



Office of the Superintendent of
Financial Institutions Canada

Bureau du surintendant des
institutions financières Canada

Annual Report to Parliament on the administration of the Access to Information Act

2017-2018

May 2018



OSFI
BSIF

Canada 

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1. 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* and covers the period from April 1, 2017 to March 31, 2018.

2. Mandate of the Office of the Superintendent of Financial Institutions (OSFI)

Under its legislation, OSFI's mandate is:

Fostering sound risk management and governance practices

OSFI advances a regulatory framework designed to control and manage risk.

Supervision and early intervention

OSFI supervises federally regulated financial institutions and pension plans to determine whether they are in sound financial condition and meeting regulatory and supervisory requirements.

OSFI promptly advises financial institutions and pension plans if there are material deficiencies, and takes corrective measures or requires that they be taken to expeditiously address the situation.

Environmental scanning linked to safety and soundness of financial institutions

OSFI monitors and evaluates system-wide or sectoral developments that may have a negative impact on the financial condition of federally regulated financial institutions.

Taking a balanced approach

OSFI acts to protect the rights and interests of depositors, policyholders, financial institution creditors and pension plan beneficiaries while having due regard for the need to allow financial institutions to compete effectively and take reasonable risks.

OSFI recognizes that management, boards of directors and pension plan administrators are ultimately responsible for risk decisions, that financial institutions can fail, and pension plans can experience financial difficulties resulting in the loss of benefits.

In fulfilling its mandate, OSFI supports the government's objective of contributing to public confidence in the Canadian financial system.

The Office of the Chief Actuary is an independent unit within OSFI that provides a range of actuarial valuation and advisory services to the Government of Canada. In conducting its work, the OCA plays a vital and independent role towards a financially sound and sustainable Canadian public retirement income system.

3. 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.

4. Administration of the *Access to Information Act*

4.1 Access to Information and Privacy (ATIP) Unit

The Access to Information and Privacy (ATIP) Unit is part of the Enterprise Information Management (EIM) Directorate within the Information Management/Information Technology (IM/IT) Division. The unit is responsible for administering the *Act* for the Office of the Superintendent of Financial Institutions (OSFI). As such, the ATIP unit coordinates the timely processing of requests under the legislation, handles complaints lodged with the Information Commissioner, and responds to informal inquiries. The ATIP unit also provides advice and guidance to Office staff on matters involving the *Act*.

The Manager, Privacy and Access to Information reports to the Director, EIM and is supported by an ATIP Officer and an administrative coordinator. In 2017-2018, the ATIP Officer position was created and staffed. The ATIP unit also relied upon the support of contract resources.

4.2 Institutional changes to the administration of the *Access to Information Act*

There are no significant institutional changes to the administration of the *Access to Information Act* to report during this reporting period.

4.3 Education and Training

Training efforts in 2017-2018 have been focused on ensuring OSFI staff understand their roles and responsibilities in the effective management and protection of OSFI's information resources as an enabler in the delivery of the ATI program through a combination of presentations, information sessions and information bulletins. Training efforts focused on ATIP awareness for all OSFI staff as part of an Information Management and ATIP awareness program. OSFI held nine awareness sessions and a total of 340 employees attended. This represents nearly 49 percent of OSFI employees, a 385 percent increase in the number of staff trained over the previous year.

4.4 Processing of access to information requests

All formal Access to Information requests are submitted to the Manager, Privacy and Access to Information, who reviews and assigns them to an ATIP Officer. The Officer requests the information from the head of the division or divisions concerned. In gathering the material and subsequently reviewing it, the ATIP Office provides advice and direction to ensure that the provisions of the *Act* are respected.

Assembled material is reviewed by the ATIP Officer, the Manager, Privacy and Access to Information and Legal Services, as appropriate. The material and the recommendations pertaining to each request are then submitted to the program area for validation. Once agreed, the release package is submitted to the Assistant Superintendent, Corporate Services for review and approval.

