



Office of the Superintendent of  
Financial Institutions Canada

Bureau du surintendant des  
institutions financières Canada

*Access to Information Act*

**Annual Report**

**2012-2013**

**May 2013**



OSFI  
BSIF

**Canada**



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## **Introduction**

The purpose of the *Access to Information Act* is to extend the present laws of Canada to provide a right of access to information in records under the control of a government institution in accordance with the principles whereby government information should be available to the public, necessary exceptions to the right of access should be limited and specific and decisions on the disclosure of government information should be reviewed independently of government.

This annual report was prepared and submitted in accordance with section 72 of the *Access to Information Act*.

The information provided in this report covers the period from April 1, 2012 to March 31, 2013.

## **The Office of the Superintendent of Financial Institutions (OSFI) Mandate**

OSFI's legislated mandate was implemented in 1996 and under the legislation, OSFI's mandate is to:

- supervise federally regulated financial institutions and private pension plans to determine whether they are in sound financial condition and meeting minimum plan funding requirements, respectively, and are complying with their governing law and supervisory requirements;
- promptly advise institutions and plans in the event there are material deficiencies and take, or require management, boards or plan administrators to take, necessary corrective measures expeditiously;
- advance and administer a regulatory framework that promotes the adoption of policies and procedures designed to control and manage risk; and
- monitor and evaluate system-wide or sectoral issues that may impact institutions negatively.

OSFI's prudential mandate supports a safe and sound Canadian financial system. OSFI's legislation also acknowledges the need to allow institutions to compete effectively and take reasonable risks. It recognizes that management, boards of directors, and plan administrators are ultimately responsible and that financial institutions and pension plans can fail.

The Office of the Chief Actuary (OCA) is a separate unit within OSFI and provides expert actuarial services and advice on the state of various public pension plans and on the financial implications of options being considered by policymakers. In conducting its work, the OCA plays a vital and independent role towards a financially sound and sustainable Canadian public retirement income system.

## **Strategic Outcomes**

Primary to OSFI's mandate and central to its contribution to Canada's financial system are two strategic outcomes:

1. A safe and sound Canadian financial system.
2. A financially sound and sustainable Canadian public retirement income system.

For the purposes of the *Access to Information Act*, the head of OSFI is the Superintendent and the responsible minister is the Minister of Finance.

## **Implementation of the *Access to Information Act***

### **OSFI activities and nature of information held**

Because OSFI is responsible for regulating financial institutions and private pension plans under federal jurisdiction, much of the information in its possession is third-party information about these supervised institutions and pension plans.

From inception of the Act to March 31, 2013, OSFI received 968 requests for access to information. In 2012-2013, one request was outstanding from previous reporting period, and 27 new requests were received. One request was carried over to the next reporting period. Total pages processed decreased from 9,935 in 2011-2012 to 622 in 2012-2013. OSFI also processed 43 consultations and reviewed 1,489 pages from other government institutions. OSFI had processed 14 consultations and reviewed 451 pages in the previous reporting period. These numbers illustrate a substantial increase in consultations. OSFI did not process any consultations from other organizations.

### **Delegation of authority**

The Superintendent is responsible for administering the *Access to Information Act* at OSFI. The authority to claim exemptions and to issue various statutory notices has been delegated to the Assistant Superintendent, Regulation. The authority to issue various statutory notices has also been delegated to the Access to Information and Privacy Coordinator (Coordinator). See appendices 1 and 2.

### **Processing of access to information requests**

All access to information requests are forwarded to the Coordinator, who then checks them for completeness. After removal of information that could identify the requester, a copy of the request is sent to the head of the division or divisions concerned for the necessary information. In gathering the material and subsequently reviewing it, the Coordinator provides advice and direction to ensure that the provisions of the Act are respected.

The assembled material is reviewed by the Coordinator, by Legal Services, and by the responsible director, as appropriate. The material and the recommendations pertaining to each access file are then submitted to the responsible Assistant Superintendent for review and approval.

### **Reading room**

In accordance with the *Access to Information Act*, OSFI's Kennet Room in Ottawa has been designated a public reading room. It is located at 255 Albert Street, on the 16<sup>th</sup> floor.

