

CANADA 
INFRASTRUCTURE BANK

**ANNUAL REPORT TO PARLIAMENT
ON THE *ACCESS TO INFORMATION ACT***

APRIL 1, 2018 TO MARCH 31, 2019

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1. Introduction

The purpose of the *Access to Information Act* is to provide Canadian citizens, permanent residents and any person or corporation present in Canada a right to have access to records under the control of federal government institutions. The principles encompassed by the *Access to Information Act* are that government information should be available to the public, 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.

Section 72 of the *Access to Information Act* requires that the head of every government institution submit an annual report to Parliament on the administration of the *Access to Information Act* during the financial year. This report describes how the Canada Infrastructure Bank (“**CIB**”) administered the *Access to Information Act* throughout fiscal year 2018-2019. It covers the reporting period from April 1, 2018 to March 31, 2019 (the “**Reporting Period**”).

2. Mandate of the Canada Infrastructure Bank

The CIB was established in June 2017 as a federal Crown corporation accountable to Parliament. The CIB reports to Parliament through the Minister of Infrastructure and Communities (the designated Minister).

The *Canada Infrastructure Bank Act* sets out CIB’s purpose as follows:

The purpose of the Bank is to invest, and seek to attract investment from private sector 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 key functions of the organization are described in the *Canada Infrastructure Bank Act* and relate to acting as a centre of expertise by structuring proposals, negotiating infrastructure investments and attracting private capital; advising government on infrastructure projects; and collecting and disseminating data on the state of infrastructure in Canada to better inform infrastructure investment decisions.

Its mission is to work collaboratively with federal, provincial, territorial, municipal and Indigenous government partners and private and institutional investors to identify projects that meet its mandate, and advise government partners on project where private sector investors are making significant investments in revenue-generating infrastructure projects. This is done by:

- Engaging public and private sector partners early in the planning and design process;
- Exploring new and innovative approaches to project finance and delivery; and
- Identifying projects where revenue-based business models and significant risk transfer to the private sector is appropriate.

Innovative financing available through the CIB provides an optional tool for government sponsors to further the reach of government support directed to public infrastructure and advance models where users or beneficiaries contribute to funding the project, where it makes sense to do so.

Parliament has authorized \$35 billion over 11 years (to fiscal year-end 2027-28) and the requisite authorities to participate in complex infrastructure deals in new and innovative ways. Over the 11 years, CIB will make at least \$5 billion in investments in projects that are in the public interest in each of the three priority areas: public transit; trade and transportation; and green infrastructure. It can also invest in other areas of infrastructure if they are supported by government policy, and pursue investments in projects across the country.

3. Organizational Structure

The administration of the *Access to Information Act* within the CIB is managed by the Legal team, which is responsible for the general counsel and corporate secretary functions of the CIB in addition to leading the corporation's compliance functions as they relate to the laws that apply to its activities. Some of the main activities of the Legal team in respect of access to information and privacy ("**ATIP**") include:

- Responding to all requests and enquiries under the *Access to Information Act* and the *Privacy Act*;
- Providing advice and guidance to employees and officers on ATIP matters;
- Delivering training and awareness on ATIP;
- Developing and implementing policies, procedures and guidelines in support of ATIP legislation; and
- Preparing the Annual Reports to Parliament on the administration of the *Access to Information Act* and the *Privacy Act*.

The role of CIB's ATIP Coordinator is assigned to the General Counsel and Corporate Secretary who is an officer of CIB and reports directly to the Chief Financial Officer and Chief Administrative Officer. The ATIP Coordinator acts as the point of contact for the CIB in dealings with the Treasury Board of Canada Secretariat, the Information Commissioner, and other government institutions on access to information matters. The ATIP Coordinator is supported by one full time Deputy Corporate Secretary, with assistance from additional temporary resources as needed. While the CIB was completing its start-up phase, external legal counsel and staff at the CIB Transition Office provided support in the administration of the *Access to Information Act*.

In addition to administering the CIB's ATIP program, the General Counsel and Corporate Secretary is also responsible for coordinating the CIB's responses to Parliamentary Questions. CIB received 47 Parliamentary Questions in this Reporting Period compared to 5 in the previous reporting period. All responses to Parliamentary Questions are reviewed to ensure that they comply with requirements of the *Access to Information Act* and the *Privacy Act*.

4. Delegation Order

For the purposes of section 3 of the *Access to Information Act*, the President and Chief Executive Officer of CIB (“**President & CEO**”) is designated as the “Head” of the institution.

Pursuant to section 73 of the *Access to Information Act*, the President & CEO’s authority has been delegated to enable the CIB to meet its legislated requirements. The President and CEO has delegated all of his powers and duties under the *Access to Information Act* to the General Counsel and Corporate Secretary, who is also the ATIP Coordinator for the CIB.

