



CIB  BIC

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

April 1, 2020 to
March 31, 2021

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

April 1, 2020 to March 31, 2021

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 public.

This Annual Report describes how the Canada Infrastructure Bank (“**CIB**”) administered the Act during the reporting period from April 1, 2020 to March 31, 2021 (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.

This is the fourth Annual Report prepared by the CIB on the administration of the Act. The previous such reports are available within the “Transparency” section of the CIB’s Web site: www.cib-bic.ca.

2. Mandate of the Canada Infrastructure Bank

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

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

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 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

The 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.

The CIB currently receives appropriations from the Government of Canada. Parliament has authorized up to \$35 billion over 11 years (to fiscal year-end 2027-2028), and the requisite authorities to participate in infrastructure transactions in new and innovative ways, using loans, loan guarantees and equity investments. As indicated in the Minister's Statement of Priorities and Accountabilities ("**SPA**") received on February 3, 2021, the CIB's investment, advisory and research functions should be focused in the following priority areas:

- Public Transit, including major transit projects, and zero-emission buses with a long-term target of \$5 billion in investments.
- Green Infrastructure, including energy efficient building retrofits, water and wastewater with a long-term target of \$5 billion in investments.
- Trade and Transport, including trade corridors, bridges, passenger rail, and agricultural infrastructure, with a long-term target of \$5 billion in investments.
- Broadband, including for unserved and underserved community broadband connectivity with a long-term target of \$3 billion in investments.
- Clean Power, including renewables, district energy, storage, interties and transmission with a long-term target of \$5 billion in investments.

Moreover, the SPA called on the CIB to establish a new investment target of \$1 billion for Indigenous Infrastructure projects across the five priority areas set out above. The SPA is available on the CIB's Web site (<https://cib-bic.ca/en/about-us/governance/>).

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

3. Organizational Structure

The 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’s responsibilities regarding the Act are as follows:

- 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;
- 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 employees 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 compliance tools; 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 (“**CFO & CAO**”). 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 managing the CIB’s responses to parliamentary questions (Order Paper Questions). The CIB received 45 Order Paper Questions during this Reporting Period compared to 42 in the previous reporting period. All responses to Order Paper 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 (“CEO”) of the CIB is designated as the “Head” of the government institution.

In accordance with section 95 of the Act, the CEO’s authority has been delegated to enable the CIB to meet its legislated requirements. The CEO has delegated his powers and duties under the Act to the CFO & CAO and the General Counsel & Corporate Secretary, who is also the ATIP Coordinator for the CIB.

A copy of the signed Delegation Order dated March 10, 2021 in effect at the end of the Reporting Period is attached (Appendix A).

Administration of the *Access to Information Act*

5. Statistical Report for 2020-2021

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 16 new formal requests under the Act during the Reporting Period, representing a 45% decrease over the previous reporting period. During the 2019-2020 fiscal year, the CIB received 29 formal requests. Of the 16 requests completed, the CIB processed 824 pages, representing a decrease of 72% over the previous reporting period in the number of pages processed. No requests were carried forward from the previous reporting period.

