



Access to Information Act

Canada Foundation for Innovation
Annual report to Parliament

April 1, 2013 – March 31, 2014

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 the state-of-the-art equipment, laboratories, databases and buildings necessary to conduct research. This infrastructure fosters collaboration among the academic, private, public, and non-profit sectors on a wide range of research projects and across many disciplines. Although the CFI is not alone in supporting innovation in Canada, it is the country's leading funding organization dedicated exclusively to supporting advanced research infrastructure.

2013-14 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 six requests for ATIA consultations from other government institutions during the last year.

ACCESS TO INFORMATION AND PRIVACY (ATIP) OFFICE AND REPORTING STRUCTURE

The Vice-President of Finance and Corporate Services has overall delegated responsibility for the administration of the ATIA 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 liaising 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 2013-14, which is slightly above its seven-year average of 3.4 requests per year. The CFI has received a total of 24 requests since becoming subject to the ATIA in 2007 as summarized in Table 1.

Table 1 Summary of ATIA requests received by year

2007/8	2008/9	2009/10	2010/11	2011/12	2012/13	2013/14	Total	Avg. req./yr.
5	2	1	6	2	4	4	24	3.4

Although the CFI does not have sufficient data for meaningful trend analysis and level of activity comparison, based on recent activity the CFI should expect between three to four requests per year. Furthermore, the CFI is pleased to provide its comments on the CFI statistical report for 2013-14 which can be found in Annex B of this report.

The CFI's responses to the four requests received were completed during this reporting period. Of the four requests, three were submitted by the media and one was submitted by the private sector. One of the requests was completed within 15 days, one was completed within 16 to 30 days, and the other two were completed within 61 to 120 days primarily due to third party consultation requirements. Two of the requests were disclosed in full where as for the other two, the CFI applied the mandatory exemption set out in subsection 19(1) of the ATIA, which protects personal information about others. Two requests also had exemptions applied under subsections 20(1)(b) and 20(1)(c), which basically protect confidential information. One request had exemptions applied under subsections 20(1)(d), which protects information the disclosure of

which could lead to interference with contractual negotiations. One request had exemptions applied under subsection 21(1)(b) which protects information that contains an account of consultations in which directors, officers or employees of a government institution, a minister of the Crown or staff of the minister participate. The CFI did not invoke any exclusions in 2013-14. No additional fees were collected from the requesters except for the five dollar application fee.

The CFI received six consultations during the last year from other government institutions. All six consultations were completed within one to 15 days and were recommended for full disclosure. The CFI did not receive any consultations on Cabinet Confidences during this period.

Total costs associated with all aspects of administering the ATIA for the reporting period are estimated at \$22,000, which represents an increase of approximately 38 percent over the seven year average of \$16,000 per year. These costs include salaries of \$16,000 and Goods and Services of \$6,000.

There were three CFI employees and one consultant dedicated part-time to ATIA activities during 2013-14.

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 2013-14. The current orientation presentation was made available to all new employees and a new format of the orientation session is being designed for 2014. In addition, ATIP-specific training materials for all CFI staff were reviewed and are currently being revised. An ATIP staff training session is being scheduled for late spring or early summer of 2014. Needless to say, the ATIP staff is always available to all CFI employees for consultation and assistance. As part of our ongoing training, the ATIP office personnel participate in the ATIP community meetings.

ACCESS TO INFORMATION POLICIES

The CFI did not introduce any significant new access to information policies during this reporting period. However, the CFI has 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 continue to review information that may be shared during the review process in association 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.

ACCESS TO INFORMATION REQUESTS PROCESSING TIME MONITORING

The Director, Corporate Services tracks and records the time required to process each ATIA request as well as the elapsed time to complete the request. This is done individually for each request and timely status updates are reported to the Vice-President, Finance and Corporate Services as the requests are being processed. Similarly, whenever an extension is required to complete a request, the Vice-President is informed. Updates are presented at each Board meeting on the ATI requests completed since the last Board meeting, as well as the date of completion. The Director, Corporate Services compiles all individual ATI request processing times and reviews this annually with the Vice-President, Finance and Corporate Services before completing the Annual Statistical report (see Annex B).

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

Section or subsection of the Act Article ou paragraphe de la Loi	Manager, Administration Gestionnaire, Administration	Director, Corporate Services Directeur, Gestion	Vice-President, Finance & Corporate Services Vice-présidente, Finances et gestion
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

Section or subsection of the Access to Information Regulations Article ou paragraphe du règlement sur l'accès à l'information	Manager, Administration Gestionnaire, Administration	Director, Corporate Services Directeur, Gestion	Vice-President, Finance & Corporate Services Vice-présidente, Finances et gestion
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



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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 InnovationReporting period: 4/1/2013 to 31-Mar-14

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
Total	4
Closed during reporting period	4
Carried over to next reporting period	0

1.2 Sources of requests

Source	Number of Requests
Media	3
Academia	0
Business (Private Sector)	1
Organization	0
Public	0
Total	4

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	1	0	0	1	0	0	0	2
Disclosed in part	0	1	0	1	0	0	0	2
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
Total	1	1	0	2	0	0	0	4

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)	1
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)	2	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)	2	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)	2		
16(1)(b)	0	17	0	20(1)(d)	1		
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	2	0	0
Disclosed in part	2	0	0
Total	4	0	0

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	71	71	2
Disclosed in part	967	967	2
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	2	71	0	0	0	0	0	0	0	0
Disclosed in part	1	39	0	0	1	928	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
Total	3	110	0	0	1	928	0	0	0	0

2.5.3 Other complexities

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	1	0	1	0	2
Disclosed in part	1	0	0	0	1
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
Total	2	0	1	0	3

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
Total	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
Total	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	1
Disclosed in part	0	0	0	1
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	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	1
61 to 120 days	0	0	0	1
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	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
Total	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	6	103	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	6	103	0	0
Closed during the reporting period	6	0	0	0
Pending at the end of the reporting period	0	103	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	6	0	0	0	0	0	0	6
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	6	0	0	0	0	0	0	6

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
Total	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
Total	0	0

PART 7 – Resources related to the Access to Information Act

7.1 Costs

Expenditures	Amount
Salaries	\$16,072
Overtime	\$0
Goods and Services	\$5,935
• Professional services contracts	\$5,935
• Other	\$0
Total	\$22,007

7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
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	1.00	1.00
Students	0.00	0.00	0.00
Total	0.00	4.00	4.00



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450-230 Queen St.
Ottawa ON K1P 5E4
Tel 613.947.7260
Fax 613.943.0227

450-230 rue Queen
Ottawa ON K1P 5E4
Tél 613.947.7260
Télé 613.943.0227