

**Access to Information Act**  
**2020-2021 Annual Report**

**ASIA PACIFIC FOUNDATION OF CANADA**



**ASIA PACIFIC  
FOUNDATION  
OF CANADA**

**FONDATION  
ASIE PACIFIQUE  
DU CANADA**

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Attachment: Delegation Order for the *Access to Information Act*.

## **Access to Information Act**

### **Introduction**

The purpose of the *Access to Information Act* is to enhance the accountability and transparency of federal institutions in order to promote an open and democratic society and to enable public debate on the conduct of those institutions. In furtherance of that purpose, Part 1 extends 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; and Part 2 sets out requirements for the proactive publication of information.

Section 94 of the *Access to Information Act* requires that the head of federal government institutions prepare and table in Parliament an annual report of the administration of the Act for each fiscal year.

This annual report summarizes the activities of the Asia Pacific Foundation of Canada relating to the *Access to Information Act* between April 1, 2020 and March 31, 2021 and is prepared in accordance with section 94 of the Act.

### **The Asia Pacific Foundation of Canada**

The Asia Pacific Foundation of Canada, created by an Act of Parliament in 1984, is a not-for-profit organization focused on Canada's relations with Asia. Our mission is to be Canada's catalyst for engagement with Asia and Asia's bridge to Canada. APF Canada is dedicated to strengthening ties between Canada and Asia with a focus on expanding economic relations through trade, investment and innovation; promoting Canada's expertise in offering solutions to Asia's climate change, energy, food security and natural resource management challenges; building Asia skills and competencies among Canadians, including young Canadians; and, improving Canadians' general understanding of Asia and its growing global influence.

The Foundation is based in Vancouver, BC and has 30 employees. Additional information on the Foundation and its activities can be found at: [www.asiapacific.ca](http://www.asiapacific.ca).

## **Administration of Legislation**

The Asia Pacific Foundation of Canada reports to the Minister of Foreign Affairs. The head of the Asia Pacific Foundation is the President and Chief Executive Officer. Operational responsibility for the implementation of the *Access to Information Act* at the Asia Pacific Foundation of Canada has been delegated to the Access to Information and Privacy (ATIP) Coordinator who reports directly to the President and CEO.

The Foundation did not participate in any service agreements under section 96 of the *Access to Information Act* during the reporting period.

The ATIP Coordinator is responsible for the development and implementation of policies and procedures to manage the Foundation's compliance with the *Access to Information Act*. The ATIP Coordinator is delegated full authority regarding the administration of, and compliance with, the *Access to Information Act*. A copy of the Delegation Order is attached at the end of the report.

## **Training Activities**

The ATIP Coordinator organized briefing and awareness sessions on the *Access to Information Act* to ensure that new employees were aware of their rights and responsibilities under the legislation. The ATIP Coordinator organized four briefing sessions for new staff in the reporting period. (Number of participants:4)

The ATIP office has its ATIP information page on the Foundation's Intranet. It provides all employees with several information resources on the legislation, and policies and procedures relating to the *Access to Information Act*.

## **Policies and Procedures**

The Foundation has a comprehensive policies and procedures manual which provides specific procedures, standards and guidelines on processing requests under the *Access to Information Act*. The manual is available to all staff on the Foundation's Intranet. The Foundation did not implement any new or revised access to information-related policies, guidelines or procedures during the reporting period.



## Statistical Report on the Access to Information Act

Name of institution: Asia Pacific Foundation of Canada

Reporting period: 2020-04-01 to 2021-03-31

### Section 1: Requests Under the Access to Information Act

#### 1.1 Number of requests

	Number of Requests
Received during reporting period	1
Outstanding from previous reporting period	0
<b>Total</b>	<b>1</b>
Closed during reporting period	1
Carried over to next reporting period	0

#### 1.2 Sources of requests

Source	Number of Requests
Media	1
Academia	0
Business (private sector)	0
Organization	0
Public	0
Decline to Identify	0
<b>Total</b>	<b>1</b>

#### 1.3 Informal requests

Completion Time							Total
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
2	0	0	0	0	0	0	2

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

## Section 2: Decline to act 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	1	0	0	0	0	0	1
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	1	0	0	0	0	0	1