A copy of the Delegation Order, dated December 19, 2018, is attached as Annex A.

5. Highlights of the Statistical Report

Attached as Annex B is a copy of the Statistical Report on the *Access to Information Act* that was submitted to the Treasury Board of Canada.

(a) Formal Requests

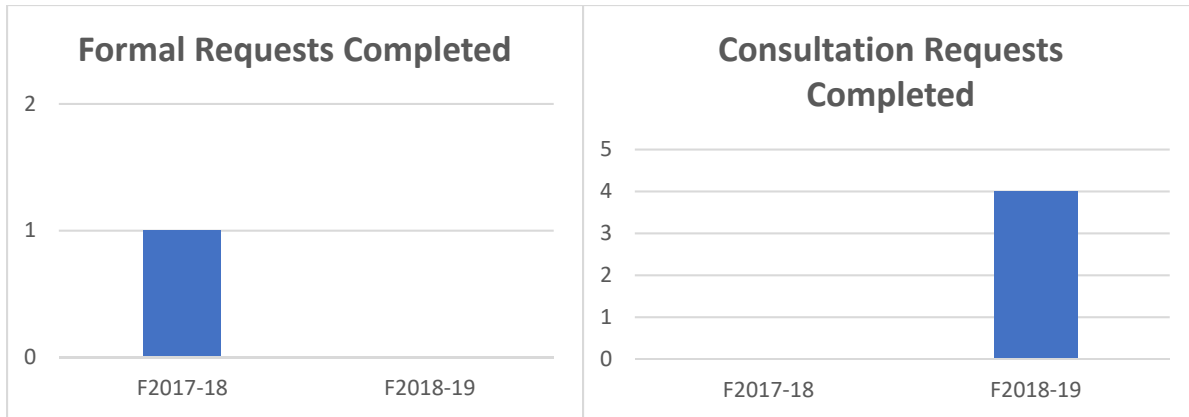
CIB did not receive any formal requests under the *Access to Information Act* during the Reporting Period. The previous year the CIB received one formal request, which was withdrawn by the requestor when advised that there was no information to disclose as CIB had not yet commenced operations.

(b) Consultation Requests

CIB must also respond to consultations pursuant to the *Access to Information Act* from other government institutions in order to provide those institutions with recommendations regarding the release of information related to the CIB. During the Reporting Period, CIB received 4 formal consultation requests from other government institutions including: Department of Finance Canada; Transport Canada and Innovation, Science and Economic Development Canada. The 4 consultations resulted in a total of 19 pages to review. There were no consultation requests carried over from the previous reporting period.

During the Reporting Period, CIB closed all of the consultations requests it received. The consultation requests that were closed during the Reporting Period were all completed in 1-15 days.

As the CIB was established in June 2017 and has not received a large number of access to information requests to date, there are no multi-year trends. The enclosed table provides additional information regarding the disposition of access to information request received by CIB during the last two reporting periods.



(c) Informal Requests

CIB did not receive any informal request outside the formal process under the *Access to Information Act* during the Reporting Period.

(d) Resources Related to the *Access to Information Act*

The cost of administering the CIB’s ATIP program for the Reporting Period is estimated at \$23,500 in salary costs. However, this expenditure does not include the resources required by other areas of the CIB to search for responsive records.

As for human resources, the number of person years dedicated to ATIP activities during the Reporting Period is estimated at 0.15 full time employee.

6. Training and Awareness

CIB undertook one formal training initiative during the Reporting Period with respect to the *Code of Conduct for Employees*, which included an overview of important aspects related to access to information to promote awareness of the CIB’s obligations under the *Access to Information Act*. 30 employees participated in the in-person training session, which was conducted in an interactive setting. In addition, based on the number of requests CIB receives annually and the size of the corporation (roughly 31 employees) relative to its operational demands, the ATIP Coordinator is able to offer 1:1 or small group informal training and guidance in both official languages at the time a request is received.

7. Policy, Guidelines, Procedures and Initiatives

During the Reporting Period, CIB’s Board of Directors approved the *Code of Conduct for Employees*, which sets out the values and behaviours that CIB expects of its employees and consultants to enhance public confidence in the integrity and accountability of the CIB in pursuing its mandate. CIB promotes the *Code of Conduct for Employees* through various types of awareness communications and training to all employees. The *Code of Conduct for Employees*, together with the *Conflict of Interest Policy for Employees* and the Values and Ethics Code for the Public Sector, forms an integral part of CIB’s ethical framework.

