



CIB  BIC

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

April 1, 2021 to  
March 31, 2022

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

**April 1, 2021 to March 31, 2022**

## 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.<sup>1</sup>

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, 2021 to March 31, 2022 (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 Fifth Annual Report prepared by the CIB on the administration of the Act. The previous such reports are available within the “Reports & Transparency” section of the CIB’s Web site: <https://cib-bic.ca/>.

The CIB does not have wholly owned subsidiaries and is not required to report on behalf of any non-operational institution.

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

## 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**”).

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.<sup>2</sup>*

The CIB receives appropriations from the Government of Canada. Parliament has authorized up to \$35 billion and the requisite authorities to participate in infrastructure transactions in new and innovative ways, using loans, loan guarantees and equity investments. Of this total, the CIB is expected to prudently manage its portfolio so the net fiscal expense to the Government of Canada will remain under \$15 billion.

The CIB develops projects in partnership with federal, provincial, territorial, municipal, and Indigenous government sponsors and the private sector. 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/>).

## 3. Organizational Structure

The CIB is governed by an independent board of directors, appointed by the Governor in Council on the advice of the Minister of Infrastructure and Communities. The Chief Executive Officer (“**CEO**”) is appointed by the Governor in Council upon the recommendation of the board of

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

directors. The CEO is responsible for the management of the business and other affairs of the CIB and reports to the board of directors on the overall performance of the organization.

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. The powers, duties and functions of the administration of the Act have been delegated by the CEO to the General Counsel & Corporate Secretary who also serves as the organization’s ATIP Coordinator.

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 CEO. The ATIP Coordinator is supported by two full-time employees, the Manager, Information Governance and Business Continuity and the Corporate Governance Associate, 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 44 Order Paper Questions during this Reporting Period compared to 45 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*.

The CIB was not a party to any service agreement pursuant to section 96 of the Act during the Reporting Period.

#### 4. Delegation Order

For the purposes of section 3 of the Act, the 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 the General Counsel & Corporate Secretary to enable the CIB to meet its legislated requirements.

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 2021-2022

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, which is consistent with the number of formal requests received the previous reporting period. Of the 16 requests completed, the CIB processed 4,544 pages, representing an increase of 451% over the previous reporting period in the number of pages processed. No requests were carried forward from the previous reporting period. However, two requests were carried over to the next reporting period due to the large number of responsive records and the need to complete consultations with other government institutions.

**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
2021-2022	16	0	14	4,544

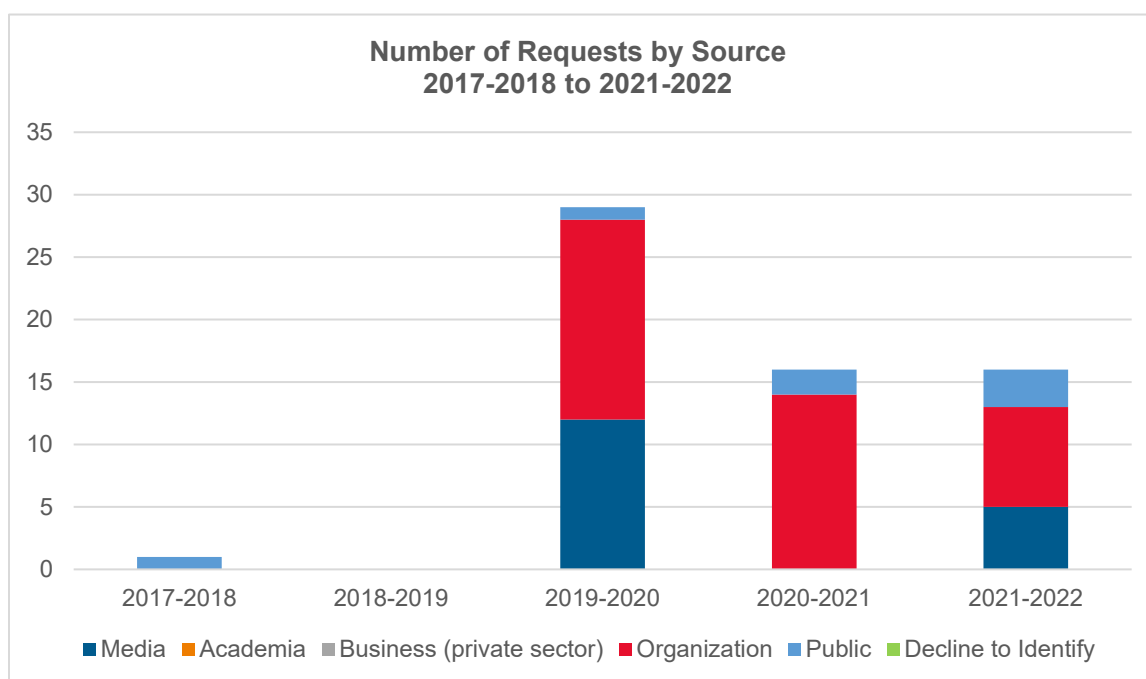
\*CIB received one request during the 2017-2018 fiscal year. That request was withdrawn by the requestor when advised that there was no information to disclose as the CIB had not yet commenced operations.

