

EXPORT DEVELOPMENT CANADA

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

APRIL 1, 2019 – MARCH 31, 2020

EXPORT DEVELOPMENT CANADA
ANNUAL REPORT ON THE
ADMINISTRATION OF THE ACCESS TO INFORMATION ACT

April 1, 2019 to March 31, 2020

INTRODUCTION AND MANDATE

Export Development Canada (“EDC”) was established on October 1, 1969 (as Export Development Corporation) by the *Export Development Act* (the “EDA”). EDC is an agent of Her Majesty in Right of Canada and a Crown Corporation whose shares may be owned only by Canada. EDC is accountable for its affairs to Parliament through the Minister of Small Business, Export Promotion and International Trade. EDC’s mandate is to support and develop Canada’s export trade and Canadian capacity to engage in that trade as well as respond to international business opportunities. EDC’s mandate was amended in June 2017 to give an additional purpose of providing, directly or indirectly, development financing and other forms of development support in a manner that is consistent with Canada’s international development opportunities. Regulations enacted under the EDA clarify circumstances under which EDC may exercise certain powers. EDC provides trade financing, export credit insurance and bonding services, as well as foreign market expertise.

EDC incorporated Development Finance Institute Canada (DFIC) Inc. (“FinDev Canada”) as a wholly owned subsidiary in September 2017. The report on FinDev Canada’s administration of the *Access to Information Act* (the “Act”) for the period of April 1, 2019 to March 31, 2020 is tabled separately.

EDC also incorporated Exinvest Inc. as a wholly owned subsidiary in 1995. The report on Exinvest’s administration of the Act for the period April 1, 2019 to March 31, 2020 is tabled separately.

The Act is a federal statute that provides a right of access to records under the control of certain federal government institutions, such as EDC, to Canadian citizens, permanent residents, as well as individuals and corporations located in Canada. EDC became subject to the Act on September 1, 2007.

EDC’s financial year aligns with the calendar year. In accordance with Treasury Board Secretariat (“TBS”) requirements, all government institutions subject to the Act must report on an April 1 to March 31 reporting cycle irrespective of their specific financial year.

This report is tabled in Parliament and prepared in accordance with section 94 of the Act.

THE PRIVACY AND ACCESS TO INFORMATION TEAM

The Privacy & Access to Information (“Privacy & ATI”) Team is part of the Compliance & Ethics Group. The Privacy and ATI Team administers the Act for EDC and is responsible for responding to all requests submitted to EDC under the Act.

During the 2019-2020 reporting period, the Privacy & ATI Team was comprised of six (6) full-time employees: the Manager, Privacy & ATI; and five (5) Privacy & ATI Advisors. The Privacy & ATI Team reports to the Director, Compliance & Ethics who reports to the Vice-President and Chief Compliance & Ethics Officer. The Senior Vice-President and Chief Risk Officer, Global Risk Management is the senior executive responsible for Privacy & ATI.

Within Compliance & Ethics, the Privacy & ATI Team is responsible for the development, coordination and implementation of effective policies and processes to manage EDC’s compliance with the Act. The Manager, Privacy & ATI acts as the point of contact for the Corporation in dealings with TBS, the Information Commissioner, and other government institutions on access to information matters.

Business Liaison Officers (“BLO”s) are designated across the Corporation to coordinate team-specific access to information activities related to the processing of requests and provide guidance to colleagues on the administrative processes related to the Act.

EDC was not party to any service agreements under section 96 of the Act during the reporting period.

DELEGATION OF AUTHORITY

The President and Chief Executive Officer (“President & CEO”) of EDC is designated as the head of the institution for the purposes of the Act.

Pursuant to section 95(1) of the Act, the President & CEO’s authority has been delegated to enable EDC to meet its legislated requirements. Most of the President & CEO’s powers and duties have been delegated to: the Senior Vice-President and Chief Risk Officer, Global Risk Management; the Vice-President and Chief Compliance & Ethics Officer; the Director, Compliance & Ethics; and the Manager, Privacy & ATI.

As requested by TBS, a copy of the delegation order is appended hereto as Appendix Q.