4.5 Delegation of authority

Delegation orders set out what powers, duties and functions for the administration of the *Access to Information Act* have been delegated by the head of the institution and to whom. Administration of the *Access to Information Act* at OSFI is the responsibility of the Superintendent. The authority to claim exemptions and to issue various statutory notices has been delegated to the Assistant Superintendent, Corporate Services. The authority to issue various statutory notices has also been delegated to the Director, Enterprise Information Management, the Manager, Privacy and Access to Information and to the ATIP Coordinator.

4.6 Monitoring Compliance

The time taken to process access to information requests is tracked in the ATIP tracking system. The ATIP caseload is reviewed bi-weekly with the Director, EIM and the proposed final responses to ATI requests are ultimately reviewed and approved by the Assistant Superintendent, Corporate Services. Concerns are raised as appropriate throughout the lifecycle of the request and priority is given to fulfilling OSFI's statutory obligations.

4.7 Summary of significant changes to programs, operations, policies or procedures

Since the completion of the enterprise-wide rollout of OSFI's electronic document management system (eSpace) in June 2017, the ATIP Office has modified its procedures to leverage the file capture and storage capabilities of the system in order to receive and processes relevant ATIP documentation electronically. The use of eSpace allows teams to "transfer" files to the ATIP Office, facilitating pre-assessment and pre-sorting of files for review while maintaining necessary access rights to avoid potential breaches. Business line staff now need only submit a link to the document set created for each specific ATI or privacy request and the ATIP Office can import the documentation into the ATIP redaction software. This process has significantly reduced the burden on business lines and has eliminated the need to print and highlight potential sensitivities, to courier documentation to and from the ATIP Office, and to scan documentation into the ATIP redaction software – time consuming and costly processes that are now no longer necessary.

4.8 Reading room

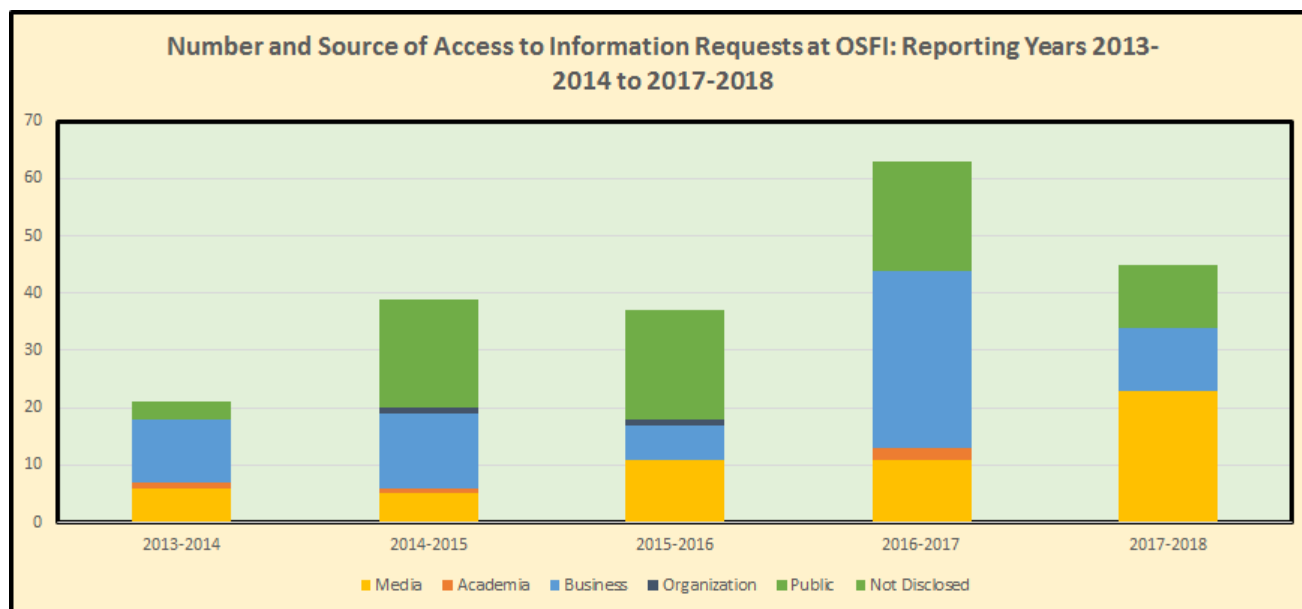
In accordance with the *Access to Information Act*, a public reading room is available in Ottawa. It is located at 255 Albert Street, on the 16th floor.