Table 1: Overview of Access Requests Received and Completed

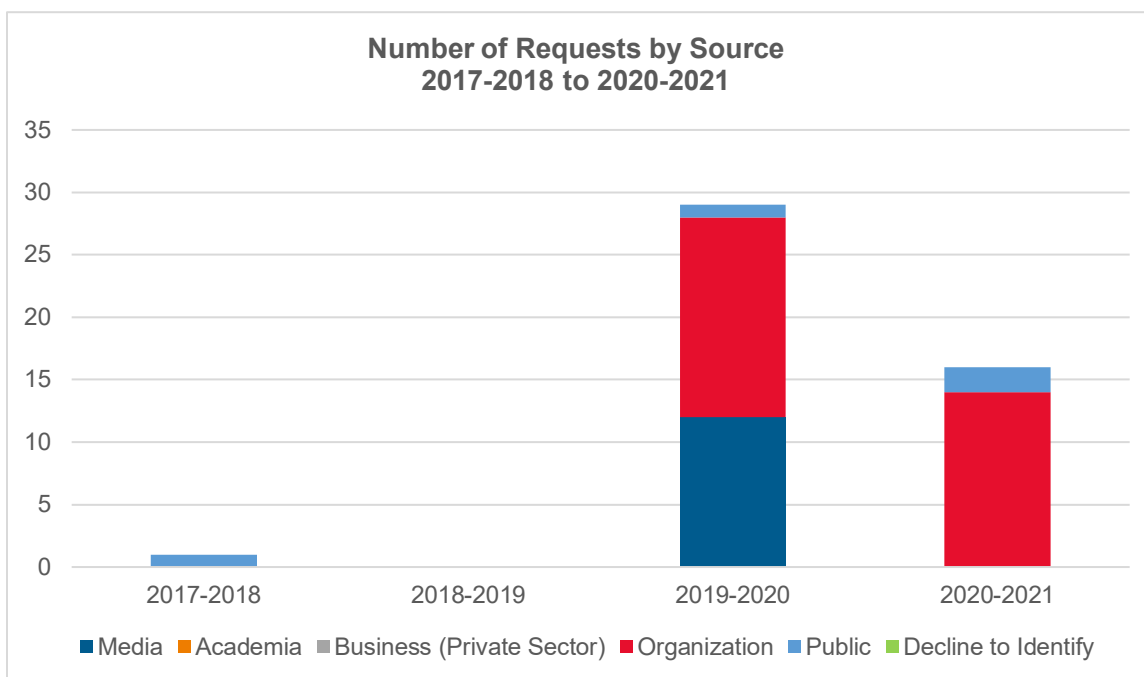
Fiscal Year	Requests Received	Requests Outstanding from Previous Reporting Period	Requests Completed	Number of Pages Processed
2017-2018*	1	0	0	0
2018-2019	0	0	0	0
2019-2020	29	0	29	2,963
2020-2021	16	0	16	824

*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 during the 2017-2018 fiscal year and began processing its first requests under the Act during the 2019-2020 fiscal year. During the 2020-2021 fiscal year, the CIB made several public announcements pertaining to its activities and decision-making, including the announcement of the \$10 billion Growth Plan in October 2020, and continued to proactively disclose information through various platforms including the CIB's website. The CIB attributes this increased level of transparency and public announcements to the lower level of requests made under the Act compared to the previous fiscal year. However, the CIB is not able to identify multi-year trends at this time. The CIB anticipates a consistent 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 Act by Source

