gather all pertinent records and ensure that the search for information is rigorous and complete;

² *Canada Infrastructure Bank Act*, S.C. 2017, c. 20, s. 403, s. 6.

- conduct the review of pertinent records and apply all discretionary and mandatory exemptions under the Act;
- assist the Office of the Information Commissioner (OIC) in all access to information related matters including complaints against the CIB;
- prepare annual reports on the administration of the Act;
- provide ongoing advice and guidance to senior management and staff on matters related to access to information;
- provide access to information awareness and training sessions to ensure that employees are aware of the obligations imposed by the legislation;
- respond to consultations received from external organizations;
- develop and maintain access to information procedures and guidelines; and
- participate in ATIP community activities and ATIP community meetings.

The General Counsel & Corporate Secretary is an officer of the CIB and reports directly to the Chief Financial Officer and Chief Administrative Officer. The ATIP Coordinator is supported by two full-time employees, the Deputy Corporate Secretary, and the Executive Assistant to the Board, who provide assistance as needed with coordinating the processing of ATIP requests, consultations and complaints, and responding to informal requests for information.

In addition to administering the CIB's ATIP activities, the ATIP Coordinator is also responsible for coordinating the CIB's responses to Parliamentary Questions. CIB received 42 Parliamentary Questions during this Reporting Period compared to 47 in the previous reporting period. All responses to Parliamentary Questions are reviewed to ensure that they comply with requirements of the Act and the *Privacy Act*.

During the Reporting Period, the CIB did not enter into any service agreement pursuant to Section 96 of the Act.

4. Delegation Order

For the purposes of section 3 of the Act, the Chief Executive Officer of the CIB is designated as the "Head" of the institution.

Pursuant to section 95 of the Act, the President & CEO's authority has been delegated to enable the CIB to meet its legislated requirements. The President & CEO has delegated all of his powers and duties under the Act to the General Counsel & Corporate Secretary, who is also the ATIP Coordinator for the CIB.

A copy of the signed Delegation Order dated December 19, 2018 in effect at the end of the Reporting Period is attached (Appendix A). This Delegation Order will be reviewed during the 2020-21 fiscal year to incorporate the amendments to the Act that came into force during this

Reporting Period³ and to reflect upcoming organizational changes within the CIB, including the appointment of the next Chief Executive Officer.

Administration of the *Access to Information Act*

5. Statistical Report for 2019-20

Attached as Appendix B is a copy of the Statistical Report on the administration of the Act that was submitted to the Treasury Board of Canada Secretariat.

a) Access Requests

The CIB received 29 new formal requests under the Act during the Reporting Period. In the previous year, the CIB did not receive any formal requests.

Table 1: Overview of ATIP Requests Received and Completed

Fiscal Year	Requests Received	Requests Outstanding from Previous Reporting Period	Requests Completed	Number of Pages Processed
2017-2018*	1	0	0	0
2018-2019	0	0	0	0
2019-2020	29	0	29	2,963

*CIB received one request during the 2017-2018 fiscal year. That request was withdrawn by the requestor when advised that there was no information to disclose as the CIB had not yet commenced operations.

CIB commenced its operations in the Spring of 2018, with the appointment of its inaugural Chief Executive Officer to lead the organization's start-up activities. Over the course of the 2018-2019 fiscal year, the CIB built its organizational capabilities and capacity with the recruitment of its senior executive team and staff responsible for the CIB's three core elements of the mandate: investments, advisory and knowledge development. The small number of access requests received during the previous reporting periods is attributable to the CIB's start-up phase in building out its operations.