### 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
Declined to act with the approval of the Information Commissioner	0	0	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>	<b>0</b>	<b>0</b>

### 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
Declined to act with the approval of the Information Commissioner	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 3.6 Closed requests

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

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	1
Percentage of requests closed within legislated timelines (%)	100

### 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
Decline to act with the approval of the Information Commissioner	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	
	Requests	Amount	Requests	Amount
Application	1	\$5	0	\$0
Other fees	0	\$0	0	\$0
<b>Total</b>	1	\$5	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 Request	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 Request	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 recommendations 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		\$2,900
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
<b>Total</b>		<b>\$2,900</b>

10.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.000
Part-time and casual employees	0.063
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
<b>Total</b>	<b>0.063</b>

**Note:** Enter values to three decimal places.

## **Access to Information Act - Statistical Report - Interpretation**

### **Requests Received Under the Act:**

APF Canada received one request under the *Access to Information Act* during the reporting period. The request (100%) was completed within 1-30 days.

### **Consultations Received from Other Institutions and Organizations:**

The Foundation did not receive any consultation requests under the *Access to Information Act* from other institutions or organizations during the reporting period.

### **COVID-19-Related Measures:**

COVID-19-related measures did not impact the Foundation's ability to fulfill its responsibilities under the *Access to Information Act*.

### **Exemptions and Exclusions:**

No exemptions were invoked and no exclusions were cited during the reporting period.

### **Translations:**

Translations were not requested during the reporting period.

### **Costs:**

The cost of administering the *Access to Information Act* is estimated at \$2,900. for the reporting period.

### **Complaints, Audits, Investigations, and Federal Court Cases:**

During the 2020-2021 year, no complaints were filed with the Office of the Information Commissioner, no audits or investigations were concluded, and no applications were submitted to the Federal Court or the Federal Court of Appeal.

### **Monitoring:**

No monitoring of the time to process access to information requests was conducted during the reporting period.

### **Summary:**

In the five years between 2016-2017 and 2020-2021, the Foundation received three requests under the *Access to Information Act* and eight consultation requests from other federal institutions. All requests (100%) were completed within 30 days, no exemptions were invoked and no exclusions were cited.

In the previous five years, 2011-2012 to 2015-2016, the Foundation received seven requests under the *Access to Information Act* and two consultation requests from other federal institutions. All requests (100%) were completed within 30 days, no exemptions were invoked and no exclusions were cited.

**Asia Pacific Foundation of Canada**  
**Fondation Asie Pacifique du Canada**

**DELEGATION OF AUTHORITY**

**DÉLÉGATION DE POUVOIRS**

**ACCESS TO INFORMATION ACT  
AND PRIVACY ACT**

**LOI SUR L'ACCÈS À L'INFORMATION  
ET LOI SUR LA PROTECTION DES  
RENSEIGNEMENTS PERSONNELS**

I, the undersigned, President, pursuant to subsection 95(1) of the *Access to Information Act* and subsection 73(1) of the *Privacy Act*, hereby authorize those officers and employees of the Foundation occupying the positions identified within the attached schedule to exercise signing authorities or perform any of the President powers, duties or functions specified therein.

Dated at Vancouver this 8th day of June, 2020.

Je, soussigné, président, autorise par la présente les cadres et les employés de la Fondation qui occupent les postes indiqués dans l'annexe ci-jointe à exercer les pouvoirs de signature ou à exercer les pouvoirs, les fonctions ou les obligations du président qui y sont précisés, conformément au paragraphe 95 (1) de la *Loi sur l'accès à l'information* et au paragraphe 73 (1) de la *Loi sur la protection des renseignements personnels*.

Fait à Vancouver, en ce 8<sup>e</sup> jour de juin 2020.