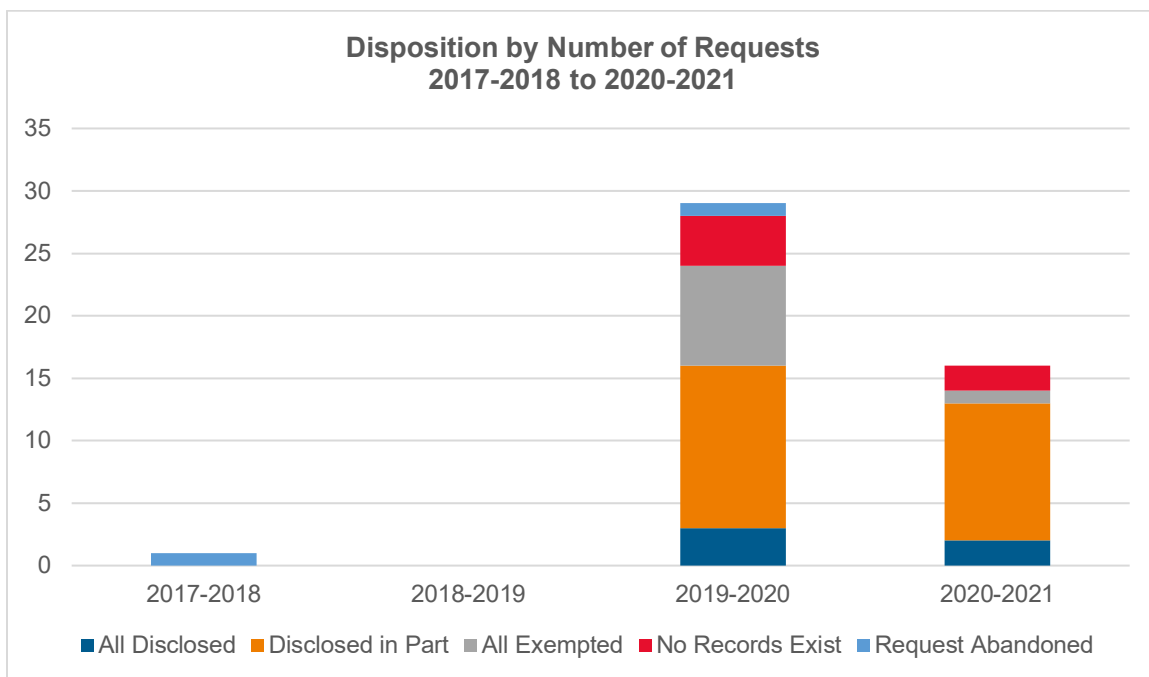
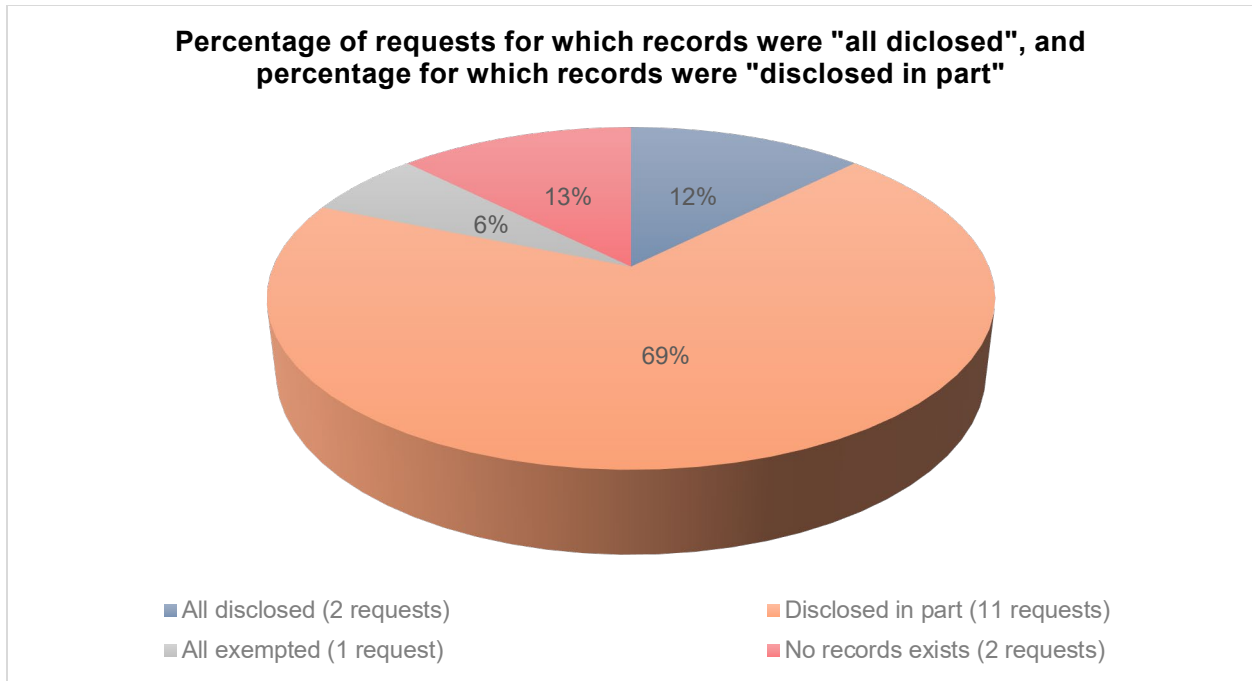
During the Reporting Period out of the 16 requests received by the CIB, 14 were from organizations and 2 from the public.



Disposition of Requests

Of the 16 requests closed during the Reporting Period:

- 13 requests disclosed – 2 (12%) fully and 11 (69%) partially;
- 1 request exempted; and
- 2 requests where no records existed.