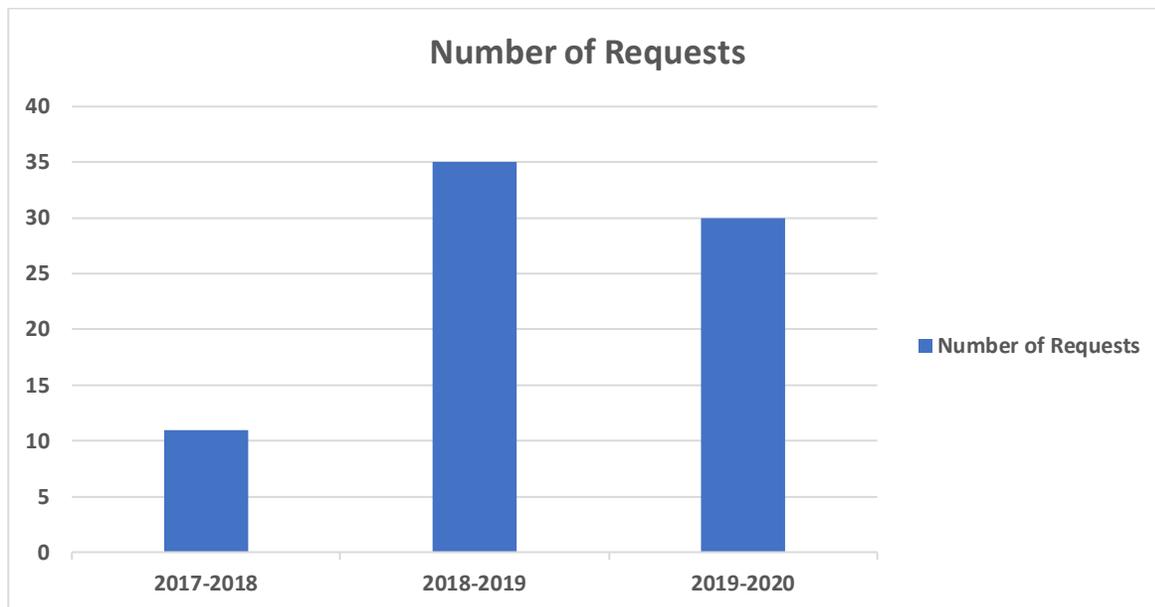
STATISTICAL REPORTS

Requests

As requested by TBS, the appended Statistical Reports cover a twelve-month period from April 1, 2019 to March 31, 2020. The following are highlights of the Statistical Reports appended hereto:

- EDC received thirty (30) new requests for information under the Act.
- One (1) request was carried over from the current reporting period to be completed during the next reporting period.
- Ten (10) requests required an extension under paragraphs 9(1)(a) and 9(1)(b) of the Act due to consultation with another government department and high volume of records.
- The appended Statistical Report provides information related to the types of exemptions applied to the completed requests.

EDC experienced a decrease in the number of requests for information received under the Act during the reporting period compared to the previous period. The chart below shows the trends for the past three (3) reporting periods.



Consultations

EDC must also respond to consultations pursuant to the Act from other government institutions in order to provide those institutions with recommendations regarding the release of information related to EDC.

From April 1, 2019 to March 31, 2020, forty (40) consultations were received from government institutions including: Global Affairs Canada; Department of Finance Canada; and Privy Council Office.

Informal Requests

EDC did not receive any informal requests, outside of the formal process under the Act during the reporting period.

Impact of COVID-19

In response to the COVID -19 public health crisis, the EDC Privacy & ATI Team teleworked and had the capacity to process requests of records classified up to Protected B level. Three (3) consultations containing records classified at the Secret level could not be processed and the government institutions from where the consultations originated were immediately informed of EDC's limitation to receive and process Secret records.

No new requests or consultations involving records classified above Protected B were received after telework measures were put into place on March 16, 2020.

TRAINING AND AWARENESS PROGRAM

During the reporting period, the Privacy & ATI Team continued to promote awareness of EDC's obligations under the Act through a variety of training approaches provided in both official languages.

