



# Canada Infrastructure Bank

2023-24 Annual Report to Parliament

*Access to Information Act*

**CIB**  **BIC**

Canada Infrastructure Bank | Banque de l'infrastructure du Canada

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(includes 2023-2024 Supplemental Statistical Report on the *Access to Information Act* and *Privacy Act*)

## Accessibility

The CIB is committed to creating a barrier-free experience for all employees, job-seekers, clients, suppliers and other stakeholders. For any questions about accessibility or to request any accommodations, please contact your CIB representative or email [accessible@cib-bic.ca](mailto:accessible@cib-bic.ca).

# 1. Introduction

## a) 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 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. It presents an overview of how the Canada Infrastructure Bank (“**CIB**”) carried out its responsibilities under the Act during the reporting period from April 1, 2023 to March 31, 2024 (the “**Reporting Period**”). 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 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.

## b) Mandate of the Canada Infrastructure Bank

The CIB is a Crown Corporation established pursuant to the *Canada Infrastructure Bank Act* on June 22, 2017. The CIB's purpose 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.

The CIB receives appropriations from the Government of Canada. Parliament has authorized funding of not more than \$35 billion in aggregate (or any greater aggregate amount that may be authorized from time to time under an appropriation Act) and the requisite authorities to participate in infrastructure transactions in new and innovative ways, using loans, loan guarantees and equity investments. Of the \$35 billion, the Government of Canada expects the CIB to prudently manage its portfolio so the net fiscal expense 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**"), the CIB makes investments in five priority sectors: Public Transit; Clean Power; Green Infrastructure; Trade and Transport; and Broadband. The SPA is available on the CIB's Web site (<https://cib-bic.ca/en/about-us/governance/>).

As an impact investor, the CIB is focused on achieving outcomes through its investments to address climate change, connect Canadians and their communities, increase economic growth, and build partnerships with Indigenous Peoples.

## 2. Organizational Structure

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

### a) **Structure of the CIB’s Access to Information and Privacy (ATIP) Office**

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 administration 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 applicants 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 one full-time employee, the Corporate Governance Associate who serves as the primary contact to assist with processing ATIP requests, consultations, and complaints, and responding to informal requests for information, as required. To ensure timely and accurate responses to ATIP requests, the CIB has also entered into a standby agreement with an external ATIP consultant to provide additional support as needed.

In addition to administering the CIB's ATIP activities, the ATIP Coordinator is also responsible for managing the CIB's responses to Parliamentary Returns (Order Paper Questions), as well as other orders for the production of papers from Parliamentary committees. During the Reporting Period, the CIB was tasked to respond to 65 Parliamentary Returns (compared to 48 in the previous reporting period). All responses to Parliamentary Returns 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.

## **b) Responsibilities for Proactive Publication Requirements**

As the CIB is a "government institution", including for the purposes of Part 2 of the Act, the CIB is subject to the proactive publication requirements for travel and hospitality expenses (sections 82 and 83), as well as reports tabled in Parliament (section 84).

### **Travel and Hospitality Expenses**

The CIB provides disclosure on its website of travel and hospitality expenses of members of the board of directors, the CEO and senior officers (i.e., members of the CIB's executive committee). The CIB discloses business expenses related to travel and hospitality for the following activities: board of director related meetings; stakeholder outreach; meetings with the shareholder (government); conferences; and operational activities. The CEO (as the "head" of the government institution) has delegated to the Finance team the responsibility to prepare the reports for travel and hospitality expenses in accordance

with the processes and templates approved by the Chief Financial Officer for disclosure on the CIB's website ([www.cib-bic.ca](http://www.cib-bic.ca)). The draft disclosure is prepared by the corporate accountant and reviewed by the senior manager and Head of Finance to confirm the completeness and accuracy of the information presented. Information that would normally be withheld under the Act or the *Privacy Act* is withheld from the reports for travel and hospitality expenses. Reports approved are published on the CIB's website and provided to the Corporate Governance Associate for publication on the [Open Government Portal](#), pursuant to the *Directive on Proactive Publication under the Access to Information Act*.