CIB did not implement any other formal policies, guidelines, procedures or initiatives during the Reporting Period. CIB is establishing policies and procedures with respect to ATIP, which are expected to be fully developed and implemented before the end of fiscal year 2019-2020.

8. Summary of Key Issues and Actions Taken on Complaints or Audits

No complaints were filed with the Information Commissioner and no audits or investigations were concluded during the Reporting Period.

9. Time Monitoring to Process Requests

Given the minimal number of requests for access to information at this time, the CIB has not established formal practices to monitor processing time. As such, no monitoring of the time to process access to information requests was conducted during the Reporting Period.

**Subject / Objet : Delegation order under the *Access to Information Act* and the *Privacy Act*
/ Arrêté de délégation en vertu de la *Loi sur l'accès à l'information* et la *Loi sur la protection
des renseignements personnels***

Delegation Order

The President and Chief Executive Officer of the Canada Infrastructure Bank, pursuant to section 73 of the *Access to Information Act* and section 73 of the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the President and Chief Executive Officer as the head of the Canada Infrastructure Bank, under the provisions of the Act and related regulations set out in the schedule opposite each position. This designation replaces all previous delegation orders.

Dated, at the City of Toronto, this 19th day
of December, 2018



Pierre Lavallée
President and Chief Executive Officer / Président-directeur général

Arrêté de délégation

En vertu de l'article 73 de la *Loi sur l'accès à l'information* et de l'article 73 de la *Loi sur la protection des renseignements personnels*, le Président-directeur général de la Banque de l'Infrastructure du Canada délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont il est, en qualité de responsable de la Banque de l'Infrastructure du Canada, investi par les dispositions de la Loi ou de son règlement mentionnées dans l'annexe en regard de chaque poste. Le présent document remplace et annule tout arrêté antérieur.

Fait à la ville de Toronto, le 19e jour de
décembre 2018

Schedule / Annexe		
Position / Poste	<i>Access to Information Act and Regulations / Loi sur l'accès à l'information et Règlement</i>	<i>Privacy Act and Regulations / Loi sur la protection des renseignements personnels et Règlement</i>
General Counsel and Corporate Secretary / Avocat général et secrétaire de la Société	Full authority / Autorité absolue	Full authority / Autorité absolue



Pierre Lavallée
President and Chief Executive Officer / Président-directeur général



Statistical Report on the Access to Information Act

Name of institution: Canada Infrastructure Bank

Reporting period: 2018-04-01 to 2019-03-31

Part 1: Requests Under the Access to Information Act

1.1 Number of requests

	Number of Requests
Received during reporting period	0
Outstanding from previous reporting period	0
Total	0
Closed during reporting period	0
Carried over to next reporting period	0

1.2 Sources of requests

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

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	
0	0	0	0	0	0	0	0

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

Part 2: Requests Closed During the Reporting Period

2.1 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	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
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
Total	0	0	0	0	0	0	0	0

2.2 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)	0
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)	0	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)	0	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	0
15(1) - Def.*	0	16.3	0	20(1)(b)	0	24(1)	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	0		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	17	0				
16(1)(b)	0						
16(1)(c)	0						
16(1)(d)	0						

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

2.3 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

2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	0	0	0
Disclosed in part	0	0	0
Total	0	0	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	0	0	0
Disclosed in part	0	0	0
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0

2.5.2 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	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0	0	0
All exempted	0	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
Total	0	0	0	0	0	0	0	0	0	0

2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	0	0	0	0	0
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor	0	0	0	0	0
Total	0	0	0	0	0

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline 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

2.7 Requests for translation

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

Part 3: Extensions

3.1 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	0	0
Disclosed in part	0	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	0	0	0	0

3.2 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	0	0	0
31 to 60 days	0	0	0	0
61 to 120 days	0	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	0	0	0	0

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	0	\$0	0	\$0
Search	0	\$0	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
Total	0	\$0	0	\$0

Part 5: Consultations Received From Other Institutions and Organizations

5.1 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	4	19	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	4	19	0	0
Closed during the reporting period	4	19	0	0
Pending at the end of the reporting period	0	0	0	0

5.2 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	3	0	0	0	0	0	0	3
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	4	0	0	0	0	0	0	4

5.3 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

Part 6: Completion Time of Consultations on Cabinet Confidences

6.1 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 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

6.2 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	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

Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
0	0	0	0

Part 8: Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0

Part 9: Resources Related to the *Access to Information Act*

9.1 Costs

Expenditures		Amount
Salaries		\$23,500
Overtime		\$0
Goods and Services		\$7,100
• Professional services contracts	\$7,100	
• Other	\$0	
Total		\$30,600

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.15
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.15
Students	0.00
Total	0.30

Note: Enter values to two decimal places.