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Stewart Beck  
President and CEO / Président et chef de la direction

**Delegation of Authority Under the  
Access to Information Act**

Provision	Task/Function	Position / Title		
		ATIP Coordinator	TITLE	TITLE
4(2.1)	Responsibility of government institutions	x		
7(a)	Notice when access requested	x		
7(b)	Giving access to record	x		
8(1)	Transfer of request to another government institution	x		
9	Extension of time limits	x		
11(2)	Waiving of fees	x		
12(2)(b)	Language of access	x		
12(3)(b)	Access in an alternative format	x		
13	Exemption - Information obtained in confidence	x		
14	Exemption - Federal-provincial affairs	x		
15	Exemption - International affairs and defense	x		
16	Exemption - Law enforcement and investigations	x		
16.5	Exemption - Public Servants Disclosure Protection Act	x		
16.6	Exemption - Secretariat of National Security and Intelligence Committee of Parliamentarians	x		
17	Exemption - Safety of individuals	x		
18	Exemption - Economic interests of Canada	x		
18.1	Exemption - Economic interest of the Canada Post Corporation, Export Development Canada, the Public Sector Pension Investment Board and VIA Rail Canada Inc.	x		
19	Exemption - Personal information	x		
20	Exemption - Third-party information	x		

**Delegation of Authority Under the  
Access to Information Act**

Provision	Task/Function	Position / Title		
		ATIP Coordinator	TITLE	TITLE
21	Exemption - Operations of Government	x		
22	Exemption - Testing procedures, tests and audits	x		
22.1	Exemption - Audit working papers and draft audit reports	x		
23	Exemption - Solicitor-client privilege	x		
23.1	Exemption - Protected information — patents and trademarks	x		
24	Exemption - Statutory prohibitions	x		
25	Severability	x		
26	Exception - Information to be published	x		
27(1), (4)	Third-party notification	x		
28(1)(b), (2), (4)	Third-party notification	x		
29(1)	Where the Information Commissioner recommends disclosure	x		
33	Advising Information Commissioner of third-party involvement	x		
35(2)(b)	Right to make representations	x		
37(4)	Access to be given to complainant	x		
41(2)	Apply for review by the Federal Court	x		
43(2)	Notice to all interested parties of an application for review by the Federal Court	x		
44(2)	Notice to requester of an application by the third party for a review by the Federal Court	x		
52(2)(b), (3)	Special rules for hearings	x		

**Delegation of Authority Under the  
Access to Information Act**

Provision	Task/Function	Position / Title		
		ATIP Coordinator	TITLE	TITLE
74	Publication of briefing materials	x		
75	Publication of travel expenses	x		
76	Publication of hospitality expenses	x		
77(1)	Publication of contracts over \$10,000	x		
77(2)	Publication of contracts of \$10,000 or less	x		
77(3)	Publication of increase or decrease in value of contract	x		
78	Publication of expense reports	x		
82	Publication of travel expenses	x		
83	Publication of hospitality expenses	x		
84	Report of activities of institution to Parliament	x		
85	Reclassification of positions	x		
86(1)	Publication of contracts over \$10,000	x		
86(2)	Publication of contracts of \$10,000 or less	x		
86(3)	Publication of increase or decrease in value of contract	x		
87(1)	Grants and contributions over \$25,000	x		
87(2)	Grants and contributions of \$25,000 or less	x		
87(3)	Publication of increase or decrease in value of grant or contribution	x		
88	Publication of briefing materials	x		
94(1)	Annual report to Parliament	x		
96(1)	Provision of services related to access to information	x		

**Delegation of Authority Under the  
Access to Information Regulations**

Provision	Task/Function	Position / Title		
		ATIP Coordinator	TITLE	TITLE
6(1)	Transfer of request	x		
8	Providing access to record(s)	x		
8.1	Limitations in respect of format	x		

**Privacy Act**  
**2020-2021 Annual Report**

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Attachment: Delegation Order for the *Privacy Act*.

## **Privacy Act**

### **Introduction**

The purpose of the *Privacy Act* is to extend the present laws of Canada that protect the privacy of individuals with respect to personal information about themselves held by a government institution and that provide individuals with a right of access to that information.

Section 72 of the *Privacy Act* requires that the head of federal government institutions prepare and table in Parliament an annual report of the administration of the Act for each fiscal year.

This annual report summarizes the activities of the Asia Pacific Foundation of Canada relating to the *Privacy Act* between April 1, 2020 and March 31, 2021 and is prepared in accordance with section 72 of the Act.

