



BANK OF CANADA
BANQUE DU CANADA

ANNUAL REPORT TO PARLIAMENT
OF THE
BANK OF CANADA
ON THE ADMINISTRATION OF
THE *ACCESS TO INFORMATION ACT*
(1 April 2013 to 31 March 2014)

May 2014

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1 April 2013 – 31 March 2014

INTRODUCTION

As set out in Section 2.(1) of the *Access to Information Act*, the purpose of this 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 that government information should be available to the public, that 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.” This report is prepared in accordance with Section 70(1)(d) of the Act and is tabled in Parliament in accordance with Section 72.

The *Bank of Canada Act* describes the Bank’s legislative framework and sets out the governance of the Bank, as well as its mandate to “promote the economic and financial welfare of Canada.” The Bank strives to meet its mandate through its work in four core areas of responsibility, which are supported by a Corporate Administration function.

Monetary Policy

The Bank contributes to solid economic performance and rising living standards for Canadians by keeping inflation low, stable and predictable. Since 1991, the Bank’s monetary policy actions toward this goal have been guided by a clearly defined inflation-control target.

Financial System

The Bank promotes a stable and efficient financial system in Canada and internationally. To this end, the Bank oversees Canada’s key payment clearing and settlement systems, acts as lender of last resort, assesses risks to financial stability, and contributes to the development of financial system policies.

Currency

The Bank designs, produces and distributes Canada’s bank notes and replaces worn notes. It deters counterfeiting through leading-edge bank note design, public education and collaboration with law-enforcement agencies.

Funds Management

The Bank provides effective and efficient funds-management services for the Government of Canada, as well as on its own behalf and for other clients. For the government,

the Bank provides treasury-management services and administers and advises on the public debt and foreign exchange reserves. In addition, the Bank provides banking services to critical payment clearing and settlement systems.

Corporate Administration

Corporate Administration supports the functions of the Bank providing management of human, financial, information, technology and physical resources and related infrastructure.

ADMINISTRATION OF THE ACCESS TO INFORMATION ACT

Organization of Activities

Under Section 70(2) of the Act, the Governor of the Bank of Canada undertakes the responsibilities of the designated Minister for the purposes of subsections 70(1)(a) and (c).

Responsibility for compliance with the requirements of the Act has been delegated by the Governor under Section 73 to the General Counsel and Corporate Secretary of the Bank, its Deputy Corporate Secretary and the Access to Information and Privacy Coordinator. In addition, responsibility for various administrative requirements of the legislation, such as extending time limits and transferring requests, has been delegated to the ATIP Manager. A copy of the Bank's Delegation Order is attached (Attachment A).

The responsibility for administering the Bank's ATIP program lies with the Bank's ATIP section which is part of the Bank's Executive and Legal Services Department (ELS). Under the management of the Access to Information and Privacy Coordinator, five employees are responsible for coordinating the processing of ATIP requests and complaints, providing advice and promoting ATIP awareness to staff and the general public. The ATIP section reports directly to the Deputy Corporate Secretary and Access to Information and Privacy Coordinator who reports to the General Counsel and Corporate Secretary and who in turn reports to the Governor.

Files can be examined at the Bank's Head Office in Ottawa or arrangements can be made at each of the Bank's Regional Offices in five major cities across Canada to review records related to ATIP requests.

A link to the Info Source publication as well as ATIA request forms are available on the Bank of Canada's website.

Formal/Informal Interface

The Bank of Canada responds to informal public inquiries through its Communications Department and also on an *ad hoc* basis throughout the organization. A request made under the Act is considered to be a formal request if it is presented to the Access to Information and Privacy Coordinator in writing, refers to the Act, contains sufficient information to identify the requested records, and includes the \$5.00 application fee made payable to the Bank of Canada. The Bank occasionally receives formal requests for information which is normally available to the general public; in these cases the Bank handles such requests informally through normal channels including the Bank's Public Information Services whenever possible.

Staff Training

During this reporting period, the ATIP Office delivered 6 training sessions to approximately 110 participants from various business lines within the Bank on the general principles of the Access to Information legislation and specifically how it is administered at the Bank. The sessions were delivered in both official languages.

In addition, advice with respect to the appropriate management of corporate records is factored into discussions with staff and managers as a result of informal inquiries in the course of business. The Bank's practice is to brief Senior Management and the Board of Directors at least annually on Access to Information matters.

Institution-specific access to information related policies, guidelines and procedures

As part of the Bank's on-going operational review, the ATIP Office plans to develop ATIA guidelines for the Bank. This initiative will be launched in 2014.

ACCESS TO INFORMATION ACT

Interpretation of the Statistical Report

The Statistical Report regarding Access to Information Act (ATIA) requests is attached as Attachment B. The Bank of Canada received 45 applications for information under the Act during the period 1 April 2013 to 31 March 2014, compared to 109 in the previous reporting period. Ten requests were outstanding from the previous period, and 14 were carried forward to the next period; the Bank therefore completed 41 requests. Of the 41 requests completed, 34 % related to the Corporate Administration, 24% related to the Financial System function, 20% related to Currency function, 16% related to the Monetary Policy function, and 6% related to Funds Management function. In addition, the Bank handled 26 consultation requests received from other government institutions, compared to 23 in the previous reporting period.