During the Reporting Period, the CIB made several public announcements pertaining to its activities and decision-making and continued to proactively disclose information through various platforms including the CIB’s website. The CIB attributes the equal number of access requests received compared to the previous fiscal year to the increased transparency of the CIB’s activities and public announcements of the CIB’s participation in infrastructure projects that achieve impactful outcomes to Canadians. 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.

In addition to formal requests received under the Act, the CIB responded to a motion adopted by the Standing Committee on Transport, Infrastructure and Communities requesting information and records describing the CIB’s remuneration policies and payment of incentive-based remuneration to executive officers and the board of directors since the bank’s inception. The CIB’s response was provided to the Standing Committee in June 2021 and included 157 pages of records describing the CIB’s compensation framework, a summary of which is also included in the CIB’s annual report for the 2020-21 fiscal year.

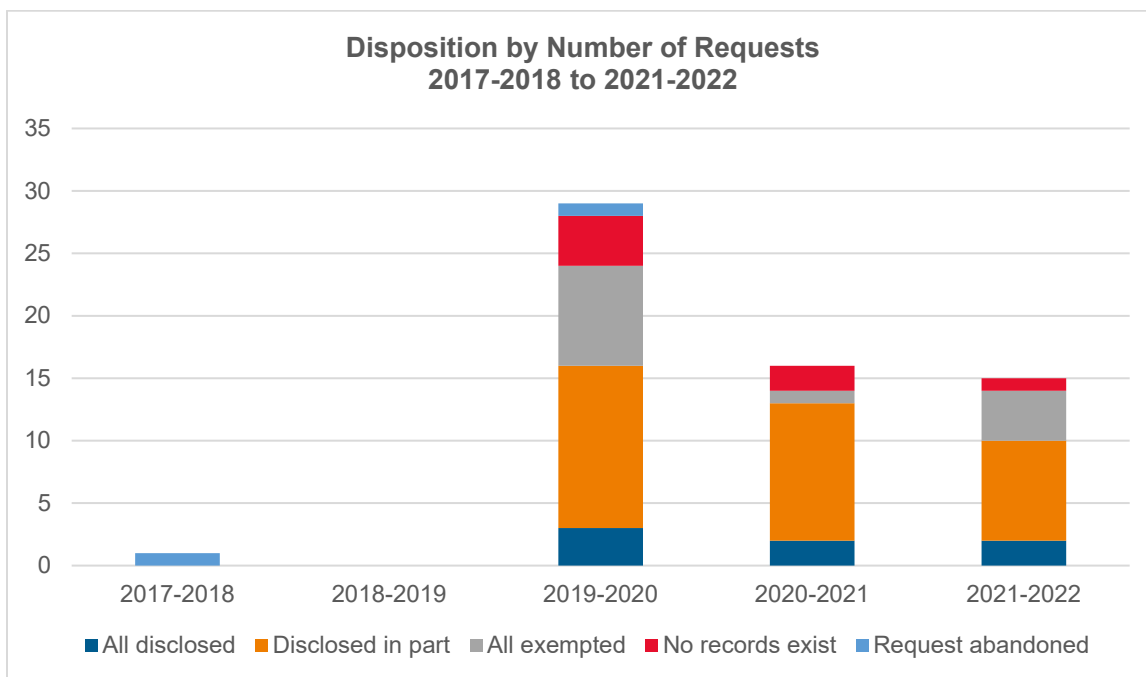
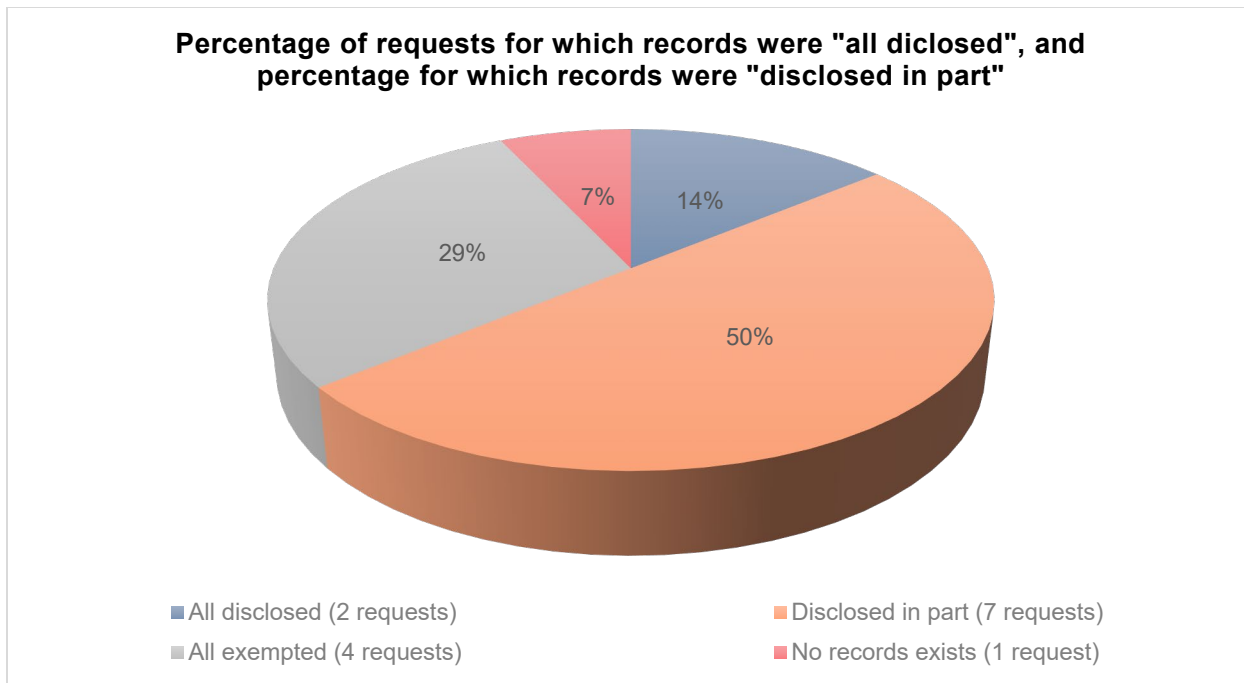
### Requests under the Act by Source

During the Reporting Period out of the 16 requests received by the CIB, eight (8) were from organizations, five (5) from media, and three (3) from the public.



### Disposition of Requests

Of the 14 requests closed during the Reporting Period, nine (9) requests were disclosed – two (2) (14%) requests were “all disclosed” and seven (7) (50%) were “disclosed in part”, as further described in the chart on the next page.



### Exemptions Applied

The most frequent exemption provisions applied by the CIB during the Reporting Period were sections 19(1) (Personal Information), 20(1) (Third Party Information) and 24(1) (Statutory prohibitions against disclosure), 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.

