

Access to Information Act

**Canada Foundation for Innovation
Annual Report to Parliament
April 1, 2008 – March 31, 2009**

Introduction

The Canada Foundation for Innovation (CFI) is an independent corporation created by the Government of Canada to fund research infrastructure. The CFI's mandate is to strengthen the capacity of Canadian universities, colleges, research hospitals, and non-profit research institutions to carry out world-class research and technology development that benefits Canadians. Since its creation in 1997, CFI investments have led to breakthroughs across the full spectrum of science including health, natural resources and energy, information and communications technology, and the environment.

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.

The CFI supports national S&T objectives and strengthens Canada's capacity for innovation by:

- supporting economic growth and job creation, as well as health and environmental quality through innovation;
- increasing Canada's capability to carry out important world-class scientific research and technology development;
- expanding research and job opportunities for young Canadians;
- promoting productive networks and collaboration among Canadian postsecondary educational institutions, research hospitals, and the private sector.

2008-2009 Activity

This marks our second year of officially being subject to the *Access to Information Act* (ATIA). From its inception in 1997, the CFI 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 CFI.

During the last year, the CFI received two requests for information under the ATIA, both of which were completed during the reporting period. In addition, CFI responded to seven ATIA consultations received from other federal institutions related to requests they were processing. In August, we received notice from the Office of the Information Commissioner of Canada that a complaint had been made in connection with a request made to CFI in 2007. The CFI responded to the Office of the Information Commissioner with the materials requested within the allotted 10 working days. Currently we are awaiting the outcome of this investigation.

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 CFI. The day-to-day activities and operations related to the Act 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 Act within the CFI through timely communications, training sessions, new staff orientation sessions, regular staff meeting updates and individual consultations;
- ensuring compliance with the Act 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 CFI has delegated certain of his *Access to Information Act* 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 two formal requests under the ATIA in 2008-2009. Since 2008-2009 represents the second year that the CFI has been subject to the Act, and as the CFI has received only a few requests, we do not have sufficient data for meaningful trend analysis and level of activity comparison. Nevertheless, we are pleased to present a copy of the CFI statistical report which can be found in Annex B and to provide our comments about these statistics.

Responses to the two requests received were completed during this reporting period, thus no requests were carried forward, nor were there any requests outstanding from previous years. Both of the requests received were related to the Research Hospital Fund (RHF) results. One request, submitted by the media, was focused on the application review results for two Quebec universities. The other request, submitted by a Canadian University, was regarding the final outcome of applications submitted to the RHF competition and the related minutes from the CFI Board meeting.

Our responses to the two requests included one full disclosure and one partial disclosure. In the case where information was disclosed in part, the protected information pertained to the mandatory exemption for personal information (Section 19 of ATIA). The CFI did not invoke any exclusions in 2008-2009. Both of the requests were completed within 30 days of the request.

The CFI responded to all access requests by providing copies of the responsive records to the requester. No fees were collected from the requesters except for the \$5 application fee.

Total costs associated with all aspects of administering the ATIA are estimated to be \$14,720. This includes salary costs of \$12,800 and administration costs of \$1,920. The majority of activities identified for estimating these costs include:

- the time spent by CFI ATIP office in training, responding to requests, administrative work, internal consultations and networking;
- the time spent by other CFI employees in training, orientation and consultations;
- ATIP consultation and legal fees;
- training materials; and
- translation costs.

Employee resources associated with administering the Act for 2008-2009 is estimated to be 0.14 of a full-time equivalent.

Education and Training Activities

The CFI delivered an in-house training and awareness session specially focused for new Programs staff who regularly deal with personal information found in research proposals and expert reviews. In addition, an overview of ATIP principals and procedures was offered as part of the new employees Orientation presentation. ATIP office personnel also participated in a number of community meetings.

Finally, in an effort to apply training in a practical manner, all ATIP activity, including responses to requests, was reviewed by the CFI ATIP consultant.

Access to Information Policies

The CFI did not introduce any significant new access to information policies during this reporting period. The ATIP staff is working on revisions to existing access to information statements on CFI's web site and in its program literature to ensure that these are up to date.