### **Reports Tabled in Parliament**

The reports tabled in Parliament on behalf of the CIB include the annual reports on the administration of the *Access to Information Act* and the *Privacy Act*, as well as the corporate plan summary and the annual report (including the auditor's report) of the corporation filed pursuant to the *Financial Administration Act*. Publications on the CIB's website of reports tabled in Parliament are handled by the Communications and Public Affairs team. Once the tabling of the report in Parliament has been confirmed, the Director, Corporate Communications instructs the digital communications associate to proceed with publication on the CIB website.

Information about how the CIB met the proactive publication requirements under Part 2 of the Act is provided in section 7 of this report.

## 3. 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).

## 4. Performance and Interpretation of the Statistical Report for 2023-2024

The CIB’s Statistical Report on the administration of the Act that was previously submitted to the Treasury Board of Canada Secretariat is included in Appendix B of this report.

### a) Access Requests

The CIB received 11 new formal requests under the Act during the Reporting Period, and one (1) request was carried forward from the previous reporting period. All requests were submitted and received online through the ATIP Online Request Service.

11 requests were completed during the Reporting Period. Of the 11 requests completed, the CIB processed 1,690 pages, representing a decrease of 55% over the previous reporting period in the number of pages processed. One request was carried over to the next reporting period due to the large number of responsive records and the need to complete consultations with third parties. A partial response to the requester was provided during the Reporting Period and the remaining records were subject to third party notices given pursuant to subsection 27(1) of the Act.

This level of activity is generally consistent with the prior years. The CIB anticipates this level of activity to continue in future years, while the number of pages processed may vary from year-to-year depending on the subject matter of the access request.



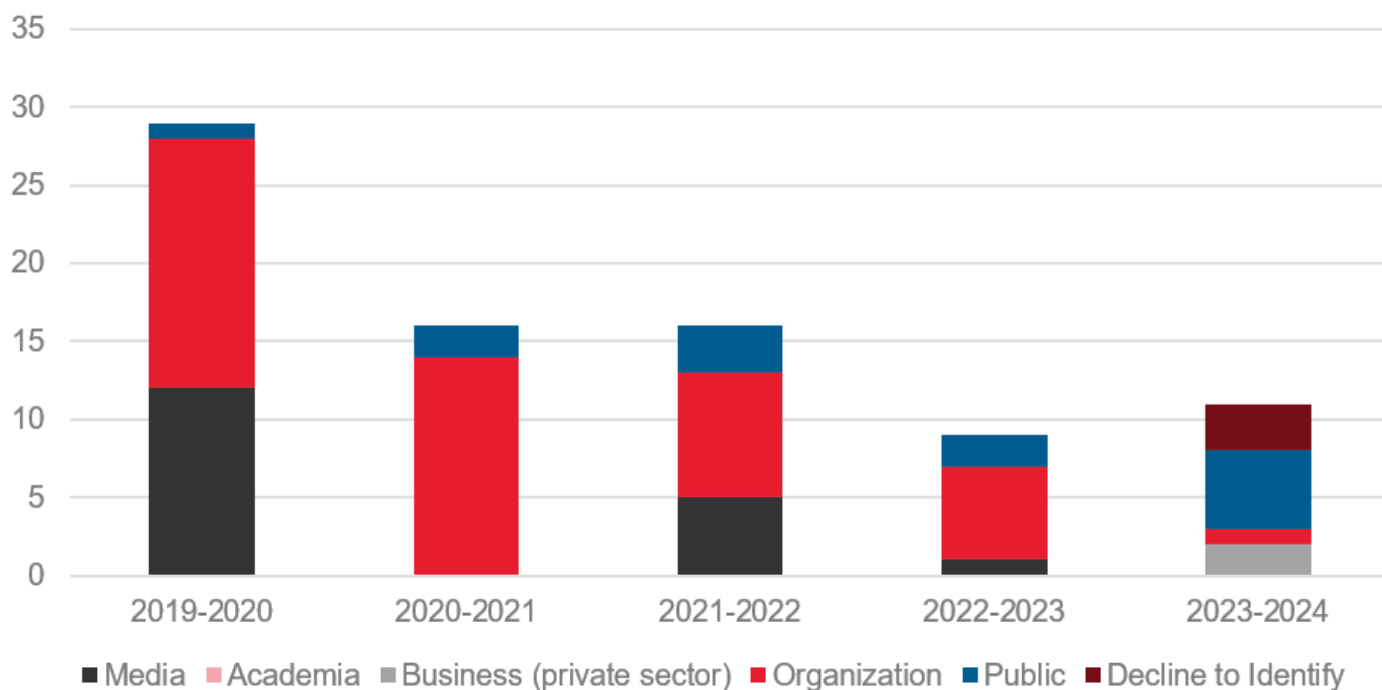
**Table 1: Overview of Access Requests Received and Completed from 2019-2020 to 2023-2024**