# Statistical Report



## Statistical Report on the Access to Information Act

Name of institution: Office of the Superintendent of Financial Institutions Canada

Reporting period: 01/04/2012 to 31-Mar-13

### PART 1 – Requests under the Access to Information Act

#### 1.1 Number of Requests

	Number of Requests
Received during reporting period	27
Outstanding from previous reporting period	1
<b>Total</b>	<b>28</b>
Closed during reporting period	27
Carried over to next reporting period	1

#### 1.2 Sources of requests

Source	Number of Requests
Media	6
Academia	0
Business (Private Sector)	14
Organization	0
Public	7
<b>Total</b>	<b>27</b>

### 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	6	3	0	0	0	0	0	9
Disclosed in part	3	5	0	0	0	0	0	8
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	4	0	0	0	0	0	0	4
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	2	1	0	0	0	0	0	3
Treated informally	2	1	0	0	0	0	0	3
<b>Total</b>	<b>17</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>27</b>



## 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)(a)	0	18(a)	1	20.1	0
13(1)(b)	0	16(2)(b)	0	18(b)	0	20.2	0
13(1)(c)	1	16(2)(c)	0	18(c)	0	20.4	0
13(1)(d)	0	16(3)	0	18(d)	0	21(1)(a)	3
13(1)(e)	0	16.1(1)(a)	0	18.1(1)(a)	0	21(1)(b)	4
14(a)	1	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	2
14(b)	0	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	0
15(1) - I.A.*	0	16.1(1)(d)	0	18.1(1)(d)	0	22	0
15(1) - Def.*	0	16.2(1)	0	19(1)	3	22.1(1)	0
15(1) - S.A.*	0	16.3	0	20(1)(a)	0	23	0
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(b)	5	24(1)	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(b.1)	0	26	0
16(1)(a)(iii)	0	16.5	0	20(1)(c)	0		
16(1)(b)	0	17	0	20(1)(d)	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)(a)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(b)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(c)	0	69(1)(g) re (c)	0
68.1	0	69(1)(d)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(e)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(f)	0	69(1)(g) re (f)	0
				69.1(1)	0

## 2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	490	0	0
Disclosed in part	132	0	0
<b>Total</b>	<b>622</b>	<b>0</b>	<b>0</b>

## 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	490	490	9
Disclosed in part	132	132	8
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	3

### 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	9	490	0	0	0	0	0	0	0	0
Disclosed in part	8	132	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
Abandoned	3	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>20</b>	<b>622</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

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

## 2.7 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

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

**PART 4 – Fees**

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	23	\$115	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	23	\$124
<b>Total</b>	<b>23</b>	<b>\$115</b>	<b>23</b>	<b>\$124</b>

**PART 5 – Consultations received from other institutions and organizations**

**5.1 Consultations received from other government institutions and organizations**

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during reporting period	43	1489	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	<b>43</b>	<b>1489</b>	<b>0</b>	<b>0</b>
Closed during the reporting period	43	1489	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 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	than 365 days	
Disclose entirely	14	2	0	0	0	0	0	16
Disclose in part	23	1	0	0	0	0	0	24
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	3	0	0	0	0	0	0	3
Other	0	0	0	0	0	0	0	0
<b>Total</b>	<b>40</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>43</b>

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	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>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**PART 6 – Completion time of consultations on Cabinet confidences**

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	0	0
16 to 30	0	0
31 to 60	0	0
61 to 120	0	0
121 to 180	0	0
181 to 365	0	0
More than 365	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

**PART 7 – Resources related to the Access to Information Act**

7.1 Costs

Expenditures		Amount
Salaries		\$90,820
Overtime		\$2,947
Goods and Services		\$4,603
• Professional services contracts	\$1,408	
• Other	\$3,195	
<b>Total</b>		<b>\$98,370</b>