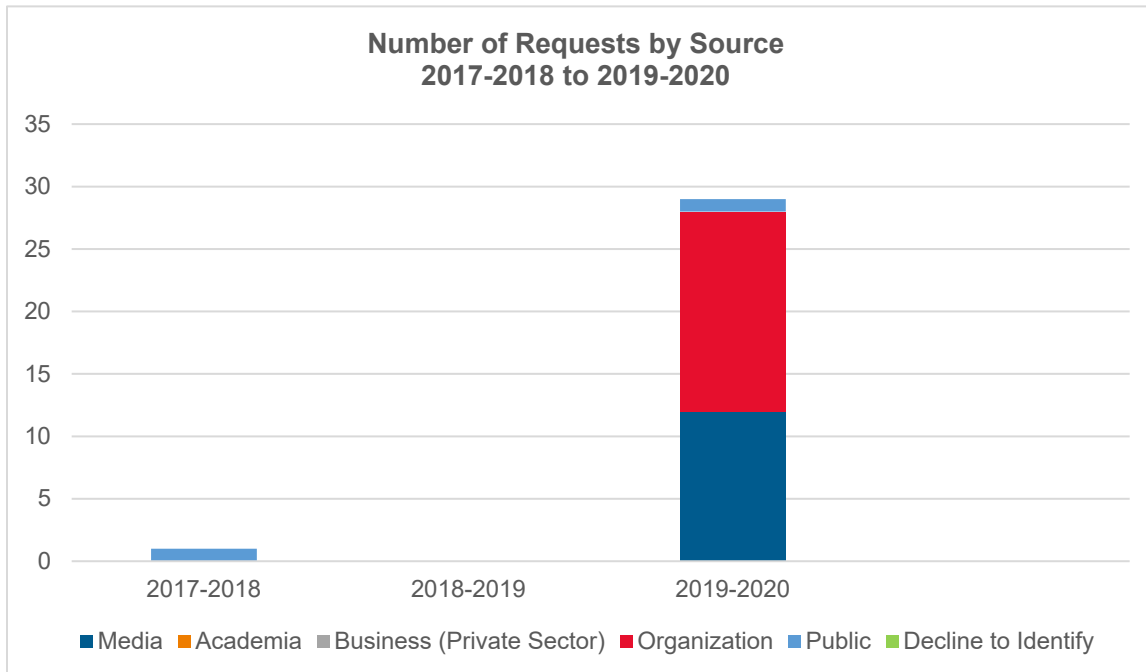
During the 2019-2020 fiscal year, the CIB announced its participation in 10 new projects, expanded its engagement and work with public sponsors, private and institutional investors, other stakeholders and thought leaders, and increased its internal capabilities by adding professionals, policies and systems. The sharp increase in access requests during the Reporting Period largely

³ Bill C-58: An Act to amend the Access to Information and the Privacy Act and to make consequential amendments to other Acts was passed on June 21, 2019.

corresponded with the CIB's maturing operations and activities. CIB anticipates this increased level of activity with respect to access requests will continue in future years, while the number of pages processed will vary depending on the subject matter of the access request.

Requests under the ATIP by Source

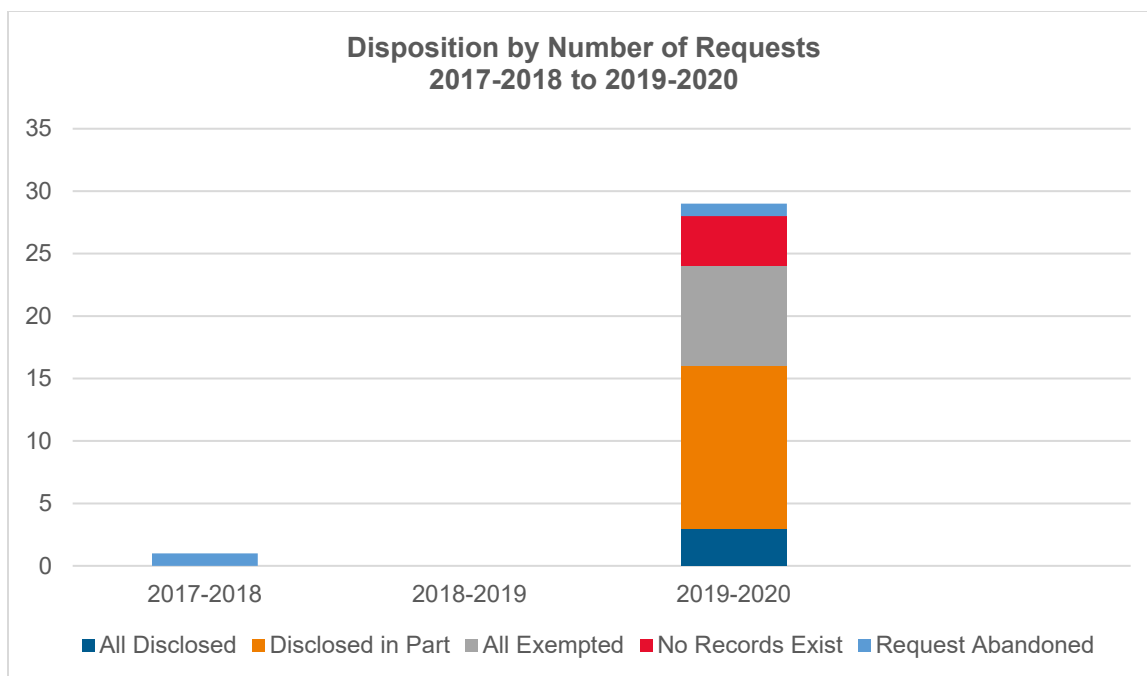
During the Reporting Period out of the 29 requests received by the CIB, 12 were from the media, 16 from organizations and 1 from the public.



