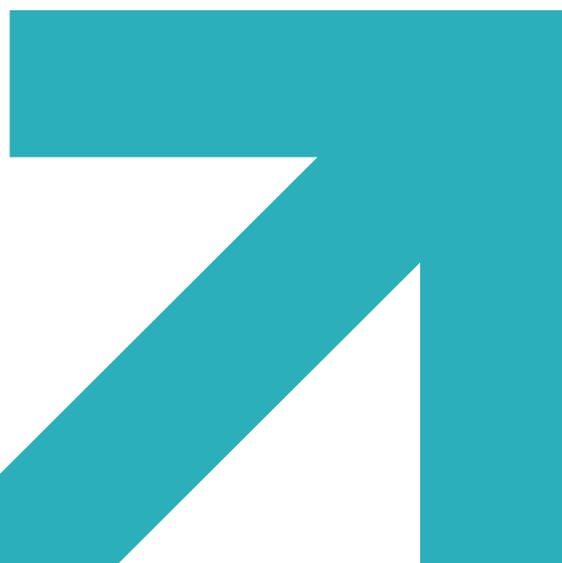


ANNUAL REPORT ON THE ADMINISTRATION OF THE *ACCESS TO INFORMATION ACT*

Export Development Canada

1 April 2020 – 31 March 2021



Contents

INTRODUCTION 2

ORGANIZATIONAL STRUCTURE..... 2

DELEGATION ORDER..... 2

PERFORMANCE 2020-2021..... 3

CONSULTATIONS..... 4

IMPACT OF COVID-19 PANDEMIC 4

TRAINING AND AWARENESS PROGRAM 4

INSTITUTION SPECIFIC POLICIES, GUIDELINES AND PROCEDURES 5

COMPLAINTS..... 5

MONITORING COMPLIANCE 5

APPENDIX A – DELEGATION OF AUTHORITY..... 6

APPENDIX B – STATISTICAL REPORT 2020-2021 9

INTRODUCTION

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

Export Development Canada (“EDC”) is a crown corporation and an agent of Her Majesty in Right of Canada with a mandate to support and develop trade between Canada and other countries and Canada’s competitiveness in the international market-place and to provide development financing and other forms of development support. During the period covered by this report, EDC’s mandate was expanded to include supporting and developing domestic business, where requested by the Minister of International Trade and Minister of Finance, for the purposes of COVID-19 response.

This report is prepared and tabled in Parliament in accordance with section 94 of the Act. For clarity, it pertains to EDC specifically. Individual reports have been prepared and will be tabled for each of EDC’s wholly owned subsidiaries, Exinvest and Development Finance Institute Canada Inc.

ORGANIZATIONAL STRUCTURE

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

With some fluctuations in team size and composition throughout the reporting period, the Team was comprised of 8 full-time employees, with 3 dedicated to ATI. For the first half of the year it was overseen by the Manager, Privacy and Access to Information. From mid-year, a Director, Privacy and Access to Information was appointed, who reported to the Chief Compliance and Ethics Officer, who in turn reported to EDC’s Senior Vice-President and Chief Risk Officer, Global Risk Management.

EDC was party to an agreement, entered into pursuant to section 96 of the Act, for the provision of access to information services to the Development Finance Institute Canada (DFIC) Inc.

DELEGATION ORDER

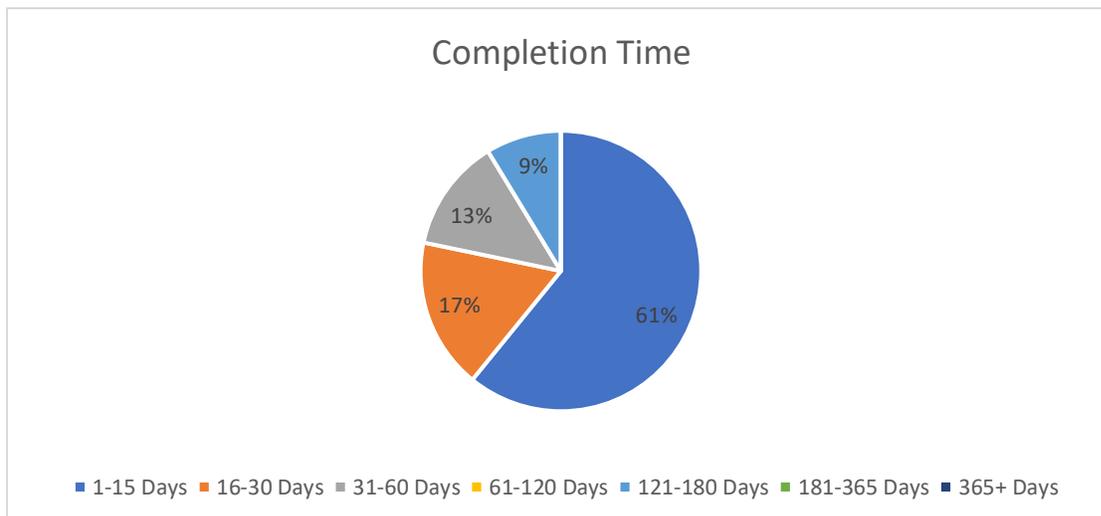
A copy of the delegation order that was made pursuant to section 95(1) of the Act and was in effect at the end of the reporting period is attached at Appendix A.

