A man with glasses and a blue lanyard is looking at a clipboard in a server room. The background is filled with server racks and blue cables.

Annual Report to Parliament on the Access to *Information Act*

April 1, 2022 to
March 31, 2023

Table of Contents

| | |
|---|----|
| Introduction | 3 |
| 1. Purpose of the <i>Access to Information Act</i> | 3 |
| 2. Mandate of the Canada Infrastructure Bank | 3 |
| 3. Organizational Structure | 4 |
| 4. Delegation Order | 5 |
| Administration of the <i>Access to Information Act</i> | 6 |
| 5. Statistical Report for 2022-2023 | 6 |
| a) Access Requests | 6 |
| Requests under the Act by Source | 7 |
| Disposition of Requests | 7 |
| Exemptions Applied | 9 |
| Completion Time and Extensions | 9 |
| b) Consultations | 10 |
| c) Informal Requests | 12 |
| 6. Impact of COVID-19 Measures | 12 |
| 7. Training and Awareness | 12 |
| 8. Policies, Guidelines, and Procedures | 13 |
| 9. Proactive Publication under Part 2 of the <i>Access to Information Act</i> | 13 |
| 10. Initiatives and Projects to Improve Access to Information | 14 |
| 11. Summary of Key Issues and Actions Taken on Complaints | 14 |
| 12. Monitoring Compliance | 14 |
| 13. Resources Related to the <i>Access to Information Act</i> | 15 |
| APPENDICES | 15 |
| Appendix A: Delegation Order | |
| Appendix B: Statistical Report on the Administration of the <i>Access to Information Act</i> (includes 2022-2023 Supplemental Statistical Report on the <i>Access to Information Act</i> and <i>Privacy Act</i>) | |

CANADA INFRASTRUCTURE BANK

**ANNUAL REPORT ON THE ADMINISTRATION
OF THE *ACCESS TO INFORMATION ACT***

April 1, 2022 to March 31, 2023

Introduction**1. Purpose of the *Access to Information Act***

The purpose of the *Access to Information Act* (the “**Act**”) is to enhance the accountability and transparency of federal institutions in order to promote an open and democratic society and to enable public debate on the conduct of those institutions.¹

In furtherance of that purpose,

- Part 1 of the Act extends 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; and
- Part 2 of the Act sets out requirements for the proactive publication of information.

The Act is also intended to complement and not replace existing procedures for access to government information and is not intended to limit in any way access to the type of government information that is normally available to the public.

This Annual Report describes how the Canada Infrastructure Bank (“**CIB**”) administered the Act during the reporting period from April 1, 2022 to March 31, 2023 (the “**Reporting Period**”). This Annual Report is prepared in accordance with section 94(1) of the Act and is hereby submitted for tabling in Parliament under section 94(2) of the Act. The previous such reports are available within the “Reports & Transparency” section of the CIB’s Web site: <https://cib-bic.ca/>.

The CIB does not have subsidiaries and is not required to report on behalf of any non-operational institution.

2. Mandate of the Canada Infrastructure Bank

The CIB is a Crown Corporation established pursuant to the *Canada Infrastructure Bank Act* on June 22, 2017. The CIB’s purpose is to invest, and seek to attract investment from private sector

¹ *Access to Information Act*, R.S.C., 1985, c. A-1, s. 2.

investors and institutional investors, in infrastructure projects in Canada or partly in Canada that will generate revenue and that will be in the public interest by, for example, supporting conditions that foster economic growth or by contributing to the sustainability of infrastructure in Canada.

The CIB receives appropriations from the Government of Canada. Parliament has authorized funding of not more than \$35 billion in aggregate (or any greater aggregate amount that may be authorized from time to time under an appropriation Act) and the requisite authorities to participate in infrastructure transactions in new and innovative ways, using loans, loan guarantees and equity investments. Of the \$35 billion, the Government of Canada expects the CIB to prudently manage its portfolio so the net fiscal expense will remain under \$15 billion.

The CIB develops projects in partnership with federal, provincial, territorial, municipal, and Indigenous government sponsors and the private sector. As indicated in the Minister's Statement of Priorities and Accountabilities ("SPA"), the CIB makes investments in five priority sectors: Public Transit; Clean Power; Green Infrastructure; Trade and Transport; and Broadband. The SPA is available on the CIB's Web site (<https://cib-bic.ca/en/about-us/governance/>).

As an impact investor, the CIB is focused on achieving outcomes through its investments to address climate change, connect Canadians and their communities, increase economic growth, and build partnerships with Indigenous Peoples.

3. Organizational Structure

The CIB is governed by an independent board of directors, appointed by the Governor in Council. The Chief Executive Officer ("**CEO**") is appointed by the Governor in Council upon the recommendation of the board of directors. The CEO is responsible for the management of the business and other affairs of the CIB and reports to the board of directors on the overall performance of the organization.

The CIB does not have a formalized Access to Information and Privacy ("**ATIP**") office with staff dedicated to ATIP matters on a full-time basis. The powers, duties and functions of the administration of the Act have been delegated by the CEO to the General Counsel & Corporate Secretary who also serves as the organization's ATIP Coordinator.

The ATIP Coordinator is responsible for managing the CIB's day-to-day activities relating to the operation of the Act and the regulations, as well as complying with related Treasury Board of Canada Secretariat policies, directives, and guidelines.

The ATIP Coordinator's responsibilities regarding the Act are as follows:

- receive and process all requests in accordance with the Act;
- assist requesters in formulating their requests when required;
- gather all pertinent records and ensure that the search for information is rigorous and complete;
- conduct the review of pertinent records and apply all discretionary and mandatory exemptions under the Act;
- assist the Office of the Information Commissioner (OIC) in all access to information related matters including complaints against the CIB;

- prepare annual reports on the administration of the Act;
- provide ongoing advice and guidance to employees on matters related to access to information;
- provide access to information awareness and training sessions to ensure that employees are aware of the obligations imposed by the legislation;
- respond to consultations received from external organizations;
- develop and maintain access to information procedures and compliance tools; and
- participate in ATIP community activities and ATIP community meetings.

The General Counsel & Corporate Secretary is an officer of the CIB and reports directly to the CEO. The ATIP Coordinator is supported by one full-time employee, the Corporate Governance Associate who serves as the primary contact to assist with processing ATIP requests, consultations, and complaints, and responding to informal requests for information, as required. To ensure timely and accurate responses to ATIP requests, the CIB has also entered into a standby agreement with an external ATIP consultant to provide additional support as needed.

In addition to administering the CIB's ATIP activities, the ATIP Coordinator is also responsible for managing the CIB's responses to parliamentary questions (Order Paper Questions), as well as other Parliamentary orders for the production of documents. During the Reporting Period, the CIB was tasked to respond to 48 Order Paper Questions (compared to 44 in the previous reporting period). All responses to Order Paper Questions are reviewed to ensure that they comply with requirements of the Act and the *Privacy Act*. Moreover, during the Reporting Period, the CIB provided a response to the Motion for Production of Papers of the Standing Committee on Government Operations and Estimates, passed on January 18, 2023, to undertake a study of federal government consulting contracts awarded to McKinsey & Company since January 1, 2011.