Disposition of Requests

Of the 29 requests closed during the Reporting Period:

- 16 requests disclosed – 3 fully and 13 partially;
- 8 requests exempted;
- 4 requests where no records existed; and
- 1 abandoned request.



Exemptions Applied

The most frequent exemption provisions applied by the CIB during the Reporting Period were sections 18(b) (Economic Interests of Canada), 20(1)(b) (Third Party Information), 21(1)(a) and 21(1)(b) (Advice, Operations of Government) and 24(1) of the Act, which incorporates within the Act certain specific prohibitions against disclosure in other statutes, as set out in Schedule II of the Act. Schedule II list section 28 of the *Canada Infrastructure Bank Act*, which provides that all information obtained by the CIB in relation to the proponents of, or private sector investors or institutional investors in, infrastructure projects is privileged and a director, officer, employee, or agent or mandatary of, or adviser or consultant to, the CIB must not knowingly communicate, disclose or make available the information, or permit it to be communicated, disclosed or made available. This exemption is necessary to allow the CIB to be a credible commercial counterparty with investors by respecting the confidentiality of commercially sensitive information obtained from counterparties.

No exclusions were claimed during the Reporting Period.

Table 2: Exemptions Applied for 2019-2020

Exemption	Number of Requests
Section 13(1)(c)	2
Section 13(1)(d)	1
Section 14	2
Section 18(a)	3

Exemption	Number of Requests
Section 18(b)	9
Section 18(d)	1
Section 18.1(1)(d)	2
Section 19(1)	8
Section 20(1)(b)	10
Section 20(1)(c)	7
Section 20(1)(d)	5
Section 21(1)(a)	13
Section 21(1)(b)	10
Section 21(1)(c)	2
Section 21(1)(d)	4
Section 23	1
Section 24(1)	16

Completion Time and Extensions

The percentage of requests closed within the legislated timeline in the Reporting Period is 79.3%. Out of the 29 requests closed during the Reporting Period are as follows:

- 4 requests were extended by 16 to 30 days, 1 request was extended between 31 to 60 days and 1 request was extended between 61 to 120 days

Table 3: Extensions Taken, 2017-2018 to 2019-2020

Fiscal Year	16 to 30-day extension	31 to 60-day extension	61 to 120-day extension	Total extensions
2017-2018	0	0	0	0
2018-2019	0	0	0	0
2019-2020	4	1	1	6

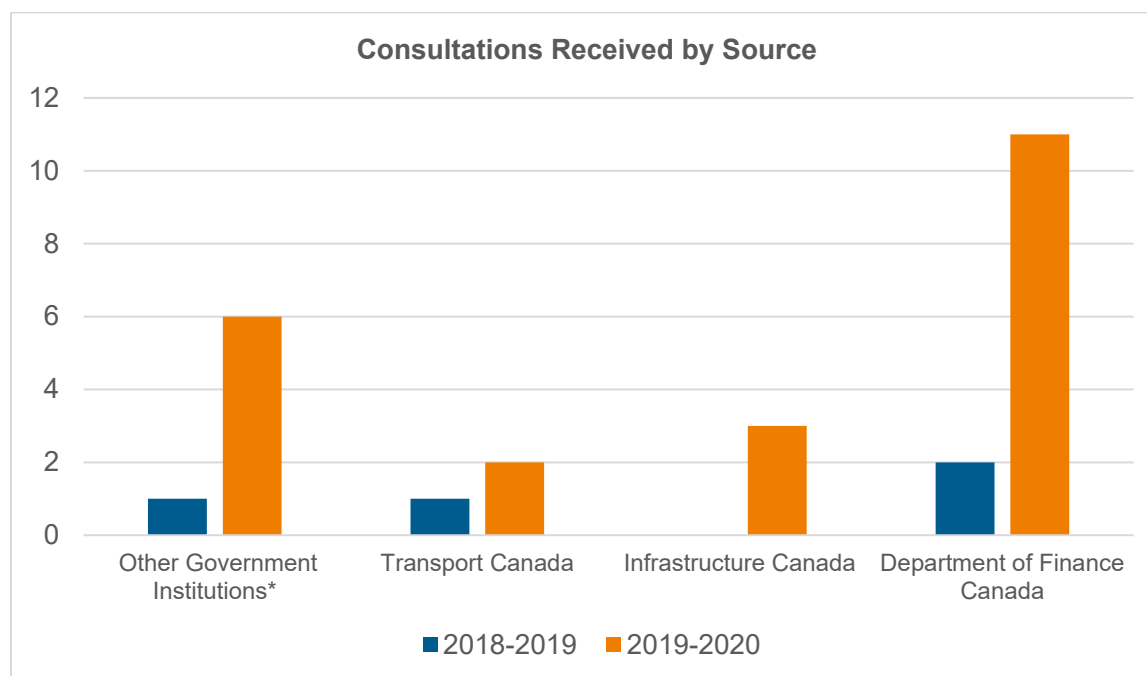
b) Consultations

CIB assists in processing ATIP requests received by other government institutions when documents that pertain to the CIB are found to be among the records being processed by the other institution. The other organization will consult with the CIB to seek the CIB's recommendations with respect to the treatment of these records. During the Reporting Period, the CIB received 22 consultations from other government institutions. The majority of the consultations from other government institutions originated from the Department of Finance Canada and Infrastructure Canada.