5. Interpretation of the Statistical Report

Due to the nature of OSFI’s work regulating and supervising financial institutions and private pension plans under federal jurisdiction, much of the information in its possession is third-party information about these institutions and pension plans.

The ATIP Office processed a total of 106 requests (52 formal ATI and 54 ATI consultations) in 2017-2018 (excluding informal requests). While this total remained in line with the previous year’s totals, these requests along with the 13 carried over to the next fiscal year, generated more than 103,000 pages of information retrieved and processed (or currently being processed) by the ATIP Office. This represented a 360 percent increase over the 22,376 pages retrieved the previous year.

Part 1 – Requests under the *Access to Information Act*



OSFI saw a 29 percent decrease in ATI requests received in 2017-2018. A total of 45 requests were received versus the 63 requests received the previous year. A total of 39 requests were closed in 2017-2018. There were seven requests outstanding from the previous reporting period and 13 requests were carried over to the next year. During the five year period from 2013-2014 to 2017-2018, the current year was the second highest in the number of requests received. Since the inception of the *Act* to March 31, 2017, OSFI has received 1,173 access to information requests.

The profile of requesters changed significantly in 2017-2018 from the previous year, with a marked increase in requests from requesters identifying themselves as “media” (23 compared to 11 requests in the previous year.) OSFI has seen a steady year-over-year growth in the number of requests from the

media over the last five years with five, six and 11 requests in 2013-2014, 2014-2015 and 2015-2016 respectively.

The fiscal year 2017-2018 also saw a commensurate decrease in requests from the private sector with 11 requests from “business” in 2017-2018 compared to 31 in 2016-2017 – a 65 percent decrease – and 11 from 19 in 2016-2017 for requests from “the public”.

The number of informal requests completed in 2017-2018 was comparable to the previous year (21 versus 22, respectively).

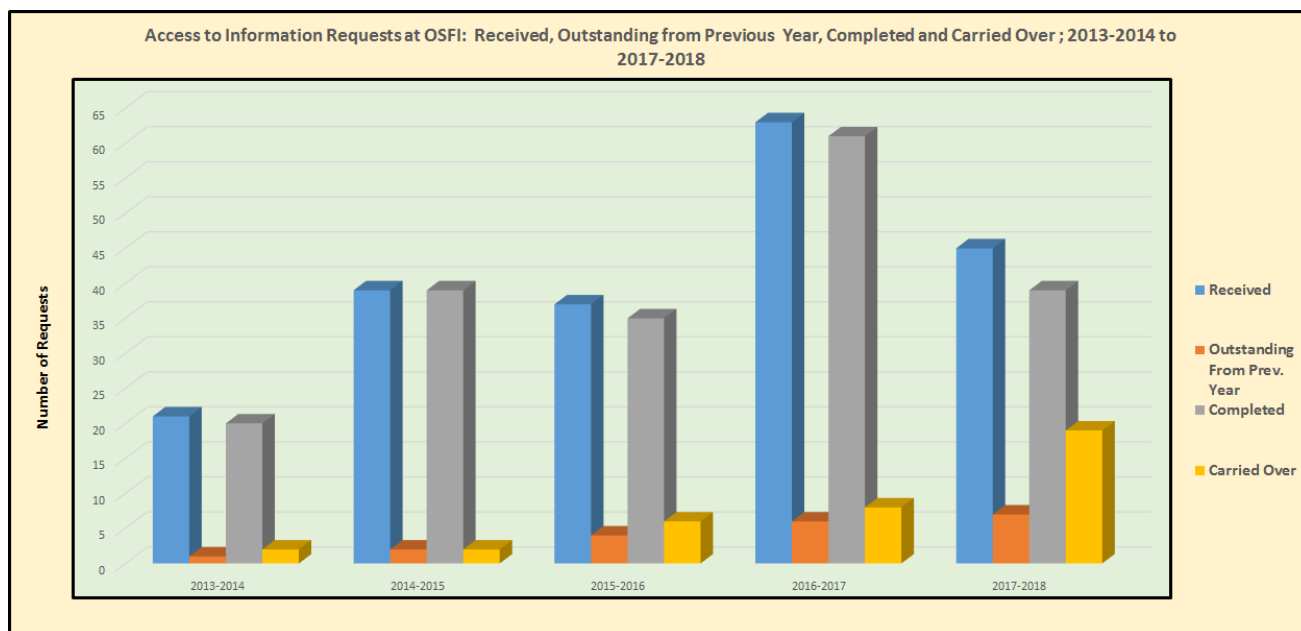
Part 2 – Requests closed during the reporting period

