



THE PIERRE ELLIOTT TRUDEAU FOUNDATION

**2012-2013 ANNUAL REPORT
ON THE *ACCESS TO INFORMATION ACT***

From 1 April 2012 to 31 March 2013

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1. INTRODUCTION

Legal status

A Canadian institution with a national purpose, the Pierre Elliott Trudeau Foundation (the “Foundation”) is an independent and non-partisan charity. It was established in 2001 – under Part II of the Canada Corporations Act – as a living memorial to the former Prime Minister by his family, friends, and colleagues. In 2002, the Government of Canada endowed the Foundation with a donation of \$125 million with the unanimous support of the House of Commons. In addition, the Foundation benefits from private sector donations in support of specific initiatives.

The Foundation funds outstanding scholars who conduct research on crucial public issues and creates opportunities for dialogue and collaboration across organizations and disciplines around four key themes: human rights, citizenship, international relations, and the environment. Since being established, the Foundation has granted hundreds of major awards to top researchers and highly accomplished individuals, in Canada and abroad.

The Foundation is governed by a diverse and highly distinguished Board of up to 18 directors, including two directors appointed by the Minister of Industry and two representatives of the family of the late Pierre Trudeau. The directors oversee the endowment and annual operating budget, and they set policies and program directions for the Foundation.

Mission statement

The Pierre Elliott Trudeau Foundation promotes outstanding research in the humanities and social sciences, and fosters a fruitful dialogue between scholars and policymakers in the arts community, business, government, the professions, and the voluntary sector.

The Foundation:

- encourages emerging talent by awarding Trudeau Scholarships to the most talented doctoral students in Canada and abroad
- appoints distinguished Trudeau fellows and mentors for their knowledge and wisdom, to build an intellectual community to support the work of the scholars, and
- creates and maintains an international network of Trudeau fellows, scholars, and mentors

Through a growing community, the Foundation actively encourages talented individuals to develop audacious proposals, to set and achieve ambitious goals, and to interact with and teach as many people as possible. We believe that the best ideas emerge when individuals from different generations and different disciplines focus on a problem together, when technical, scientific, and policy innovators are informed by outstanding communicators in bioethics, geography, history, or the law, and when new patterns of human behaviour are revealed and deep cultural understanding is achieved.

The Foundation is dedicated to the delivery of four core programs: three funding programs targeted towards scholars, fellows, and mentors, and a Public Interaction Program, intended to achieve knowledge acquisition, transfer, and exchange among our program beneficiaries and the public. The Foundation's annual activity cycle revolves around these four main programs.

Mentorships

Up to twelve mentors are appointed each year. The Mentorship Program is an innovative experiment that seeks to forge intellectual and personal bonds between renowned Canadians with extensive experience in public life and talented doctoral students. The mentors are drawn from an array of professional backgrounds, including business, public service, law, arts, journalism, and advocacy. They enjoy a nationwide and international reputation based on achievements in their own particular field and, most importantly, are able to introduce scholars to their networks.

Doctoral scholarships

Up to fifteen scholarships are awarded each year to support doctoral candidates pursuing research of compelling present-day concern that touches on one or more of the Foundation's four themes. Trudeau scholars are highly gifted individuals who are actively engaged in their fields and who are poised to become national and international figures. They are encouraged to work with Trudeau mentors and fellows. Interaction with the Trudeau Foundation community, non-academic spheres, and the general public is an essential aspect of the Scholarship Program.

Fellowships

Up to five fellows are chosen each year in recognition of outstanding achievement, their innovative approach to issues of public policy, and their commitment to public engagement. The Foundation provides support for the fellows to make extraordinary contributions in their field through leading-edge research and creative work. As the Fellowship Program grows, the fellows build a network of imaginative people working together from a variety of perspectives to address fundamental social and policy issues.

Public interaction program

The Public Interaction Program (PIP) is the centrepiece that brings the three grant-giving programs together. PIP events and travel and research allowances provide members of the Trudeau Foundation community with unique opportunities to learn and exchange research, ideas, and proposals and to share knowledge with colleagues from different disciplines and varied life and cultural backgrounds. The structure of our programs gives top researchers and fellows, upcoming PhD scholars, and practical-minded mentors the chance to bring their expertise together and make knowledge exchange and transfer a reality. PIP comes to life through four types of annual Trudeau events. In addition, members of the Trudeau community are encouraged to organize PIP events on major issues of public policy that affect Canadians and global society.

