INNOVATION

Canada Foundation for Innovation

Fondation canadienne pour l'innovation

Access to Information Act

Canada Foundation for Innovation
Annual report to Parliament

April 1, 2025 to March 31, 2026



Introduction

The purpose of the Access to Information Act (ATIA) 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. The Canada Foundation for Innovation's (CFI) annual reports are prepared and tabled in Parliament in accordance with section 94 of ATIA.

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.

During the reporting period, the CFI did not have any wholly owned subsidiaries at any time.

2025–26 activity

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

During the last year, the CFI received two formal requests for information under ATIA. The CFI also received five ATIA consultations.

There were no Cabinet confidences or informal requests received during this period.

There were no active requests or consultations at the end of fiscal 2025–26.

Access to Information and Privacy (ATIP) office and reporting structure

The CFI's Vice President of Finance and Corporate Services has overall delegated responsibility for the administration of ATIA laws within the organization. Day-to-day activities and operations related to ATIA are coordinated by the Director of Performance, Analytics and Evaluation, who reports directly to the President. The director is supported by the Manager of Administration and a Senior Evaluation Analyst.

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 ATIA within the CFI through timely communications, training sessions, new staff orientation sessions, regular staff meeting updates and individual consultations;
- Ensuring compliance with 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 ATIA 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.

During the reporting period, there were no service agreements under section 96 of the Access to Information Act to which the CFI was party.

Delegation orders

The President and CEO 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.

Performance 2025–26

The CFI received two formal requests under ATIA in 2025–26. The CFI has received a total of 43 requests since becoming subject to ATIA in 2007 as summarized in Table 1.

Table 1: Summary of ATIP requests received by period

2007 – 2010	2011 – 2015	2016 – 2020	2021	2022	2023	2024	2025	Total	Avg./year
14	11	10	1	0	3	2	2	43	2.26

Table 1 indicates that we should expect on average between two and three ATIA requests per year. The number of requests we have received per year ranges between a low of zero in years 2014, 2017, 2020 and 2022, and a high of six in 2018. 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 is likely attributable in some measure to the 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 competition results publicly and all funding decisions and written expert reports are released to the institutions within a few days of a Board decision. During the last year, the CFI received two formal requests for information under ATIA. Both were completed during the reporting period: one was from the public and was completed in less than 30 days, resulting in full disclosure. The other was from a non-profit organization and was completed in 31 to 60 days because of the necessity of third-party consultations, and was disclosed in part.

The CFI also received five ATIA consultations from federal government institutions during the last year. They were processed in less than 30 days. Four were disclosed entirely, and one was disclosed in part. In total, 161 pages were processed for these consultations.

There were no Cabinet confidences or informal requests received during this period.

Total costs associated with all aspects of administering ATIA for the reporting period are estimated at $14,258. There were four CFI employees dedicated part-time to ATIA activities during 2025–26.

Education and training activities

The CFI provides an overview of ATIP principles to all new CFI employees as part of our orientation documentation. ATIP staff are always available to all CFI employees for consultation and assistance. Our business units indicated that they feel adequately informed and supported for ATIP activities at this time. As part of our ongoing training, the ATIP office personnel participates in ATIP community meetings.

Access to Information policies

The CFI did not introduce any significant new access to information policies, guidelines or procedures during this reporting period. However, we regularly review and update our existing webpages regarding access to information statements and privacy which are available to the general public. The CFI is registered with the ATIP Online Request Service (AORS) portal and we can receive Access to Information requests online through this service.

Proactive publication under part 2 of ATIA

The CFI proactively discloses travel and hospitality expenses on the Open Government Registry. We also publish our Access to Information Annual Report, our Privacy Act Annual report and the CFI Annual Report on the CFI website. Links to these proactive publications can be found following the table below.