No exclusions were claimed during the Reporting Period.

**Table 2: Exemptions Applied for 2021-2022**

Exemption	Number of Requests
Section 18(a)	1
Section 18(b)	2
Section 18(d)	1
Section 18.1(1)(d)	1
Section 19(1)	6
Section 20(1)(b)	4
Section 20(1)(c)	2
Section 20(1)(d)	3
Section 21(1)(a)	2
Section 21(1)(b)	3
Section 24(1)	5

## Completion Time and Extensions

The percentage of requests closed within the 30-day legislated timeline in the Reporting Period is 57%. During the Reporting Period, two (2) requests were extended by 16 to 30 days, one (1) request was extended by 31 to 60 days, three (3) requests were extended by 61 to 120 days out of the 14 requests closed. The reason for the 6 files being closed after the legislated timelines was the need to complete consultations with other government institutions.

**Table 3: Extensions Taken, 2017-2018 to 2021-2022**

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

Fiscal Year	16 to 30-day extension	31 to 60-day extension	61 to 120-day extension	Total extensions
2019-2020	4	1	1	6
2020-2021	2	0	0	2
2021-2022	2	1	3	6

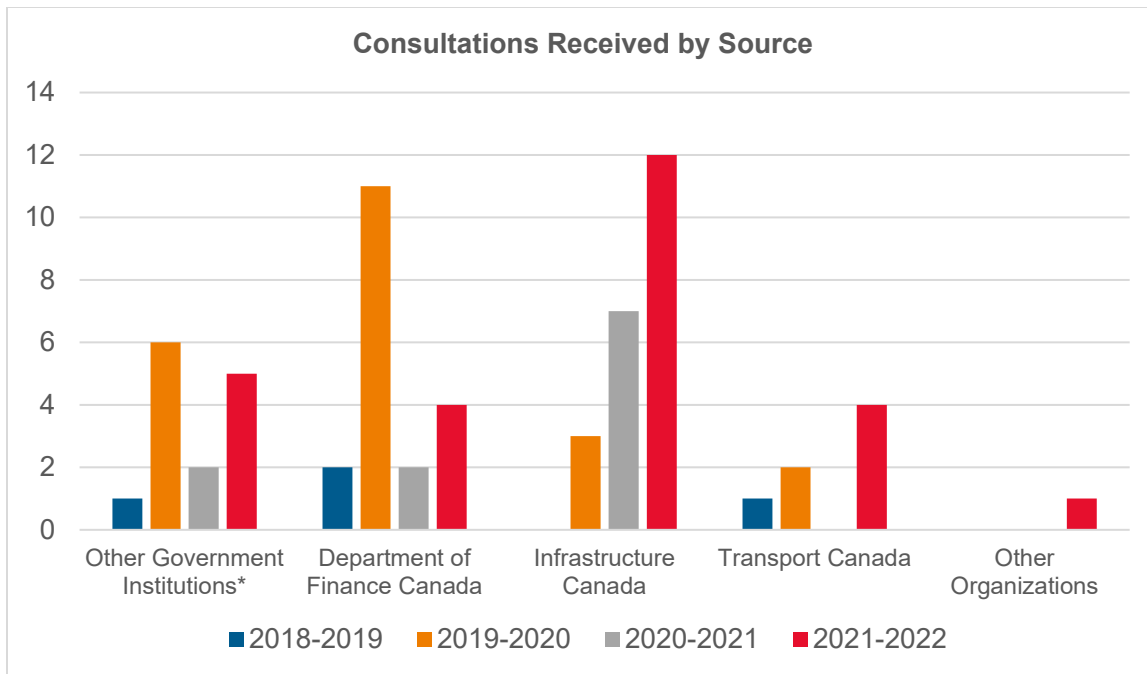
## b) Consultations

The 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 26 consultations from other government institutions, representing a 136% increase over the previous reporting period. The number of pages reviewed also increased 310% over the previous reporting period. The majority of the consultations (46%) originated from Infrastructure Canada. All of the 26 consultation requests received were closed 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
2021-2022	26	0	26	2,661

