

# *Access to Information Act*

**Canada Foundation for Innovation  
Annual Report to Parliament  
April 1, 2012 – March 31, 2013**

## **Introduction**

The purpose of the *Access to Information Act* is to extend the present laws of Canada to provide a right of access to information in records under the control of a government institution. This is 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. This report has been prepared in accordance with section 72 of the *Access to Information Act*. The Canada Foundation for Innovation's (CFI) Annual Reports are tabled in Parliament in accordance with section 72 of the *Access to Information Act*.

Created by the Government of Canada in 1997, the CFI strives to build our nation's capacity to undertake world-class research and technology development to benefit Canadians. Thanks to CFI investment in state-of-the-art facilities and equipment, universities, colleges, research hospitals and non-profit research institutions are attracting and retaining the world's top talent, training the next generation of researchers, supporting private-sector innovation and creating high-quality jobs that strengthen Canada's position in today's knowledge economy.

The infrastructure funded by the CFI includes state-of-the-art equipment, laboratories, databases, and the buildings necessary to conduct research. CFI-funded infrastructure fosters collaboration among the academic, private, public, and non-profit sectors in a wide range of research projects. Although the CFI is not alone in supporting innovation in Canada, it is the only national organization focused on providing the infrastructure required to conduct research.

## **2012-2013 activity**

The CFI became subject to the *Access to Information Act* (ATIA) in 2007. Nevertheless, from the CFI's inception in 1997, it has followed the spirit of the ATIA with respect to requests for information. Thus the principles of openness, transparency and public accountability, which are central to the ATIA, are deeply embedded within the culture at the CFI.

During the last year, the CFI received four requests for information under the ATIA, which were all completed within this reporting period. In addition, the CFI received and completed two requests for ATIA consultations from other government institutions during the last year.

## **ATIP office and reporting structure**

The Vice-President of Finance and Corporate Services has overall delegated responsibility for the administration of the ATIP laws within the CFI. The day-to-day activities and operations related to the ATIA are coordinated by the Director of Corporate Services who reports directly to this Vice-President. The Director is assisted by the Manager of Administration and by an external consultant, who has expertise on Access

and Privacy issues within the context of the research environment. Effectively, these CFI officials collaborate part-time to manage a small ATIP office with the following role and mandate:

- responding to formal ATIA requests and consultations;
- promoting awareness of the ATIA within the CFI through timely communications, training sessions, new staff orientation sessions, regular staff meeting updates and individual consultations;
- ensuring compliance with the ATIA by developing and implementing effective policies and guidelines;
- developing expertise through formal training opportunities, attending ATIP community events and conferences and establishing network contacts;
- representing the CFI on all official Access to Information business including liaison with the Information Commissioner and the Treasury Board Secretariat; and
- completing annual reports to Parliament, annual statistics and updates to the Info Source publications.

**Delegation orders**

The President of the CFI has delegated certain ATIA responsibilities to the aforementioned ATIP officials. The specific level of authority delegated to each official is presented in the table found in Annex A.

**Statistical report and interpretation**

The CFI received four formal requests under the ATIA in 2012-2013 which is slightly above our 6-year average of 3.3 requests/year. The CFI has received a total of 20 requests since becoming subject to the ATIA in 2007 as summarized in Table 1.

**Table 1                      Summary of ATIP Requests Received by Year**

2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	Total	Avg. req./yr
5	2	1	6	2	4	20	3.3

Although we do not have sufficient data for meaningful trend analysis and level of activity comparison, we are pleased to provide our comments on the CFI statistical report for 2012-2013 which can be found in Annex B of this report.

Our responses to the four requests received were completed during this reporting period. All four requests were submitted by the public. One of the requests was completed within 15 days, two others were completed within 30 days, and the fourth was completed within 120 days primarily due to third party consultation requirements. In all four cases the CFI applied the mandatory exemption set out in subsection 19(1) of the ATIA which protects personal information about others. One of the requests also had exemptions applied under

subsections 20(1)(b) and 20(1)(c) which basically protects confidential information. The CFI did not invoke any exclusions in 2012-2013. No additional fees were collected from the requesters except for the \$5 application fee.

Total costs associated with all aspects of administering the ATIA for the reporting period are estimated to be \$12,500 which is similar to previous years. This includes salary costs of \$8,400 and Goods and Services costs of \$4,100.

