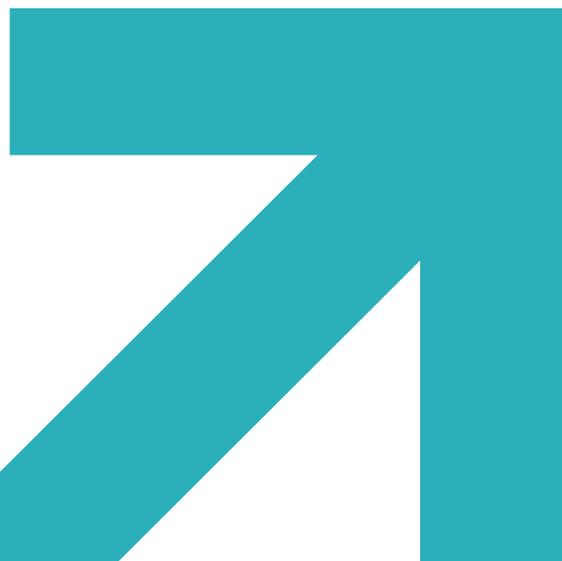


ANNUAL REPORT ON THE ADMINISTRATION OF THE *ACCESS TO INFORMATION ACT*

Export Development Canada

1 April 2021– 31 March 2022



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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 marketplace and to provide development financing and other forms of development support. EDC’s mandate also includes supporting and developing domestic business, where requested by the Minister of International Trade, Export Promotion, Small Business and Economic Development and the Minister of Finance.

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 Information Risk (“P&IR”) Team is part of the Compliance and Ethics Group. The P&IR 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 6 full-time employees, with 2 dedicated to ATI. The team was overseen by the Director, P&IR, 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.

At the time of this report, EDC has agreements in place, 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. and Exinvest.

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 2021-2022

Below is an overview of EDC's performance, which is reported in greater detail in the Statistical Report on the Act for 2021-2022 that is attached at Appendix B:

- EDC received 40 new requests for information under the Act, of which 5 were carried over to the next reporting period.
- 3 requests were carried over from the following reporting periods for processing during the 2021-2022 reporting period:
 - 2 received in 2020-2021
 - 1 received in 2019-2020

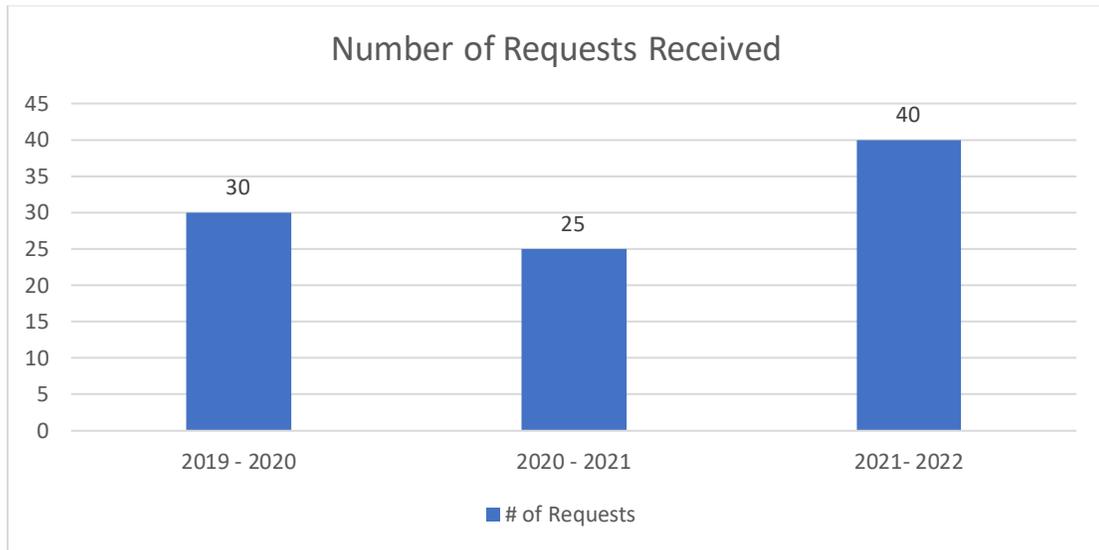
Of the 3 requests carried over, 2 were completed within the legislative timelines.