### **The Asia Pacific Foundation of Canada**

The Asia Pacific Foundation of Canada, created by an Act of Parliament in 1984, is a not-for-profit organization focused on Canada's relations with Asia. Our mission is to be Canada's catalyst for engagement with Asia and Asia's bridge to Canada. APF Canada is dedicated to strengthening ties between Canada and Asia with a focus on expanding economic relations through trade, investment and innovation; promoting Canada's expertise in offering solutions to Asia's climate change, energy, food security and natural resource management challenges; building Asia skills and competencies among Canadians, including young Canadians; and, improving Canadians' general understanding of Asia and its growing global influence.

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## **Administration of Legislation**

The Asia Pacific Foundation of Canada reports to the Minister of Foreign Affairs. The head of the Asia Pacific Foundation is the President and Chief Executive Officer. Operational responsibility for the implementation of the *Privacy Act* at the Asia Pacific Foundation of Canada has been delegated to the Access to Information and Privacy (ATIP) Coordinator who reports directly to the President and CEO.

The Foundation did not participate in any service agreements under section 73.1 of the *Privacy Act* during the reporting period.

The ATIP Coordinator is responsible for the development and implementation of policies and procedures to manage the Foundation's compliance with the *Privacy Act*. The ATIP Coordinator is delegated full authority regarding the administration of, and compliance with, the *Privacy Act*. A copy of the Delegation Order is attached at the end of the report.

## **Training Activities**

The ATIP Coordinator organized briefing and awareness sessions on the *Privacy Act* to ensure that new employees were aware of their rights and responsibilities under the legislation. The ATIP Coordinator organized four briefing sessions for new staff in the reporting period. (Number of participants:4)

The ATIP office has its ATIP information page on the Foundation's Intranet. It provides all employees with several information resources on the legislation, and policies and procedures relating to the *Privacy Act*.

## **Policies and Procedures**

The Foundation has a comprehensive policies and procedures manual which provides specific procedures, standards and guidelines on processing requests under the *Privacy Act*. The manual is available to all staff on the Foundation's Intranet. The Foundation's Privacy Policy can be found on the Foundation's website. The Foundation did not implement any new or revised privacy-related policies, guidelines or procedures during the reporting period.



## Statistical Report on the *Privacy Act*

Name of institution: Asia Pacific Foundation of Canada

Reporting period: 2020-04-01 to 2021-03-31

### Section 1: Requests Under the *Privacy Act*

#### 1.1 Number of requests

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

### Section 2: Requests Closed During the Reporting Period

#### 2.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	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>

## 2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
18(2)	0	22(1)(a)(i)	0	23(a)	0
19(1)(a)	0	22(1)(a)(ii)	0	23(b)	0
19(1)(b)	0	22(1)(a)(iii)	0	24(a)	0
19(1)(c)	0	22(1)(b)	0	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	0
19(1)(f)	0	22.1	0	27	0
20	0	22.2	0	27.1	0
21	0	22.3	0	28	0
		22.4	0		

## 2.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
69(1)(a)	0	70(1)	0	70(1)(d)	0
69(1)(b)	0	70(1)(a)	0	70(1)(e)	0
69.1	0	70(1)(b)	0	70(1)(f)	0
		70(1)(c)	0	70.1	0

## 2.4 Format of information released

Paper	Electronic	Other
0	0	0

## 2.5 Complexity

### 2.5.1 Relevant pages processed and disclosed

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

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

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

### 2.5.3 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	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

## 2.6 Closed requests

### 2.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	0
Percentage of requests closed within legislated timelines (%)	0

## 2.7 Deemed refusals

### 2.7.1 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

### 2.7.2 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 Timelines 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

## 2.8 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 3: Disclosures Under Subsections 8(2) and 8(5)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Subsection 8(5)	Total
0	0	0	0

### Section 4: Requests for Correction of Personal Information and Notations

Disposition for Correction Requests Received	Number
Notations attached	0
Requests for correction accepted	0
<b>Total</b>	0

### Section 5: Extensions

#### 5.1 Reasons for extensions and disposition of requests

Number of requests where an extension was taken	15(a)(i) Interference with operations				15 (a)(ii) Consultation	
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence Section (Section 70)	External
0	0	0	0	0	0	0