In accordance with the proactive requirements under Part 2 of the Act, the CIB provides disclosure on its website of travel and hospitality expenses of members of the board of directors, the CEO and senior officers (i.e., members of the CIB's executive committee). The CIB discloses business expenses related to travel and hospitality for the following activities: board of director related meetings; stakeholder outreach; meetings with the shareholder (government); conferences; and operational activities. The CEO (as the "head" of the government institution) has delegated to the Finance team the responsibility to prepare the reports for travel and hospitality expenses in accordance with the processes and templates approved by the Chief Financial Officer for disclosure on the CIB's website (www.cib-bic.ca). Information that would normally be withheld under the Act or the *Privacy Act* is withheld from the reports for travel and hospitality expenses.

The CIB was not a party to any service agreement pursuant to section 96 of the Act during the Reporting Period.

4. Delegation Order

For the purposes of section 3 of the Act, the CEO of the CIB is designated as the "head" of the government institution. In accordance with section 95 of the Act, the CEO's authority has been delegated to the General Counsel & Corporate Secretary to enable the CIB to meet its legislated

requirements. A copy of the signed Delegation Order dated March 10, 2021, in effect at the end of the Reporting Period is attached (Appendix A).

Administration of the *Access to Information Act*

5. Statistical Report for 2022-2023

Attached as Appendix B is a copy of the Statistical Report on the administration of the Act that was submitted to the Treasury Board of Canada Secretariat.

a) Access Requests

The CIB received 9 new formal requests under the Act during the Reporting Period, and there were two requests carried forward from the previous reporting period. 10 requests were completed during the Reporting Period. Of the 10 requests completed, the CIB processed 3,785 pages, representing a decrease of 17% over the previous reporting period in the number of pages processed. One request was carried over to the next reporting period due to the large number of responsive records and the need to complete consultations with third party. This request remained within the legislated timelines at the end of the Reporting Period.

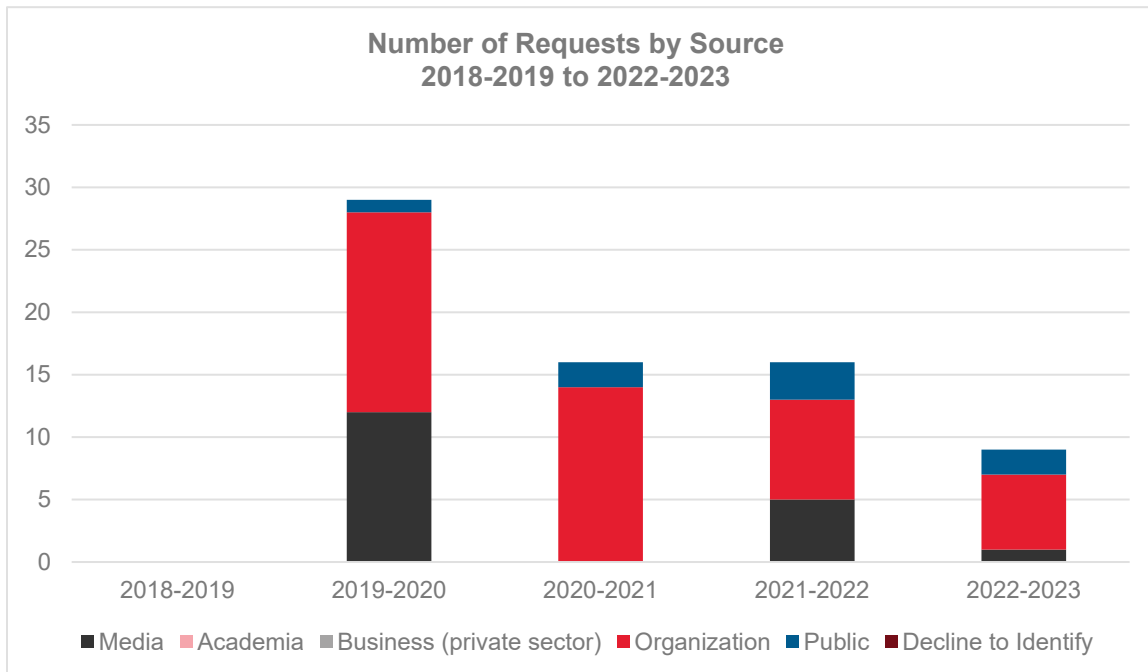
Table 1: Overview of Access Requests Received and Completed

| Fiscal Year | Requests Received | Requests Outstanding from Previous Reporting Period | Requests Completed | Number of Pages Processed |
|-------------|-------------------|---|--------------------|---------------------------|
| 2018-2019 | 0 | 0 | 0 | 0 |
| 2019-2020 | 29 | 0 | 29 | 2,963 |
| 2020-2021 | 16 | 0 | 16 | 824 |
| 2021-2022 | 16 | 0 | 14 | 4,544 |
| 2022-2023 | 9 | 2 | 10 | 3,785 |

During the Reporting Period, the CIB made several public announcements pertaining to its activities and decision-making and continued to proactively disclose information through various platforms including the CIB's website. The CIB attributes the lower number of access requests received compared to the previous fiscal year to the increased transparency of the CIB's activities and public announcements of the CIB's participation in infrastructure projects that achieve impactful outcomes to Canadians. The CIB anticipates a consistent level of activity with respect to access requests will continue in future years, while the number of pages processed will vary depending on the subject matter of the access request.