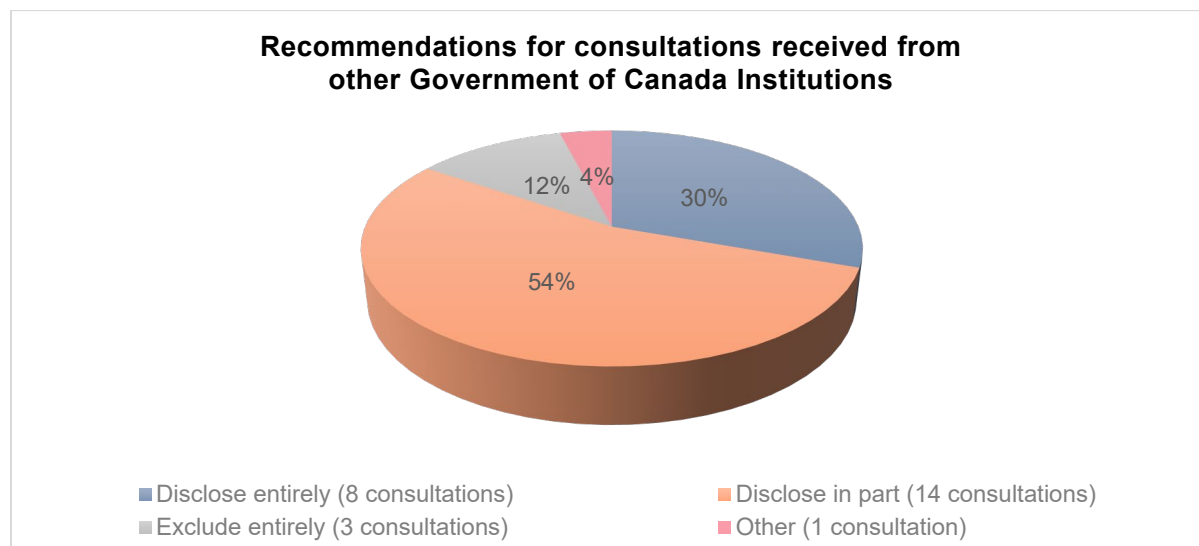


\*CIB received 5 consultations during the Reporting Period that were originated from other government institutions. The other government institutions were VIA Rail Canada, Treasury Board of Canada Secretariat, Natural Resources Canada and Innovation, Science and Economic Development Canada.

Of the 26 consultation requests:

- 23 consultations were completed within 1-15 days;
- one (1) consultation was completed within 16-30 days;
- one (1) consultation was completed within 31-60 days; and
- one (1) consultation was completed within 61-120 days due to the large number of records reviewed (1345 pages).

The graph below shows the recommendations for consultations received during the Reporting Period.



### **c) Informal Requests**

In addition to the formal requests for information, the CIB received, processed and completed 134 informal requests under the Act during the Reporting Period.

The high volume of informal requests was a result of a system administration error discovered by the Treasury Board of Canada Secretariat (“TBS”) in September 2021. Approximately 115 informal requests through the completed Access to Information Summaries posted on the Government of Canada’s Open Government website (<https://open.canada.ca/>) sent between August 2019 to September 2021 were not delivered to the CIB for notification and response. The CIB engaged with TBS upon discovering the failure and TBS confirmed that the system administration error had been resolved. The outstanding requests were completed by the end of September 2021.

## **6. Impact of COVID-19 Measures**

The CIB operated under its Business Continuity Plan during the Reporting Period. 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](mailto:atip-aiprp@cib-bic.ca).