Orientation Training

The Privacy & ATI Team presented at all Employee Orientation Training sessions held for new EDC employees. During the reporting period, thirteen (13) orientation sessions were held and a total of five hundred and forty-one (541) employees received awareness training regarding EDC's obligations under the Act.

Privacy & ATI Website

EDC's internal Privacy & ATI Website is accessed through *livewire*, EDC's Employee Intranet. The internal Privacy & ATI Website includes Frequently Asked Questions as well as links to related corporate Policies, the Privacy & ATI Service Request Form, EDC's Info Source page, privacy e-Modules and the ATI Online Tutorial.

Business Liaison Officer (BLO) Training

Based on the number of requests EDC receives annually, the BLO training model consists of customized, 1:1 or small group training and guidance at the time a request is received. This customized approach supports EDC's legislative duty to assist requesters: by ensuring the BLO understands their obligations and deadlines; through immediate identification of any ambiguity within the request text requiring clarification with the requester; and by facilitating a collaborative approach between teams about record retrieval with the intention of improving efficiencies and minimizing duplicate records.

INSTITUTION-SPECIFIC POLICIES, GUIDELINES AND PROCEDURES

In order to communicate employee obligations specific to the Act, EDC has developed:

1. An Access to Information Standard which establishes the roles and responsibilities and the delegated authority in connection with requests under the Act; and
2. An Access to Information Procedure which provides guidance and instructions to EDC Employees upon receipt of a request under the Act.

EDC has also established the following policies, guidelines and procedures which refer, directly or indirectly, to employees' obligations under the Act:

3. EDC Wrongdoings Policy;
4. EDC Code of Conduct;
5. BLO Checklist – Responding to Access to Information Requests; and
6. BLO Checklist – Responding to Consultation Requests (from other Government institutions).

CORPORATE INITIATIVES

EDC Code of Conduct

EDC is committed to upholding the highest standards of personal and professional conduct. As such, EDC requires all employees to complete an annual review and sign off on EDC's Code of Conduct (the "Code"). The Code, together with the Values and Ethics Code for the Public Sector forms an integral part of EDC's ethical framework. It sets out the values and behaviours EDC employees must exemplify in our capacity as employees of a Crown corporation.

The Code covers EDC employees' obligations to comply with laws and policies which help ensure effective and consistent administration and compliance with the Act and its regulations.

COMPLAINTS AND INVESTIGATIONS

During the reporting period, EDC received one (1) new complaint under the Act. The Office of the Information Commissioner of Canada ("OIC") completed an investigation into this complaint and a final decision will be forthcoming.

EDC received four (4) complaints under the Act in the previous reporting period. One (1) complaint was abandoned before the OIC finalized its investigation.

The OIC is currently investigating five (5) complaints from previous reporting periods.

MONITORING THE TIME TO PROCESS ACCESS TO INFORMATION REQUESTS

EDC utilizes the Access Pro Suite by CSDC Systems Inc. to manage all requests received under the Act. The software has a dashboard functionality which allows the Manager, Privacy & ATI to monitor the status and time taken to process access to information requests.

**TABLE OF AUTHORITY
DELEGATIONS OF AUTHORITY
PURSUANT TO SECTION 95(1) OF THE ACCESS TO INFORMATION ACT AND REGULATIONS
COMPLIANCE AND ETHICS / PRIVACY AND ACCESS TO INFORMATION (PRIVACY & ATI) TEAM / GLOBAL RISK MANAGEMENT (GRM)
PAGE 1 OF 3**

Authorization

1. Authorization to exercise or perform powers, duties or functions of the head of the institution under the *Access to Information Act* and Regulations.