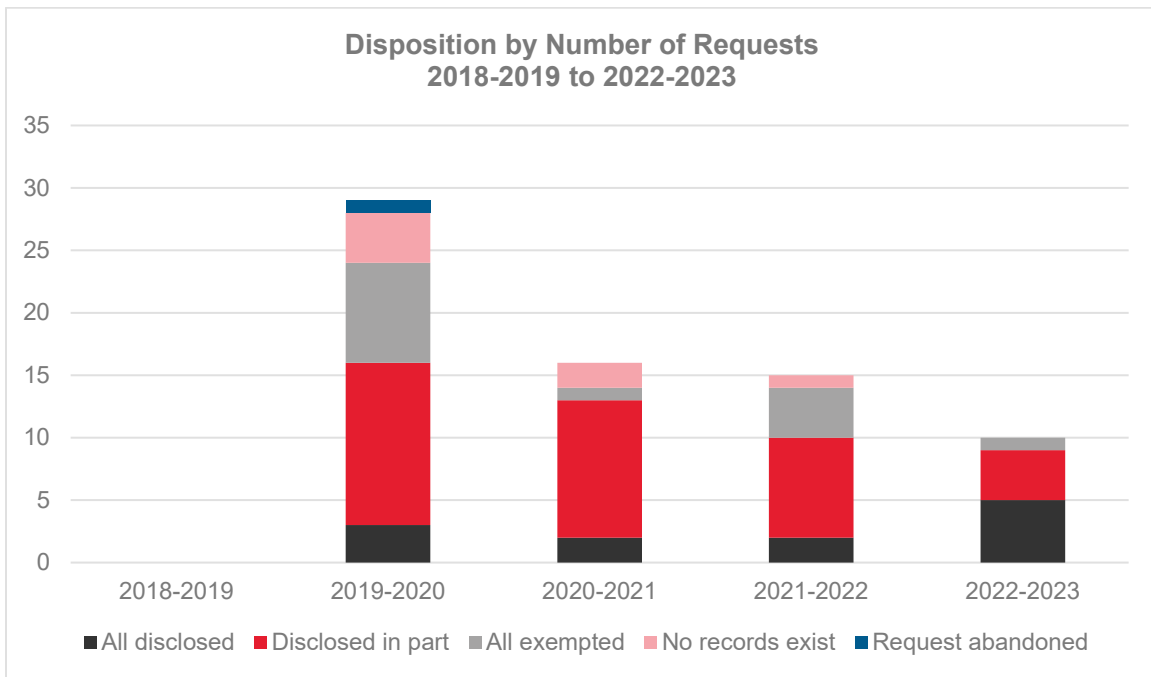
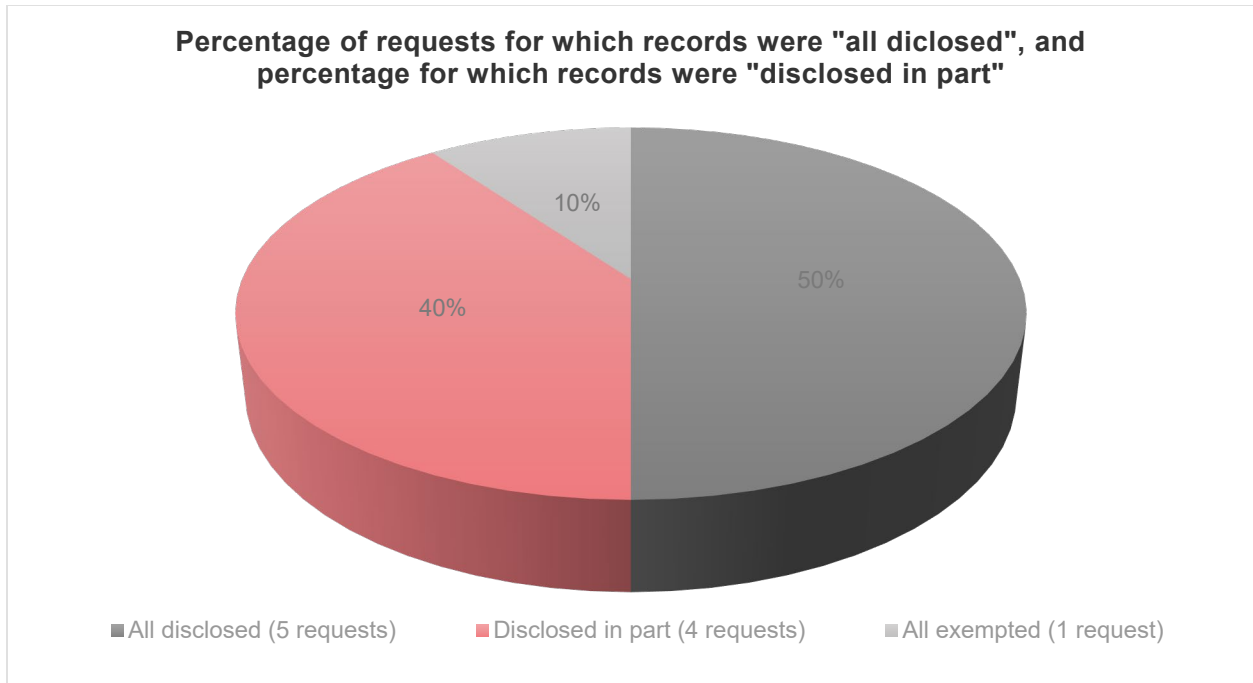
Requests under the Act by Source

During the Reporting Period out of the 9 requests received by the CIB, six (6) were from organizations, one (1) from media, and two (2) from the public.



Disposition of Requests

Of the 10 requests closed during the Reporting Period, nine (9) requests were disclosed – five (5) (50%) requests were “all disclosed”, and four (4) (40%) were “disclosed in part”, as further described in the chart on the next page.



Exemptions Applied

The most frequent exemption provisions applied by the CIB during the Reporting Period were sections 18 (Economic interests of Canada), 19 (Personal information) and 21 (Advice, etc.). No exclusions were claimed during the Reporting Period.

Table 2: Exemptions Applied for 2022-2023

| Exemption | Number of Requests |
|------------------|--------------------|
| Section 14 | 2 |
| Section 16(2)(c) | 2 |
| Section 18(a) | 3 |
| Section 18(b) | 2 |
| Section 18(d) | 1 |
| Section 19(1) | 3 |
| Section 20(1)(b) | 1 |
| Section 20(1)(c) | 1 |
| Section 20(1)(d) | 1 |
| Section 20.1 | 1 |
| Section 21(1)(a) | 3 |
| Section 21(1)(b) | 3 |
| Section 21(1)(c) | 2 |
| Section 23 | 2 |
| Section 24(1) | 1 |

Completion Time and Extensions

The percentage of requests closed within the 30-day legislated timeline in the Reporting Period is 57%. During the Reporting Period, two (2) requests were extended by 16 to 30 days, one (1) request was extended by 31 to 60 days, three (3) requests were extended by 61 to 120 days out of the 14 requests closed. The reason for the 6 files being closed after the legislated timelines was the need to complete consultations with other government institutions.

Table 3: Extensions Taken, 2018-2019 to 2022-2023

| Fiscal Year | 16 to 30-day extension | 31 to 60-day extension | 61 to 120-day extension | 121 to 365-day extension | Total extensions |
|-------------|------------------------|------------------------|-------------------------|--------------------------|------------------|
| 2018-2019 | 0 | 0 | 0 | 0 | 0 |
| 2019-2020 | 4 | 1 | 1 | 0 | 6 |
| 2020-2021 | 2 | 0 | 0 | 0 | 2 |
| 2021-2022 | 2 | 1 | 3 | 0 | 6 |
| 2022-2023 | 1 | 0 | 0 | 3 | 4 |

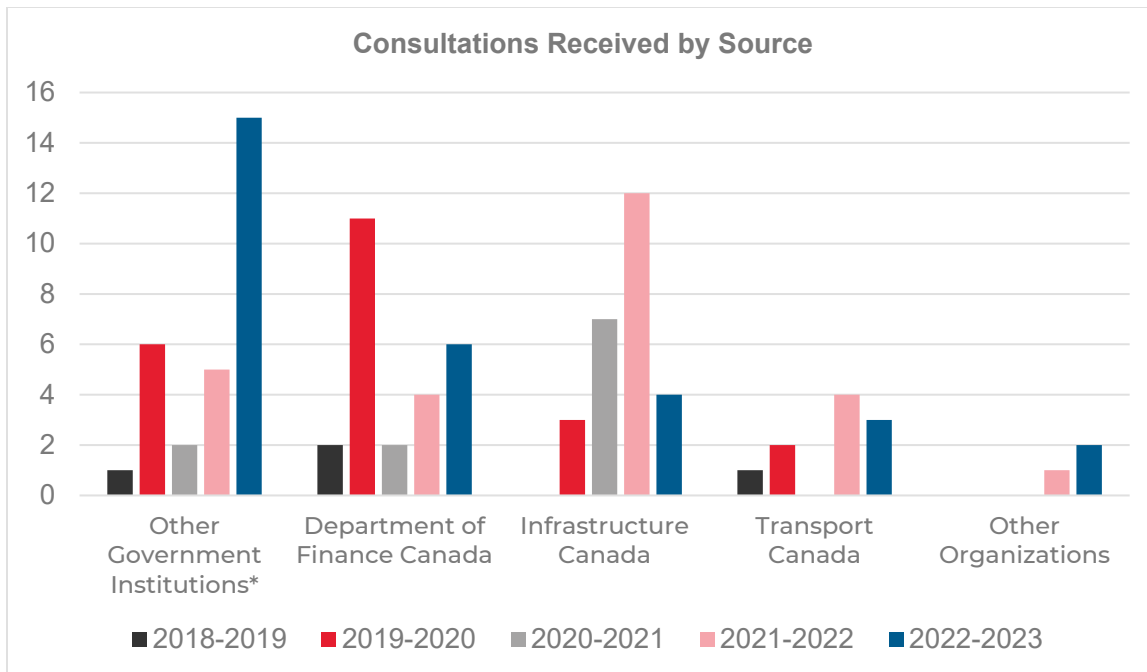
b) Consultations

The CIB assists in processing ATIP requests received by other government institutions when documents that pertain to the CIB are found to be among the records being processed by the other institution. The other institution will consult with the CIB to seek the CIB's recommendations with respect to the treatment of these records.

