

CANADA DEPOSIT INSURANCE CORPORATION

ACCESS TO INFORMATION ACT

**ANNUAL REPORT
2019-2020**

Prepared as at March 31, 2020

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TAB A

Introduction

The *Access to Information Act* (the “Act”) gives Canadian citizens and permanent residents the right to access information in federal government records. This annual report, covering the period from April 1, 2019 to the end of the financial year, March 31, 2020, is prepared and submitted by Canada Deposit Insurance Corporation (“CDIC”) for tabling in Parliament in accordance with section 94 of the Act.

Mandate and Governance

CDIC was established in 1967 by the *Canada Deposit Insurance Corporation Act*. The objects of the Corporation are:

- a) to provide insurance against the loss of part or all of deposits;
- b) to promote and otherwise contribute to the stability of the financial system in Canada;
- c) to pursue the objects set out in paragraphs (a) and (b) for the benefit of persons having deposits with member institutions and in such manner as will minimize the exposure of the Corporation to loss; and
- d) to act as the resolution authority for its members.

CDIC is administered by a board of directors headed by the Chairperson, who is appointed by the Governor in Council. There are five *ex officio* directors (the Governor of the Bank of Canada, the Deputy Minister of Finance, the Superintendent of Financial Institutions, a Deputy Superintendent of Financial Institutions or an officer of the Office of the Superintendent of Financial Institutions appointed by the Minister, and the Commissioner of the Financial Consumer Agency of Canada), as well as five private sector directors appointed by the Governor in Council. For more information about CDIC, please refer to www.cdic.ca.

Organizational Structure/Administration of the Act

CDIC is a relatively small Crown corporation, which typically receives very few requests for access to information in any given year. As a result, CDIC does not have a formalized Access to Information and Privacy (“ATIP”) office with staff dedicated to ATIP matters on a full-time basis. Rather, the General Counsel, Corporate Secretary & Chief Legal Officer assumes the role of ATIP Coordinator and is supported in this capacity by the Director, Legal Services as primary contact and by the Legal Services Department as required. The Law Clerk & ATIP Officer in the Legal Services Department assists with ATIP matters on a part-time basis. In order to ensure timely and accurate responses to ATIP requests, CDIC has standby agreements with external ATIP consultants who are available to assist as needed. CDIC did not enter into any service agreements under section 96 of the Act during the reporting period.

Delegation by Head of Corporation

Delegation Order – April 25, 2018

The Delegation Order dated April 25, 2018 (the “2018 Delegation Order”) which was applicable throughout a portion of 2019-2020 is attached hereto and forms part of this annual report (Tab B).

Delegation Order – January 14, 2020

The updated Delegation Order dated January 14, 2020 (the “2020 Delegation Order”) designating the President & CEO, General Counsel, Corporate Secretary & Chief Legal Officer/ Access to Information and Privacy Coordinator and Director, Legal Services to exercise certain powers and perform certain duties and functions of the Chairperson under the Act replaces the 2018 Delegation Order and is attached hereto and forms part of this annual report (Tab C).

*Access to Information Act***Performance 2019-2020: Statistical Report and Interpretation**

CDIC's statistical report for 2019-2020 is attached to and forms part of this annual report (Tab D). During the period covered by this report, CDIC received two requests under the provisions of the Act (i.e. formal requests) and one informal request. Of the two formal requests, one was abandoned because the requester did not respond to CDIC's request for clarification. In respect of the other formal request, CDIC provided the information requested with exemptions 19(1) and 20(1)(b) being applied. This information was provided to the requester electronically, within the statutory time limit of 30 days of the request without any extensions taken (i.e. 100% of the formal requests were responded to within the legislated timeframe). CDIC received three requests for consultation from other Government of Canada institutions. No requests were carried forward from the previous reporting period.

Five-Year Trend

	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
No. of Informal Requests Received	1	6	4	1	1
No. of Informal Requests Closed	1	6	4	1	1
No. of Formal Requests Received	3	1	0	1	2
No. of Formal Requests Closed	1	3	0	1	2

Formal access to information requests have remained in single digits for the past 5 years and have been responded to within the legislated timeframes.

COVID-19-related measures

CDIC's offices closed on March 12, 2020 and all employees continued to work from home for the remainder of the fiscal year. CDIC's ATIP officer worked from home and processed one formal access to information request between March 12 - 31, 2020 that was abandoned by the requester, as the requester did not respond to clarification questions. During this time, CDIC's ability to respond to access to information requests would have been limited to conducting electronic searches.

Training and Awareness

In 2019-2020, all 135 CDIC employees completed annual declarations of compliance with CDIC policies, including CDIC's Access to Information Policy. During 2019-2020, all CDIC employees received ethics and security training, and all new employees received security training, both of which included information regarding their responsibilities under the Act. This training is provided on an annual basis and when new employees join. In addition to the above, a comprehensive powerpoint presentation concerning ATIP is available on CDIC's intranet portal to all employees. CDIC does not track access by employees to this portal.