Fiscal Year	Requests Received	Requests Outstanding from Previous Reporting Period	Requests Completed	Number of Pages Processed
2019-2020	29	0	29	2 963
2020-2021	16	0	16	824
2021-2022	16	0	14	4 544
2022-2023	9	2	10	3 785
2023-2024	11	1	11	1 690

### Requests under the Act by Source

During the Reporting Period out of the 11 formal requests received by the CIB, five (5) were from the public, two (2) were from the private sector, one (1) from an organization and three (3) declined to identify.

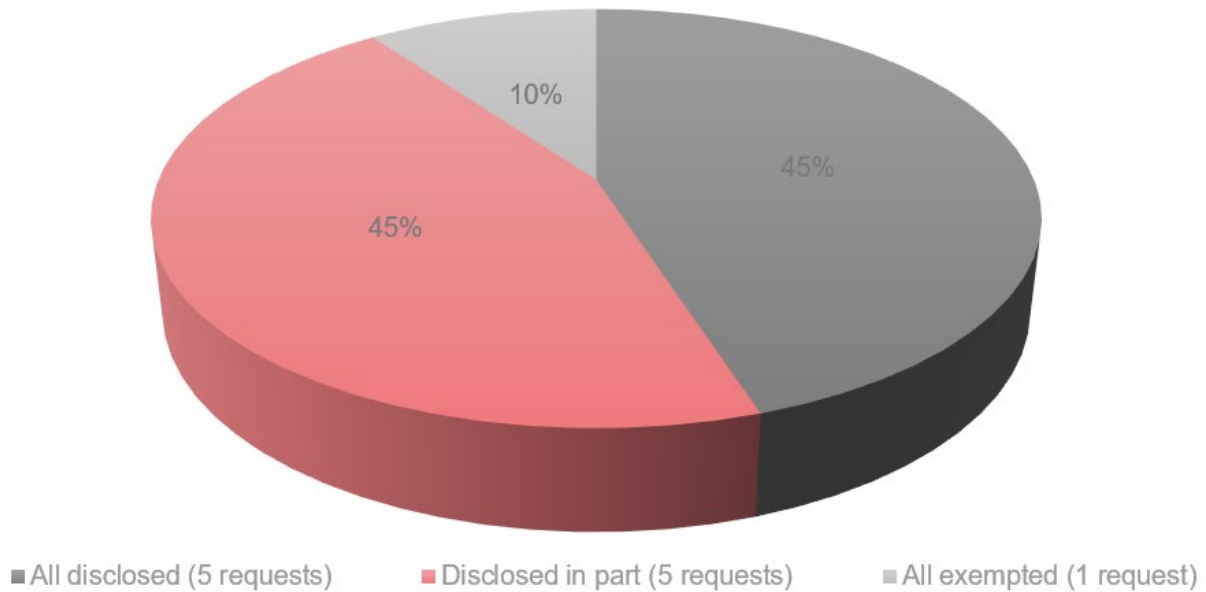
**Number of Requests by Source 2019-2020 to 2023-2024**