During the Reporting Period, the CIB received 30 consultations from other government institutions, representing a 15% increase over the previous reporting period. The number of pages reviewed also increased 5% over the previous reporting period. The highest number of consultations originated from Natural Resources Canada, the Department of Finance Canada, and Infrastructure Canada.

Table 4: Overview of Consultations Received and Completed

| Fiscal Year | Consultations Received | Consultations Remained Outstanding from Previous Reporting Period | Consultations Completed | Number of Pages Reviewed |
|-------------|------------------------|---|-------------------------|--------------------------|
| 2018-2019 | 4 | 0 | 4 | 19 |
| 2019-2020 | 22 | 0 | 22 | 307 |
| 2020-2021 | 11 | 0 | 11 | 649 |
| 2021-2022 | 26 | 0 | 26 | 2,661 |
| 2022-2023 | 30 | 0 | 30 | 2797 |

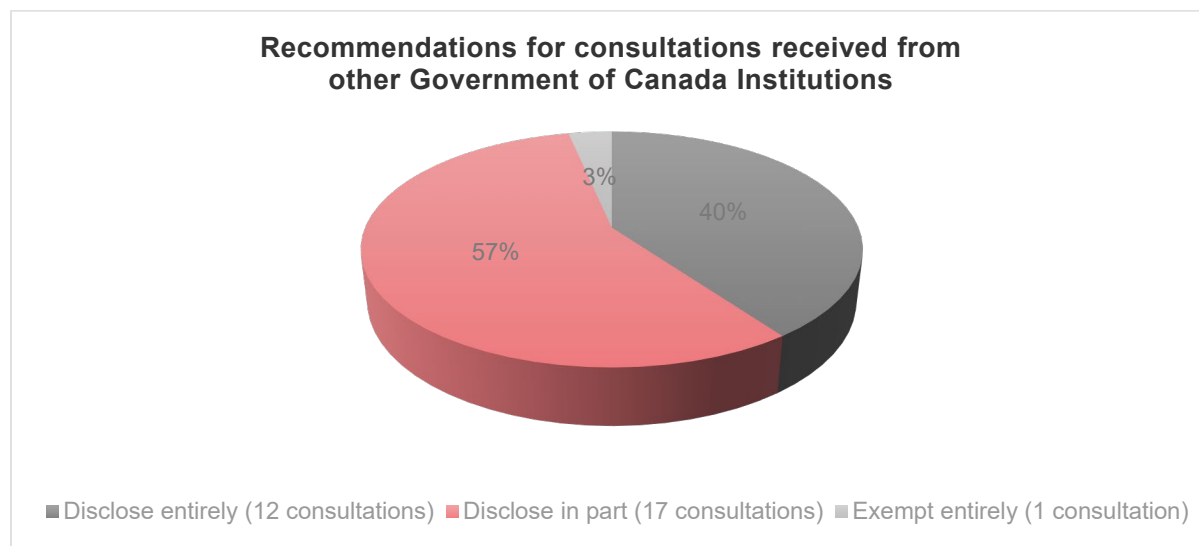


*CIB received 15 consultations during the Reporting Period that were originated from other government institutions. The other government institutions were Treasury Board of Canada Secretariat, Natural Resources Canada, Innovation, Science and Economic Development Canada and Impact Assessment Agency of Canada.

Of the 30 consultation requests:

- 28 consultations were completed within 1-15 days; and
- 2 consultations were completed within 16-30 days.

The graph below shows the recommendations for consultations received during the Reporting Period.



c) Informal Requests

In addition to the formal requests for information, the CIB received, processed and completed 55 informal requests under the Act during the Reporting Period.

6. Impact of COVID-19 Measures

The impact of COVID-19-related measures did not materially impact the CIB's operations and its ability to fulfill its responsibilities under the Act. The CIB provided regular reports to TBS on its operational activities. During the Reporting Period, the CIB was able to receive formal and informal requests for information via mail, email and through the Government of Canada's digital request service. The CIB had full capacity to process ATIP requests and consultations from other government institutions received electronically within the timelines mandated by the Act.

7. Training and Awareness

During the Reporting Period, the ATIP Coordinator continued to promote awareness of the CIB's obligations under the Act through a variety of training approaches. The following table describes the training and awareness activities related to Access to Information and Privacy during the Reporting Period:

| Awareness Session | Description |
|--|--|
| <i>Code of Conduct for Employees</i> | Each employee is required, upon joining the CIB and at least once every two years thereafter, to complete mandatory awareness on the Code of Conduct for Employees. The awareness session includes the CIB's responsibilities with respect to the <i>Privacy Act</i> , and includes interactive case studies designed to help employees understand the application of the <i>Privacy Act</i> to day-to-day activities. During the Reporting Period, two awareness sessions were held and a total of 42 employees attended the awareness session. |
| <i>Compliance with the Access to Information Act and Privacy Act (roles and responsibilities)</i> | The purpose of this session is to provide employees with an overview of the <i>Access to Information Act</i> and the <i>Privacy Act</i> ; including timelines to respond to requests; the duty to assist; exemptions and exclusions; steps in processing an access to information request and request for personal information; the role and responsibilities of the ATIP Coordinator and CIB employees in processing requests; and offences for obstructing the right of access or an investigation by the Information Commissioner or the Privacy Commissioner. During the Reporting Period, one (1) awareness session was held, and 25 participants attended. |

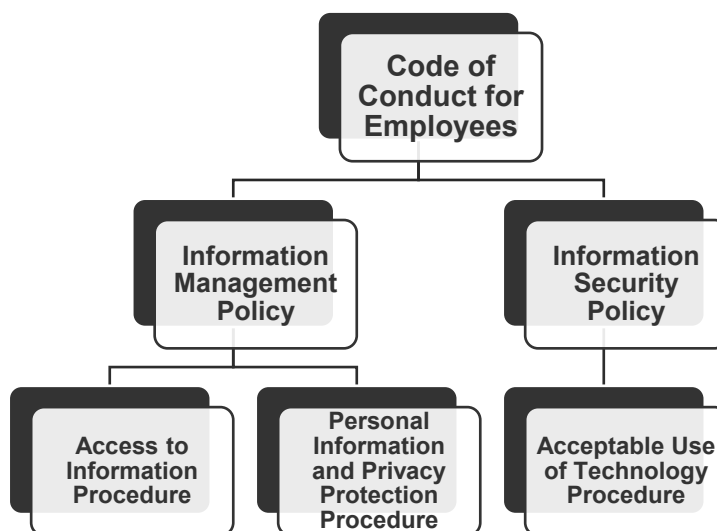
In addition, given the small size of the corporation (122 full-time employees and contractors as of the end of the Reporting Period), the ATIP Coordinator is also able to offer one-on-one or small group training and guidance in both official languages as the need arises. The ATIP Coordinator

also attended quarterly community meetings hosted by the Treasury Board of Canada Secretariat, as well as other information sessions such as the deep dive series on specific sections of the *Access to Information Act* and *Privacy Act*.