Disposition and completion time

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

Disposition	Number of requests
All disclosed	3
Disclosed in part	29
All exempted	2
All excluded	1
No records exist	4
Request transferred	0
Request abandoned	0
Neither confirmed nor denied	0
Total	39

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



Despite the lower number of ATI requests in 2017-2018 compared to the previous year, the total number of pages processed increased significantly (41 percent), from 9,328 in 2016-2017 to 13,142 in 2017-2018. The remaining volume of pages to be processed for several large files has required the ATIP Office to carry-over more requests into the next fiscal year than usual. These 13 requests carried over as of April 1, 2018 account for a total of 89,858 pages being processed.

Exemptions

In the 2017-2018 reporting year, for the 39 requests completed in 2017-2018, OSFI applied exemptions to withhold information under subsections 13(1)(a), (c), (d) and (e), 15(1), 16(1)(c), 16(2), 16(2)(c), 18(a), 18(b) and 18(d), 19(1), 20(1)(b), (c) and (d), 21(1) (a), (b) and (d) and 24(1) of the Act, as applicable. In total, exemptions were used 139 times. This was higher than any other year in the five-year period. By contrast, 114 exemptions were taken in 2016-2017, 68 in 2015-2016, 42 in 2014-2015 and only 16 in 2013-2014.

Exclusions

Subsection 68(a) was applied in two (2) cases and subsection 69(1)(g) re (f) in one case.

Format of information released

Paper documents were disclosed in 30 requests, and one request each in electronic and other formats. There were no documents disclosed in seven requests due to two-all page exemptions, one all-page exclusion and four requests where no relevant records existed.

Relevant Pages Processed and Disclosed

During 2017-2018, the vast majority of requests (29) resulted in partial disclosure. A total of 7,186 pages were processed and 1,996 pages disclosed. A total of three requests saw the full disclosure of 11 pages, two requests resulted in full exemption and one in full exclusion.

Deemed Refusal

There were four requests for which responses were provided past the statutory deadline. The rate of deemed refusals continues to decline with four of 39 (10 percent) of requests in 2017-2018 compared to nine of 61 (15 percent) in the previous year and seven of 35 (20 percent) the year prior. External consultations were the reason for three of the four requests being closed past the statutory deadline in 2017-2018, and workload for one other. There were no deemed refusals in 2014-2015 or 2013-2014.

Request for Translation

No translations were requested in 2017-2018.

Part 3 – Extensions

One request required an extension of 30 days or less for:

- consultation with another government department pursuant to 9(1)(b).

Nine requests required extensions of 31 days to 60 days for:

- interference with operations pursuant to 9(1)(a); and/or
- consultation with another government department pursuant to 9(1)(b).

Five requests required an extension of 61 to 120 days for:

- interference with operations pursuant to 9(1)(a);
- consultation with another government department pursuant to 9(1)(b); and/or
- consultation with third parties pursuant to section 9(1)(c).

One request required an extension of 121 to 180 days for:

- consultation with another government department pursuant to 9(1)(b); and/or
- consultation with third parties pursuant to section 9(1)(c).

Two requests required extensions of 365 days or more for:

- interference with operations pursuant to 9(1)(a); and/or
- consultation with another government department pursuant to 9(1)(b).