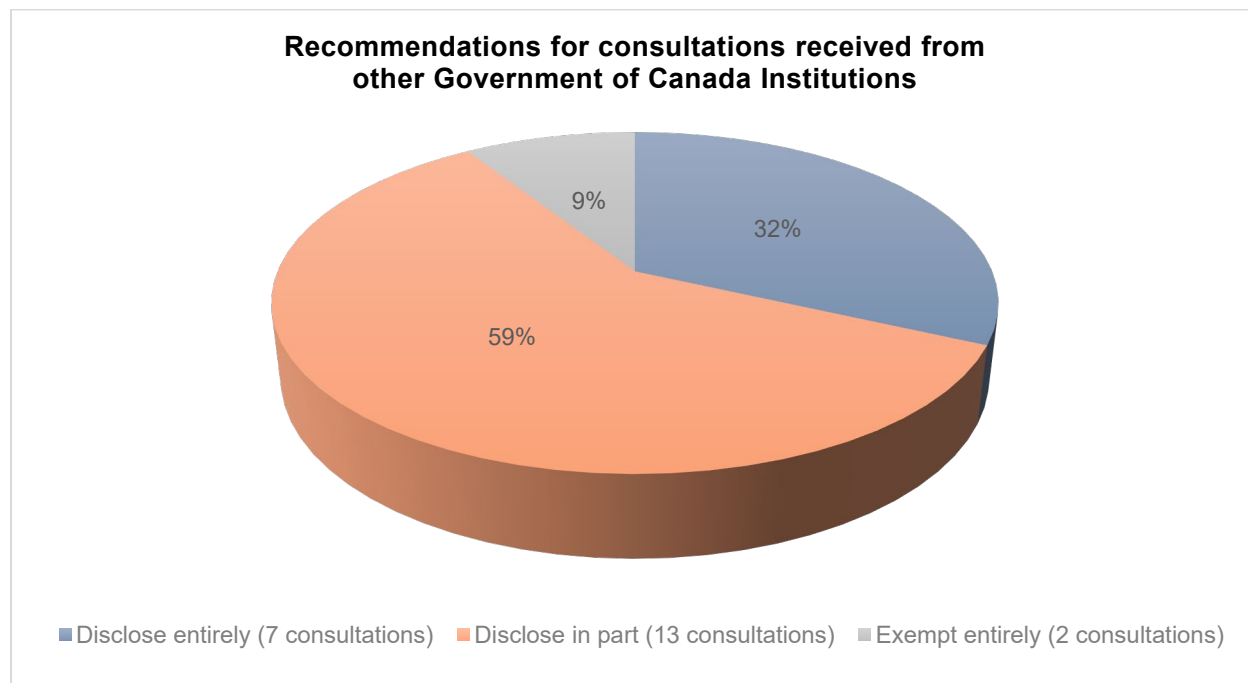
The table below indicates the volume of consultations received by the CIB. During the Reporting Period, the CIB closed all of the consultations requests it received. The consultation requests from other government institutions that were closed during the Reporting Period were all completed in 1-15 days. CIB did not receive consultations from other organizations during the Reporting Period.

Table 4: Overview of Consultations Received and Completed

Fiscal Year	Consultations Received	Consultations Remained Outstanding from Previous Reporting Period	Consultations Completed	Number of Pages Reviewed
2017-2018	0	0	0	0
2018-2019	4	0	4	19
2019-2020	22	0	22	307



*CIB received 6 consultations that were originated from 6 different other government institutions, other than the Department of Finance Canada, Infrastructure Canada and Transport Canada during the Reporting Period.



c) Informal Requests

In addition to the formal requests for information, the CIB has received, processed and completed four (4) informal requests under the Act. During the corresponding period 2018-2019, CIB did not receive any informal requests.