## 7.2 Human Resources

<b>Resources</b>	<b>Dedicated full-time to ATI activities</b>	<b>Dedicated part-time to ATI activities</b>	<b>Total</b>
Full-time employees	0.94	0.00	0.94
Part-time and casual employees	0.00	0.00	0.00
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.00	0.20	0.20
Students	0.00	0.00	0.00
<b>Total</b>	<b>0.94</b>	<b>0.20</b>	<b>1.14</b>

**Appendix A**

**Previously released ATI package released informally**

<b>Institution</b>	<b>Number of informal releases of previously released ATI packages</b>
Office of the Superintendent of Financial Institutions Canada	3

**Completed Privacy Impact Assessments (PIAs)**

<b>Institution</b>	<b>Number of Completed PIAs</b>
Office of the Superintendent of Financial Institutions Canada	Nil

## Interpretation of Statistical Report

During the period covered by this report, OSFI received 27 new requests and completed 26.

### Requests closed during the reporting period

The following summarizes the actions taken with respect to the completed requests:

- All disclosed:	9 requests
- Disclosed in part:	8 requests
- No records exist:	4 requests
- Transferred:	0 requests
- Abandoned:	3 requests
- Treated informally	3 requests

Parts of some of the records were subject to exemptions. In every case, the applicant was given access to the remaining portion of the records relevant to the request.

### Exemptions

OSFI has only applied exemptions to withhold information under subsections/paragraphs 13(1) (c), 14(a), 18.1(a), 19(1), 20(1) (b), 21(1) (a), (b) and (c), as applicable.

### Exclusions

No exclusions were applied.

### Format of information released

All documents were paper based.

### Relevant pages processed and disclosed

We processed and disclosed the same number of pages under both the “All disclosed” and the “Disclosed in part” categories. A total of 490 pages were processed for “All disclosed” requests and 132 pages for “Disclosed in part” requests. No other dispositions were used.



## **Relevant pages processed and disclosed by size of requests**

Please refer to the Statistical Report section 2.5.2.

## **Other complexities**

No other complexities are reported.

## **Deemed refusal**

All responses were provided within the statutory deadline.

## **Request for translation**

No translations were requested.

## **Extensions**

No requests required extensions beyond 30 days.

## **Fees**

We received application fees of \$115 for 23 of the 27 requests submitted. The total amount of fee waived was \$124.

## **Consultations received from other government institutions**

OSFI processed 43 consultations and reviewed 1,489 pages from other government institutions. All consultations were reviewed within the reporting period. OSFI had processed 14 consultations and reviewed 451 pages in the previous reporting period.

## **Recommendations and completion time for consultations received from other government institutions**

A total of 37 consultations were processed within 1 to 15 days, and 3 were processed within 16 to 30 days. We recommended that 16 consultations be disclosed entirely and 24 disclosed in part. We also recommended that 3 consultations be sent to other institutions for further consultation.

## **Recommendations and completion time for consultations received from other organizations**

We did not receive any consultations from other organizations.

## **Completion time of consultations on cabinet confidences**

We did not consult on any cabinet confidences.

## **Resources related to the *Access to Information Act***

The total cost for this reporting period is \$98,370, and we used the equivalent of 1.14 full time equivalent (FTE).

## **Training**

OSFI has provided a total of 7 access to information sessions during the reporting period. A total of 68 employees have attended.

We also have the *Info Access* bulletins that are published on OSFI's intranet and are designed as permanent reference tools for OSFI employees.

## **Summary of significant changes to programs, operations, policies or procedures**

We have acquired a Privasoft software program to help us manage more efficiently our administrative duties under access and privacy.

## **Overview of OSFI's *Access to Information Act* related policies and procedures implemented or revised during the fiscal year**

No policies or procedures were implemented or revised during the fiscal year.

## **Major changes implemented as a result of concerns or issues raised by the Information Commissioner of Canada in his annual report to Parliament**

No major changes were implemented by OSFI as the Information Commissioner of Canada did not raise any concerns or issues related to OSFI.

## **Major changes implemented as a result of concerns or issues raised by other agents of Parliament**

No major changes were implemented by OSFI as other agents of Parliament did not raise any concerns or issues.

## **Number of applications or appeals to the Federal Court or the Federal Court of Appeal during the fiscal year**

There were no applications or appeals to the Federal Court or the Federal Court of Appeal during this fiscal year related to OSFI.