We also collaborate with other institutions and organizations to advance discussions in wider fields.

Access to information at the Foundation

The Foundation has been listed as a federal institution and subject to the *Access to Information Act* since April 1, 2007.

The *Access to Information Act* (R.S., 1985, c. A-1) was proclaimed on July 1, 1983. The purpose of the Act is to give all individuals and corporate entities in Canada 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 the government.

Section 72 of the *Access to Information Act* requires the head of every government institution to prepare, for submission to Parliament, an annual report on the administration of the Act within the institution during each financial year.

This annual report describes how the Pierre Elliott Trudeau Foundation administered its responsibilities in the operation of the *Access to Information Act*. It covers the period from 1 April 2012 to 31 March 2013. Further to a change in directives from the Treasury Board Secretariat, the report is no longer aligned with the Foundation's financial year. Therefore, it contains figures that have yet to be audited by the external auditors of the Pierre Elliott Trudeau Foundation, as the 2012-2013 financial year ends on 31 August 2013.

2. ADMINISTRATION OF THE *ACCESS TO INFORMATION ACT*

Structure of the access to information office

The Foundation is a small organization. Its president and seven staff members are devoted to the delivery of four core programs. The nature of the organization and the volume of requests do not justify the establishment of an Access to Information Office at this time. The responsibilities fall under the Direction of Corporate Services and Public Affairs, whose Director fulfils the duties of an Access to Information Officer as part of her portfolio.

Information holdings

A description of the classes of institutional records held by the Foundation can be found in the Treasury Board Secretariat of Canada publication titled *Info Source*, which can be found on the Internet. The Foundation does not have exempt banks.

Reading room

The boardroom at the Foundation's office in Montreal has been designated as the public reading room for the purpose of reviewing publications and other public materials.

3. DELEGATION OF AUTHORITY

The President and CEO of the Foundation is designated as the head of the institution for the purpose of the *Access to Information Act*.

The Director of Corporate Services and Public Affairs has been delegated the authority to oversee the administration of the Act and to ensure compliance with the legislation (see Appendix A). The Director of Corporate Services and Public Affairs directly reports to the President and CEO of the Foundation.

4. INTERPRETATION OF THE 2012-2013 STATISTICAL REPORT ON THE ACCESS TO INFORMATION ACT

The following is provided to assist the reader in the interpretation of Appendix B, which presents the statistical report covering the reporting period of this annual report.

Part 1 – Requests under the Access to Information Act

Number of requests

During the reporting period, one new request was received. It was closed during the reporting period.

Sources of requests

The request received originated from a member of the public.

Part 2 – Requests closed during the reporting period

Disposition and completion time

The only request processed during the reporting period was disposed of within 16 to 30 days, and all the documents were disclosed.

Exemptions

No exemptions were invoked during the reporting period.

Exclusions

No exclusions were invoked during the reporting period.

Format of information released

The information was released in total on paper at the request of the applicant.

Complexity

Relevant pages processed and disclosed

A total of 21 pages were processed during the reporting period.

Relevant pages processed and disclosed by size of requests

The only request processed during the reporting period was in the “Less than 100 pages processed” category, for a total of 21 pages processed.

Other complexities

Legal advice was sought for the request received and processed during the reporting period.

Deemed refusals

Reasons for not meeting statutory deadline

No requests were closed past the reporting statutory deadline during the reporting period.

Number of days past deadline

Not applicable.

Requests for translation

No translation requests were necessary during the reporting period.

Part 3 – Extensions

Reasons for extensions and disposition of requests

No extensions were required during the reporting period.

Length of extensions

Not applicable.

Part 4 – Fees

During the reporting period, a 5\$ application fee was collected for the only request received and processed.

Part 5 – Consultations received from other institutions and organizations

Consultations received from other institutions and organizations

No consultations were received from other government institutions and organizations during the reporting period.

Recommendations and completion time for consultations received from other government institutions

Not applicable.