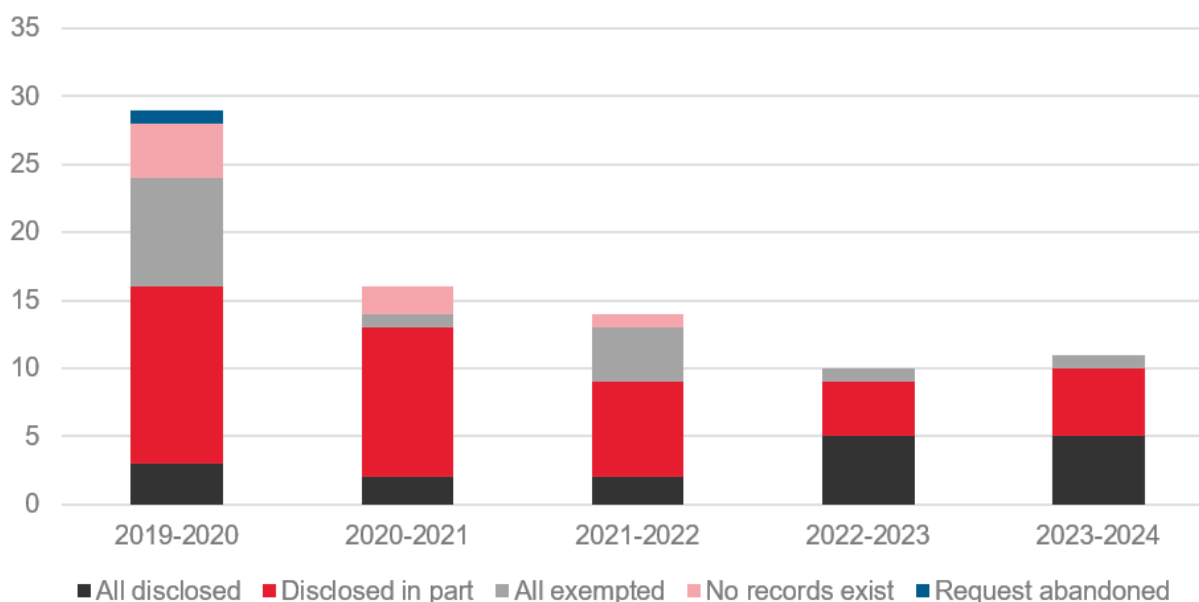
## Disposition of Requests

Of the 11 requests closed during the Reporting Period, 5 requests were “all disclosed”, – 5 were “disclosed in part”, and 1 was “all exempted” as further described in the chart below.

**Percentage of requests for which records were "all disclosed", "disclosed in part" and "all exempted"**



## Disposition by Number of Requests 2019-2020 to 2023-2024



### Exemptions Applied

The most frequent exemption provisions applied by the CIB during the Reporting Period were sections 18(b) (Economic Interests of Canada), 19(1) (Personal Information) and 20(1)(b) (Third Party Information). A record may qualify for more than one exemption. No exclusions were claimed during the Reporting Period.

**Table 2: Exemptions Applied for 2023-2024 Reporting Period**

Exemption	Number of Requests
Section 18(a)	1
Section 18(b)	3
Section 18(d)	1
Section 19(1)	3
Section 20(1)(b)	3
Section 20(1)(c)	1
Section 20(1)(d)	1
Section 21(1)(a)	1
Section 21(1)(b)	2
Section 21(1)(c)	1
Section 23	1
Section 24(1)	1

## Completion Time and Extensions

During the Reporting Period, 64% of the completed requests that were processed and closed within the initial 30-day legislated period. The table below provides a breakdown of completion times for requests closed during the Reporting Period, as well as a comparison to prior years. All extensions were required to allow the CIB to conclude consultations with other government institutions, or to communicate with third parties regarding the CIB's intention to disclose a record that the CIB has reason to believe contains information described in subsection 20(1) of the Act.

**Table 3: Extensions Taken, 2019-2020 to 2023-2024**

Fiscal Year	16 to 30-day extension	31 to 60-day extension	61 to 120-day extension	121 to 365-day extension	Total extensions
2019-2020	4	1	1	0	6
2020-2021	2	0	0	0	2
2021-2022	2	1	3	0	6
2022-2023	1	0	0	3	4
2023-2024	1	1	1	1	4

## b) Consultations

A core aspect of the CIB's mandate and activities is to work with governments across Canada at all levels to address their infrastructure priorities and develop opportunities for the public sector to partner with private and institutional investors. As a result, the CIB regularly receives access to information consultation requests from other government institutions that are processing files with records originating from or concerning the CIB's activities. The other government institution will consult with the CIB to seek the CIB's recommendations with respect to the treatment of these records in order to facilitate the completion of the request.