6. Measures Taken to Mitigate the Impact of Novel Coronavirus (COVID-19)

Since March 14, 2020, all CIB employees have been directed to work from home until further notice. As a result of the work from home directive, CIB employees do not have access to the CIB's mailroom, which has impacted the CIB's ability to respond to requests from the public, as well as consultations received from other government institutions, that are received in paper-based format through the mail within the timelines mandated by the *Access to Information Act* and the *Privacy Act*. Employees have access to the CIB's IT systems and information management systems remotely. As a result, the CIB can process ATIP requests and consultations received from other government institutions, received electronically up to Protected B, albeit at a reduced operational capacity.

As reported in the Supplemental Statistical Report, the CIB did not receive any access requests from March 14, 2020 to March 31, 2020.

ATIP is not defined as a "critical" or "essential service" under the CIB's business continuity plan. Consistent with the principles of openness, accountability, and transparency, the CIB posted the following notice to the public on the CIB's website: <https://cib-bic.ca/en/corporate-plans-and-reports/>

NOTICE: Possible delays in treating your request

Openness, transparency and accountability are guiding principles of the Government of Canada. However, our ability to respond to requests within the timelines mandated by the *Access to Information Act* and the *Privacy Act* may be affected by the exceptional measures put in place to curb the spread of the novel coronavirus (COVID-19) and protect the health and safety of Canadians. Access to information and personal information requests received from the public continue to be important to us. We will continue to make reasonable efforts to respond to requests, in accordance with operational realities. Given the business continuity planning measures implemented by the CIB, we recommend that you communicate with the CIB by email at atip-aiprp@cib-bic.ca. Thank you in advance for your patience and understanding during this period as we all navigate these unprecedented challenges.

7. Training and Awareness

During the Reporting Period, the ATIP Coordinator continued to promote awareness of the CIB's obligations under the Act through a variety of training approaches. The following describes the training and awareness activities related to Access to Information, and with respective participants and the description of the sessions for each:

Training Session	Description
<p><i>Access to Information Act: Training for Employees</i> (2 sessions with approximately 42 participants)</p>	<p>This training session is mandatory for all employees. The purpose of this session is to provide employees with an overview of the Act; timelines to respond to requests; the duty to assist; exemptions and exclusions; steps in processing an ATIP request; the role and responsibilities of the ATIP Coordinator and all CIB employees; and offences for obstructing the right of access or an investigation by the Information Commissioner.</p>
<p><i>Information Security and Information Management Policies</i> (2 sessions with approximately 43 participants)</p>	<p>This training session is mandatory for all employees. The purpose of this session is to provide employees with an overview of CIB's IT, Information Security and Information Management Policies and Procedures, including roles and responsibilities for classifying and storing information in accordance with the CIB's classification guidelines and managing transitory records appropriately.</p>

In addition, given the small size of the corporation (49 employees as of the end of the 2019-20 fiscal year), the ATIP Coordinator is also able to offer one-on-one or small group training and guidance in both official languages as the need arises. The ATIP Coordinator has also developed ATIP awareness materials that will be integrated into the CIB's onboarding package for new employees expected to be completed during the 2020-21 fiscal year.

The ATIP Coordinator also annually reports on the administration of the Act to the CIB's Board of Directors.

VIA Rail High Frequency Rail Joint Project Office

On June 25, 2019, the CIB announced its participation and collaboration with VIA Rail Canada ("**VIA Rail**") to further develop Via Rail's High Frequency Passenger rail project in the Quebec City-Toronto Corridor including project planning, pre-procurement and de-risking activities. CIB has been authorized to fund up to \$54.4 million of costs related to these activities. In September 2019, the CIB and VIA Rail established a Joint Project Office to explore and provide options to the Government of Canada on the High Frequency Rail project.

To effectively manage their respective responsibilities under the Act, the CIB and VIA Rail developed a protocol describing the approach followed by the CIB and VIA Rail regarding the handling of access to information requests pertaining to the HFR Project, generally, and the work of the Joint Project Office more specifically, and the information disclosures resulting from such access to information requests.

During the Reporting Period, the ATIP Coordinators of the CIB and VIA Rail organized an awareness session for staff from the CIB and VIA Rail seconded to the Joint Project Office. The purpose of this session was to provide participants with an overview of the Act; timelines to respond to requests; the duty to assist; exemptions and exclusions; steps in processing an ATIP request; and the role and responsibilities of the CIB and VIA Rail in administering the Act. Seven (7) staff members from the CIB and VIA Rail participated in this awareness session.

8. Policies, Guidelines, Procedures and Initiatives

During the Reporting Period, the CIB implemented the following institution-specific policies and procedures and initiatives that refer directly, or indirectly to employees' obligations under the Act.