The ATIP Coordinator also annually reports on the administration of the Act to the Human Resources and Governance Committee of the CIB's Board of Directors.

8. Policies, Guidelines, and Procedures

The CIB did not develop any new or revised institution-specific policies, guidelines and procedures related to privacy during the Reporting Period. Institution-specific policies and procedures and initiatives that incorporate privacy related issues are implemented within the policies and procedures listed below. The CIB regularly reviews its internal policies and procedures to ensure they remain up-to-date and aligned with the Treasury Board of Canada Secretariat's Access to Information and Privacy Policy instruments.



The CIB's chapter in *Info Source: Sources of Federal Government and Employee Information* is posted within the "Reports & Transparency" section of the CIB's Web site. Info Source provides individuals and employees of the government (current and former) with relevant information to access personal information about themselves held by government institutions subject to the *Access to Information Act* and the *Privacy Act* and to exercise their rights under the *Privacy Act*.

9. Proactive Publication under Part 2 of the *Access to Information Act*

The CIB is a parent Crown corporation named in Part I of Schedule III to the Financial Administration Act and is a government institution as defined in section 3 of the *Access to Information Act* and is subject to the following proactive disclosure requirements under Part 2 of the *Access to Information Act*.

| Legislative Requirement | Section | Publication Timeline |
|------------------------------|---------|--|
| Travel Expenses | 82 | Within 30 days after the end of the month of reimbursement |
| Hospitality Expenses | 83 | Within 30 days after the end of the month of reimbursement |
| Reports tabled in Parliament | 84 | Within 30 days after tabling |

10. Initiatives and Projects to Improve Access to Information

During the Reporting Period, the CIB completed the onboarding process for the Government of Canada's ATIP Online service and is now able to receive requests and provide response packages electronically through the ATIP online account. The CIB also seeks to be open and transparent to Canadians about its operations and decision-making processes. During the Reporting Period, the CIB continued to make available key corporate policies, including its Procurement Policy, Investment Policy and Code of Conduct, on the CIB's website in the About Us section. The same section also includes current and archived reports and public meeting materials.

11. Summary of Key Issues and Actions Taken on Complaints

Two (2) complaints to the Information Commissioner were closed during the Reporting Period.

- **OIC File 5821-07436:** This complaint was filed with the Office of the Information Commissioner of Canada in April 2022 and was closed in January 2023. The complaint alleged that the extension taken by the CIB pursuant to subsection 9(1) of the Act to respond to the access request was unreasonable. The CIB's extension was taken in accordance with the service timelines established by another government institution to complete the consultation necessary to comply with the request. The complaint was deemed well founded and the CIB proceeded to disclose the responsive records to the complainant.
- **OIC File 5822-02045:** This complaint was filed with the Office of the Information Commissioner of Canada in June 2022 and was closed in November 2022. The complaint alleged that the extension taken by the CIB pursuant to subsection 9(1) of the Act to respond to the access request was unreasonable. On November 17, 2022, the Information Commissioner ceased to investigate the complaint pursuant to paragraph 30(4)(b) of the Act. This paragraph allows the Information Commissioner to cease investigating a complaint if further investigation is unnecessary in the circumstances.

12. Monitoring Compliance

A formal monitoring procedure to oversee the time taken to complete the requests has not been established. There are two employees that are directly involved in the processing of requests under the Access to Information Act and the Privacy Act. Therefore, a formal monitoring procedure to oversee the time taken to complete the requests is not required. However, the ATIP

Coordinator signs all outgoing correspondence regarding the ongoing processing of the files and therefore is aware of the status of the files. Also, quarterly reports are provided to the CEO and the Finance and Audit Committee with a list of current open files and a brief description of the status of each file.

13. Resources Related to the *Access to Information Act*

CIB has not implemented time-tracking software to track costs incurred by the CIB related to the administration of the Act. The cost of administering the CIB's ATIP program for the Reporting Period is estimated at \$89,100 in salary costs and professional services contracts. However, this expenditure does not include the resources required by other areas of the CIB to search for responsive records.

APPENDICES

Appendix A: Delegation Order

Appendix B: Statistical Report on the Administration of the *Access to Information Act*

(includes 2022-2023 Supplemental Statistical Report on the *Access to Information Act* and *Privacy Act*)



Appendix A – Delegation Order

DELEGATION OF AUTHORITY

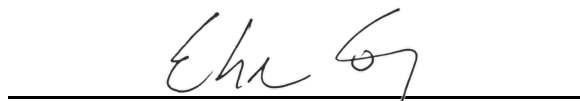
**ACCESS TO INFORMATION ACT
PRIVACY ACT**

I, the undersigned, Chief Executive Officer of the Canada Infrastructure Bank, pursuant to section 95 of the *Access to Information Act* and section 73 of the *Privacy Act*, hereby

- i) designates the General Counsel & Corporate Secretary as the CIB's Access to Information and Privacy Coordinator; and
- ii) delegates to the persons of the Canada Infrastructure Bank holding the positions set out below, or the persons occupying on an acting basis those positions, the authority to exercise the powers, duties and functions of the Chief Executive Officer as the head of the Canada Infrastructure Bank, under the provisions of the *Access to Information Act* and *Privacy Act* and their related regulations.

This designation replaces all previous delegation orders.

Signed at the City of Toronto, this 10th day of March, 2021.



Ehren Cory
Chief Executive Officer / Président-directeur général

DÉLÉGATION DE POUVOIRS

**LOI SUR L'ACCÈS À L'INFORMATION
LOI SUR LA PROTECTION DES
RENSEIGNEMENTS PERSONNELS**

Je, soussigné, Président-directeur général de la Banque de l'Infrastructure du Canada, conformément à l'article 95 de la *Loi sur l'accès à l'information* et de l'article 73 de la *Loi sur la protection des renseignements personnels*,

- i) désigne l'Avocat général et secrétaire de la Banque de l'Infrastructure du Canada à titre de Coordonnateur de l'accès à l'information et de la protection des renseignements personnels; et
- ii) délègue par la présente aux titulaires de postes indiqués ci-après, ou aux personnes occupant ces postes par intérim, les pouvoirs et fonctions dont il est investi en tant que Président-directeur général et responsable de la Banque de l'Infrastructure du Canada aux termes de la *Loi sur l'accès à l'information*, de la *Loi sur la protection des renseignements personnels* et des réglementations afférentes.

Le présent document remplace et annule tout arrêté de délégation antérieur.