During the Reporting Period, the CIB received 18 consultations from other government institutions, representing a 40% decrease over the previous reporting period. The number of pages reviewed also decreased 77%. The highest number of consultations originated from Natural Resources Canada, the Department of Finance Canada, and Infrastructure Canada.

**Table 4: Overview of Consultations Received and Completed, 2019-2020 to 2023-2024**

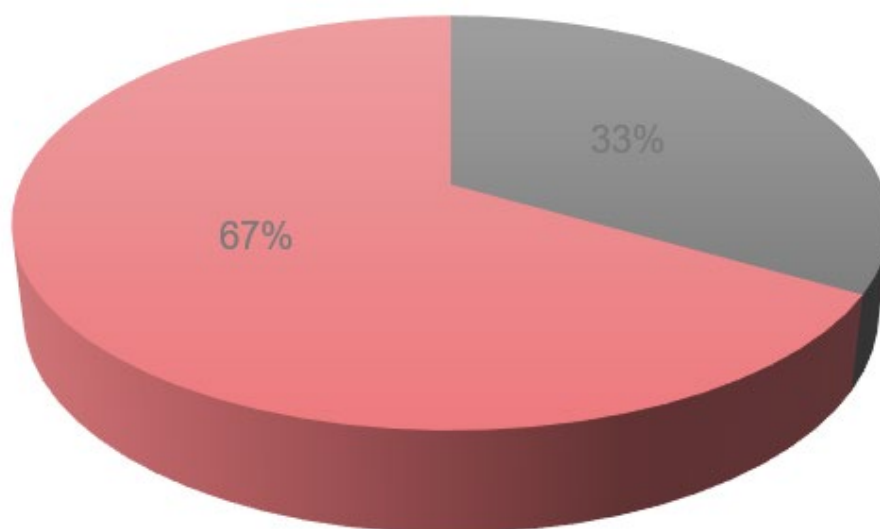
Fiscal Year	Consultations Received	Consultations Remained Outstanding from Previous Reporting Period	Consultations Completed	Number of Pages Reviewed
2019-2020	22	0	22	307
2020-2021	11	0	11	649
2021-2022	26	0	26	2,661
2022-2023	30	0	30	2,797
<b>2023-2024</b>	<b>18</b>	<b>0</b>	<b>18</b>	<b>649</b>

Of the 18 consultation requests:

- » 17 consultations were completed within 1-15 days; and
- » 1 consultation was completed within 16-30 days.

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

**Recommendations for consultations received from  
other Government of Canada Institutions**



■ Disclose entirely (6 consultations)

■ Disclose in part (12 consultations)



### c) Informal Requests

In addition to the formal requests for information, the CIB received, processed and completed 54 informal requests under the Act during the Reporting Period. All informal requests were for copies of records previously processed under the *Access to Information Act*. These requests were submitted and received online through the Treasury Board of Canada Secretariat's Open Government Portal. All informal requests were completed within five (5) business days.