Policy / Procedure	Description
Information Management Policy	Describes the governance principles and activities for the management and use of information held by the CIB to effectively meet its mandate, including the roles and responsibilities and the guidelines for the classification, retention and disposal of information to ensure proper treatment and protection.
Communications, Media and Stakeholder Relations Policy	Describes the roles and responsibilities and the principles to the CIB's management of its own communications, including with respect to the following: <ul style="list-style-type: none"> • enhancing transparency and accountability in respect of the CIB's operations, investments and decision-making processes;

	<ul style="list-style-type: none"> • ensuring the CIB’s internal and external communications are well coordinated, effectively managed and responsive to the diverse information needs of internal stakeholders and the public; • providing information in both official languages in accordance with the <i>Official Languages Act</i>; and • responding to information requests responsibly, which respecting the provisions of the <i>Access to Information Act</i> and the <i>Privacy Act</i>.
Access to Information Procedure	Describes the CIB’s general principles and practices for responding to access requests under the <i>Access to Information Act</i> in a manner that is consistent with the CIB’s obligations under the Act and the <i>Access to Information Regulations</i> , and related Treasury Board of Canada Secretariat policies, directives and guidelines.

CIB’s chapter in *Info Source: Sources of Federal Government and Employee Information* was implemented during the Reporting Period and is posted in the CIB’s Electronic Document Management Portal accessible to all employees and is available through the Open Government Portal. Info Source provides individuals and employees of the government (current and former) with relevant information to access personal information about themselves held by government institutions subject to the *Access to Information Act* and the *Privacy Act* and to exercise their rights under the *Privacy Act*.

CIB is committed to upholding the highest standards of personal and professional conduct. Annually, CIB requires its employees to acknowledge their awareness of, and compliance with, the Code of Conduct for Employees (the “**Code**”). The Code, together with the Values and Ethics Code for the Public Sector forms an integral part of the CIB’s ethical and compliance framework. It describes the values and conduct expected of employees and includes references to the CIB’s responsibilities and obligations under the Act to help ensure effective and consistent administration and compliance with the Act and its regulations. Awareness training for employees on the Code is mandatory. It covers employees’ responsibilities with respect to health and safety, conflicts of interest, confidentiality, information security, and ATIP, among others.

9. Summary of Key Issues and Actions Taken on Complaints or Audits

As at March 31, 2020, no complaint, investigation, or appeal was brought to the attention of the CIB in relation to the processing and outcome of access to information requests.

10. Monitoring Compliance

A formal monitoring procedure to oversee the time taken to complete the requests has not been established. However, the ATIP Coordinator regularly monitors whether any ATIP requests have been received and closely tracks all active files including maintaining a log of active requests and

consultations, if any. This practice helps the ATIP Coordinator to carefully monitor timelines, milestones, and next steps.

During periods when the CIB is managing multiple ongoing files, the ATIP Coordinator prepares a bi-weekly summary report to senior management indicating the status of each file with the text of the request and a brief description of the status of the file.

11. Resources Related to the *Access to Information Act*

CIB has not implemented time-tracking software to track costs incurred by the CIB related to the administration of the Act. The cost of administering the CIB's ATIP program for the Reporting Period is estimated at \$167,627 in salary costs and professional services contracts. However, this expenditure does not include the resources required by other areas of the CIB to search for responsive records.

As for human resources, the number of person years dedicated to ATIP activities during the Reporting Period is estimated at 1.10 full time employee.

APPENDICES

Appendix A: Delegation Order

Appendix B: Statistical Report on the Administration of the *Access to Information Act*

(includes 2019-2020 Supplemental Statistical Report – Requests affected by COVID-19 measures)

Appendix A – Delegation Order

**Subject / Objet : Delegation order under the *Access to Information Act* and the *Privacy Act*
/ Arrêté de délégation en vertu de la *Loi sur l'accès à l'information* et la *Loi sur la protection
des renseignements personnels***

Delegation Order

The President and Chief Executive Officer of the Canada Infrastructure Bank, pursuant to section 73 of the *Access to Information Act* and section 73 of the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the President and Chief Executive Officer as the head of the Canada Infrastructure Bank, under the provisions of the Act and related regulations set out in the schedule opposite each position. This designation replaces all previous delegation orders.

Dated, at the City of Toronto, this 19th day
of December, 2018



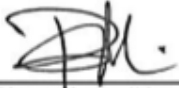
Pierre Lavallée
President and Chief Executive Officer / Président-directeur général

Arrêté de délégation

En vertu de l'article 73 de la *Loi sur l'accès à l'information* et de l'article 73 de la *Loi sur la protection des renseignements personnels*, le Président-directeur général de la Banque de l'Infrastructure du Canada délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont il est, en qualité de responsable de la Banque de l'Infrastructure du Canada, investi par les dispositions de la Loi ou de son règlement mentionnées dans l'annexe en regard de chaque poste. Le présent document remplace et annule tout arrêté antérieur.