Signé à la ville de Toronto, le 10e jour de mars, 2021

APPENDIX / ANNEXE

Delegation of powers, duties and functions under section 95 of the *Access to Information Act* and section 73 of the *Privacy Act*

Délégation de pouvoirs en vertu de l'article 95 de la *Loi sur l'accès à l'information* et l'article 73 de la *Loi sur la protection des renseignements personnels*

| Position / Poste | <i>Access to Information Act</i> and Regulations / <i>Loi sur l'accès à l'information</i> et réglementation afférente | <i>Privacy Act</i> and Regulations / <i>Loi sur la protection des renseignements personnels</i> et réglementation afférente |
|--|--|--|
| Chief Financial Officer & Chief Administrative Officer / Directrice principale et chef des directions financière et administrative | Full authority / Autorité absolue | Full authority / Autorité absolue |
| General Counsel & Corporate Secretary / Avocat général et secrétaire de la Société | Full authority / Autorité absolue | Full authority / Autorité absolue |

**Appendix B – Statistical Report
on the Administration
of the *Access to Information Act***

**(includes 2022-2023 Supplemental Statistical Report
on the *Access to Information Act* and *Privacy Act*)**



Statistical Report on the Access to Information Act

Name of institution: Canada Infrastructure Bank

Reporting period: 4/1/2022 to 3/31/2023

Section 1: Requests Under the Access to Information Act

1.1 Number of requests

| | | Number of Requests |
|---|---|--------------------|
| Received during reporting period | | 9 |
| Outstanding from previous reporting periods | | 2 |
| • Outstanding from previous reporting period | 2 | |
| • Outstanding from more than one reporting period | 0 | |
| Total | | 11 |
| Closed during reporting period | | 10 |
| Carried over to next reporting period | | 1 |
| • Carried over within legislated timeline | 1 | |
| • Carried over beyond legislated timeline | 0 | |

1.2 Sources of requests

| Source | Number of Requests |
|---------------------------|--------------------|
| Media | 1 |
| Academia | 0 |
| Business (private sector) | 0 |
| Organization | 6 |
| Public | 2 |
| Decline to Identify | 0 |
| Total | 9 |

1.3 Channels of requests

| Source | Number of Requests |
|--------------|--------------------|
| Online | 3 |
| E-mail | 5 |
| Mail | 1 |
| In person | 0 |
| Phone | 0 |
| Fax | 0 |
| Total | 9 |

Section 2: Informal Requests

2.1 Number of informal requests

| | | Number of Requests |
|--|---|--------------------|
| Received during reporting period | | 55 |
| Outstanding from previous reporting periods | | 0 |
| • Outstanding from previous reporting period | 0 | |

| | |
|---|----|
| • Outstanding from more than one reporting period | 0 |
| Total | 55 |
| Closed during reporting period | 55 |
| Carried over to next reporting period | 0 |

2.2 Channels of informal requests

| Source | Number of Requests |
|--------------|--------------------|
| Online | 27 |
| E-mail | 28 |
| Mail | 0 |
| In person | 0 |
| Phone | 0 |
| Fax | 0 |
| Total | 55 |

2.3 Completion time of informal requests

| Completion Time | | | | | | | |
|-----------------|---------------|---------------|----------------|-----------------|-----------------|--------------------|-------|
| 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 | Total |
| 55 | 0 | 0 | 0 | 0 | 0 | 0 | 55 |

2.4 Pages released informally

| Less Than 100 Pages Released | | 100-500 Pages Released | | 501-1000 Pages Released | | 1001-5000 Pages Released | | More Than 5000 Pages Released | |
|------------------------------|----------------|------------------------|----------------|-------------------------|----------------|--------------------------|----------------|-------------------------------|----------------|
| Number of Requests | Pages Released | Number of Requests | Pages Released | Number of Requests | Pages Released | Number of Requests | Pages Released | Number of Requests | Pages Released |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

2.5 Pages re-released informally

| Less Than 100 Pages Re-released | | 100-500 Pages Re-released | | 501-1000 Pages Re-released | | 1001-5000 Pages Re-released | | More Than 5000 Pages Re-released | |
|---------------------------------|-------------------|---------------------------|-------------------|----------------------------|-------------------|-----------------------------|-------------------|----------------------------------|-------------------|
| Number of Requests | Pages Re-released | Number of Requests | Pages Re-released | Number of Requests | Pages Re-released | Number of Requests | Pages Re-released | Number of Requests | Pages Re-released |
| 37 | 698 | 15 | 3334 | 1 | 725 | 2 | 5454 | 0 | 0 |

Section 3: Applications to the Information Commissioner on Declining to Act on Requests

| | Number of Requests |
|--|--------------------|
| Outstanding from previous reporting period | 0 |
| Sent during reporting period | 0 |
| Total | 0 |
| Approved by the Information Commissioner during reporting period | 0 |
| Declined by the Information Commissioner during reporting period | 0 |
| Withdrawn during reporting period | 0 |
| Carried over to next reporting period | 0 |

Section 4: Requests Closed During the Reporting Period

4.1 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 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Disclosed in part | 0 | 0 | 1 | 0 | 1 | 2 | 0 | 4 |
| All exempted | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| 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 |
| Declined to act with the approval of the Information Commissioner | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 5 | 1 | 1 | 0 | 1 | 2 | 0 | 10 |

4.2 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) | 3 | 20.1 | 1 |
| 13(1)(b) | 0 | 16(2)(a) | 0 | 18(b) | 2 | 20.2 | 0 |
| 13(1)(c) | 0 | 16(2)(b) | 0 | 18(c) | 0 | 20.4 | 0 |
| 13(1)(d) | 0 | 16(2)(c) | 2 | 18(d) | 1 | 21(1)(a) | 3 |
| 13(1)(e) | 0 | 16(3) | 0 | 18.1(1)(a) | 0 | 21(1)(b) | 3 |
| 14 | 2 | 16.1(1)(a) | 0 | 18.1(1)(b) | 0 | 21(1)(c) | 2 |
| 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) | 3 | 22.1(1) | 0 |
| 15(1) - I.A.* | 0 | 16.2(1) | 0 | 20(1)(a) | 0 | 23 | 2 |
| 15(1) - Def.* | 0 | 16.3 | 0 | 20(1)(b) | 1 | 23.1 | 0 |
| 15(1) - S.A.* | 0 | 16.4(1)(a) | 0 | 20(1)(b.1) | 0 | 24(1) | 1 |
| 16(1)(a)(i) | 0 | 16.4(1)(b) | 0 | 20(1)(c) | 1 | 26 | 0 |
| 16(1)(a)(ii) | 0 | 16.5 | 0 | 20(1)(d) | 1 | | |
| 16(1)(a)(iii) | 0 | 16.6 | 0 | | | | |
| 16(1)(b) | 0 | 17 | 0 | | | | |
| 16(1)(c) | 0 | | | | | | |
| 16(1)(d) | 0 | | | | | | |

* I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities

4.3 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 |

4.4 Format of information released

| Paper | Electronic | | | | Other |
|-------|------------|----------|-------|-------|-------|
| | E-record | Data set | Video | Audio | |
| 0 | 9 | 0 | 0 | 0 | 0 |

4.5 Complexity

4.5.1 Relevant pages processed and disclosed for paper and e-record formats

| Number of Pages Processed | Number of Pages Disclosed | Number of Requests |
|---------------------------|---------------------------|--------------------|
| 3785 | 3546 | 10 |