## 5. 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:

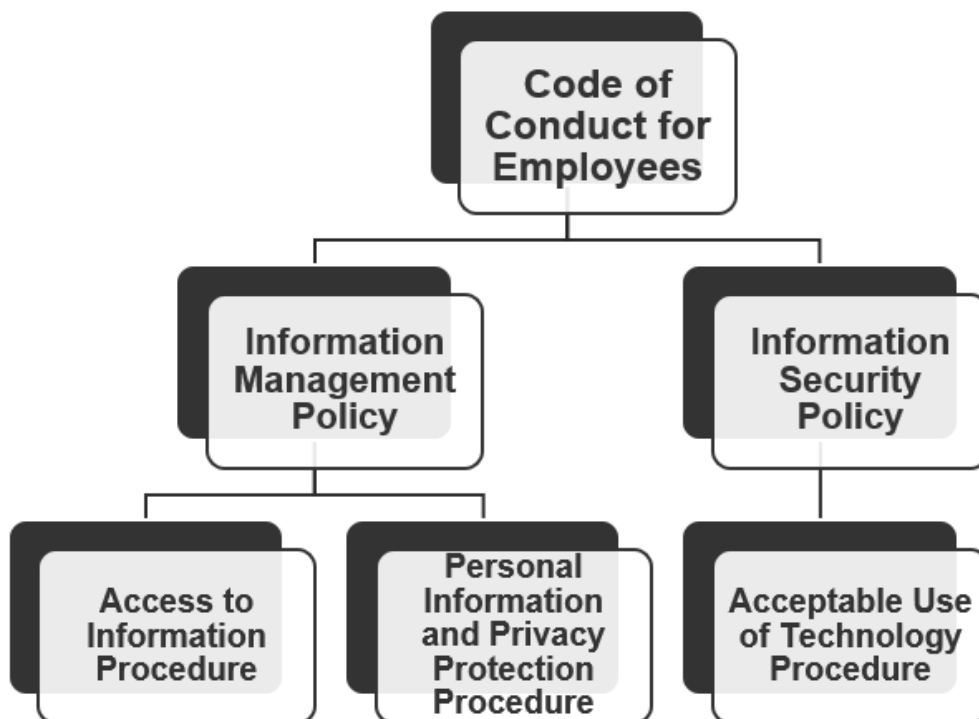
Awareness Session	Number of Requests
<b>Code of Conduct for Employees</b>	<p>Each employee is required, upon joining the CIB and at least once every two years thereafter, to complete mandatory awareness on the Code of Conduct for Employees. The awareness session includes the CIB's legal responsibilities with respect to the <i>Access to Information Act</i> and the <i>Privacy Act</i>, and includes interactive case studies designed to help employees understand the application of the <i>Access to Information Act</i> and the <i>Privacy Act</i> to day-to-day activities.</p> <p>During the Reporting Period, three (3) employee awareness sessions on the Code of Conduct for Employees were held, and 46 employees participated in the awareness sessions.</p>
<b>Compliance with the <i>Access to Information Act</i> and <i>Privacy Act</i> (roles and responsibilities)</b>	<p>The purpose of this session is to provide employees with an overview the CIB's legal responsibilities under the <i>Access to Information Act</i> and the <i>Privacy Act</i>; including timelines to respond to requests; the duty to assist; exemptions and exclusions; steps in processing an access to information request and request for personal information; the role and responsibilities of the ATIP Coordinator and CIB employees in processing requests; and offences for obstructing the right of access or an investigation by the Information Commissioner or the Privacy Commissioner.</p> <p>During the Reporting Period, two (2) awareness sessions were held, and 47 employees participated in the awareness sessions.</p>

In addition, 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, as well as other information sessions such as the deep dive series on specific sections of the *Access to Information Act* and *Privacy Act*.

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.

## 6. Policies, Guidelines and Procedures

The CIB did not develop any new or revised institution-specific policies, guidelines and procedures related to access to information during the Reporting Period. Institution-specific policies and procedures that incorporate the CIB's requirements under the *Access to Information Act* and the *Privacy Act* are implemented within the policies and procedures listed below. The CIB regularly reviews its internal policies and procedures to ensure they remain up-to-date and aligned with the Treasury Board of Canada Secretariat's Access to Information and Privacy Policy instruments.



The CIB's chapter in *Info Source: Sources of Federal Government and Employee Information* 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*.

## 7. Proactive Publication under Part 2 of the Access to Information Act

The CIB is a parent Crown corporation named in Part I of Schedule III to the *Financial Administration Act* and is a government institution as defined in section 3 of the *Access to Information Act* and is subject to the following proactive disclosure requirements under Part 2 of the *Access to Information Act*.

The Corporate Governance Associate, who reports to the ATIP Coordinator, is responsible for publishing the summary list of completed access to information requests and reports of travel and hospitality expenses on the [Open Government Portal](#), pursuant to the *Directive on Proactive Publication under the Access to Information Act*. The ATIP Coordinator also works in collaboration with the Communication and Public Affairs team to publish on the [CIB's website \(Reports & Transparency\)](#) all reports tabled in Parliament under an Act of Parliament. During the Reporting Period, the CIB was compliant in all aspects (100%) of the proactive publication requirements.