New/revised Policies, Guidelines and Procedures

In 2019-2020, CDIC commenced the process of revising internal policies, guidelines and procedures relating to the handling of requests for access to information in light of changes in Bill C-58. These documents were not finalized in 2019-2020.

Complaints, Investigations and Appeals

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

Monitoring Processing Time of Requests

CDIC has established procedures to monitor the time to process access to information requests by completing an internal tracking log spreadsheet, which is updated to reflect key dates and activities for all requests, including deadlines, and automated reminders are set. The ATIP Coordinator oversees the ATIP program at CDIC, and receives reports from the Director, Legal Services as the status of any requests change.

TAB B

Access to Information Act Delegation Order

The Chairperson of Canada Deposit Insurance Corporation, pursuant to section 73 of the *Access to Information Act*, hereby delegates to the persons holding the positions set out below, or the persons occupying those positions on an acting basis, the exercise of the powers and functions of the Chairperson, as the head of a government institution under the *Access to Information Act*, as follows:

<u>Position</u>	<u>Delegation of Authority under Access to Information Act and Regulations</u>
President & Chief Executive Officer	Full authority
Vice-President, Corporate Affairs, General Counsel and Corporate Secretary/ Access to Information and Privacy Coordinator	Full authority
Director, Legal Services	Full authority

This designation replaces and repeals all previous *Access to Information Act* delegation orders.



Robert Sanderson, Chair

April 25, 2018
Date

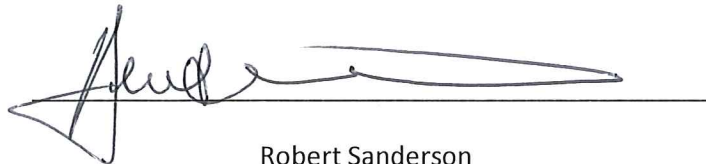
TAB C

Access to Information Act and Privacy Act Delegation Order

The Chairperson of Canada Deposit Insurance Corporation, pursuant to section 95(1) of the Access to Information Act and section 73(1) of the Privacy Act, hereby delegates to the persons holding the positions set out below, or the persons occupying on an acting basis those positions, the exercise of the powers, duties and functions of the Chairperson of Canada Deposit Insurance Corporation as the head of Canada Deposit Insurance Corporation, under the provisions of the Access to Information Act and Privacy Act and their related regulations. This delegation replaces all previous Access to Information Act and Privacy Act delegation orders.

Position	Access to Information Act and Regulations	Privacy Act and Regulations
President & Chief Executive Officer	Full Authority	Full Authority
General Counsel, Corporate Secretary & Chief Legal Officer /Access to Information and Privacy Coordinator	Full Authority	Full Authority
Director, Legal Services	Full Authority	Full Authority

Dated, at the City of Ottawa, this 14th day of January, 2020



Robert Sanderson
Chairperson of Canada Deposit Insurance Corporation

TAB D



Statistical Report on the Access to Information Act

Name of institution: Canada Deposit Insurance Corporation

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	2
Outstanding from previous reporting period	0
Total	2
Closed during reporting period	2
Carried over to next reporting period	0

1.2 Sources of requests

Source	Number of Requests
Media	1
Academia	0
Business (private sector)	1
Organization	0
Public	0
Decline to Identify	0
Total	2

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
1	0	0	0	0	0	0	1

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

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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

Completion Time

Disposition of Requests	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
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	365 Days	More Than 365 Days	Total						
All disclosed	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
All exempted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Request transferred	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Neither confirmed nor denied	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0
Total	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2

3.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	0	18(a)	0	20.1	0		
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0		
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0		
13(1)(d)	0	16(2)(c)	0	18(d)	0	21(1)(a)	0		

13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	0
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)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	1	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)	1	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)	0	26	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(d)	0		
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	1	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
316	316	2

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	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	1	316	0	0	0	0	0	0
All exempted	0	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	1	0	1	316	0	0	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	0	0	0	0	0
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
Total	0	0	0	0	0

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

Number of requests closed within legislated timelines	Requests closed within legislated timelines
2	
Percentage of requests closed within legislated timelines (%)	100

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 / Meetings	External Consultation	Internal Consultation	Other
0	0	0	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	0	0
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	0	0

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	0	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	0	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	0	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	0	0

Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Requests	Amount	Requests	Amount
Application	0	\$0	2	\$5
Other fees	0	\$0	0	\$0
Total	0	\$0	2	\$5

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	3	34	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	3	34	0	0
Closed during the reporting period	3	34	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

Number of Days Required to Complete Consultation Requests

1 to 15	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0
365	0	0	0	0	0	0	0	0	0
Total	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
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	\$4,434
Overtime	\$0
Goods and Services	\$7,491
• Professional services contracts	\$7,244
• Other	\$247
Total	\$11,925

10.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.07

Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.12
Students	0.00
Total	0.19

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	1
Row 2	Received from 2020-03-14 to 2020-03-31	1
Row 3	Total¹	2

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	1	0
Row 2	Received from 2020-03-14 to 2020-03-31	1	0
Row 3	Total²	2	0

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	Total³	0

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