- Of the 38 requests that were completed during the reporting period:
 - 3 were completed within 1-15 days
 - 24 were completed within 16-30 days
 - 6 were completed within 31-60 days
 - 3 were completed within 61-120 days
 - 1 was completed within 121 -180 days, and
 - 1 was completed within 181 -365 days
- There are 14 active complaints that are outstanding from previous reporting periods:
 - 5 received in 2020-2021
 - 1 received in 2019-2020
 - 3 received in 2018-2019
 - 4 received in 2016-2017
 - 1 received in 2015 or earlier
- During the reporting period, EDC completed a total of 34 consultations for other government institutions regarding the release of records. Of those:
 - 13 were completed within 1-15 days
 - 15 were completed within 16-30 days
 - 4 were completed within 121 -180 days
 - 1 was completed within 181-365 days, and
 - 1 was completed after 365+ days
- 7 requests required an extension: 4 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 completed, those for which records were “all disclosed” accounted for 3 percent, while those for which records were “disclosed in part” accounted for 27 percent.

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



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 P&IR Team promoted awareness of EDC’s obligations under the Act through mandatory privacy and access to information training for all new employees, who totalled 608 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

Although EDC did not receive any new complaints during the reporting period, two complaints from previous reporting periods were *concluded* during this time. One was withdrawn by the complainant and the other, which concerned an unreasonable extension of time, required no further action by EDC, because access was granted before the complaint investigation had been concluded.

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 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.

<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																															

**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.



President & Chief Executive Officer

August 31, 2020

Date

APPENDIX B - STATISTICAL REPORT 2021 - 2022



Statistical Report on the *Access to Information Act*

Name of institution: Export Development Canada

Reporting period: 4/1/2021 to 3/31/2022

Section 1: Requests Under the *Access to Information Act*

1.1 Number of requests

		Number of Requests
Received during reporting period		40
Outstanding from previous reporting periods		3
• Outstanding from previous reporting period	2	
• Outstanding from more than one reporting period	1	
Total		43
Closed during reporting period		38
Carried over to next reporting period		5
• Carried over within legislated timeline	4	
• Carried over beyond legislated timeline	1	

1.2 Sources of requests

Source	Number of Requests
Media	5
Academia	1
Business (private sector)	5
Organization	1
Public	28
Decline to Identify	0
Total	40

1.3 Channels of requests

Source	Number of Requests
Online	0
E-mail	33
Mail	7
In person	0
Phone	0
Fax	0
Total	40

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
0	0	0	0	0	0	0	0	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	1
Total	1
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	1
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	0	0	0	1	0	0	0	1
Disclosed in part	1	3	6	0	0	1	0	11
All exempted	0	16	0	0	0	0	0	16
All excluded	0	0	0	0	0	0	0	0
No records exist	1	3	0	2	1	0	0	7
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	1	2	0	0	0	0	0	3
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	3	24	6	3	1	1	0	38

4.2 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)	0	20.1	1
13(1)(b)	0	16(2)(a)	0	18(b)	1	20.2	0
13(1)(c)	0	16(2)(b)	1	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	2	18(d)	0	21(1)(a)	2
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	3
14	0	16.1(1)(a)	0	18.1(1)(b)	4	21(1)(c)	2
14(a)	0	16.1(1)(b)	1	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)	5	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	1
15(1) - Def.*	0	16.3	0	20(1)(b)	3	23.1	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	20
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)	1	17	4				
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	
1	39	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
1814	697	31

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	1	24	0	0	0	0	0	0	0	0
Disclosed in part	5	62	6	1726	0	0	0	0	0	0
All exempted	16	2	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	3	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	25	88	6	1726	0	0	0	0	0	0

4.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
406	404	3

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	2	157	1	249
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	2	157	1	249

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	1	1	0	2
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	1	1	0	2

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	34
Percentage of requests closed within legislated timelines (%)	89.47368421

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	4	0	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	3	0	3
16 to 30 days	1	0	1
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	4	0	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	4	0	2	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	4	0	2	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	1	0	0	0
31 to 60 days	1	0	0	0
61 to 120 days	1	0	2	1
121 to 180 days	0	0	0	0
181 to 365 days	1	0	0	0
365 days or more	0	0	0	0
Total	4	0	2	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	40	\$200.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	0	\$0.00	40	\$200.00	0	\$0.00

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
0	1	3

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
0	0	0	2	2	0

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		\$165,470
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$165,470

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1.510
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	1.510

Note: Enter values to three decimal places.