**Table 5: CIB's Responsibilities for Proactive Publication Requirements**

Legislative Requirement	Section	Publication Timeline	Proactive Publication (web link)	Compliance Rate
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	<ul style="list-style-type: none"> <li>» <a href="#">Government Travel Expenses (canada.ca)</a></li> <li>» <a href="#">Reports &amp; Transparency   Canada Infrastructure Bank (CIB) (cib-bic.ca)</a></li> </ul>	100%
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	<ul style="list-style-type: none"> <li>» <a href="#">Search Government Hospitality Expenses   Open Government - Government of Canada</a></li> <li>» <a href="#">Reports &amp; Transparency   Canada Infrastructure Bank (CIB) (cib-bic.ca)</a></li> </ul>	100%
Reports tabled in Parliament	84	Within 30 days after tabling	<ul style="list-style-type: none"> <li>» <a href="#">Reports &amp; Transparency   Canada Infrastructure Bank (CIB) (cib-bic.ca)</a></li> </ul>	100%

# 8. Initiatives and Projects to Improve Access to Information

During the Reporting Period, the CIB advanced two important initiatives to improve operational efficiency and compliance with legislation, as well as increase the transparency of the CIB's operations, investments and decision-making processes.

## a) Information Management

During the Reporting Period, the CIB has undertaken a data governance project aimed at enhancing the quality and security of the CIB's information and improve collaboration and effective decision-making. The project involves cross-functional collaboration among departments, policy development and technology implementation. Key milestones completed during the Reporting Period include:

- » Disposition Authorization from *Library and Archives Canada*: The CIB completed the validation exercise of its administrative activities and records managed with *Library and Archives Canada* to ensure the protection of records of archival value or potential archival value.
- » Stakeholder Engagement: We engaged with stakeholders from the Legal, Corporate Secretariat, IT, Human Resources and business units to define information classification structure, information ownership responsibilities, and accountability.
- » Privacy and Security Measures: Enhanced data protection measures, including encryption, access controls, and retention policies were implemented to improve the protection of personal information and sensitive information, as well as compliance with applicable policies and related instruments from *Library and Archives Canada*.

The remaining phases of the data governance project, including employee training on their role in maintaining data integrity, will be completed during the 2024-2025 reporting period.

## b) Transparency Framework

During the Reporting Period, the CIB continued to advance its commitment to transparency and the proactive disclosure of information related to the CIB's operations, investments and decision-making processes to promote awareness and understanding of the CIB's mandate and activities. During the Reporting Period, the CIB published on its website information about the CIB's governance practices, including terms of references for the Executive Committee and Management Investment Committee, as well as corporate policies with regards to procurement, conflicts of interest and official languages. The CIB also provides detailed disclosures of its corporate performance, results and compensation paid to employees in its Annual Report. The CIB's approach towards transparency is informed by practices adopted by other financial institutions in the public sector and seeks to respect the confidentiality of commercially sensitive information obtained from proponents of, or private sector investors or institutional investors in, infrastructure projects, as required under the *Canada Infrastructure Bank Act*. The CIB expects to finalize and publish its Transparency Framework and include additional information about the CIB's operations and policies during the 2024-2025 reporting period.

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

Applicants have a right to register a complaint with the Information Commissioner of Canada regarding any matter relating to the processing of a request. During the Reporting Period, the CIB received notice from the Office of the Information Commissioner ("**OIC**") received a complaint under paragraph 30(1)(a) of the *Access to Information Act*. The OIC provided a notice to the CIB of its intention to investigate the complaint.

There were no outstanding complaints from prior years and no applications or appeals were filed to the Federal Court or the Federal Court of Appeal during the Reporting Period.



# 10. Monitoring Compliance

The following practices describe the CIB's approach to monitoring compliance with the Act during the Reporting Period

- » Due to the limited and manageable number of files processed by the CIB, a formal monitoring procedure to oversee the time taken to complete access requests has not been established. As discussed in section 2 of this report, two employees are directly involved in the processing of requests under the *Access to Information Act* and the *Privacy Act*. The ATIP Coordinator signs all outgoing correspondence regarding the ongoing processing of the files and therefore is aware of the status of the files.
- » The ATIP Coordinator provides quarterly reports to the CEO and the Finance and Audit Committee of the Board of Directors with a list of current open files and a brief description of the status of each file.
- » To manage inter-institutional consultation, the ATIP Coordinator considers whether such consultations are advisable or necessary only when the following factors are present: i) more information is needed to enable the proper exercise of discretion to withhold information, or ii) when the CIB intends to disclose potentially sensitive information.
- » Standard CIB template agreements and contracts (including non-disclosure agreements, consulting services agreements and memoranda of understanding) include representations regarding the CIB's responsibilities under the Act and acknowledgment of the counterparty's obligations to assist the CIB in discharging its responsibilities under the Act.
- » The accuracy and completeness of travel and hospitality expenses proactively published under Part 2 of the Act is monitored by the Finance team and approved in a centralized expense system that populates a general ledger from which relevant expenses are extracted for publication. Reports are approved by the Head of Finance & Asset Management.
- » The 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 responsibilities for the Reporting Period is estimated at \$115,000 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.