There were three CFI employees and two consultants dedicated part-time to ATI activities during 2012-2013.

### **Education and training activities**

Normally the CFI provides an overview of ATIP principles to new CFI employees as part of our orientation session. Unfortunately there was no new employee orientation session offered in 2012-2013. The next session is currently being planned. Needless to say, the ATIP staff is always available to all CFI employees for consultation. In addition, as part of our ongoing training, the ATIP office personnel participated in a number of community meetings.

### **Access to Information Policies**

The CFI did not introduce any significant new access to information policies during this reporting period. However, we have been reviewing and revising existing access to information statements and literature that is targeted at stakeholders who apply to the CFI for funding. In particular, we have looked at information that may be shared during the review process associated with other Federal or Provincial funding agencies.

### **Complaints and investigations**

There were no complaints made to the Information Commissioner about the CFI during this reporting period.

**Canada Foundation for Innovation  
Fondation canadienne pour l'innovation**

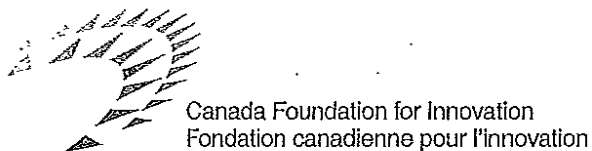
**Access to Information Act Delegation Order  
Ordonnance de délégation des pouvoirs relative  
à la Loi sur l'accès à l'information**

<b>Section or subsection of the Act / Article ou paragraphe de la Loi</b>	<b>Manager, Administration / Gestionnaire, Administration</b>	<b>Director, Corporate Services / Directeur, Gestion</b>	<b>Vice-President, Finance &amp; Corporate Services / Vice-présidente, Finances et gestion</b>
4(2.1)	X	X	X
7(a)	X	X	X
7(b)	X	X	X
8(1)	X	X	X
9	X	X	X
11(2),(3),(4),(5),(6)	X	X	X
12(2)(b)	X*	X	X
12(3)(b)	X*	X	X
13	X*	X	X
14	X*	X	X
15	X*	X	X
16	X*	X	X
16.5	X*	X	X
17	X*	X	X
18	X*	X	X
18.1	X*	X	X
19	X	X	X
20	X	X	X
21	X*	X	X
22	X	X	X
22.1	X	X	X
23	X	X	X
24	X	X	X
25	X	X	X
26	X	X	X
27(1),(4)	X	X	X
28(1)(b),(2),(4)	X	X	X
29(1)	X	X	X
33	X	X	X
35(2)(b)	X	X	X
37(4)	X	X	X
43(1)	X	X	X
44(2)	X	X	X
52(2)(b),(3)	X	X	X
71(1)	X	X	X
72	X	X	X

<b>Section or subsection of the Access to Information Regulations / Article ou paragraphe du règlement sur l'accès à l'information</b>	<b>Manager, Administration / Gestionnaire, Administration</b>	<b>Director, Corporate Services / Directeur, Gestion</b>	<b>Vice-President, Finance &amp; Corporate Services / Vice-présidente, Finances et gestion</b>
6(1)	X	X	X
7(2)	X	X	X
7(3)	X	X	X
8	X	X	X
8.1	X*	X	X

\* Indicates that the Manager, Administration may sign under this provision with approval of the President or other senior designates

\* Indique que le gestionnaire, Administration peut signer des documents en vertu de ces dispositions avec l'approbation du président ou d'autres cadres désignés



## DESIGNATION ORDER

### Access to Information Act

The designated Head of the Canada Foundation for Innovation, pursuant to section 73 of the Access to Information Act\*, hereby designates the persons holding the positions set out in the schedule attached hereto to exercise the powers and functions of the head of the institution under the sections of the Act set out in the schedule opposite each position.