Part 4 – Fees

Application fees of \$205 were received for 41 of the 45 requests received over this reporting period. Application fees were waived for four requests, a total of \$20.

Part 5 – Consultations Received from Other Institutions and Organizations

In 2017-2018, OSFI saw a 33 percent increase in consultations received from other Government of Canada institutions. A total of 52 consultations from other Government of Canada institutions were processed during this reporting period, compared to 39 the previous year. In total, 702 pages from other government institutions were reviewed. In addition, two consultations were received from other organizations, with 510 pages reviewed, for a total of 54 consultations and 1,212 pages. By comparison, there were 1,183 pages in the previous reporting period. More consultation requests were received in 2017-2018 than in any previous year during the five-year period. There were 21 consultation requests in 2015-2016, 24 in 2014-2015 and 33 in 2013-2014.

Recommendations and completion time for consultations received from other government institutions

A total of 40 consultations were processed within one to 15 days and six were processed within 16 to 30 days, and 31 to 60 days respectively. OSFI recommended that for 33 of the requests, the records be disclosed in their entirety, and for 19 of the requests, that the records be disclosed in part.

In the last five years, OSFI responded to 144 of the requests within one to 15 days and 19 within 16 to 30 days.

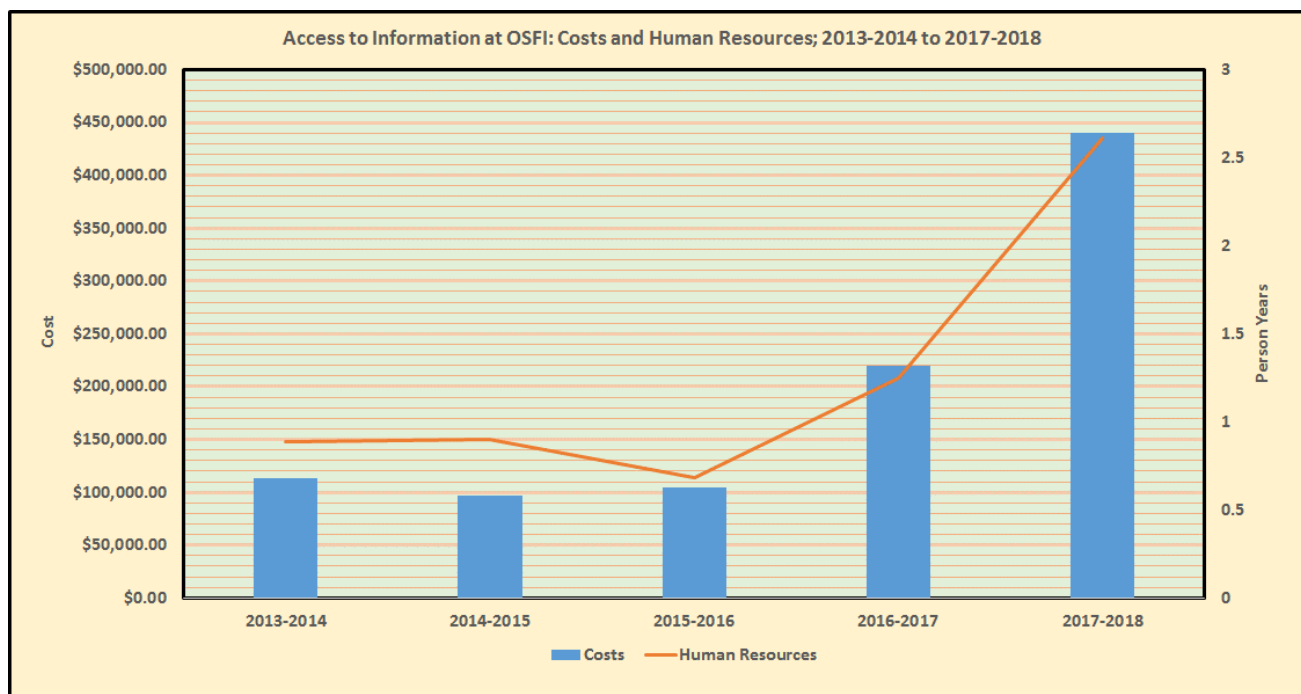
Recommendations and completion time for consultations received from other organizations

In 2017-2018 OSFI received two consultations from other organizations outside of the Government of Canada for a total of 510 pages. None were received in the previous reporting period. One request was completed within one to 15 days, and one within 16 to 31 days. In both cases, OSFI recommended disclosure in part.

