

# **Invest in Canada**

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

**April 1, 2019 to March 31, 2020**



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**THE INVEST IN CANADA HUB**  
**REPORT ON THE**  
**ADMINISTRATION OF THE *ACCESS TO INFORMATION ACT***

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**INTRODUCTION AND MANDATE**

The Invest in Canada Hub (“Invest in Canada”) is a departmental corporation, established in June 2017 under the *Invest in Canada Act*. It was formally launched in March 2018 with the coming into force of its enabling legislation. Invest in Canada’s mandate, for the purpose of supporting economic prosperity and stimulating innovation in Canada, is to:

- (a) promote foreign direct investment in Canada and attract and facilitate that investment; and
- (b) coordinate the efforts of the government, the private sector and other stakeholders with respect to foreign direct investment in Canada.

The *Access to Information Act* (the “Act”) is a federal statute that provides a right of access to records under the control of certain federal government institutions, such as Invest in Canada, to Canadian citizens, permanent residents, as well as individuals and corporations located in Canada.

Invest in Canada’s financial year is aligned with Treasury Board Secretariat’s (“TBS”) requirement that all government institutions subject to the Act report on an April 1 to March 31 reporting cycle.

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

**ORGANIZATIONAL STRUCTURE**

During the 2019-2020 reporting period, the privacy and access to information functions were performed by both the communications division and corporate services. The communications team is responsible for receiving and processing any requests. The corporate services team is responsible for approving the requests. Invest in Canada’s Chief Executive Officer (CEO) is the head of the institution responsible for Privacy and Access to Information. During the reporting period, Invest in Canada was not party to any service agreements under section 96 of the *Access to Information Act*.

**DELEGATION OF AUTHORITY**

The CEO is designated as the head of the department for the purposes of the Act.

Pursuant to section 73 of the Act (section 95 as of June 20, 2019), the CEO’s authority has been delegated to enable the Corporation to meet its legislated requirements. The CEO has delegated most of his powers and duties to the Chief Operations Officer (now titled Chief Administrative Officer).

A copy of the delegation order is appended in Annex A.

## **PERFORMANCE 2019-2020**

In 2019-20, Invest in Canada did not receive any requests related to access to information. The organization responded to 6 consultations received from other institutions and organizations and all were closed during the reporting period. The completed Access to Information Statistical Report is included in Annex B.

As of March 12, 2019, Invest in Canada moved to a work-from-home state following guidance from public health officials related to COVID-19. Invest in Canada continued to have the capacity to respond to requests should they have been received; however, some limitations existed such as access to paper records in the office and access to printing and scanning. Additionally, Invest in Canada works closely with the department of Global Affairs Canada with respect to consultations and potential request transfers. For more information about the impact of COVID-19 on Global Affairs Canada's access to information responsibilities, please refer to the department's Access to Information Annual Report.

## **TRAINING AND AWARENESS**

During the reporting period, the Corporate Services Team promoted awareness of the department's obligations under the Act through a variety of training approaches provided in both official languages. In addition to the implementation of policies and guidance to support employees' understanding of responsibilities under the *Access to Information Act*, Invest in Canada developed plans for employees to take annual online training on Access to Information and Privacy through the Canada School of Public Service beginning in 2019-20.

## **POLICIES, GUIDELINES, PROCEDURES AND INITIATIVES**

Invest in Canada developed and implemented its internal Policy on Information Management, which includes guidance on Access to Information and Protection of Privacy, in September 2019. The Policy will be reviewed, updated and approved annually. In addition, Invest in Canada is developing a comprehensive Values and Ethics Code for employees, which includes further information about the responsibilities of employees related to access to information.

## **SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS OR AUDITS**

There were no complaints received by Invest in Canada and no investigations of complaints were conducted by the Office of the Information Commissioner.

## **MONITORING COMPLIANCE**

Invest in Canada received no requests under the Act during the reporting period.

## **STATISTICAL REPORT**

The appended Statistical Report covers the period from April 1, 2019 to March 31, 2020. No requests for information under the Act were received during this period.

## **CONSULTATIONS**

Invest in Canada 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 Invest in Canada. Information about consultations is included in the appended Statistical Report.

### **INFORMAL REQUESTS**

No informal requests outside of the formal process under the Act were received by Invest in Canada during this first reporting period.

## ANNEX A: DESIGNATION ORDER



### Delegation Order

The Chief Executive Officer of The Invest In Canada Hub, pursuant to section 73 of the *Access to Information Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons acting in those positions, to exercise the powers, duties and functions of the Chief Executive Officer as the head of a government institution under the provisions of the Act and related regulations set out in the schedule opposite each position.

Dated, at the City of Ottawa, this 12<sup>th</sup> day of June, 2019.

### Arrêté de délégation

En vertu de l'article 73 de la *Loi sur l'accès à l'information*, le Président-directeur général d'Investir au 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 du responsable de l'institution, investi par les dispositions de la Loi ou de son règlement mentionnées dans l'annexe en regard de chaque poste.

Fait à la ville d'Ottawa, le 12<sup>e</sup> jour de juin 2019.

  
\_\_\_\_\_  
Ian McKay  
Chief Executive Officer / Président-directeur général

<b>Schedule / Annexe</b>	
<b>Position/Poste</b>	<b><i>Access to Information Act and Regulations / Lois sur l'accès à l'information et Règlement</i></b>
Chief Operations Officer / Directeur général délégué	All sections

ANNEX B: 2019-2020 STATISTICAL REPORT

**Statistical Report on the *Access to Information Act***

Name of institution: Invest in Canada Hub

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	0
Outstanding from previous reporting period	0
<b>Total</b>	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
<b>Total</b>	0

**1.3 Informal requests**

Completion Time							
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
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.

**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
<b>Total</b>	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	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
Decline to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0



### 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)	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	23.1	0
15(1) - S.A.*	0	16.31	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(c)	0	26	0
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						

\* 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)	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
0	0	0

### 3.5 Complexity

#### 3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
0	0	0

#### 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	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
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

### 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	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 denied	0	0	0	0	0
<b>Total</b>	0	0	0	0	0

### 3.6 Closed requests

#### 3.6.1 Number of requests closed within legislated timelines

	<b>Requests closed within legislated timelines</b>
<b>Number of requests closed within legislated timelines</b>	0
<b>Percentage of requests closed within legislated timelines (%)</b>	0

### 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
<b>Total</b>	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
<b>Total</b>	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	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
<b>Total</b>	0	0	0	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	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
<b>Total</b>	0	0	0	0

#### Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	0	\$0	0	\$0
Other fees	0	\$0	0	\$0
<b>Total</b>	0	\$0	0	\$0

#### 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	6	352	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	6	352	0	0
Closed during the reporting period	6	352	0	0
Carried over to next reporting period	0	0	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	0	0	0	0	0	0	0	0
Disclose in part	6	0	0	0	0	0	0	6
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
<b>Total</b>	6	0	0	0	0	0	0	6

**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
<b>Total</b>	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 365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	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	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
<b>Total</b>	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 recommendation s issued by the Information Commissioner	Section 37 Reports of finding containing orders issued by the Information Commissioner
0	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	\$5,050.00
Overtime	\$0
Goods and Services	\$0
• Professional services contracts	\$0
• Other	\$0
<b>Total</b>	<b>\$5,050.00</b>



## 10.2 Human Resources

<b>Resources</b>	<b>Person Years Dedicated to Access to Information Activities</b>
Full-time employees	0.135
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
<b>Total</b>	<b>0.135</b>