# 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.

**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



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Ehren Cory  
Chief Executive Officer / Président-directeur général

**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 2023-2024 Supplemental Statistical  
Report on the *Access to Information Act* and  
Privacy Act)

**4.5.2 Relevant pages processed per request disposition for paper, e-record and dataset 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	5	92	0	0	0	0	0	0	0	0
Disclosed in part	1	36	3	713	1	871	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
<b>Total</b>	<b>7</b>	<b>128</b>	<b>3</b>	<b>713</b>	<b>1</b>	<b>871</b>	<b>0</b>	<b>0</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	0	0	0	0
All exempted	0	0	0	0
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>	0	0	0	0

## 4.6 Closed requests

### 4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	7
Percentage of requests closed within legislated timelines (%)	63.63636364

## 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
4	0	4	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	1	1
31 to 60 days	0	0	0
61 to 120 days	0	2	2
121 to 180 days	0	1	1
181 to 365 days	0	0	0
More than 365 days	0	0	0
<b>Total</b>	0	4	4

## 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	0	4
All exempted	0	0	0	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	0	4

### 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	1
31 to 60 days	0	0	0	0
61 to 120 days	0	0	0	2
121 to 180 days	0	0	0	1
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
<b>Total</b>	0	0	0	4

## 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	11	\$55.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
<b>Total</b>	0	\$0.00	11	\$55.00	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	18	649	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	18	649	0	0
Closed during the reporting period	18	649	0	0
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
	0 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	6	0	0	0	0	0	0	6
Disclose in part	11	1	0	0	0	0	0	12
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>	17	1	0	0	0	0	0	18

### 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
	0 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
<b>Total</b>	0	0	0	0	0	0	0	0

## 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
1	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 an intent to issue an order 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		\$98,250
Overtime		\$0
Goods and Services		\$16,750
• Professional services contracts	\$16,750	
• Other	\$0	
<b>Total</b>		<b>\$115,000</b>

**11.2 Human Resources**

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.900
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.100
Students	0.000
<b>Total</b>	<b>1.000</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: 2023-04-01 to 2024-03-31

### Section 1: Open Requests and Complaints Under the *Access to Information Act*

1.1 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, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
Received in 2023-24	0	1	1
Received in 2022-23	0	0	0
Received in 2021-22	0	0	0
Received in 2020-21	0	0	0
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16	0	0	0
Received in 2014-15 or earlier	0	0	0
<b>Total</b>	<b>0</b>	<b>1</b>	<b>1</b>

Row 11, Col. 3 of Section 1.1 must equal Row 7, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the *Access to Information Act*

1.2 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 2023-24	1
Received in 2022-23	0
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16	0
Received in 2014-15 or earlier	0
<b>Total</b>	<b>1</b>

**Section 2: Open Requests and Complaints Under the *Privacy Act***

2.1 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, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
Received in 2023-24	0	0	0
Received in 2022-23	0	0	0
Received in 2021-22	0	0	0
Received in 2020-21	0	0	0



Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16	0	0	0
Received in 2014-15 or earlier	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Row 11, Col. 3 of Section 2.1 must equal Row 7, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the *Privacy Act*

**2.2 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 2023-24	0
Received in 2022-23	0
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16	0
Received in 2014-15 or earlier	0
<b>Total</b>	<b>0</b>

**Section 3: Social Insurance Number**

Has your institution begun a new collection or a new consistent use of the SIN in 2023-24?	No
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**Section 4: Universal Access under the Privacy Act**

How many requests were received from foreign nationals outside of Canada in 2023-24?	0
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Row 1, Col. 1 of Section 4 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the *Privacy Act*