Fait à la ville de Toronto, le 19e jour de
décembre 2018

Schedule / Annexe		
Position / Poste	<i>Access to Information Act and Regulations / Loi sur l'accès à l'information et Règlement</i>	<i>Privacy Act and Regulations / Loi sur la protection des renseignements personnels et Règlement</i>
General Counsel and Corporate Secretary / Avocat général et secrétaire de la Société	Full authority / Autorité absolue	Full authority / Autorité absolue



Pierre Lavallée
President and Chief Executive Officer / Président-directeur général

Appendix B – Statistical Report on the Administration of the *Access to Information Act*

**(includes 2019-2020 Supplemental Statistical Report –
Requests affected by COVID-19 measures)**



Statistical Report on the *Access to Information Act*

Name of institution: Canada Infrastructure Bank

Reporting period: 2019-04-01 to 2020-03-31

Section 1: Requests Under the *Access to Information Act*

1.1 Number of requests

	Number of Requests
Received during reporting period	29
Outstanding from previous reporting period	0
Total	29
Closed during reporting period	29
Carried over to next reporting period	0

1.2 Sources of requests

Source	Number of Requests
Media	12
Academia	0
Business (private sector)	0
Organization	16
Public	1
Decline to Identify	0
Total	29

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	
3	1	0	0	0	0	0	4

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

Section 2: Decline to act on vexatious, made in bad faith or abuse of right requests

	Number of Requests
Outstanding from previous reporting period	0
Sent during reporting period	0
Total	0
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	0
Carried over to next reporting period	0

Section 3: Requests Closed During the Reporting Period**3.1 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	0	3	0	0	0	0	0	3
Disclosed in part	0	7	4	2	0	0	0	13
All exempted	0	7	0	1	0	0	0	8
All excluded	0	0	0	0	0	0	0	0
No records exist	1	3	0	0	0	0	0	4
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	1	0	0	0	0	1
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Decline to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	1	20	5	3	0	0	0	29

3.2 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)	3	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	9	20.2	0
13(1)(c)	2	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	1	16(2)(c)	0	18(d)	1	21(1)(a)	13
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	10
14	2	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	2
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	4
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	2	22	0
15(1)	0	16.1(1)(d)	0	19(1)	8	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	1
15(1) - Def.*	0	16.3	0	20(1)(b)	10	23.1	0
15(1) - S.A.*	0	16.31	0	20(1)(b.1)	0	24(1)	16
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(c)	7	26	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(d)	5		
16(1)(a)(iii)	0	16.5	0				
16(1)(b)	0	16.6	0				
16(1)(c)	0	17	0				
16(1)(d)	0						

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

3.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	0	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

3.4 Format of information released

Paper	Electronic	Other
1	15	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
2963	2051	25

3.5.2 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	3	39	0	0	0	0	0	0	0	0
Disclosed in part	3	145	10	1867	0	0	0	0	0	0
All exempted	8	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	1	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	15	184	10	1867	0	0	0	0	0	0

3.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	2	0	1	0	3
Disclosed in part	7	0	6	0	13
All exempted	1	0	7	0	8
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	10	0	14	0	24

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	23
Percentage of requests closed within legislated timelines (%)	79.3

3.7 Deemed refusals

3.7.1 Reasons for not meeting legislated timelines

Number of Requests Closed Past the Legislated Timelines	Principal Reason			
	Interference with Operations / Workload	External Consultation	Internal Consultation	Other
6	0	6	0	0

3.7.2 Requests closed beyond legislated timelines (including any extension taken)

Number of Days Past Legislated Timelines	Number of Requests Past Legislated Timeline Where No Extension Was Taken	Number of Requests Past Legislated Timeline Where an Extension Was Taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	4	4
31 to 60 days	0	1	1
61 to 120 days	0	1	1
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	6	6

3.8 Requests for translation

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

Section 4: Extensions

4.1 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	0	0	6	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	0	0	6	0

4.2 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	4	0
31 to 60 days	0	0	1	0
61 to 120 days	0	0	1	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	0	0	6	0

Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Requests	Amount	Requests	Amount
Application	28	\$140	0	\$0
Other fees	0	\$0	0	\$0
Total	28	\$140	0	\$0

Section 6: Consultations Received From Other Institutions and Organizations

6.1 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	22	307	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	22	307	0	0
Closed during the reporting period	22	307	0	0
Carried over to next reporting period	0	0	0	0

6.2 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	7	0	0	0	0	0	0	7
Disclose in part	13	0	0	0	0	0	0	13
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	0	0	0	0	0	0	0	0
Total	22	0	0	0	0	0	0	22