Complaints and Investigations

There was one complaint made to the Office of the Information Commissioner about CFI during this reporting period. The complaint was related to a request made to CFI in 2007. The CFI responded to the Office of the Information Commissioner with the materials requested in August. Currently we are awaiting the outcome of this investigation.



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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. Eliot Phillipson, President, CFI

Date : June 24, 2009

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

**Canada Foundation for Innovation
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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



Institution The Canada Foundation for Innovation				Reporting period / Période visée par le rapport April 01, 2008 to March 31, 2009	
Source	Media / Médias 1	Academia / Secteur universitaire 1	Business / Secteur commercial 0	Organization / Organisme 0	Public 0

I Requests under the Access to Information Act / Demandes en vertu de la Loi sur l'accès à l'information	
Received during reporting period / Reçues pendant la période visée par le rapport	2
Outstanding from previous period / En suspens depuis la période antérieure	0
TOTAL	2
Completed during reporting period / Traitées pendant la période visées par le rapport	2
Carried forward / Reportées	0

II Disposition of requests completed / Disposition à l'égard des demandes traitées			
1. All disclosed / Communication totale	1	6. Unable to process / Traitement impossible	0
2. Disclosed in part / Communication partielle	1	7. Abandoned by applicant / Abandon de la demande	0
3. Nothing disclosed (excluded) / Aucune communication (exclusion)	0	8. Treated informally / Traitement non officiel	0
4. Nothing disclosed (exempt) / Aucune communication (exemption)	0	TOTAL	2
5. Transferred / Transmission	0		

III Exemptions invoked / Exceptions invoquées							
S. Art. 13(1)(a)	0	S. Art. 16(1)(a)	0	S. Art. 18(b)	0	S. Art. 21(1)(a)	0
(b)	0	(b)	0	(c)	0	(b)	0
(c)	0	(c)	0	(d)	0	(c)	0
(d)	0	(d)	0	S. Art. 19(1)	1	(d)	0
S. Art. 14	0	S. Art. 16(2)	0	S. Art. 20(1)(a)	0	S. Art. 22	0
S. Art. 15(1) International rel. / Relations intern.	0	S. Art. 16(3)	0	(b)	0	S. Art. 23	0
Defence / Défense	0	S. Art. 17	0	(c)	0	S. Art. 24	0
Subversive activities / Activités subversives	0	S. Art. 18(a)	0	(d)	0	S. Art. 26	0

IV Exclusions cited / Exclusions citées			
S. Art. 68(a)	0	S. Art. 69(1)(c)	0
(b)	0	(d)	0
(c)	0	(e)	0
S. Art. 69(1)(a)	0	(f)	0
(b)	0	(g)	0

V Completion time / Délai de traitement	
30 days or under / 30 jours ou moins	2
31 to 60 days / De 31 à 60 jours	0
61 to 120 days / De 61 à 120 jours	0
121 days or over / 121 jours ou plus	0

VI Extensions / Prorogations des délais		
	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus
Searching / Recherche	0	0
Consultation	0	0
Third party / Tiers	0	0
TOTAL	0	0

VII Translations / Traduction		
Translations requested / Traductions demandées		0
Translations prepared / Traductions préparées	English to French / De l'anglais au français	0
	French to English / Du français à l'anglais	0

VIII Method of access / Méthode de consultation	
Copies given / Copies de l'original	2
Examination / Examen de l'original	0
Copies and examination / Copies et examen	0

IX Fees / Frais			
Net fees collected / Frais net perçus			
Application fees / Frais de la demande	0	Preparation / Préparation	0
Reproduction	0	Computer processing / Traitement informatique	0
Searching / Recherche	0	TOTAL	0
Fees waived / Dispense de frais		No. of times / Nombre de fois	\$
\$25.00 or under / 25 \$ ou moins		2	\$ 10.00
Over \$25.00 / De plus de 25 \$		0	\$ 0

X Costs / Coûts	
Financial (all reasons) / Financiers (raisons)	
Salary / Traitement	\$ 12,800
Administration (O and M) / Administration (fonctionnement et maintien)	\$ 1,920
TOTAL	\$ 14,720
Person year utilization (all reasons) / Années-personnes utilisées (raison)	
Person year (decimal format) / Années-personnes (nombre décimal)	0.14