Exemptions Applied

The most frequent exemption provisions applied by the CIB during the Reporting Period were sections 19(1) (Personal Information), 21(1)(a) and 21(1)(b) (Advice, Operations of Government).

No exclusions were claimed during the Reporting Period.

Table 2: Exemptions Applied for 2020-2021

Exemption	Number of Requests
Section 16(2)	2
Section 18(b)	4
Section 19(1)	7
Section 20(1)(b)	2
Section 20(1)(c)	1
Section 20(1)(d)	1
Section 21(1)(a)	5
Section 21(1)(b)	5
Section 21(1)(c)	2
Section 21(1)(d)	2
Section 22.1(1)	1
Section 23	3

Completion Time and Extensions

The percentage of requests closed within the legislated timeline in the Reporting Period is 87.5%. During the Reporting Period, 2 requests were extended by 16 to 30 days out of the 16 requests closed. The reason for the 2 files being closed after the legislated timelines was the need to consult with other government institutions.

Table 3: Extensions Taken, 2017-2018 to 2020-2021

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
2020-2021	2	0	0	2

b) Consultations

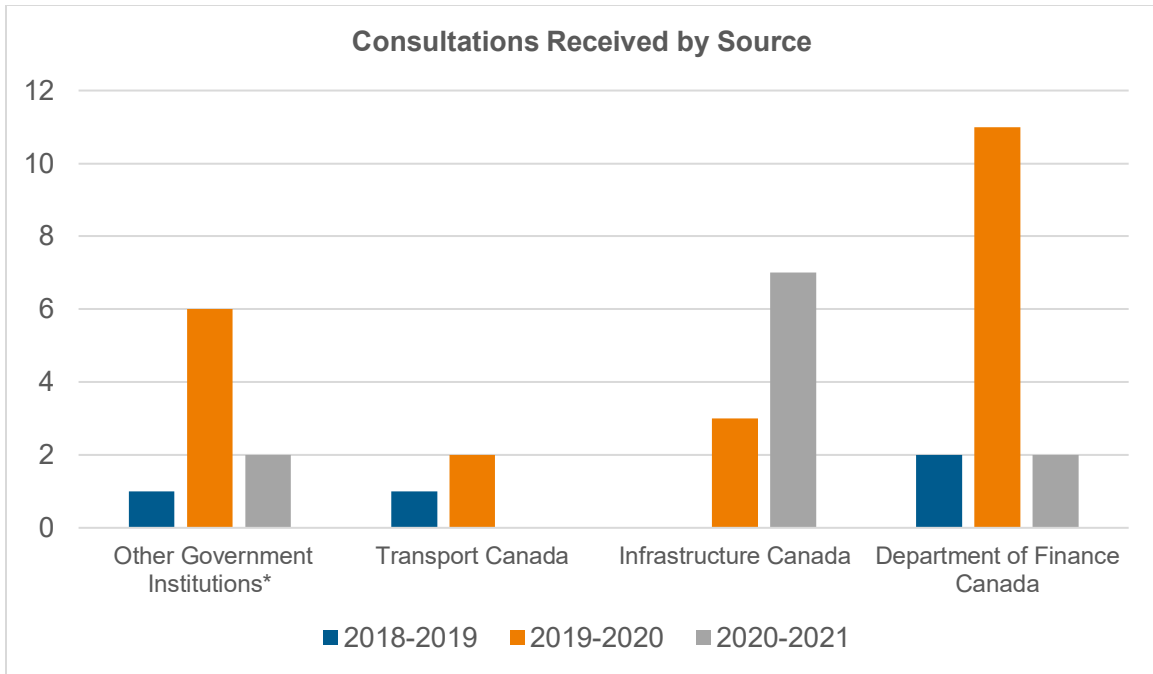
CIB assists in processing ATIP requests received by other government institutions when documents that pertain to the CIB are found to be among the records being processed by the other institution. The other institution will consult with the CIB to seek the CIB's recommendations with respect to the treatment of these records.

During the Reporting Period, the CIB received 11 consultations from other government institutions, representing a 50% decrease over the previous reporting period. The majority of the consultations (64%) originated from Infrastructure Canada.