Part 6 – Completion Time of Consultations on Cabinet Confidences

OSFI consulted with departmental legal services on one prospective Cabinet Confidence. The consultation was completed in eight days.

Part 7 – Resources Related to the *Access to Information Act*



The cost to administer the *Act* during this reporting period was \$440,525. Due to the large volume of pages to be processed in 2017-2018, OSFI relied heavily on agency-supplied consultants to supplement its small ATIP team and ensure the delivery of Access to Information requests within statutory timelines. Consultants supplied 1.82 of the 2.61 person years spent on the delivery of Access to Information services. \$309,515 was spent on professional services contracts, representing approximately 70 percent of the total cost for this year. Costs during 2017-2018 for Access to Information were significantly higher than any of the previous five years. The 2017-2018 Access to Information cost was more than double the \$219,259 cost for 2016-2017. The cost for Access to Information work was \$104,862 in 2015-2016, \$96,729 in 2014-2015 and \$113,647 in 2013-2014.

6. Complaints and Investigations

There were six extension complaints filed with the Office of the Information Commissioner of Canada (OIC) during the reporting period. These six complaints all pertained to the same subject matter and estimates of relevant documents from the business area totalled over 20,000 pages. Further to these complaints, commitment dates were provided to the Office of the Information Commissioner. Two of these requests were closed during the reporting period and the Information Commissioner provided OSFI with their findings. These complaints were deemed “resolved”.

7. Appeals to the Federal Court of Canada

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

The Information Commissioner of Canada did not raise any concerns or issues related to OSFI, therefore no major changes were implemented.

7.2 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.

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

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

APPENDIX A

Statistical Report on the *Access to Information Act*

Name of institution: Office of the Superintendent of Financial Institutions

Reporting period: 2017-04-01 to 2018-03-31

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

1.1 Number of requests

	Number of Requests
Received during reporting period	45
Outstanding from previous reporting period	7
Total	52
Closed during reporting period	39
Carried over to next reporting period	13

1.2 Sources of requests

Source	Number of Requests
Media	23
Academia	0
Business (private sector)	11
Organization	0
Public	11
Decline to Identify	0
Total	45

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	Than 365 Days	Total
13	2	4	2	0	0	0	21

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	Than 365 Days	
All disclosed	2	0	1	0	0	0	0	3
Disclosed in part	2	12	3	5	3	4	0	29
All exempted	0	1	1	0	0	0	0	2
All excluded	1	0	0	0	0	0	0	1
No records exist	2	1	0	1	0	0	0	4
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	7	14	5	6	3	4	0	39

2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	2	16(2)	2	18(a)	2	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	2	20.2	0
13(1)(c)	2	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	2	16(2)(c)	2	18(d)	7	21(1)(a)	17
13(1)(e)	2	16(3)	0	18.1(1)(a)	0	21(1)(b)	16
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)	3	16.1(1)(d)	0	19(1)	21	22.1(1)	0
15(1) - I.A.*	3	16.2(1)	0	20(1)(a)	0	23	0
15(1) - Def.*	0	16.3	0	20(1)(b)	20	24(1)	3
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)	24		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	1		
16(1)(a)(iii)	0	17	0				
16(1)(b)	0						
16(1)(c)	9						
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)	2	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)	1
		69(1)(f)	0	69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	3	0	0
Disclosed in part	27	1	1
Total	30	1	1

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	11	11	3
Disclosed in part	7186	1996	29
All exempted	5780	0	2
All excluded	165	0	1
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	3	11	0	0	0	0	0	0	0	0
Disclosed in part	22	471	2	388	1	44	3	938	1	155
All exempted	0	0	1	0	0	0	0	0	1	0
All excluded	0	0	1	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	25	482	4	388	1	44	3	938	2	155

