

# ***Access to Information Act***

**Canada Foundation for Innovation  
Annual Report to Parliament  
April 1, 2007 – March 31, 2008**

## **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.

## **2007-2008 Highlights**

The CFI became subject to the *Access to Information Act* (ATIA) on April 1, 2007. Although this marks our first year of officially being subject to the ATIA, from its inception 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.

A formal Access to Information and Privacy office and reporting structure was in place April 1<sup>st</sup> 2007. Organization-wide orientation and awareness sessions in Access to Information and Privacy (ATIP) were offered to all employees and resulted with 85% participation.

The CFI received five requests for information under the ATIA, all of which were completed during the reporting period. In addition, CFI responded to four ATIA consultations received from other federal institutions related to requests they were processing.

## **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; and
- representing the CFI on all official Access to Information business including liaison with the Information Commissioner and the Treasury Board Secretariat;
- 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 five formal requests under the ATIA in 2007-2008. Since this represents the first 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 or for levels 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 five requests received were completed during this reporting period, thus no requests were carried forward, nor were there any requests outstanding from previous years. Of the 5 requests received, two were submitted by the media, and focused primarily on CFI audit activity. The three remaining requests were submitted by businesses, two of them from the same company. The business requests were interested in the particulars of CFI funded research infrastructure projects at Canadian universities.

Our responses to the five requests included partial disclosure in four cases and one case in which the CFI found no responsive records. In the four cases where information was disclosed in part, the exempt information pertained to third party sensitivities. Two of these were media requests in which the CFI invoked exemption 22 to protect audit procedures at the request of the Auditor-General. The other two partial disclosures were made in the context of requests in which subsection 20(1) was invoked to protect, confidential information that belonged to a university that has secured CFI funding, and to its business partner. CFI did not invoke any exclusions in 2007-2008.

Of the five requests received, two were completed within the initial 30 days. Extensions were applied to three requests; in one case the response time was extended for less than 30 days to allow for consultations with other government departments; in two other cases, the response time was extended by up to 60 days to enable the CFI to complete third party notifications.

The CFI responded to all access requests by providing copies of the responsive records to the requester. No fees were collected from the requesters. In fact, even the application fees were waived in each case this year because the cheques accompanying the requests were made out to the Receiver General; as CFI is not a federal government institution, it was unable to cash them. In future, requesters will be asked to make their application fee cheques payable to the Canada Foundation for Innovation.

Total costs associated with all aspects of administering the ATIA are estimated to be \$26,750. This includes salary costs of \$23,250 and administration costs of \$3,500. 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 consultant and legal fees;
- training materials.

Employee resources associated with administering the Act for 2007-2008 is estimated to be 0.25 of a full-time equivalent.

### **Education and Training Activities**

The CFI delivered two in-house training and awareness sessions intended for all employees. As previously indicated, the sessions were very well-attended with an 85% participation rate (43 employees). A custom training session was also given to four program employees who regularly deal with personal information found in research proposals and expert reviews. In addition, the CFI added a component to its regular orientation session for new staff. This year, for the first time new employees received information about the Act and about the ATIP office.

The ATIP office personnel received a customized in-house training session from our ATIP consultant. In addition, the Director (Corporate Services) attended a three day

Access to Information and Privacy training session offered by the Treasury Board Secretariat. The training was offered to all government departments and independent Foundations that became subject to the *Access to Information Act* in 2007-2008. The Director also participated in a number of community discussion forums, the annual training conference offered by the Canadian Access and Privacy Association (CAPA), as well as a Treasury Board-sponsored workgroup evaluation session.

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

### **Access to Information Policies**

Although it became subject to the Act for the first time on April 1, 2007, 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 reflect the new legal status.

### **Complaints and Investigations**

There were no complaints made to the Information Commissioner about 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**

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
7(a)	X	X	X
8(1)	X	X	X
9	X	X	X
11(2)(3)(4)(5)(6)	X	X	X
12(2)	X*	X	X
12(3)	X*	X	X
13	X*	X	X
14	X*	X	X
15	X*	X	X
16	X*	X	X
17	X*	X	X
18	X*	X	X
19	X	X	X
20	X	X	X
21(1)	X*	X	X
22	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)(2)(4)	X	X	X
29(1)	X	X	X
33	X	X	X
35(2)	X	X	X
37(4)	X	X	X
43(1)	X	X	X
44(2)	X	X	X
52(2)(3)	X	X	X
69	X	X	X
71(2)	X	X	X
77	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 Canada Foundation for Innovation				Reporting period / Période visée par le rapport 01/04/2007 - 31/03/2008	
Source	Media / Médias 2	Academia / Secteur universitaire 0	Business / Secteur commercial 3	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	5
Outstanding from previous period / En suspens depuis la période antérieure	0
<b>TOTAL</b>	<b>5</b>
Completed during reporting period / Traitées pendant la période visées par le rapport	5
Carried forward / Reportées	0

**II Disposition of requests completed / Disposition à l'égard des demandes traitées**

1	All disclosed / Communication totale	0	6	Unable to process / Traitement impossible	1
2	Disclosed in part / Communication partielle	4	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		<b>TOTAL</b>	<b>5</b>
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)	0	(d)	0
S Art. 14	0	S Art. 16(2)	1	S Art. 20(1)(a)	0	S Art. 22	2
S Art. 15(1) International rel. / Relations intern.	0	S Art. 16(3)	0	(b)	2	S Art. 23	0
Defence / Défense	0	S Art. 17	0	(c)	2	S Art. 24	0
Subversive activities / Activités subversives	0	S Art. 18(a)	0	(d)	2	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	1
61 to 120 days / De 61 à 120 jours	2
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	1	0
Third party / Tiers	0	2
<b>TOTAL</b>	<b>1</b>	<b>2</b>

**VI 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	4
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	<b>TOTAL</b>	<b>0</b>
Fees waived / Dispense de frais		No. of times / Nombre de fois	\$
\$25.00 or under / 25 \$ ou moins		5	\$ 25 00
Over \$25.00 / De plus de 25 \$		0	\$ 0

**X Costs / Coûts**

Financial (all reasons) / Financiers (raisons)	
Salary / Traitement	\$ 23250
Administration (O and M) / Administration (fonctionnement et maintien)	\$ 3500
<b>TOTAL</b>	<b>\$ 26750</b>
Person year utilization (all reasons) / Années-personnes utilisées (raison)	
Person year (decimal format) / Années-personnes (nombre décimal)	<b>25</b>