4.5.2 Relevant pages processed per request disposition for paper and e-record formats by size of requests

| Disposition | Less Than 100 Pages Processed | | 100-500 Pages Processed | | 501-1000 Pages Processed | | 1001-5000 Pages Processed | | More Than 5000 Pages Processed | |
|---|-------------------------------|-----------------|-------------------------|-----------------|--------------------------|-----------------|---------------------------|-----------------|--------------------------------|-----------------|
| | Number of Requests | Pages Processed | Number of Requests | Pages Processed | Number of Requests | Pages Processed | Number of Requests | Pages Processed | Number of Requests | Pages Processed |
| All disclosed | 5 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disclosed in part | 2 | 104 | 0 | 0 | 1 | 707 | 1 | 2966 | 0 | 0 |
| All exempted | 1 | 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 |
| Declined to act with the approval of the Information Commissioner | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 8 | 112 | 0 | 0 | 1 | 707 | 1 | 2966 | 0 | 0 |

4.5.3 Relevant minutes processed and disclosed for audio formats

| Number of Minutes Processed | Number of Minutes Disclosed | Number of Requests |
|-----------------------------|-----------------------------|--------------------|
| 0 | 0 | 0 |

4.5.4 Relevant minutes processed per request disposition for audio formats by size of requests

| Disposition | Less Than 60 Minutes Processed | | 60 - 120 Minutes Processed | | More than 120 Minutes Processed | |
|---|--------------------------------|-------------------|----------------------------|-------------------|---------------------------------|-------------------|
| | Number of Requests | Minutes Processed | Number of Requests | Minutes Processed | Number of Requests | Minutes Processed |
| All disclosed | 0 | 0 | 0 | 0 | 0 | 0 |
| Disclosed in part | 0 | 0 | 0 | 0 | 0 | 0 |
| All exempted | 0 | 0 | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 | 0 | 0 |
| Request abandoned | 0 | 0 | 0 | 0 | 0 | 0 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 | 0 |
| Declined to act with the approval of the Information Commissioner | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 | 0 | 0 |

4.5.5 Relevant minutes processed and disclosed for video formats

| Number of Minutes Processed | Number of Minutes Disclosed | Number of Requests |
|-----------------------------|-----------------------------|--------------------|
| 0 | 0 | 0 |

4.5.6 Relevant minutes processed per request disposition for video formats by size of requests

| Disposition | Less Than 60 Minutes Processed | | 60 - 120 Minutes Processed | | More than 120 Minutes Processed | |
|---|--------------------------------|-------------------|----------------------------|-------------------|---------------------------------|-------------------|
| | Number of Requests | Minutes Processed | Number of Requests | Minutes Processed | Number of Requests | Minutes Processed |
| All disclosed | 0 | 0 | 0 | 0 | 0 | 0 |
| Disclosed in part | 0 | 0 | 0 | 0 | 0 | 0 |
| All exempted | 0 | 0 | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 | 0 | 0 |
| Request abandoned | 0 | 0 | 0 | 0 | 0 | 0 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 | 0 |
| Declined to act with the approval of the Information Commissioner | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 | 0 | 0 |

4.5.7 Other complexities

| Disposition | Consultation Required | Legal Advice Sought | Other | Total |
|---|-----------------------|---------------------|-------|-------|
| All disclosed | 0 | 0 | 0 | 0 |
| Disclosed in part | 4 | 0 | 0 | 4 |
| All exempted | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 |
| Request abandoned | 0 | 0 | 0 | 0 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 |
| Declined to act with the approval of the Information Commissioner | 0 | 0 | 0 | 0 |
| Total | 4 | 0 | 0 | 4 |

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

| | |
|---|----|
| Number of requests closed within legislated timelines | 6 |
| Percentage of requests closed within legislated timelines (%) | 60 |

4.7 Deemed refusals

4.7.1 Reasons for not meeting legislated timelines

| Number of requests closed past the legislated timelines | Principal Reason | | | |
|---|--|-----------------------|-----------------------|-------|
| | Interference with operations/ Workload | External Consultation | Internal Consultation | Other |
| 4 | 0 | 4 | 0 | 0 |

4.7.2 Requests closed beyond legislated timelines (including any extension taken)

| Number of days past legislated timelines | Number of requests past legislated timeline where no extension was taken | Number of requests past legislated timeline 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 | 1 | 1 |
| 61 to 120 days | 0 | 0 | 0 |
| 121 to 180 days | 0 | 1 | 1 |
| 181 to 365 days | 0 | 2 | 2 |
| More than 365 days | 0 | 0 | 0 |
| Total | 0 | 4 | 4 |

4.8 Requests for translation

| Translation Requests | Accepted | Refused | Total |
|----------------------|----------|---------|-------|
| English to French | 0 | 0 | 0 |
| French to English | 0 | 0 | 0 |
| Total | 0 | 0 | 0 |

Section 5: Extensions

5.1 Reasons for extensions and disposition of requests

| Disposition of Requests Where an Extension Was Taken | 9(1)(a) Interference With Operations/ Workload | 9(1)(b) Consultation | | 9(1)(c) Third-Party Notice |
|---|--|-------------------------|-------|-------------------------------|
| | | Section 69 | Other | |
| All disclosed | 0 | 0 | 0 | 0 |
| Disclosed in part | 0 | 0 | 3 | 1 |
| All exempted | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 |
| Request abandoned | 0 | 0 | 0 | 0 |
| No records exist | 0 | 0 | 0 | 0 |
| Declined to act with the approval of the Information Commissioner | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 3 | 1 |

5.2 Length of extensions

| Length of Extensions | 9(1)(a) Interference With Operations/ Workload | 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 | 1 |
| 61 to 120 days | 0 | 0 | 0 | 0 |
| 121 to 180 days | 0 | 0 | 1 | 0 |
| 181 to 365 days | 0 | 0 | 2 | 0 |
| 365 days or more | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 3 | 1 |

Section 6: Fees

| Fee Type | Fee Collected | | Fee Waived | | Fee Refunded | |
|--------------|--------------------|--------|--------------------|---------|--------------------|--------|
| | Number of Requests | Amount | Number of Requests | Amount | Number of Requests | Amount |
| Application | 0 | \$0.00 | 9 | \$45.00 | 0 | \$0.00 |
| Other fees | 0 | \$0.00 | 0 | \$0.00 | 0 | \$0.00 |
| Total | 0 | \$0.00 | 9 | \$45.00 | 0 | \$0.00 |

Section 7: Consultations Received From Other Institutions and Organizations

7.1 Consultations received from other Government of Canada institutions and other organizations

| Consultations | Other Government of Canada Institutions | Number of Pages to Review | Other Organizations | Number of Pages to Review |
|--|---|---------------------------|---------------------|---------------------------|
| Received during the reporting period | 28 | 970 | 2 | 1827 |
| Outstanding from the previous reporting period | 0 | 0 | 0 | 0 |
| Total | 28 | 970 | 2 | 1827 |
| Closed during the reporting period | 28 | 970 | 2 | 1827 |
| Carried over within negotiated timelines | 0 | 0 | 0 | 0 |
| Carried over beyond negotiated timelines | 0 | 0 | 0 | 0 |

7.2 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 | 11 | 0 | 0 | 0 | 0 | 0 | 0 | 11 |
| Disclose in part | 14 | 2 | 0 | 0 | 0 | 0 | 0 | 16 |
| Exempt entirely | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 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 |
| Total | 26 | 2 | 0 | 0 | 0 | 0 | 0 | 28 |