6.3 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

Section 7: Completion Time of Consultations on Cabinet Confidences

7.1 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
365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

7.2 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
365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Section 8: Complaints and investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal representations	Section 37 Reports of finding received	Section 37 Reports of finding containing recommendations issued by the Information Commissioner	Section 37 Reports of finding containing orders issued by the Information Commissioner
0	0	0	0	0	0

Section 9: Court Action

9.1 Court actions on complaints received before June 21, 2019 and on-going

Section 41 (before June 21, 2019)	Section 42	Section 44
0	0	0

9.2 Court actions on complaints received after June 21, 2019

Section 41 (after June 21, 2019)				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

Section 10: Resources Related to the Access to Information Act

10.1 Costs

Expenditures		Amount
Salaries		\$143,917
Overtime		\$0
Goods and Services		\$23,710
• Professional services contracts	\$23,710	
• Other	\$0	
Total		\$167,627

10.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1.00
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.10
Students	0.00
Total	1.10

Note: Enter values to two decimal places.

2019-2020 Supplemental Statistical Report – Requests affected by COVID-19 measures

In addition to completing the forms for the Statistical Reports on the ATIA and Privacy Act for 2019-20, institutions are asked to complete this Supplemental Report to help identify the impact of COVID-19 measures on institutional performance for 2019-20 and going forward. The data requirements are set out in the tables below.

Supplemental Statistical Report on the *Access to Information Act*

The following table reports the total number of formal requests received during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 1 – Requests Received

		Column (Col.) 1
		Number of requests
Row 1	Received from 2019-04-01 to 2020-03-13	29
Row 2	Received from 2020-03-14 to 2020-03-31	0
Row 3	Total¹	29

¹ – Total for Row 3 should equal the total in the ATI Statistical Report section 1.1 Row 1

The following table reports the total number of requests closed within the legislated timelines and the number of closed requests that were deemed refusals during two periods 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 2 – Requests Closed

		Col. 1	Col. 2
		Number of requests closed within the legislated timelines	Number of requests closed past the legislated timelines
Row 1	Received from 2019-04-01 to 2020-03-13 and outstanding from previous reporting periods	23	6
Row 2	Received from 2020-03-14 to 2020-03-31	0	0
Row 3	Total²	23	6

² – Total for Row 3 Col. 1 should equal the total in the ATI Statistical Report section 3.6.1 Row 1 -- Total for Row 3 Col. 2 should equal the total in the ATI Statistical Report section 3.7.1. Col. 1 Row 1

The following table reports the total number of requests carried over during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 3 – Requests Carried Over

		Col. 1
		Number of requests
Row 1	Requests received from 2019-04-01 to 2020-03-13 and outstanding from previous reporting period that were carried over to the 2020-2021 reporting period	0
Row 2	Requests received from 2020-03-14 to 2020-03-31 that were carried over to the 2020-2021 reporting period	0
Row 3	Total ³	0

³ – Total for Row 3 should equal the total in the ATI Statistical Report section 1.1 Row 5

Supplemental Statistical Report on the *Privacy Act*

The following table reports the total number of formal requests received during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 4 – Requests Received

		Column (Col.) 1
		Number of requests
Row 1	Received from 2019-04-01 to 2020-03-13	0
Row 2	Received from 2020-03-14 to 2020-03-31	0
Row 3	Total ¹	0

¹ – Total for Row 3 should equal the total in the Privacy Statistical Report Section 1.1 Row 1

The following table reports the total number of requests closed within the legislated timelines and the number of closed requests that were deemed refusals during two periods 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 5 – Requests Closed

		Col. 1	Col. 2
		Number of requests closed within the legislated timelines	Number of requests closed past the legislated timelines
Row 1	Received from 2019-04-01 to 2020-03-13 and outstanding from previous reporting periods	0	0
Row 2	Received from 2020-03-14 to 2020-03-31	0	0
Row 3	Total²	0	0

² – Total for Row 3 Col. 1 should equal the total in the Privacy Statistical Report Section 2.6.1 Row 1 -- Total for Row 3 Col. 2 should equal the total in the Privacy Statistical Report Section 2.7.1. Col. 1 Row 1

The following table reports the total number of requests carried over during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 6– Requests Carried Over

		Col. 1
		Number of requests
Row 1	Requests from 2019-04-01 to 2020-03-13 and outstanding from previous reporting period that were carried over to the 2020-2021 reporting period	0
Row 2	Requests from 2020-03-14 to 2020-03-31 that were carried over to the 2020-2021 reporting period	0
Row 3	Total³	0

³ – Total for Row 3 should equal the total in the Privacy Statistical Report Section 1.1 Row 5