PERFORMANCE 2020-2021

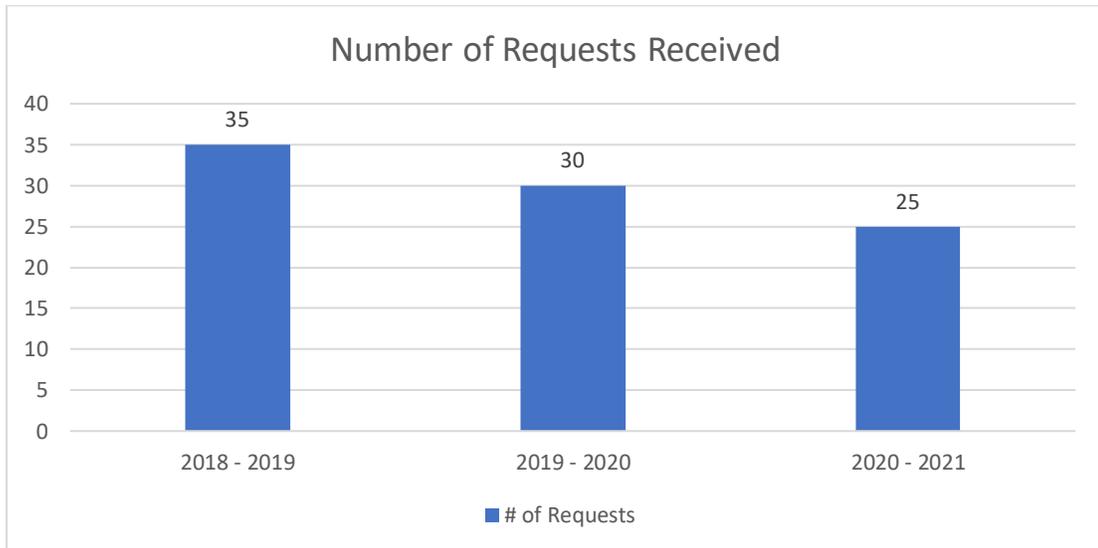
This is an overview of EDC’s performance, which is reported in greater detail in the Statistical Report on the Act for 2020-2021 that is attached at Appendix B:

- EDC received 25 new requests for information under the Act.
- Three requests were carried over from the 2019-2020 reporting period for completion in the 2020-2021 reporting period.
- One hundred percent of requests were responded to within the legislated timelines.
- Four requests required an extension: 1 pursuant to section 9(1)(a) due to the large number of records involved; 2 pursuant to 9(1)(b) due to consultations being required to comply with the request that could not be completed within the original time limit; and 1 pursuant to section 9(1)(c) due the obligation to notify third parties of the intention to disclose records.
- Of all requests received, those for which records were “all disclosed” accounted for 12 percent, while those for which records were “disclosed in part” accounted for 4 percent.
- Of the 23 requests that were completed during the reporting period:
 - Fourteen were completed within 1-15 days
 - Four were completed within 16-30 days
 - Three were completed within 31-60 days, and
 - Two were completed within 121 -180 days.

See the chart below for a breakdown of completion times by percentage.



EDC experienced a decrease in the number of requests received compared to the previous period. The chart below shows the trend for the past 3 reporting periods.



CONSULTATIONS

EDC responded to consultations from other government institutions regarding the release of information related to EDC.

During the reporting period, a total of 21 consultations were received. Of those:

- Ten were completed within 1-15 days
- Five were completed within 16-30 days
- Three were completed within 31-60 days, and
- Three were completed within 121 -180 days.

IMPACT OF COVID-19 PANDEMIC

EDC's COVID-19 pandemic related measures did not impact the institution's ability to fulfill its responsibilities under the Act during reporting period.

TRAINING AND AWARENESS PROGRAM

The Privacy and ATI Team promoted awareness of EDC's obligations under the Act through mandatory privacy and access to information training for all new employees, who totalled 336 for the reporting period.

INSTITUTION SPECIFIC POLICIES, GUIDELINES AND PROCEDURES

EDC did not implement any new or revised institution-specific policies, guidelines, procedures or initiatives related to access to information during the reporting period.

COMPLAINTS

During the reporting period, EDC received 7 complaints under the Act. The complaints pertained to the application of exemptions. The complaints remain under review at the time of this report.

MONITORING COMPLIANCE

EDC used AccessPro Suite by CSDC Systems Inc. to manage all requests received under the Act. The software has a dashboard function that enables monitoring of the status and time taken to process access to information requests. In addition to bi-weekly team meetings, access compliance metrics, including response times, were a standing item in EDC Board reporting.