## **Complaints submitted to the Office of the Information Commissioner of Canada (OIC)**

One complaint was filed during this reporting period. The requester complained as follow: “OSFI has improperly applied exemptions, so as to unjustifiably deny access to records, or portions thereof, requested under the *Access to Information Act* (the Act) and OSFI also failed to provide all records responsive to the request made under the Act.” The Office of the Information Commissioner has investigated the matter and came to the conclusion that the complaint was not well founded.

## APPENDIX 1

### OFFICE OF THE SUPERINTENDENT OF FINANCIAL INSTITUTIONS

### BUREAU DU SURINTENDENT DES INSTITUTIONS FINANCIÈRES

#### *Access to Information Act* Designation Order

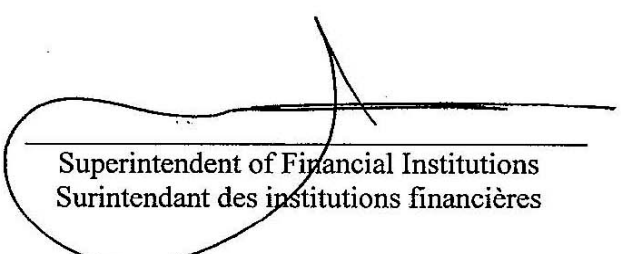
The Superintendent of Financial Institutions, pursuant to section 73 of the *Access to Information Act*, hereby designates the person holding the position of Assistant Superintendent, Regulation Sector, and in the absence of that person, the person acting as Assistant Superintendent, Regulation Sector, to exercise the powers and perform the duties and functions of the Superintendent as the head of the Office of the Superintendent of Financial Institutions under the provisions of the *Access to Information Act*.

Dated at Ottawa this 6 day of  
January, 2000

#### Arrêté de délégation en vertu de la *Loi sur l'accès à l'information*

En vertu de l'article 73 de la *Loi sur l'accès à l'information*, le surintendant des institutions financières délègue au titulaire du poste de surintendant auxiliaire, secteur de la réglementation, ses attributions en sa qualité de responsable du Bureau du surintendant des institutions financières en vertu de la *Loi sur l'accès à l'information*. En l'absence du titulaire, ce pouvoir sera délégué à la personne agissant pour le titulaire.

Fait à Ottawa ce 6 jour de  
janvier 2000

  
\_\_\_\_\_  
Superintendent of Financial Institutions  
Surintendant des institutions financières

## APPENDIX 2

### DESIGNATION / DÉLÉGATION

#### *ACCESS TO INFORMATION ACT / LOI SUR L'ACCÈS À L'INFORMATION*

##### **Access to Information Act Designation Order**

By this order made pursuant to section 73 of the *Access to Information Act*, I hereby authorize those officers and employees of the Office of the Superintendent of Financial Institutions occupying, on an acting basis or otherwise, the positions identified within the attached schedule to perform on my behalf any of the powers, duties or functions specified therein.

This designation replaces and repeals all previous orders.

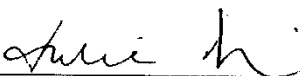
##### **Arrêté sur la délégation en vertu de la Loi sur l'accès à l'information**

Par le présent arrêté pris en vertu de l'article 73 de la *Loi sur l'accès à l'information*, j'autorise les agents et les employés du Bureau du surintendant des institutions financières occupant, par intérim ou autrement, les postes identifiés dans l'annexe ci-jointe à exercer en mon nom, les attributions, les fonctions et les pouvoirs qui y sont spécifiés.

Le présent document remplace et annule tous les arrêtés antérieurs.