7.3 Recommendations and completion time for consultations received from other organizations outside the Government of Canada

| 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 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Disclose in part | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 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 |
| Total | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |

Section 8: Completion Time of Consultations on Cabinet Confidences

8.1 Requests with Legal Services

| Number of Days | Fewer Than 100 Pages Processed | | 100-500 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 |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

8.2 Requests with Privy Council Office

| Number of Days | Fewer Than 100 Pages Processed | | 100-500 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 |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Section 9: Investigations and Reports of finding

9.1 Investigations

| Section 32 Notice of intention to investigate | Subsection 30(5) Ceased to investigate | Section 35 Formal Representations |
|---|--|-----------------------------------|
| 2 | 1 | 2 |

9.2 Investigations and Reports of finding

| Section 37(1) Initial Reports | | | Section 37(2) Final Reports | | |
|-------------------------------|---|--|-----------------------------|---|--|
| Received | Containing recommendations issued by the Information Commissioner | Containing orders issued by the Information Commissioner | Received | Containing recommendations issued by the Information Commissioner | Containing orders issued by the Information Commissioner |
| 1 | 0 | 1 | 1 | 0 | 1 |

Section 10: Court Action

10.1 Court actions on complaints

| Section 41 | | | | |
|-----------------|-----------------|-----------------|--------------------------|-------|
| Complainant (1) | Institution (2) | Third Party (3) | Privacy Commissioner (4) | Total |
| 0 | 0 | 0 | 0 | 0 |

10.2 Court actions on third party notifications under paragraph 28(1)(b)

| |
|--|
| Section 44 - under paragraph 28(1)(b) |
| 0 |

Section 11: Resources Related to the Access to Information Act

11.1 Allocated Costs

| Expenditures | | Amount |
|-----------------------------------|----------|-----------------|
| Salaries | | \$78,500 |
| Overtime | | \$0 |
| Goods and Services | | \$10,600 |
| • Professional services contracts | \$10,600 | |
| • Other | \$0 | |
| Total | | \$89,100 |

11.2 Human Resources

| Resources | Person Years Dedicated to Access to Information Activities |
|----------------------------------|--|
| Full-time employees | 0.800 |
| Part-time and casual employees | 0.000 |
| Regional staff | 0.000 |
| Consultants and agency personnel | 0.065 |
| Students | 0.000 |
| Total | 0.865 |

Note: Enter values to three decimal places.

Supplemental Statistical Report on the *Access to Information Act* and the *Privacy Act*

Name of institution: Canada Infrastructure Bank

Reporting period: 2022-04-01 to 2023-03-31

Section 1: Capacity to Receive Requests under the Access to Information Act and the Privacy Act

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

| | Number of Weeks |
|--|-----------------|
| Able to receive requests by mail | 52 |
| Able to receive requests by email | 52 |
| Able to receive requests through the digital request service | 19 |

Section 2: Capacity to Process Records under the Access to Information Act and the Privacy Act

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

| | No Capacity | Partial Capacity | Full Capacity | Total |
|-------------------------------------|-------------|------------------|---------------|-----------|
| Unclassified Paper Records | 0 | 0 | 52 | 52 |
| Protected B Paper Records | 0 | 0 | 52 | 52 |
| Secret and Top Secret Paper Records | 0 | 0 | 52 | 52 |

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

| | No Capacity | Partial Capacity | Full Capacity | Total |
|--|-------------|------------------|---------------|-------|
| Unclassified Electronic Records | 0 | 0 | 52 | 52 |
| Protected B Electronic Records | 0 | 0 | 52 | 52 |
| Secret and Top Secret Electronic Records | 0 | 0 | 52 | 52 |

Section 3: Open Requests and Complaints Under the Access to Information Act

3.1 Enter the number of open requests that are outstanding from previous reporting periods.

| Fiscal Year Open Requests Were Received | Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2023 | Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023 | Total |
|---|--|--|-------|
| Received in 2022-2023 | 1 | 0 | 1 |
| Received in 2021-2022 | 0 | 0 | 0 |
| Received in 2020-2021 | 0 | 0 | 0 |
| Received in 2019-2020 | 0 | 0 | 0 |
| Received in 2018-2019 | 0 | 0 | 0 |
| Received in 2017-2018 | 0 | 0 | 0 |
| Received in 2016-2017 | 0 | 0 | 0 |
| Received in 2015-2016 | 0 | 0 | 0 |
| Received in 2014-2015 | 0 | 0 | 0 |

| | | | |
|----------------------------------|---|---|---|
| Received in 2013-2014 or earlier | 0 | 0 | 0 |
| Total | 1 | 0 | 1 |

Row 11, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the *Access to Information Act*

3.2 Enter the number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods.

| Fiscal Year Open Complaints Were Received by Institution | Number of Open Complaints |
|--|---------------------------|
| Received in 2022-2023 | 0 |
| Received in 2021-2022 | 0 |
| Received in 2020-2021 | 0 |
| Received in 2019-2020 | 0 |
| Received in 2018-2019 | 0 |
| Received in 2017-2018 | 0 |
| Received in 2016-2017 | 0 |
| Received in 2015-2016 | 0 |
| Received in 2014-2015 | 0 |
| Received in 2013-2014 or earlier | 0 |
| Total | 0 |

Section 4: Open Requests and Complaints Under the Privacy Act

4.1 Enter the number of open requests that are outstanding from previous reporting periods.

| Fiscal Year Open Requests Were Received | Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2023 | Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023 | Total |
|---|--|--|----------|
| Received in 2022-2023 | 0 | 0 | 0 |
| Received in 2021-2022 | 0 | 0 | 0 |
| Received in 2020-2021 | 0 | 0 | 0 |
| Received in 2019-2020 | 0 | 0 | 0 |
| Received in 2018-2019 | 0 | 0 | 0 |
| Received in 2017-2018 | 0 | 0 | 0 |
| Received in 2016-2017 | 0 | 0 | 0 |
| Received in 2015-2016 | 0 | 0 | 0 |
| Received in 2014-2015 | 0 | 0 | 0 |
| Received in 2013-2014 or earlier | 0 | 0 | 0 |
| Total | 0 | 0 | 0 |

Row 11, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the *Privacy Act*

4.2 Enter the number of open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods.

| Fiscal Year Open Complaints Were Received by Institution | Number of Open Complaints |
|--|---------------------------|
| Received in 2022-2023 | 0 |

| | |
|----------------------------------|----------|
| Received in 2021-2022 | 0 |
| Received in 2020-2021 | 0 |
| Received in 2019-2020 | 0 |
| Received in 2018-2019 | 0 |
| Received in 2017-2018 | 0 |
| Received in 2016-2017 | 0 |
| Received in 2015-2016 | 0 |
| Received in 2014-2015 | 0 |
| Received in 2013-2014 or earlier | 0 |
| Total | 0 |

Section 5: Social Insurance Number

| | |
|--|----|
| Has your institution begun a new collection or a new consistent use of the SIN in 2022-2023? | No |
|--|----|

Section 6: Universal Access under the Privacy Act

| | |
|--|---|
| How many requests were received from confirmed foreign nationals outside of Canada in 2022-2023? | 0 |
|--|---|

Row 1, Col. 1 of Section 6 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the *Privacy Act*