The CIB provided regular reports to TBS to describe the impact of COVID-19-related measures on the institution’s ability to fulfill its responsibilities under the Act, and any mitigation measures that were implemented. During the Reporting Period, access to the CIB’s head office was restricted for 21 weeks, and Employees had significantly reduced access to process physical files (for example, reviewing paper records, scanning, and processing incoming and outgoing mail). However, the CIB’s ability to respond to requests within the timelines mandated by the Act was not affected for the Reporting Period. All Employees have access to the CIB’s information management systems remotely and the CIB had 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 and Privacy during the Reporting Period:

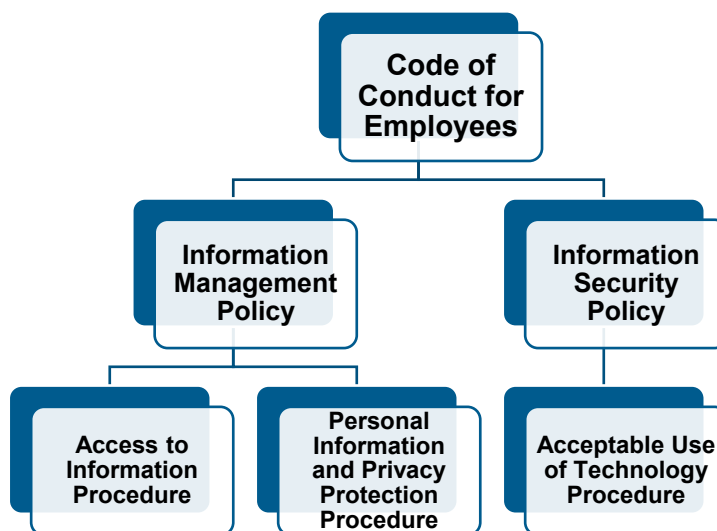
Awareness Session	Description
<b><i>Code of Conduct for Employees</i></b>	<p>Each employee is required, upon joining the CIB and at least once every two years thereafter, to complete mandatory awareness on the Code of Conduct for Employees. The awareness session covers:</p> <ul style="list-style-type: none"> <li>• the CIB's five core values: integrity; accountability; respect; inclusion; leadership;</li> <li>• the values and expected behaviours included the Values and Ethics Code for the Public Sector; and</li> <li>• employees' responsibilities, including with respect to the requirements related to the process of access to information requests and the requirements related to the protection of personal information.</li> </ul> <p>The awareness session also includes interactive case studies designed to help employees understand how they should act in response to common ethical dilemmas.</p> <p>During the Reporting Period, two awareness sessions were held in English and one training session was held in French. A total of 82 employees completed the awareness session, which represents over 95% of the CIB's total employee population for the Reporting Period.</p>
<b><i>Compliance with the Access to Information Act and Privacy Act (roles and responsibilities)</i></b>	<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 access to information request; the role and responsibilities of the ATIP Coordinator and CIB employees in processing access to information requests; and offences for obstructing the right of access or an investigation by the Information Commissioner.</p> <p>One (1) awareness session was held during the Reporting Period with 24 participants.</p>

In addition, given the small size of the corporation (94 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 Human Resources and Governance Committee of the CIB's Board of Directors.

## 8. Policies, Guidelines, Procedures and Initiatives

The CIB implemented the following institution-specific policies and procedures and initiatives that incorporate.



During the Reporting Period, the CIB updated and approved a revised version of the Access to Information Procedure and the Personal Information and Privacy Protection 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 also developed 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*.

During the 2020-21 fiscal year, 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/>). 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 previous reporting period and is posted within the "Reports & 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*.

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

As of March 31, 2022, 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 monthly summary report to the CEO 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 \$86,700 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. For the previous reporting period covering 2020-21, the costs related to access to information was \$70,250.