## 5.2 Length of extensions

Length of Extensions	15(a)(i) Interference with operations				15 (a)(ii) Consultations	
	Further review required to determine exemptions	Large volume of pages	Large volume of requests	Documents are difficult to obtain	Cabinet Confidence Section (Section 70)	External
1 to 15 days	0	0	0	0	0	0
16 to 30 days	0	0	0	0	0	0
31 days or greater						
<b>Total</b>	0	0	0	0	0	0

## Section 6: Consultations Received From Other Institutions and Organizations

### 6.1 Consultations received from other Government of Canada institutions and other organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	0	0	0	0
Closed during the reporting period	0	0	0	0
Carried over to the next reporting period	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 Notices Received

Section 31	Section 33	Section 35	Court action	Total
0	0	0	0	0

**Section 9: Privacy Impact Assessments (PIA) and Personal Information Banks (PIB)****9.1 Privacy Impact Assessments**

Number of PIA(s) completed	0
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**9.2 Personal Information Banks**

Personal Information Banks	Active	Created	Terminated	Modified
	29	0	0	0

**Section 10: Material Privacy Breaches**

Number of material privacy breaches reported to TBS	0
Number of material privacy breaches reported to OPC	0

**Section 11: Resources Related to the *Privacy Act*****11.1 Costs**

Expenditures	Amount
Salaries	\$1,600
Overtime	\$0
Goods and Services	\$0
• Professional services contracts	\$0
• Other	\$0
<b>Total</b>	<b>\$1,600</b>

**11.2 Human Resources**

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.000
Part-time and casual employees	0.036
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
<b>Total</b>	<b>0.036</b>

**Note:** Enter values to three decimal places.

## **Privacy Act - Statistical Report - Interpretation**

### **Requests Received Under the Act:**

APF Canada did not receive any requests under the *Privacy Act* during the reporting period.

### **Consultations Received from Other Institutions and Organizations:**

The Foundation did not receive any consultation requests under the *Privacy Act* from other institutions or organizations during the reporting period.

### **COVID-19-Related Measures:**

COVID-19-related measures did not impact the Foundation's ability to fulfill its responsibilities under the *Privacy Act*.

### **Exemptions and Exclusions:**

No exemptions were invoked and no exclusions were cited during the reporting period.

### **Translations:**

Translations were not requested during the reporting period.

### **Corrections and Notations:**

No requests for corrections and notations were received.

### **Costs:**

The cost of administering the *Privacy Act* is estimated at \$1600. for the reporting period.

### **Complaints, Audits, Investigations, and Federal Court Cases:**

During the 2020-2021 year, no complaints were filed with the Office of the Privacy Commissioner, no audits or investigations were concluded, and no applications were submitted to the Federal Court or the Federal Court of Appeal.

### **Monitoring:**

No monitoring of the time to process personal information requests and requests for the correction of personal information was conducted during the reporting period.

### **Material Privacy Breaches:**

No material privacy breaches were reported to the Office of the Privacy Commissioner and to Treasury Board Secretariat (Information and Privacy Policy Division) during the reporting period.

### **Privacy Impact Assessments:**

The Foundation did not complete any PIAs during the reporting period.

### **Public Interest Disclosures:**

During the reporting period, no disclosures were made pursuant to paragraph 8(2)(m) of the *Privacy Act*.

**Summary:**

In the five years between 2016-2017 and 2020-2021, the Foundation received one request under the *Privacy Act*. The request (100%) was completed within 30 days, no exemptions were invoked and no exclusions were cited.

In the previous five years, 2011-2012 to 2015-2016, the Foundation did not receive any requests under the *Privacy Act*.

**Asia Pacific Foundation of Canada**  
**Fondation Asie Pacifique du Canada**

**DELEGATION OF AUTHORITY**

**DÉLÉGATION DE POUVOIRS**

**ACCESS TO INFORMATION ACT  
AND PRIVACY ACT**

**LOI SUR L'ACCÈS À L'INFORMATION  
ET LOI SUR LA PROTECTION DES  
RENSEIGNEMENTS PERSONNELS**

I, the undersigned, President, pursuant to subsection 95(1) of the *Access to Information Act* and subsection 73(1) of the *Privacy Act*, hereby authorize those officers and employees of the Foundation occupying the positions identified within the attached schedule to exercise signing authorities or perform any of the President powers, duties or functions specified therein.