<i>Access to Information – Section 95(1)</i>																																				
SECTIONS	4(2.1)	6.1(1)	7(a)	7(b)	8(1)	9	10(1)	11(2)	12 (2)(b)	12 (3)(b)	13	14	15	16	16.5	17	18	18.1	19	20	21	22	22.1	23	24	25	26	27 (1),(4)	28(1)(b),(2), (4)	33	35(2)(b)	37(4)	43(2)	44(2)	52(2) (b),(3)	
PRESIDENT & CEO	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
SVP & CHIEF RISK OFFICER, GRM	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
VP & CCO	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
DIRECTOR, COMPLIANCE & ETHICS	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
PRINCIPAL, PRIVACY AND ATI	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<i>Access to Information Regulations.</i>																																				
SECTIONS	6(1)	7(2)	7(3)	8	8.1																															
PRESIDENT & CEO	X	X	X	X	X																															
SVP & CHIEF RISK OFFICER, GRM	X	X	X	X	X																															
VP & CCO, GRM	X	X	X	X	X																															
DIRECTOR COMPLIANCE & ETHICS	X	X	X	X	X																															
PRINCIPAL, PRIVACY AND ATI	X	X	X	X	X																															

**TABLE OF AUTHORITY
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<i>Access to Information Act – Sections</i>			<i>Access to Information Regulations. -Sections</i>
4(2.1) Responsibility of government institutions	17 Exemption - Safety of individuals	27(1),(4) Third party-notification	
6.1(1) Reasons for declining to act on request	18 Exemption - Economic interests of Canada	28(1)(b),(2),(4) Third party-notification	6(1) Transfer of request
7(a) Notice when access requested			
7(b) Giving access to record	18.1 Exemption - Economic interest of the Canada Post Corporation, Export Development Canada, the Public Sector Pension Investment Board and VIA Rail Canada Inc.	33 Advising Information Commissioner of third-party involvement	7(2) Search and preparation fees
8(1) Transfer of request to another government institution		35(2)(b) Right to make representations	
9 Extension of time limits	19 Exemption - Personal Information	37(4) Access to be given to complainant	
10(1) Access refusal	20 Exemption - Third-party information	43(2) Notice to third party (application to Federal Court for review)	7(3) Production and programming fees
11(2) Additional Fees	21 Exemption - Operations of Government	44(2) Notice to applicant (application to Federal Court by third party)	
12(2)(b) Language of access			8 Providing access to record(s)
12(3)(b) Access in an alternative format	22 Exemption - Testing procedures, tests and audits	52(2)(b),(3) Special rules for hearings	
13 Exemption - Information obtained in confidence	22.1 Exemption – Audit working papers and draft audit reports		
14 Exemption - Federal-Provincial affairs	23 Exemption - Solicitor-client privilege		8.1 Limitations in respect of format
15 Exemption - International affairs and defence	24 Exemption - Statutory prohibitions		
16 Exemption - Law enforcement and investigations	25 Severability		
16.5 Exemption – <i>Public Servants Disclosure Protection Act</i>	26 Exemption - Information to be published		

**DELEGATIONS OF AUTHORITY
PURSUANT TO SECTION 95(1) OF THE ACCESS TO INFORMATION ACT AND REGULATIONS
COMPLIANCE AND ETHICS / PRIVACY AND ACCESS TO INFORMATION (PRIVACY & ATI) TEAM / GLOBAL RISK MANAGEMENT (GRM)
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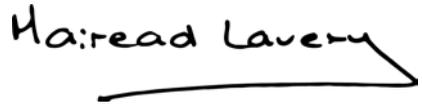
APPENDIX Q

2. Titles

All of the above titles include their equivalent under any future designation.

3. Previous Authorities

All current authority designations executed by the President and Chief Executive Officer of EDC (e.g. the head of the corporation) (the "Designations"), are replaced by these Table of Authority and Table Notes without in any way affecting the validity of acts done pursuant to such Designations.



President & Chief Executive Officer

August 31, 2020

Date

Statistical Report on the Access to Information Act

Name of institution: EXPORT DEVELOPMENT CANADA

Reporting period: 2019-04-01 to 2020-03-31

Section 1: Requests Under the Access to Information Act

1.1 Number of requests

	Number of Requests
Received during reporting period	30
Outstanding from previous reporting period	3
Total	33
Closed during reporting period	32
Carried over to next reporting period	1

1.2 Sources of requests

Source	Number of Requests
Media	8
Academia	0
Business (private sector)	1
Organization	5
Public	16
Decline to identify	0
Total	30

1.3 Informal requests

Completion Time	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	
	1	0	0	0	0	0	1

Note: All requests previously recorded as "treated informally" will now be accounted for in this section only.