Dated in Ottawa on this 19<sup>th</sup> day of March, 2008

Fait à Ottawa en ce \_\_\_\_\_ jour de \_\_\_\_\_ 2008

  
\_\_\_\_\_  
Superintendent of Financial Institutions/  
Le surintendant des institutions financières

**SCHEDULE 1**  
**Designation Order - Access to Information Act**

**Access to Information Act**

Section	Powers, Duties or Functions	Assistant Superintendent, Regulation Section	ATIP Coordinator
4(2.1)	Reasonable effort to assist, respond accurately and completely and provide timely access in the format requested	X	X
7(a)	To give notice to applicant that access will be given	X	X
7(b)	To give access to the record	X	X
8(1)	To transfer to another institution or to accept transfer from another institution and to give notice to applicant	X	X
9	To extend time limit and give notice	X	X
10	No records exist	X	X
11(2)	To require payment of additional fees	X	X
11(3)	To require payment for machine readable record	X	X
11(4)	To require payment of a deposit	X	X
11(5)	To give notice of amount required	X	X
11(6)	To waive the requirement to pay a fee	X	X
12(2)	To determine whether a record should be translated	X	X
12(3)	To determine whether a record should be provided in an alternative format	X	X
13	To refuse to disclose a record referred to in that section	X	
14	To refuse to disclose a record referred to in that section	X	
15	To refuse to disclose a record referred to in that section	X	
16	To refuse to disclose a record referred to in that section	X	
16.5	To refuse to disclose a record referred to in that section	X	

March 2008 1

**SCHEDULE 1**  
**Designation Order - Access to Information Act**

<b>Section</b>	<b>Powers, Duties or Functions</b>	<b>Assistant Superintendent, Regulation Section</b>	<b>ATIP Coordinator</b>
17	To refuse to disclose a record referred to in that section	X	
18	To refuse to disclose a record referred to in that section	X	
18.1	To refuse to disclose a record referred to in that section	X	
19	To refuse to disclose a record referred to in that section	X	
20(1)	To refuse to disclose a record referred to in that subsection	X	
20(2)	To disclose part of a record referred to in that subsection	X	
20(3)	To disclose part of a record referred to in that subsection and provide written explanation	X	
20(5)	To disclose, with the consent of third party, a record referred to in subsection 20(1)	X	
20(6)	To disclose, in the public interest, a record referred to in paragraphs 20(1)(b),(c) or (d)	X	
21(1)	To refuse to disclose a record referred to in that subsection	X	
22	To refuse to disclose a record referred to in that section	X	
22.1	To refuse to disclose a record referred to in that section	X	
23	To refuse to disclose a record referred to in that section	X	
24	To refuse to disclose a record referred to in that section	X	
25	To disclose information that can reasonably be severed	X	
26	To refuse to disclose a record referred to in that section	X	

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**SCHEDULE 1**  
**Designation Order - Access to Information Act**

Section	Powers, Duties or Functions	Assistant Superintendent, Regulation Section	ATIP Coordinator
27(1)	To give to third party notice of intent to disclose	X	X
27(4)	To extend time limit set out in 27(1)	X	X
28(1)	To decide on disclosure after third party representation and to give notice of decision to third party	X	X
28(2)	To waive requirement for written representations	X	X
28(4)	To give access unless review of decision is requested	X	
29(1)	To give notice to applicant and to third party	X	
33	To advise the Information Commissioner of any third party who received notification or, if the document would have been disclosed, would have received notification	X	X
35(2)	To make representations to the Information Commissioner	X	X
37(4)	To give notice to the Information Commissioner that access to a record will be given	X	X
43(1)	To give notice to a third party of application for Court review	X	X
44(2)	To give notice to applicant that third party has applied for Court review	X	X
52(2)	To request hearing in the National Capital Region	X	
52(3)	To request opportunity to make representations <i>ex parte</i>	X	
71(1)	To provide facilities where manuals may be inspected by public	X	X
71(2)	To exempt information severed from manuals	X	
72(1)	To prepare annual report for submission to Parliament	X	X

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**SCHEDULE 1**  
**Designation Order - Access to Information Act**

**Access to Information Regulations**

<b>Section</b>	<b>Powers, Duties or Functions</b>	<b>Assistant Superintendent, Regulation Section</b>	<b>ATIP Coordinator</b>
6(1)	Transfer of request	X	X
7(2)	Search and preparation fees	X	X
7(3)	Production and programming fees	X	X
8	Providing access to record(s)	X	X
8.1	Limitations in respect of format	X	

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