Dated at Vancouver this 8th day of June, 2020.

Je, soussigné, président, autorise par la présente les cadres et les employés de la Fondation qui occupent les postes indiqués dans l'annexe ci-jointe à exercer les pouvoirs de signature ou à exercer les pouvoirs, les fonctions ou les obligations du président qui y sont précisés, conformément au paragraphe 95 (1) de la *Loi sur l'accès à l'information* et au paragraphe 73 (1) de la *Loi sur la protection des renseignements personnels*.

Fait à Vancouver, en ce 8<sup>e</sup> jour de juin 2020.



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Stewart Beck  
President and CEO / Président et chef de la direction

**Delegation of Authority  
Under the *Privacy Act***

Provision	Task/Function	Position / Title		
		ATIP Coordinator	TITLE	TITLE
8(2)(j)	Disclosure for research purposes	x		
8(2)(m)	Disclosure in the public interest or in the interest of the individual	x		
8(4)	Copies of requests under 8(2)(e) to be retained	x		
8(5)	Notice of disclosure under 8(2)(m)	x		
9(1)	Record of disclosures to be retained	x		
9(4)	Consistent uses	x		
10	Personal information to be included in personal information banks	x		
14	Notice where access requested	x		
15	Extension of time limits	x		
17(2)(b)	Language of access	x		
17(3)(b)	Access to personal information in alternative format	x		
18(2)	Exemption (exempt bank) - Disclosure may be refused	x		
19(1)	Exemption - Personal information obtained in confidence	x		
19(2)	Exemption - Where authorized to disclose	x		
20	Exemption - Federal-provincial affairs	x		
21	Exemption - International affairs and defense	x		
22	Exemption - Law enforcement and investigation	x		
22.3	Exemption - Public Servants Disclosure Protection Act	x		
23	Exemption - Security clearances	x		

**Delegation of Authority  
Under the *Privacy Act***

Provision	Task/Function	Position / Title		
		ATIP Coordinator	TITLE	TITLE
24	Exemption - Individuals sentenced for an offence	x		
25	Exemption - Safety of individuals	x		
26	Exemption - Information about another individual	x		
27	Exemption - Solicitor-client privilege	x		
28	Exemption - Medical record	x		
31	Notice of intention to investigate	x		
33(2)	Right to make representation	x		
35(1)	Findings and recommendations of Privacy Commissioner (complaints)	x		
35(4)	Access to be given	x		
36(3)	Report of findings and recommendations (exempt banks)	x		
37(3)	Report of findings and recommendations (compliance review)	x		
51(2)(b)	Special rules for hearings	x		
51(3)	Ex parte representations	x		
72(1)	Report to Parliament	x		

**Delegation of Authority Under the  
Privacy Regulations**

Provision	Task/Function	Position / Title		
		ATIP Coordinator	TITLE	TITLE
9	Reasonable facilities and time provided to examine personal information	x		
11(2)	Notification that correction to personal information has been made	x		
11(4)	Notification that correction to personal information has been refused	x		
13(1)	Disclosure of personal information relating to physical or mental health may be made to a qualified medical practitioner or psychologist for an opinion on whether to release information to the requestor	x		
14	Disclosure of personal information relating to physical or mental health may be made to a requestor in the presence of a qualified medical practitioner or psychologist	x		



## Supplemental Statistical Report on the *Access to Information Act* and *Privacy Act*

Name of institution: Asia Pacific Foundation of Canada

Reporting period: 2020-04-01 to 2021-03-31

### Section 1: Capacity to Receive Requests

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	32
Able to receive requests by email	52
Able to receive requests through the digital request service	52

### Section 2: Capacity to Process Records

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	0	20	32	52
Protected B Paper Records	0	20	32	53
Secret and Top Secret Paper Records	0	20	32	52

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Electronic Records	0	20	32	52
Protected B Electronic Records	0	20	32	52
Secret and Top Secret Electronic Records	0	20	32	52