2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	1	1	0	2
Disclosed in part	13	0	2	0	15
All exempted	0	0	1	0	1
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor	0	0	0	0	0
Total	13	1	4	0	18

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
4	1	3	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	1	0	1
16 to 30 days	0	0	0
31 to 60 days	0	1	1
61 to 120 days	0	1	1
121 to 180 days	0	1	1
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	1	3	4

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	1	0
Disclosed in part	5	1	13	2
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	1	0	1	0
Request abandoned	0	0	0	0
Total	6	1	15	2

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	1	0
31 to 60 days	1	1	8	0
61 to 120 days	3	0	3	1
121 to 180 days	0	0	1	1
181 to 365 days	0	0	0	0
365 days or more	2	0	2	0
Total	6	1	15	2

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	41	\$205	4	\$20
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	41	\$205	4	\$20

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	52	702	2	510
Outstanding from the previous reporting period	0	0	0	0
Total	52	702	2	510
Closed during the reporting period	52	702	2	510
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	29	3	1	0	0	0	0	33
Disclose in part	11	3	5	0	0	0	0	19
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	40	6	6	0	0	0	0	52

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	1	1	0	0	0	0	0	2
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	1	1	0	0	0	0	0	2

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	1	26	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	1	26	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
6	0	2	8

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		\$107,822
Overtime		\$0
Goods and Services		\$332,703
• Professional services contracts	\$309,615	
• Other	\$23,088	
Total		\$440,525

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.57
Part-time and casual employees	0.22
Regional staff	0.00
Consultants and agency personnel	1.82
Students	0.00
Total	2.61

Note: Enter values to two decimal places.

APPENDIX B

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 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 5 day
of July, 2016

Fait à Ottawa en ce 5 jour
de juillet, 2016



Superintendent of Financial Institutions/
Le surintendant des institutions financières

SCHEDULE 1
Designation Order - Access to Information Act

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

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SCHEDULE 1
Designation Order - Access to Information Act

Section	Powers, Duties or Functions	Assistant Superintendent, Corporate Services	Director, Enterprise Information Management	Manager, Privacy & Access to Information	ATIP Coordinator
27(1)	To give to third party notice of intent to disclose	X	X	X	X
27(4)	To extend time limit set out in 27(1)	X	X	X	X
28(1)	To decide on disclosure after third party representation and to give notice of decision to third party	X	X	X	X
28(2)	To waive requirement for written representations	X	X	X	X
28(4)	To give access unless review of decision is requested	X	X	X	
29(1)	To give notice to applicant and to third party	X	X	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	X	X
35(2)	To make representations to the Information Commissioner	X	X	X	X
37(4)	To give notice to the Information Commissioner that access to a record will be given	X	X	X	X
43(1)	To give notice to a third party of application for Court review	X	X	X	X
44(2)	To give notice to applicant that third party has applied for Court review	X	X	X	X
52(2)	To request hearing in the National Capital Region	X	X	X	
52(3)	To request opportunity to make representations <i>ex parte</i>	X	X	X	
71(1)	To provide facilities where manuals may be inspected by public	X	X	X	X
71(2)	To exempt information severed from manuals	X	X	X	

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SCHEDULE 1
Designation Order - Access to Information Act

Section	Powers, Duties or Functions	Assistant Superintendent, Corporate Services	Director, Enterprise Information Management	Manager, Privacy & Access to Information	ATIP Coordinator
72(1)	To prepare annual report for submission to Parliament	X	X	X	X

Access to Information Regulations

Section	Powers, Duties or Functions	Assistant Superintendent, Corporate Services	Director, Enterprise Information Management	Manager, Privacy & Access to Information	ATIP Coordinator
6(1)9	Transfer of request	X	X	X	X
7(2)	Search and preparation fees	X	X	X	X
7(3)	Production and programming fees	X	X	X	X
8	Providing access to record(s)	X	X	X	X
8.1	Limitation	X	X	X	

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