Source of Requests Received

In this reporting period, 26 requests were received from the media, 10 were submitted by the public, 6 from business and 3 from other organizations. In 2012-2013, 80 requests were received from the media, 20 from the public and 9 from business.

Disposition of Requests

All Disclosed

The information requested was disclosed in total for 2 requests (5% of the total), compared to 2 requests (2% of the total) in 2012-2013.

Records Disclosed in Part

For 32 requests (78% of the total), some information was disclosed, while exemptions were applied to portions of the requested information, compared to 59 requests (58% of the total) in 2012-2013.

All Exempted

None was exempted in its entirety, compared to 8 requests (8% in the total) in 2012-2013.

No Records Exist

Four requests (10% of the total) were for information not found in the Bank, compared to 21 requests (21% of the total) in 2012-2013.

Abandoned by Applicant

Two requests (5% of the total) were abandoned by the applicants, compared to 9 requests (9% of the total) in 2012-2013.

Excluded

One request (2% of the total) was completely excluded, compared to none in 2012-2013.

Transferred

None was transferred to other organization from this reporting period, compared to 1 request (1% of the total) in 2012-2013.

Treated Informally

None was treated informally, compared to 1 request (1% of the total) in 2012-2013.

Exemptions Invoked

The figures shown in this section of the report reflect the exemptions that were claimed under the Act. If an exemption is applied several times for a given request, it is only reported once. The exemptions used in more than one request during the reporting period were: sections 13(1) "Information obtained in confidence"; 15(1) "International affairs and defence"; 16(2) "Security"; 17 "Safety of individuals"; 18 "Economic interests of Canada"; 19(1) "Personal information"; 20(1) "Third party information"; 21(1) "Advice, etc." and 23 "Solicitor-client privilege". Sections (14) "Federal-provincial affairs"; 16(1) "Law enforcement and investigations" and 22 "Testing Procedures" were used only once in this reporting period.

Completion Time and Extensions

There were 13 requests that required a time extension in order to consult numerous third parties or government institutions, compared to 38 in 2012-2013. Five requests required 30-day extensions, 7 requests required 60 days and 1 request required extensions of 60 days or more. In 2012-2013, 9 requests required extensions of 30 days, 23 requests required 60 days and 6 requests required extensions of 60 days or more.

Fees

The Bank of Canada assesses fees in accordance with those set out in the Access to Information Regulations, and normally requires that applicable fees be paid. Fees in the amount of \$210.00 were collected during this reporting period for formal requests made under the Act, compared to \$685.00 in 2012-2013.

Calculation of Costs

The calculation of costs is based on the salaries of dedicated ATIP resources working on activities related to the administration of the ATIA as well as other operating costs, e.g., supplies. The total cost for administering the program in 2013-2014 was \$613,126, compared to \$507,404 in 2012-2013. The increase is attributed to additional resource requirements in the ATIP Office and professional services required to respond to requests and complaints.

Complaints and Investigations

During this reporting period, the Bank of Canada was notified of 9 complaints received by the Office of the Information Commissioner (22% of the total) compared to 20 complaints (20% of the total) in 2012-2013.

Eight of the complaints were recorded under deemed refusal, while one complaint pertained to failure to provide all records responsive to the request.

There were 19 outstanding complaints from the previous reporting period related to the Bank's application of exemptions and delays in responding to requesters.

A total of 13 complaints were completed during this reporting period, 12 were concluded as well-founded and resolved without recommendations and one was discontinued by the complainant.



3 June 2013

To/A Jeremy Farr
General Counsel & Corporate Secretary

From/De Stephen S. Poloz
Governor

Marie Bordeleau
Deputy Corporate Secretary/ATIP Coordinator

Subject/Objet: Delegation of Authority under the *Access to Information Act* and the *Privacy Act*

The Governor of the Bank of Canada, pursuant to section 73 of the *Access to Information Act* and 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 and functions of the Governor as the head of a government institution, under the section of the Act set out in the schedule opposite each position.