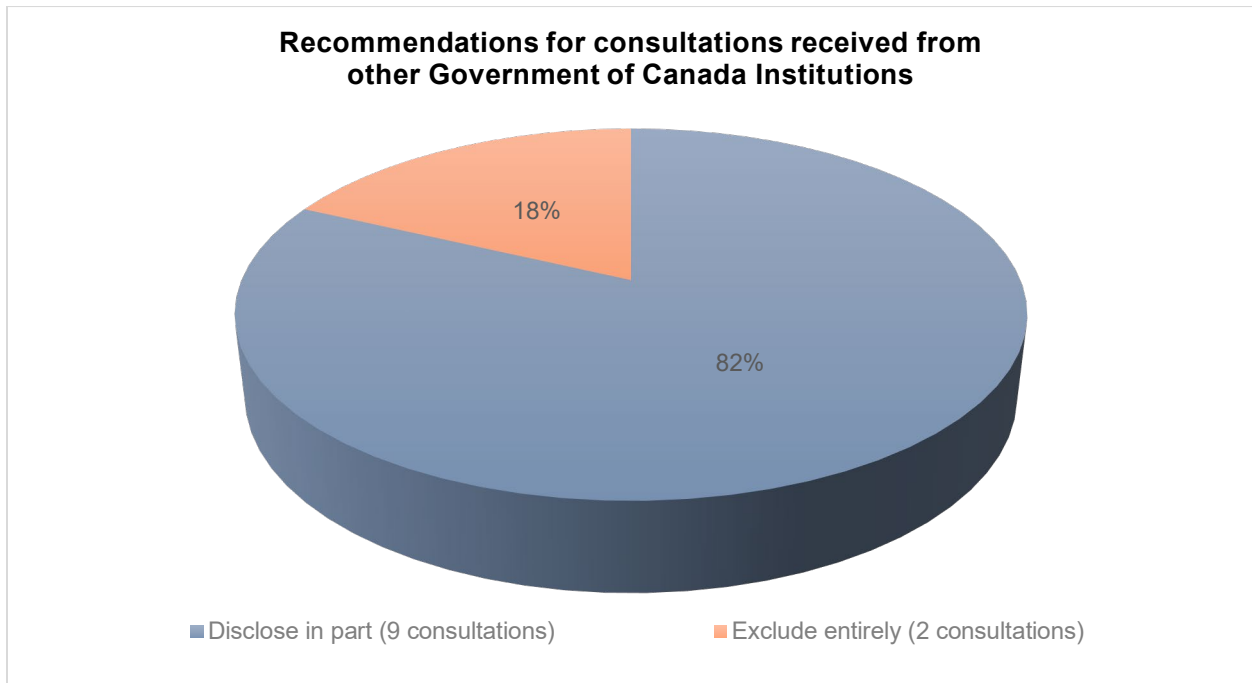
The table below indicates the volume of consultations received by the CIB. During the Reporting Period, the CIB closed all of the consultations requests it received. The consultation requests from other government institutions that were closed during the Reporting Period were all completed in 1-15 days except one was completed in 31-60 days due to the large volume of records processed. 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
2020-2021	11	0	11	649



*CIB received 2 consultations that were originated from VIA Rail Canada during the Reporting Period.



c) Informal Requests

During the corresponding period 2020-2021, CIB did not receive any informal requests under the Act. In the previous year, the CIB has received, processed and completed four (4) informal requests.

6. Impact of COVID-19 Measures

The CIB is operating under its Business Continuity Plan since March 14, 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 a notice to the public on its website to advise Canadians that communications with the CIB pertaining to ATIP requests should be directed by email to the ATIP Coordinator’s email address: atip-aiprp@cib-bic.ca.

The CIB’s ability to respond to requests within the timelines mandated by the Act was not affected for the Reporting Period. During the Reporting Period, Employees had significantly reduced access to the CIB’s head office to process physical files (for example, reviewing paper records, scanning, and processing incoming and outgoing mail). However, all Employees have access to the CIB’s information management systems remotely and the CIB has full capacity to process ATIP requests and consultations from other government institutions received electronically.