## **APPENDICES**

### **Appendix A: Delegation Order**

### **Appendix B: Statistical Report on the Administration of the *Access to Information Act* (includes 2021-2022 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***

<b>Position / Poste</b>	<b><i>Access to Information Act</i> and Regulations / <i>Loi sur l'accès à l'information</i> et réglementation afférente</b>	<b><i>Privacy Act</i> and Regulations / <i>Loi sur la protection des renseignements personnels</i> et réglementation afférente</b>
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 2021-2022 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: 4/1/2021 to 3/31/2022

### 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 periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
<b>Total</b>		16
Closed during reporting period		14
Carried over to next reporting period		2
• Carried over within legislated timeline	2	
• Carried over beyond legislated timeline	0	

#### 1.2 Sources of requests

Source	Number of Requests
Media	5
Academia	0
Business (private sector)	0
Organization	8
Public	3
Decline to Identify	0
<b>Total</b>	16

#### 1.3 Channels of requests

Source	Number of Requests
Online	0
E-mail	9
Mail	7
In person	0
Phone	0
Fax	0
<b>Total</b>	16

### Section 2: Informal Requests

#### 2.1 Number of informal requests

	Number of Requests
Received during reporting period	134
Outstanding from previous reporting periods	0

• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
<b>Total</b>		134
Closed during reporting period		134
Carried over to next reporting period		0

## 2.2 Channels of informal requests

Source	Number of Requests
Online	133
E-mail	1
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	134

## 2.3 Completion time of 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
28	0	0	0	0	38	68	134

## 2.4 Pages released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1000 Pages Released		1001-5000 Pages Released		More Than 5000 Pages Released	
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released
0	0	0	0	0	0	0	0	0	0

## 2.5 Pages re-released informally

Less Than 100 Pages Re-released		100-500 Pages Re-released		501-1000 Pages Re-released		1001-5000 Pages Re-released		More Than 5000 Pages Re-released	
Number of Requests	Pages Re- released	Number of Requests	Pages Re- released	Number of Requests	Pages Re- released	Number of Requests	Pages Re- released	Number of Requests	Pages Re- released
85	2754	46	11987	3	2175	0	0	0	0

### Section 3: Applications to the Information Commissioner on Declining to Act on Requests

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

### Section 4: Requests Closed During the Reporting Period

#### 4.1 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	1	0	0	0	0	0	2
Disclosed in part	2	1	2	1	1	0	0	7
All exempted	1	1	0	2	0	0	0	4
All excluded	0	0	0	0	0	0	0	0
No records exist	0	1	0	0	0	0	0	1
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
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
<b>Total</b>	4	4	2	3	1	0	0	14

## 4.2 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)	1	20.1	1
13(1)(b)	0	16(2)(a)	0	18(b)	2	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)	1	21(1)(a)	2
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	3
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	1	22	0
15(1)	0	16.1(1)(d)	0	19(1)	6	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	0
15(1) - Def.*	0	16.3	0	20(1)(b)	4	23.1	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	5
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	2	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	3		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	0	17	0				
16(1)(c)	0						
16(1)(d)	0						

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

## 4.3 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

## 4.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	14	0	0	0	0

## 4.5 Complexity

### 4.5.1 Relevant pages processed and disclosed for paper and e-record formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
4544	1300	13

**4.5.2 Relevant pages processed per request disposition for paper and e-record formats by size of requests**

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	2	22	0	0	0	0	0	0	0	0
Disclosed in part	4	112	2	455	0	0	1	1787	0	0
All exempted	2	83	0	0	1	692	1	1393	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
<b>Total</b>	<b>8</b>	<b>217</b>	<b>2</b>	<b>455</b>	<b>1</b>	<b>692</b>	<b>2</b>	<b>3180</b>	<b>0</b>	<b>0</b>

**4.5.3 Relevant minutes processed and disclosed for audio formats**

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

**4.5.4 Relevant minutes processed per request disposition for audio formats by size of requests**

Disposition	Less Than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



#### 4.5.5 Relevant minutes processed and disclosed for video formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

#### 4.5.6 Relevant minutes processed per request disposition for video formats by size of requests

Disposition	Less Than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed
All disclosed	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0
All exempted	0	0	0	0	0	0
All excluded	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0

#### 4.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0
Disclosed in part	3	0	0	3
All exempted	2	1	0	3
All excluded	0	0	0	0
Request abandoned	0	0	0	0
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
<b>Total</b>	5	1	0	6

