

# ***Access to Information Act***

**Canada Foundation for Innovation  
Annual Report to Parliament  
April 1, 2010 – March 31, 2011**

## **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 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*. CFI's 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 Canada Foundation for Innovation (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 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.

## **2010-2011 Activity**

This marks our fourth 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 six requests for information under the ATIA, five of which were completed within the 30 day response period and within this reporting period. One request needed an extension of the time limit as per section 9(1)(c) of the Act

when there is a requirement for formal notification of third parties under section 27. In this case, the CFI applied a 90 day extension and the request was carried forward to the 2011-2012 reporting year. The CFI did not receive any requests for ATIA consultations from other federal institutions during the last year.

### **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 six formal requests under the ATIA in 2010-2011 marking the highest level of activity we have had in any year since becoming subject to the ATIA in 2007. 2010-2011 marks the fourth year that the CFI has been subject to the Act and we have received only 14 requests during this four year period representing an average of 3.5 requests per year. Thus 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 of this report. We are also pleased to provide our comments about these statistics.

Our response to five of the six requests received were completed during this reporting period, thus one request was carried forward. There were no requests outstanding from previous years. Two of the requests received were submitted by media, two by private business, one by academia and one request was submitted by the public. Of the five requests that were completed during this reporting period, two requests were abandoned by the requestors, one request had no responsive records and the remaining two requests were fully disclosed without any exemptions. In both of these cases the CFI responded to the access request by providing copies of the responsive records to the requester. No fees were collected from the requestors except for the \$5 application fee. The CFI did not invoke any exclusions in 2010-2011.

Total costs associated with all aspects of administering the ATIA are estimated to be \$14,030. This includes salary costs of \$12,200 and administration costs of \$1,830. The majority of activities identified for estimating these costs include:

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

Employee resources associated with administering the Act for 2010-2011 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 approximately eight Program's staff who regularly deal with personal information found in research infrastructure proposals and expert reviews. In addition, an overview of ATIP principles was offered to approximately 20 new employees as part of their orientation presentation. ATIP office personnel also participated in a number of 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 been revising existing access to information statements and literature that is targeted at stakeholders who apply to the CFI for funding and the general public. Likewise we have updated our ATIP information statements that are on our corporate website.

### **Complaints and Investigations**

There were no complaints made to the Information Commissioner about CFI during this reporting period.



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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

**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

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

**REPORT ON THE ACCESS TO INFORMATION ACT  
RAPPORT CONCERNANT LA LOI SUR L'ACCÈS À L'INFORMATION**

Institution Canada Foundation for Innovation				Reporting period / Période visée par le rapport April 1, 2010 to March 31, 2011	
Source	Media / Médias 2	Academia / Secteur universitaire 1	Business / Secteur commercial 2	Organization / Organisme 0	Public 1

**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	6
Outstanding from previous period / En suspens depuis la période antérieure	0
<b>TOTAL</b>	<b>6</b>
Completed during reporting period / Traitées pendant la période visées par le rapport	5
Carried forward / Reportées	1

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

1. All disclosed / Communication totale	2	6. Unable to process / Traitement impossible	1
2. Disclosed in part / Communication partielle	0	7. Abandoned by applicant / Abandon de la demande	2
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)	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	5
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
<b>TOTAL</b>	<b>0</b>	<b>0</b>

**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	10.00	Preparation / Préparation	0
Reproduction	0	Computer processing / Traitement informatique	0
Searching / Recherche	0	<b>TOTAL</b>	<b>10.00</b>
Fees waived / Dispense de frais		No. of times / Nombre de fois	\$
\$25.00 or under / 25 \$ ou moins	3		15.00
Over \$25.00 / De plus de 25 \$	0		0

**X Costs /  
Coûts**

Financial (all reasons) / Financiers (raisons)	
Salary / Traitement	\$ 12200
Administration (O and M) / Administration (fonctionnement et maintien)	\$ 1830
<b>TOTAL</b>	<b>\$ 14030</b>
Person year utilization (all reasons) / Années-personnes utilisées (raison)	
Person year (decimal format) / Années-personnes (nombre décimal)	0.14