Application fees for all 16 requests received during the Reporting Period were waived pursuant to subsection 11(2) of the Act.

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 table describes the training and awareness activities related to Access to Information provided virtually during the Reporting Period:

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 new employees as part of their orientation. 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>

In addition, given the small size of the corporation (74 full-time employees and contractors as of the end of the Reporting Period), 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 also attended quarterly community meetings hosted by the Treasury Board of Canada Secretariat.

The ATIP Coordinator also annually reports on the administration of the Act to the Governance Committee of 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.

Staff from the CIB and VIA Rail seconded to the Joint Project Office participated in an awareness session on the role and responsibilities of the CIB and VIA Rail in administering the Act during the 2019-20 fiscal year. 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 updated and approved a revised version of the Code of Conduct for Employees (the “**Code**”), which is available on the CIB’s Web site (<https://cib-bic.ca/en/about-us/governance/executive/>). 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.

The CIB’s chapter in *Info Source: Sources of Federal Government and Employee Information* was updated during the Reporting Period and is posted within the “Transparency” section of the CIB’s Web site. 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*.

The CIB is currently reviewing the Access to Information Procedure to align with the ongoing consultations and the proposed updates to the Treasury Board of Canada Secretariat’s Access to Information and Privacy Policy instruments. The CIB is also developing an ATIP compliance manual for employees for upcoming training and information sessions. The objective of this ATIP compliance manual is to ensure continued awareness of the processes that must be undertaken

by employees in fulfilling their responsibilities with respect to responding to requests under the *Access to Information Act* and the *Privacy Act*. The finalization of the revisions to the Access to Information Procedure and the implementation of the ATIP compliance manual are expected to be completed during the 2021-2022 fiscal year.

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

As of March 31, 2021, 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 \$70,250 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.

APPENDICES

Appendix A: Delegation Order

Appendix B: Statistical Report on the Administration of the *Access to Information Act* (includes 2020-2021 Supplemental Statistical Report on the *Access to Information Act* and *Privacy Act*)

Appendix A – Delegation Order

DELEGATION OF AUTHORITY

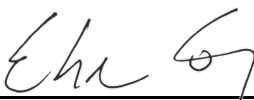
**ACCESS TO INFORMATION ACT
PRIVACY ACT**

I, the undersigned, Chief Executive Officer of the Canada Infrastructure Bank, pursuant to section 95 of the *Access to Information Act* and section 73 of the *Privacy Act*, hereby

- i) designates the General Counsel & Corporate Secretary as the CIB's Access to Information and Privacy Coordinator; and
- ii) delegates to the persons of the Canada Infrastructure Bank holding the positions set out below, or the persons occupying on an acting basis those positions, the authority to exercise the powers, duties and functions of the Chief Executive Officer as the head of the Canada Infrastructure Bank, under the provisions of the *Access to Information Act* and *Privacy Act* and their related regulations.

This designation replaces all previous delegation orders.

Signed at the City of Toronto, this 10th day of March, 2021.



Ehren Cory
Chief Executive Officer / Président-directeur général

DÉLÉGATION DE POUVOIRS

**LOI SUR L'ACCÈS À L'INFORMATION
LOI SUR LA PROTECTION DES
RENSEIGNEMENTS PERSONNELS**

Je, soussigné, Président-directeur général de la Banque de l'Infrastructure du Canada, conformément à l'article 95 de la *Loi sur l'accès à l'information* et de l'article 73 de la *Loi sur la protection des renseignements personnels*,

- i) désigne l'Avocat général et secrétaire de la Banque de l'Infrastructure du Canada à titre de Coordonnateur de l'accès à l'information et de la protection des renseignements personnels; et
- ii) délègue par la présente aux titulaires de postes indiqués ci-après, ou aux personnes occupant ces postes par intérim, les pouvoirs et fonctions dont il est investi en tant que Président-directeur général et responsable de la Banque de l'Infrastructure du Canada aux termes de la *Loi sur l'accès à l'information*, de la *Loi sur la protection des renseignements personnels* et des réglementations afférentes.

Le présent document remplace et annule tout arrêté de délégation antérieur.