APPENDIX A – DELEGATION 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)

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

Access to Information – Section 95(1)																																				
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																															

**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)**

<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 35(2)(b) Right to make representations	7(2) Search and preparation fees
8(1) Transfer of request to another government institution	19 Exemption - Personal Information	37(4) Access to be given to complainant	
9 Extension of time limits	20 Exemption - Third-party information	43(2) Notice to third party (application to Federal Court for review)	7(3) Production and programming fees
10(1) Access refusal			
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	22 Exemption - Testing procedures, tests and audits	52(2)(b),(3) Special rules for hearings	8 Providing access to record(s)
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		
15 Exemption - International affairs and defence	24 Exemption - Statutory prohibitions		8.1 Limitations in respect of format
16 Exemption - Law enforcement and investigations	25 Severability		
16.5 Exemption – <i>Public Servants Disclosure Protection Act</i>	26 Exemption - Information to be published		

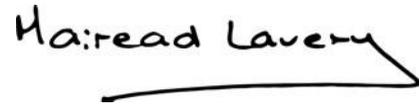
**DELEGATIONS OF AUTHORITY
PURSUANT TO SECTION 95(1) OF THE ACCESS TO INFORMATION ACT AND REGULATIONS
COMPLIANCE AND ETHICS / PRIVACY AND ACCESS TO INFORMATION (PRIVACY & ATI) TEAM / GLOBAL RISK MANAGEMENT (GRM)**

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.

A handwritten signature in black ink that reads "Mairead Lavery". The signature is written in a cursive style and is positioned above a horizontal line.

President & Chief Executive Officer

August 31, 2020

Date

APPENDIX B – STATISTICAL REPORT 2020-2021



Government of Canada
Gouvernement du Canada

Statistical Report on the Access to Information Act

Name of institution: Export Development Canada

Reporting period: 4/1/2020 to 3/31/2021

Section 1: Requests Under the Access to Information Act

1.1 Number of requests

	Number of Requests
Received during reporting period	25
Outstanding from previous reporting period	1
Total	26
Closed during reporting period	23
Carried over to next reporting period	3

1.2 Sources of requests

Source	Number of Requests
Media	6
Academia	0
Business (private sector)	5
Organization	0
Public	14
Decline to Identify	0
Total	25

1.3 Informal 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	
1	0	0	2	0	0	0	3

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

Section 2: Decline to act 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	1	2	0	0	0	0	3
Disclosed in part	0	0	0	0	1	0	0	1
All exempted	7	2	1	0	0	0	0	10
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	1	0	0	1	0	0	9
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	14	4	3	0	2	0	0	23

3.2 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)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	0	18(d)	0	21(1)(a)	1
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	0
14	0	16.1(1)(a)	0	18.1(1)(b)	2	21(1)(c)	0
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)	2	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	16.31	0	20(1)(b.1)	0	24(1)	11
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(c)	1	26	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(d)	1		
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						

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

3.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	1	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
0	4	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
52053	104	23

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	3	5	0	0	0	0	0	0	0	0
Disclosed in part	0	0	1	99	0	0	0	0	0	0
All exempted	2	0	3	0	0	0	2	0	3	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	9	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	14	5	4	99	0	0	2	0	3	0

3.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	1	0	0	0	1
Disclosed in part	1	0	0	0	1
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	1	0	1	0	2
Neither confirmed nor denied	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0
Total	3	0	1	0	4

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	23
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	0	0	1	0
Disclosed in part	0	0	0	1
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	1	0	1	0
Decline to act with the approval of the Information Commissioner	0	0	0	0
Total	1	0	2	1

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		0	1	0
31 to 60 days	0	0	0	0
61 to 120 days	0	0	0	1
121 to 180 days	1	0	1	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	1	0	2	1

Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Requests	Amount	Requests	Amount
Application	0	\$0	23	\$115
Other fees	0	\$0	0	\$0
Total	0	\$0	23	\$115

Section 6: Consultations Received From Other Institutions and Organizations

6.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	21	262	0	0
Outstanding from the previous reporting period	3	233	0	0
Total	24	495	0	0
Closed during the reporting period	21	367	0	0
Carried over to next reporting period	3	128	0	0

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	1	1	0	0	0	0	11
Disclose in part	1	4	2	0	1	0	0	8
Exempt entirely	0	0	0	0	2	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	0	0	0	0	0	0	0	0
Total	10	5	3	0	3	0	0	21

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 Request	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

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 Request	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 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
7	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)				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

Section 10: Resources Related to the Access to Information Act

10.1 Costs

Expenditures		Amount
Salaries		\$153,365
Overtime		\$0
Goods and Services		\$10,080
• Professional services contracts	\$10,080	
• Other	\$0	
Total		\$163,445

10.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1.600
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.050
Students	0.400
Total	2.050

Note: Enter values to three decimal places.