Dr. Gilles Patry, President & CEO, CFI

Date : June 17, 2011

\* S.C. 1980-82, c.111



## Statistical Report on the Access to Information Act

Name of institution: Canada Foundation for Innovation

Reporting period: 4/1/2012 to 3/31/2013

### PART 1 – Requests under the Access to Information Act

#### 1.1 Number of Requests

	Number of Requests
Received during reporting period	4
Outstanding from previous reporting period	0
<b>Total</b>	<b>4</b>
Closed during reporting period	4
Carried over to next reporting period	0

#### 1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	0
Business (Private Sector)	0
Organization	0
Public	4
<b>Total</b>	<b>4</b>

### PART 2 – Requests closed during the reporting period

#### 2.1 Disposition and completion time

Disposition of requests	Completion Time							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	1	2	0	1	0	0	0	4
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Treated informally	0	0	0	0	0	0	0	0
<b>Total</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>



## 2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	0	16(2)(a)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(b)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(c)	0	18(c)	0	20.4	0
13(1)(d)	0	16(3)	0	18(d)	0	21(1)(a)	0
13(1)(e)	0	16.1(1)(a)	0	18.1(1)(a)	0	21(1)(b)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	0
15(1) - I.A.*	0	16.1(1)(d)	0	18.1(1)(d)	0	22	0
15(1) - Def.*	0	16.2(1)	0	19(1)	4	22.1(1)	0
15(1) - S.A.*	0	16.3	0	20(1)(a)	0	23	0
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(b)	1	24(1)	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(b.1)	0	26	0
16(1)(a)(iii)	0	16.5	0	20(1)(c)	1		
16(1)(b)	0	17	0	20(1)(d)	0		
16(1)(c)	0						
16(1)(d)	0						

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

## 2.3 Exclusions

Section	Number of requests	Section	Number of requests	Section	Number of requests
68(a)	0	69(1)(a)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(b)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(c)	0	69(1)(g) re (c)	0
68.1	0	69(1)(d)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(e)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(f)	0	69(1)(g) re (f)	0
				69.1(1)	0

## 2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	0	0	0
Disclosed in part	4	0	0
<b>Total</b>	<b>4</b>	<b>0</b>	<b>0</b>

## 2.5 Complexity

### 2.5.1 Relevant pages processed and disclosed

Disposition of requests	Number of pages processed	Number of pages disclosed	Number of requests
All disclosed	0	0	0
Disclosed in part	99	99	4
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0

## 2.5.2 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	4	99	0	0	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
Abandoned	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	4	99	0	0	0	0	0	0	0	0

## 2.5.3 Other complexities

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	2	0	0	0	2
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
<b>Total</b>	2	0	0	0	2

## 2.6 Deemed refusals

### 2.6.1 Reasons for not meeting statutory deadline

Number of requests closed past the statutory deadline	Principal Reason			
	Workload	External consultation	Internal consultation	Other
0	0	0	0	0

### 2.6.2 Number of days past deadline

Number of days past deadline	Number of requests past deadline where no extension was taken	Number of requests past deadline 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
<b>Total</b>	0	0	0

## 2.7 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

## PART 3 – Extensions

### 3.1 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	2
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
<b>Total</b>	0	0	0	2

### 3.2 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	2
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	0	2

## PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	4	\$20	0	\$0
Search	0	\$0	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
<b>Total</b>	4	\$20	0	\$0

## PART 5 – Consultations received from other institutions and organizations

### 5.1 Consultations received from other government institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during reporting period	2	52	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	2	52	0	0
Closed during the reporting period	2	52	0	0
Pending at the end of the reporting period	0	0	0	0

### 5.2 Recommendations and completion time for consultations received from other government 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	than 365 days	
Disclose entirely	1	0	0	0	0	0	0	1
Disclose in part	1	0	0	0	0	0	0	1
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>	2	0	0	0	0	0	0	2

### 5.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	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

### PART 6 – Completion time of consultations on Cabinet confidences

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	0	0
16 to 30	0	0
31 to 60	0	0
61 to 120	0	0
121 to 180	0	0
181 to 365	0	0
More than 365	0	0
<b>Total</b>	0	0

### PART 7 – Resources related to the Access to Information Act

#### 7.1 Costs

Expenditures	Amount
Salaries	\$8,427
Overtime	\$0
Goods and Services	\$4,095
• Professional services contracts	\$3,495
• Other	\$600
<b>Total</b>	<b>\$12,522</b>

## 7.2 Human Resources

<b>Resources</b>	<b>Dedicated full-time to ATI activities</b>	<b>Dedicated part-time to ATI activities</b>	<b>Total</b>
Full-time employees	0.00	3.00	3.00
Part-time and casual employees	0.00	0.00	0.00
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.00	2.00	2.00
Students	0.00	0.00	0.00
<b>Total</b>	0.00	5.00	5.00