



# Access to Information Act

Canada Foundation for Innovation  
Annual report to Parliament

April 1, 2015 – March 31, 2016

## **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.

## **2015-16 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 one formal request for information under the ATIA. In addition we received three informal requests and two requests for ATIA consultations from other government institutions.

## **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. 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 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 one formal request under the ATIA in 2015-16, which is slightly below its nine-year average of 2.8 requests per year. The CFI has received a total of 25 requests since becoming subject to the ATIA in 2007 as summarized in Table 1.

**Table 1 Summary of ATIP requests received by year**

2007/8	2008/9	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	Total	Avg. req./yr
5	2	1	6	2	4	4	0	1	25	2.8

Based on the last nine years of data, Table 1 indicates that we should expect on average approximately three ATIA requests per year. The number of requests we have received per year ranges between a low of zero and a high of six. Our analysis indicates that ATIA requests are likely submitted independently of CFI business activity since there does not appear to be a direct correlation between the number of requests received in a given year and the CFI competition cycle. This analysis is further supported by the fact that of the 25 requests that have been submitted to date, there are no requests specific to a particular award decision or the evaluation process involved. We believe this is likely attributable in some measure to CFI's proactive approach to disclosure. Since its inception, it has been the CFI's practice to informally provide applicants with full and timely feedback instead of waiting for formal requests for information. The CFI always communicates our competition results publicly and all funding decisions and written expert reports are released to the institutions within a few days of a Board decision.

The CFI is pleased to provide comments on our statistical report for 2015-16 which can be found in Annex B of this report. The CFI received one formal ATIA request during the last year

which was submitted by media and our response was completed within 30 days. The CFI disclosed 469 pages in response to this request and applied exemption 19(1) which is a mandatory exemption to protect personal information as defined in the Privacy Act. In addition, the CFI received three informal requests and two consultations from other government institutions during the last year. All three informal requests and both consultations were completed within 15 days. The two consultations 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 \$14,774. These costs include salaries of \$11,232 and Goods and Services of \$3,542. There were three CFI employees and one consultant dedicated part-time to ATIA activities during 2015-16.

## **EDUCATION AND TRAINING ACTIVITIES**

The CFI provides an overview of ATIP principles to all new CFI employees as part of our orientation documentation. During the last year, the CFI did not organize any corporate-wide ATIP training sessions since most staff had participated in training sessions the previous year. 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 participates 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, we have reviewed and revised our existing access to information statements and literature which is mainly 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. We have also reviewed our access to information literature which is available to the general public.

## **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 of 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 of 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 ATIA requests completed since the last meeting, as well as the date of completion. The Director of Corporate Services compiles all the processing times for individual ATI requests and reviews this annually with the Vice-President of Finance and Corporate Services before completing the Annual Statistical report (see Annex B).

# **ANNEX A**

## **Access to Information Act Delegation Order**

**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**

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

<b>Section or subsection of the Access to Information Regulations Article ou paragraphe du règlement sur l'accès à l'information</b>	<b>Manager of Administration Gestionnaire, Administration</b>	<b>Director of Corporate Services Directeur, Gestion</b>	<b>Vice-President of Finance and 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 of 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



Canada Foundation for Innovation  
Fondation canadienne pour l'innovation

## 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



## **ANNEX B**

Statistical Report on the Access to Information Act



## Statistical Report on the *Access to Information Act*

Name of institution: Canada Foundation for Innovation

Reporting period: 2015-04-01 to 2016-03-31

### Part 1: Requests Under the *Access to Information Act*

#### 1.1 Number of requests

	Number of Requests
Received during reporting period	1
Outstanding from previous reporting period	0
<b>Total</b>	<b>1</b>
Closed during reporting period	1
Carried over to next reporting period	0

#### 1.2 Sources of requests

Source	Number of Requests
Media	1
Academia	0
Business (private sector)	0
Organization	0
Public	0
Decline to Identify	0
<b>Total</b>	<b>1</b>

#### 1.3 Informal 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	
3	0	0	0	0	0	0	3

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

## 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	0	1	0	0	0	0	0	1
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
Neither confirmed nor denied	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</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)	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)	0	24(1)	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	0		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	17	0				
16(1)(b)	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)	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

## 2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	0	0	0
Disclosed in part	0	1	0
<b>Total</b>	0	1	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	0	0	0
Disclosed in part	587	469	1
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	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	0	0	1	469	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	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	1	469	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	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	0	0	0	0	0
<b>Total</b>	0	0	0	0	0

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

### 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	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
<b>Total</b>	0	0	0	0

## Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	1	\$5	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>	1	\$5	0	\$0

## Part 5: Consultations Received From Other Institutions and Organizations

### 5.1 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	2	59	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	2	59	0	0
Closed during the reporting period	2	59	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 of Canada institutions

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	2	0	0	0	0	0	0	2
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>	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	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

## Part 6: Completion Time of Consultations on Cabinet Confidences

### 6.1 Requests with Legal Services

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 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

### 6.2 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 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

## Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
0	0	0	0

## Part 8: Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0



**Part 9: Resources Related to the *Access to Information Act***

**9.1 Costs**

Expenditures		Amount
Salaries		\$11 232
Overtime		\$0
Goods and Services		\$3 542
• Professional services contracts	\$3 542	
• Other	\$0	
<b>Total</b>		<b>\$14 774</b>

**9.2 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	0.02
Students	0.00
<b>Total</b>	<b>0.09</b>

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



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