#### 4.6 Closed requests

##### 4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	8
Percentage of requests closed within legislated timelines (%)	57.14285714

#### 4.7 Deemed refusals

##### 4.7.1 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

##### 4.7.2 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	1	1
61 to 120 days	0	3	3
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
<b>Total</b>	0	6	6

#### 4.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	0	0	0

## Section 5: Extensions

### 5.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations/ Workload	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	2
All exempted	0	0	2	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
No records exist	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
<b>Total</b>	0	0	4	2

### 5.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	0	0	0	2
31 to 60 days	0	0	3	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
<b>Total</b>	0	0	4	2

## Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	0	\$0.00	16	\$80.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
<b>Total</b>	0	\$0.00	16	\$80.00	0	\$0.00

## Section 7: Consultations Received From Other Institutions and Organizations

### 7.1 Consultations received from other Government of Canada institutions and other organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	25	2660	1	1
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	25	2660	1	1
Closed during the reporting period	25	2660	1	1
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

### 7.2 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	11	1	1	1	0	0	0	14
Exempt entirely	3	0	0	0	0	0	0	3
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
<b>Total</b>	22	1	1	1	0	0	0	25

### 7.3 Recommendations and completion time for consultations received from other organizations outside the Government of Canada

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	1	0	0	0	0	0	0	1
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
<b>Total</b>	1	0	0	0	0	0	0	1

## Section 8: Completion Time of Consultations on Cabinet Confidences

### 8.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		100-500 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
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

### 8.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		100-500 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
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

## Section 9: Investigations and Reports of finding

### 9.1 Investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal Representations
0	0	0

### 9.2 Investigations and Reports of finding

Section 37(1) Initial Reports			Section 37(2) Final Reports		
Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
0	0	0	0	0	0

**Section 10: Court Action**

**10.1 Court actions on complaints**

Section 41				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

**10.2 Court actions on third party notifications under paragraph 28(1)(b)**

<b>Section 44 - under paragraph 28(1)(b)</b>
0

**Section 11: Resources Related to the Access to Information Act**

**11.1 Allocated Costs**

Expenditures		Amount
Salaries		\$78,500
Overtime		\$0
Goods and Services		\$8,200
• Professional services contracts	\$8,200	
• Other	\$0	
<b>Total</b>		<b>\$86,700</b>

**11.2 Human Resources**

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.800
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.050
Students	0.000
<b>Total</b>	<b>0.850</b>

**Note:** Enter values to three decimal places.



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

Name of institution: Canada Infrastructure Bank

Reporting period: 2021-04-01 to 2022-03-31

### Section 1: Capacity to Receive Requests under the Access to Information Act and the Privacy Act

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	52
Able to receive requests by email	52
Able to receive requests through the digital request service	0

### Section 2: Capacity to Process Records under the Access to Information Act and the Privacy Act

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	0	21	31	52
Protected B Paper Records	0	21	31	52
Secret and Top Secret Paper Records	0	21	31	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



**Section 3: Open Requests and Complaints Under the Access to Information Act**

3.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2022	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2022	Total
Received in 2021-2022	2	0	2
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0



Received in 2016-2017	0	0	0
Received in 2015-2016 or earlier	0	0	0
<b>Total</b>	<b>2</b>	<b>0</b>	<b>2</b>

Row 8, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2021-2022 Statistical Report on the *Access to Information Act*

**3.2 Enter the number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods.**

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016 or earlier	0
<b>Total</b>	<b>0</b>

**Section 4: Open Requests and Complaints Under the Privacy Act**

4.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2022	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2022	Total
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016 or earlier	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Row 8, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2021-2022 Statistical Report on the *Privacy Act*

4.2 Enter the number of open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2021-2022	0
Received in 2020-2021	0

Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016 or earlier	0
Total	0

**Section 5: Social Insurance Number (SIN)**

Did your institution receive authority for a new collection or new consistent use of the SIN in 2021-2022?	No
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