Proactive publication requirements table

Legislative Requirement	Section	Publication Timeline	Institutional Requirement
All Government Institutions as defined in section 3 of the *Access to Information Act*			
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	Yes
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	Yes
Reports tabled in Parliament	84	Within 30 days after tabling	Yes
Government entities or Departments, agencies, and other bodies subject to the Act and listed in Schedules I, I.1, or II of the *Financial Administration Act*			

Contracts over $10,000	86	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	N/A
Grants & Contributions over $25,000	87	Within 30 days after the quarter	N/A
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	N/A
Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office	88(b)	Within 30 days after the end of the month received	N/A
Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament	88(c)	Within 120 days after appearance	N/A
Government institutions that are departments named in Schedule I to the *Financial Administration Act* or portions of the core public administration named in Schedule IV to that Act (i.e. government institutions for which Treasury Board is the employer)			
Reclassification of positions	85	Within 30 days after the quarter	N/A
Ministers			
Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Within 120 days after appointment	N/A
Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office	74(b)	Within 30 days after the end of the month received	N/A
Package of question period notes prepared by a government institution for the minister and in use on the last sitting day of the House of Commons in June and December	74(c)	Within 30 days after last sitting day of the House of Common in June and December	N/A
Packages of briefing materials prepared by a government institution for a minister's appearance before a committee of Parliament	74(d)	Within 120 days after appearance	N/A
Travel Expenses	75	Within 30 days after the end of the month of reimbursement	N/A
Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	N/A
Contracts over $10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	N/A
Ministers' Offices Expenses *Note: This consolidated report is currently published by TBS on behalf of all institutions.	78	Within 120 days after the fiscal year	N/A

Proactive publication of the CFI travel expenses can be found on the Government of Canada — Open Government portal for travel: https://search.open.canada.ca/travel/

Proactive publication of the CFI hospitality expenses can be found on the Government of Canada — Open Government portal for hospitality: https://search.open.canada.ca/hospitality/

Proactive publication of the CFI Annual Report for Access to Information and the Annual Report on the Privacy Act that are tabled in Parliament can be found on the CFI website: https://www.innovation.ca/access-information-privacy-atip

Proactive publication of the CFI Annual Report tabled in Parliament can be found on the CFI website https://www.innovation.ca/about/governance/annual-corporate-reports

All (100 percent) of the CFI proactive publication requirements due during the reporting period were published within the legislated timelines.

All travel and hospitality expenses incurred by the CFI Board and senior management are tracked separately by our Finance department. At the end of each month, these expenses are reported to the administrative person(s) responsible for posting them to the Open Government portal. Likewise, after the ATIP annual reports have been tabled in Parliament, the CFI ATIP Coordinator sends a copy of them to our Web Admininstrator for posting to the CFI website. Following a similar process, after the CFI Annual Report has been tabled in Parliament, the External relations and Communications send a copy to our Web Administrator for posting on the CFI website.

Complaints and investigations

There were no complaints made to the Information Commissioner about the CFI during this reporting period. There were no active complaints at the end of fiscal 2025–26.

Access to Information requests processing time monitoring

The Director of Performance, Analytics and Evaluation 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 ATIA requests completed since the last meeting, as well as the date of completion.

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 de l'administration	Director of Corporate Services Director of Performance, Anaytics and Evaluation Senior Evaluation Analyst Directeur de la gestion Directeur de la performance, l'analytique et l'évaluation Analyste principal de l'évaluation	Vice President of Finance and Corporate Services Vice-présidente des finances et de la 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 of Administration** **Gestionnaire de l'administration**	**Director of Corporate Services** **Director of Performance, Anaytics and Evaluation** **Senior Evaluation Analyst** **Directeur de la gestion** **Directeur de la performance, l'analytique et l'évaluation** **Analyste principal de l'évaluation**	**Vice President of Finance and 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 of Administration may sign under this provision with approval of the President or other senior designates

* Indique que la gestionnaire de l'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.

S. Charbonneau

Date: oct. 3, 2024

Dr. Sylvain Charbonneau,
President & CEO, CFI

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

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