Schedule

Position	<i>Privacy Act</i> and Regulations	<i>Access to Information Act</i> and Regulations
General Counsel & Corporate Secretary	Full authority	Full authority
Deputy Corporate Secretary/ Access to Information and Privacy Coordinator	Full authority	Full authority
ATIP Manager	15, and the mandatory provisions of 26 for all records*	8(1), 9, 11(2) to (6) inclusive, and the mandatory provisions of 19(1) for all records*

11 June 2013
Date

Governor Stephen Poloz

*refer to attached table for specific delegation

Table of Specific Delegation

* Responsibility Delegated to ATIP Manager – *Privacy Act*

Sections	Description	Position
15	Extend time limit for responding to request for access	ATIP Manager
26	May refuse to disclose information about another individual, and shall refuse to disclose such information where disclosure is prohibited under section 8	ATIP Manager

* Responsibility Delegated to ATIP Manager– *Access to Information Act*

Sections	Description	Position
8(1)	Transfer of request	ATIP Manager
9	Extensions of time limits	ATIP Manager
11(2) to (6) inclusive	Fees	ATIP Manager
19(1)	Personal information	ATIP Manager



Statistical Report on the Access to Information Act

Name of institution: Bank of Canada

Reporting period: 01/04/2013 to 31/03/2014

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	10
Total	55
Closed during reporting period	41
Carried over to next reporting period	14

1.2 Sources of requests

Source	Number of Requests
Media	26
Academia	0
Business (Private Sector)	6
Organization	3
Public	10
Total	45

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	1	1	0	0	0	0	2
Disclosed in part	0	8	10	11	3	0	0	32
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	1	0	1
No records exist	3	0	1	0	0	0	0	4
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	2	0	0	0	0	0	0	2
Treated informally	0	0	0	0	0	0	0	0
Total	5	9	12	11	3	1	0	41

2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	4	16(2)(a)	1	18(a)	2	20.1	0
13(1)(b)	9	16(2)(b)	0	18(b)	1	20.2	0
13(1)(c)	0	16(2)(c)	21	18(c)	0	20.4	0
13(1)(d)	0	16(3)	0	18(d)	20	21(1)(a)	24
13(1)(e)	0	16.1(1)(a)	0	18.1(1)(a)	0	21(1)(b)	25
14(a)	0	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	0
14(b)	1	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	1
15(1) - I.A.*	9	16.1(1)(d)	0	18.1(1)(d)	0	22	1
15(1) - Def.*	0	16.2(1)	0	19(1)	20	22.1(1)	1
15(1) - S.A.*	0	16.3	0	20(1)(a)	1	23	3
16(1)(a)(i)	1	16.4(1)(a)	0	20(1)(b)	16	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)	8		
16(1)(b)	0	17	3	20(1)(d)	3		
16(1)(c)	1						
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)	1
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)	1	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	1	1	0
Disclosed in part	28	5	0
Total	29	6	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	702	702	2
Disclosed in part	3539	3539	32
All exempted	0	0	0
All excluded	23	0	1
Request abandoned	0	0	2

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	2	702	0	0	0	0	0	0	0	0
Disclosed in part	23	544	9	2995	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	1	0	0	0	0	0	0	0	0	0
Abandoned	2	0	0	0	0	0	0	0	0	0
Total	28	1246	9	2995	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	12	0	4	0	16
All exempted	0	0	0	0	0
All excluded	1	0	0	0	1
Abandoned	0	0	0	0	0
Total	13	0	4	0	17

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
18	10	3	0	5

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	6	2	8
16 to 30 days	2	1	3
31 to 60 days	0	1	1
61 to 120 days	4	1	5
121 to 180 days	0	0	0
181 to 365 days	0	1	1
More than 365 days	0	0	0
Total	12	6	18

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	9	4
All exempted	0	0	0	0
All excluded	0	1	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	0	1	9	4

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	3	2
31 to 60 days	0	1	5	2
61 to 120 days	0	0	1	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	1	9	4

PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	42	\$210	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	42	\$210	0	\$0

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	24	1405	0	0
Outstanding from the previous reporting period	2	618	0	0
Total	26	2023	0	0
Closed during the reporting period	26	2023	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	6	3	0	0	0	0	0	9
Disclose in part	3	6	2	3	1	1	0	16
Exempt entirely	1	0	0	0	0	0	0	1
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	10	9	2	3	1	1	0	26

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
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

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	1
More than 365	0	0
Total	0	1

PART 7 – Resources related to the Access to Information Act

7.1 Costs

Expenditures	Amount
Salaries	\$569,482
Overtime	\$0
Goods and Services	\$43,644
• Professional services contracts	\$38,081
• Other	\$5,563
Total	\$613,126

7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	5.50	0.00	5.50
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	0.00	0.00
Students	0.00	0.00	0.00
Total	5.50	0.00	5.50

Appendix A

Previously released ATI package released informally

Institution	Number of informal releases of previously released ATI packages
Bank of Canada	16

Completed Privacy Impact Assessments (PIAs)

Institution	Number of Completed PIAs
Bank of Canada	5

Completion Time of Consultations on Cabinet Confidences under the ATIA - Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101–500 Pages Processed		501–1,000 Pages Processed		1,001–5,000 Pages Processed		More Than 5,000 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

Completion Time of Consultations on Cabinet Confidences under the ATIA - Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101–500 Pages Processed		501–1,000 Pages Processed		1,001–5,000 Pages Processed		More Than 5,000 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

Completion Time of Consultations on Cabinet Confidences under the PA - Requests with Legal Services

	Fewer Than 100	101–500	501–1,000	1,001–5,000	More Than 5,000
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