TBS/SCT 350-62



Section 2: Decline to act on vexatious, made in bad faith or abuse of right 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
Carried over to next reporting period	0

Section 3: Requests Closed During the Reporting Period

3.1 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	0	0	2	0	0	0	0	2
Disclosed in part	0	4	10	1	0	2	0	17
All exempted	3	1	1	0	0	0	0	5
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	7	0	0	1	0	0	0	8
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Decline to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	10	5	13	2	0	2	0	32

3.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	1	16(2)	0	18(a)	1	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)	7
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	7
14	0	16.1(1)(a)	0	18.1(1)(b)	14	21(1)(c)	1
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	3
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	2	16.1(1)(d)	0	19(1)	8	22.1(1)	0
15(1) - IA	0	16.2(1)	0	20(1)(a)	0	23	3
15(1) - Def	0	16.3	0	20(1)(b)	3	23.1	0
15(1) - SA	0	16.31	0	20(1)(b.1)	0	24(1)	15
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(c)	2	26	2
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(d)	0		
16(1)(a)(iii)	0	16.5	0				
16(1)(b)	0	16.6	0				
16(1)(c)	0	17	0				
16(1)(d)	0						

* IA: International Affairs Def: Defence of Canada SA: Subversive Activities

3.3 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

3.4 Format of information released

Paper	Electronic	Other
3	16	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
1357	2177	32

3.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 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
All disclosed	2	10	0	0	0	0	0	0	0	0
Disclosed in part	9	119	5	426	1	93	1	121	1	1408
All exempted	4	0	0	0	1	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	8	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	23	129	5	426	2	93	1	121	1	1408

3.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	2	0	3	0	5
All exempted	0	0	1	0	1
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	2	0	4	0	6

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

Number of requests closed within legislated timelines	Requests closed within legislated timelines
	32
Percentage of requests closed within legislated timelines (%)	100

3.7 Deemed refusals

3.7.1 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
0	0	0	0	0

3.7.2 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	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	0	0

3.8 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 4: Extensions

4.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	2	0	0	0
Disclosed in part	7	0	2	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	1	0	0	0
Total	10	0	2	0

4.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	6	0	0	0
31 to 60 days	0	0	0	0
61 to 120 days	2	0	1	0
121 to 180 days	1	0	0	0
181 to 365 days	1	0	1	0
365 days or more	0	0	0	0
Total	10	0	2	0

Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of	Amount	Number of	Amount
Application	30	\$150	1	\$5
Other fees	0	\$0	0	\$0
Total	30	\$150	1	\$5

Section 6: Consultations Received From Other Institutions and Organizations

6.1 Consultations received from other Government of Canada institutions and

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	40	1935	0	0
Outstanding from the previous reporting period	3	1813	0	0
Total	43	3748	0	0
Closed during the reporting period	39	2944	0	0

Carried over to next reporting period	4	830	0	0
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6.2 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	9	2	1	0	0	0	0	12
Disclose in part	4	0	5	3	1	2	0	24
Exempt entirely	2	0	0	0	0	0	0	2
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	1	0	0	0	0	0	0	1
Total	16	11	6	3	1	2	0	39

6.3 Recommendations and completion time for consultations received from other organizations

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	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
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	0	0	0	0	0	0	0	0

Section 7: Completion Time of Consultations on Cabinet Confidences

7.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 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	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

7.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 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	3	13	0	0	0	0	0	0	0	0
16 to 30	4	41	0	0	0	0	0	0	0	0
31 to 60	4	156	0	0	0	0	0	0	0	0
61 to 120	1	13	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	0	0	0	0	0	0	0	0	0	0
Total	12	223	0	0	0	0	0	0	0	0

Section 8: Complaints and investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal representations	Section 37 Reports of finding received	Section 37 Reports of finding containing recommendations issued by the Information Commissioner	Section 37 Reports of finding containing orders issued by the Information Commissioner
1	0	0	0	0	0

Section 9: Court Action

9.1 Court actions on complaints received before June 21, 2019 and on-going

Section 41 (before June 21, 2019)	Section 42	Section 44
0	0	0

9.2 Court actions on complaints received after June 21, 2019

Section 41 (after June 21, 2019)					Total
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)		
0	0	0	0	0	0