Signé à la ville de Toronto, le 10e jour de mars, 2021

APPENDIX / ANNEXE

Delegation of powers, duties and functions under section 95 of the *Access to Information Act* and section 73 of the *Privacy Act*

Délégation de pouvoirs en vertu de l'article 95 de la *Loi sur l'accès à l'information* et l'article 73 de la *Loi sur la protection des renseignements personnels*

Position / Poste	<i>Access to Information Act</i> and Regulations / <i>Loi sur l'accès à l'information</i> et réglementation afférente	<i>Privacy Act</i> and Regulations / <i>Loi sur la protection des renseignements personnels</i> et réglementation afférente
Chief Financial Officer & Chief Administrative Officer / Directrice principale et chef des directions financière et administrative	Full authority / Autorité absolue	Full authority / Autorité absolue
General Counsel & Corporate Secretary / Avocat général et secrétaire de la Société	Full authority / Autorité absolue	Full authority / Autorité absolue

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

**(includes 2020-2021 Supplemental Statistical Report
on the *Access to Information Act* and *Privacy Act*)**



Statistical Report on the Access to Information Act

Name of institution: Canada Infrastructure Bank

Reporting period: 2020-04-01 to 2021-03-31

Section 1: Requests Under the Access to Information Act

1.1 Number of requests

	Number of Requests
Received during reporting period	16
Outstanding from previous reporting period	0
Total	16
Closed during reporting period	16
Carried over to next reporting period	0

1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	0
Business (private sector)	0
Organization	14
Public	2
Decline to Identify	0
Total	16

1.3 Informal requests

Completion Time							
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	Total
0	0	0	0	0	0	0	0

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

Section 2: Decline to act 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	2	0	0	0	0	0	0	2
Disclosed in part	0	9	2	0	0	0	0	11
All exempted	0	1	0	0	0	0	0	1
All excluded	0	0	0	0	0	0	0	0
No records exist	0	2	0	0	0	0	0	2
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
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	2	12	2	0	0	0	0	16

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)	2	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	4	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	0	18(d)	0	21(1)(a)	5
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	5
14	0	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)	2
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)	7	22.1(1)	1
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	3
15(1) - Def.*	0	16.3	0	20(1)(b)	2	23.1	0
15(1) - S.A.*	0	16.31	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(c)	1	26	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(d)	1		
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
0	13	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
830	119	14

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	2	7	0	0	0	0	0	0	0	0
Disclosed in part	11	59	0	0	0	53	0	0	0	0
All exempted	1	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0	0	0
Total	14	66	0	0	0	53	0	0	0	0

3.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	2	0	3	0	5
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0
Total	2	0	3	0	5

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	14
Percentage of requests closed within legislated timelines (%)	87.5

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
2	0	2	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	2	2
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	2	2

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	2	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
Decline to act with the approval of the Information Commissioner	0	0	0	0
Total	0	0	2	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	2	0
31 to 60 days	0	0	0	0
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	0	0	2	0

Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Requests	Amount	Requests	Amount
Application	0	\$0	16	\$80
Other fees	0	\$0	0	\$0
Total	0	\$0	16	\$80

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	11	649	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	11	649	0	0
Closed during the reporting period	11	649	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	0	0	0	0	0	0	0	0
Disclose in part	8	0	1	0	0	0	0	9
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	2	0	0	0	0	0	0	2
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	10	0	1	0	0	0	0	11

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 Request	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

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 Request	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

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		\$70,250
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$70,250

10.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.600
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	0.600

Note: Enter values to three decimal places.



Supplemental Statistical Report on the *Access to Information Act* and *Privacy Act*

Name of institution: Canada Infrastructure Bank

Reporting period: 2020-04-01 to 2021-03-31

Section 1: Capacity to Receive Requests

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	9
Able to receive requests by email	52
Able to receive requests through the digital request service	0

Section 2: Capacity to Process Records

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	43	9	0	52
Protected B Paper Records	43	9	0	52
Secret and Top Secret Paper Records	43	9	0	52

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Electronic Records	0	0	52	52
Protected B Electronic Records	0	0	52	52
Secret and Top Secret Electronic Records	0	0	52	52