Section 10: Resources Related to the Access to Information Act

10.1 Costs

Expenditures	Amount
Salaries	\$65,204
Overtime	\$0
Goods and Services	\$0
• Professional services contracts	\$0
• Other	\$0
Total	\$65,204

10.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1.60
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	1.60

Note: Enter values to two decimal places

EDC 2019-2020 Supplemental Statistical Report – Requests affected by COVID-19 measures

In addition to completing the forms for the Statistical Reports on the ATIA and Privacy Act for 2019-20, institutions are asked to complete this Supplemental Report to help identify the impact of COVID-19 measures on institutional performance for 2019-20 and going forward. The data requirements are set out in the tables below.

Supplemental Statistical Report on the *Access to Information Act*

The following table reports the total number of formal requests received during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 1 – Requests Received

		Column (Col.) 1
		Number of requests
Row 1	Received from 2019-04-01 to 2020-03-13	30
Row 2	Received from 2020-03-14 to 2020-03-31	0
Row 3	Total¹	30

¹ – Total for Row 3 should equal the total in the ATI Statistical Report section 1.1 Row 1

The following table reports the total number of requests closed within the legislated timelines and the number of closed requests that were deemed refusals during two periods 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 2 – Requests Closed

		Col. 1	Col. 2
		Number of requests closed within the legislated timelines	Number of requests closed past the legislated timelines
Row 1	Received from 2019-04-01 to 2020-03-13 and outstanding from previous reporting periods	32	0
Row 2	Received from 2020-03-14 to 2020-03-31	0	0
Row 3	Total²	32	0

² – Total for Row 3 Col. 1 should equal the total in the ATI Statistical Report section 3.6.1

Row 1 -- Total for Row 3 Col. 2 should equal the total in the ATI Statistical Report section 3.7.1. Col. 1 Row 1

The following table reports the total number of requests carried over during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 3 – Requests Carried Over

		Col. 1
		Number of requests
Row 1	Requests received from 2019-04-01 to 2020-03-13 and outstanding from previous reporting period that were carried over to the 2020-2021 reporting period	1
Row 2	Requests received from 2020-03-14 to 2020-03-31 that were carried over to the 2020-2021 reporting period	0
Row 3	Total ³	1

³ – Total for Row 3 should equal the total in the ATI Statistical Report section 1.1 Row 5

Supplemental Statistical Report on the *Privacy Act*

The following table reports the total number of formal requests received during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 4 – Requests Received

		Column (Col.) 1
		Number of requests
Row 1	Received from 2019-04-01 to 2020-03-13	5
Row 2	Received from 2020-03-14 to 2020-03-31	0
Row 3	Total ¹	5

¹ – Total for Row 3 should equal the total in the Privacy Statistical Report Section 1.1 Row 1

The following table reports the total number of requests closed within the legislated timelines and the number of closed requests that were deemed refusals during two periods 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 5 – Requests Closed

	Col. 1	Col. 2
	Number of requests closed within the legislated timelines	Number of requests closed past the legislated timelines
Row 1	Received from 2019-04-01 to 2020-03-13 and outstanding from previous reporting periods	5
Row 2	Received from 2020-03-14 to 2020-03-31	0
Row 3	Total²	0

² – Total for Row 3 Col. 1 should equal the total in the Privacy Statistical Report Section 2.6.1 Row 1 -- Total for Row 3 Col. 2 should equal the total in the Privacy Statistical Report Section 2.7.1. Col. 1 Row 1

The following table reports the total number of requests carried over during two periods; 2019-04-01 to 2020-03-13 and 2020-03-14 to 2020-03-31.

Table 6– Requests Carried Over

	Col. 1
	Number of requests
Row 1	Requests from 2019-04-01 to 2020-03-13 and outstanding from previous reporting period that were carried over to the 2020-2021 reporting period
Row 2	Requests from 2020-03-14 to 2020-03-31 that were carried over to the 2020-2021 reporting period
Row 3	Total³

³ – Total for Row 3 should equal the total in the Privacy Statistical Report Section 1.1 Row 5