Recommendations and completion time for consultations received from other organizations

Not applicable.

Part 6 – Completion time of consultations on Cabinet confidences

Not applicable.

Part 7 – Resources related to the Access to Information Act

Costs

In 2012-2013, the direct cost of administering the *Access to Information Act*, including salaries and goods and services, totalled \$5,464 consisting of approximately \$3,927 in salary costs and \$1,537 for professional services.

Human resources

During the reporting period, the administration of the *Access to Information Act*, including processing requests, reporting and knowledge updates, represented 0.04 of a full-time employee dedicated part-time to ATI activities.

Additional reporting: Previously released ATI package released informally

Additional reporting requirements were attached to the statistical report on the *Access to Information Act* call letter. The Foundation did not informally release any previously released ATI packages during the reporting period.

5. EDUCATION AND TRAINING ACTIVITIES

The Director of Corporate Services and Public Affairs continually provides advice and guidance to staff and requesters on compliance requirements for both pieces of legislation, by means of continuous dialogue. During the reporting period, no formal staff training was undertaken.

6. POLICIES AND PROCEDURES

In 2007, the Foundation developed its *Access to Information Policy* on the administration of the legislation. All employees were notified of its public posting on the Foundation's website. Employees are advised to contact the Director of Corporate Services and Public Affairs with questions or concerns.

It is Foundation policy to routinely release, informally, any information that does not qualify for an exemption or that is not excluded under the *Access to Information Act*. The Foundation also provides access to its annual reports, external audits, and evaluations from the public library on its website at www.trudeaufoundation.ca.

In terms of procedures for handling requests, we are keeping the same approach as the one adopted for our core programs. Upon reception of a request addressed to the Foundation's Access to Information Officer, the Director of Corporate Services and Public Affairs opens a file and makes sure that any required resources are called upon to ensure a swift and satisfactory treatment of the request. She relies mainly on external resources to support her in the processing of the requests and related requirements, which may significantly increase the Foundation's operation costs. The Foundation has a retainer with a law firm to receive legal advice on any aspects of the legislation. On-contract assistantship can also be secured to ensure proper administrative support during and in between the handling of requests, as required.

Treasury Board Secretariat's guidelines on the *Access to Information Act* were followed during the reporting period. In accordance with recent Treasury Board Secretariat's guidelines, the Foundation is now posting on its website a summary of all completed Access to Information requests received since January 2012 (see <http://www.trudeaufoundation.ca/en/trudeau-foundation/publications/policies>). No significant changes were made to the Foundation's organization, programs, operations, or policy.

7. ISSUES AND COMPLAINTS

No issues were encountered and no complaints were filed against the Foundation with the Office of the Information Commissioner during this reporting period. No investigations were received during the reporting period.



MEMO

DESTINATAIRE / TO : Élise Comtois

EXPEDITEUR / FROM : Pierre-Gerlier Forest

DATE : Le 9 octobre 2007

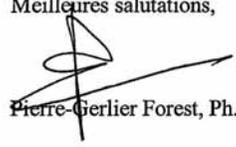
OBJET / REGARDING : Délégation de pouvoirs – LAIPRP

Madame,

À titre de président et chef de la direction de la Fondation et en conformité avec l'article 73 de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels, je désigne le titulaire du poste de Directeur des services de gestion et des affaires publiques, que vous êtes, pour exercer le pouvoir, les responsabilités et les devoirs du président comme chef de l'institution fédérale pour toutes les sections des deux Lois à laquelle la Fondation est assujettie.

Cette délégation prendra effet à compter d'aujourd'hui.

Meilleures salutations,



Pierre-Gerlier Forest, Ph.D.

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Appendix B
 2012-2013 Statistical report on the Access to Information Act



Statistical Report on the Access to Information Act

Name of institution: The Pierre Elliott Trudeau Foundation

Reporting period: 12-04-01 to 13-03-31

PART 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
Total	1
Closed during reporting period	1
Carried over to next reporting period	0

1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	0
Business (Private Sector)	0
Organization	0
Public	1
Total	1

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	0	0	0	0	0	1
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Treated informally	0	0	0	0	0	0	0	0
Total	0	1	0	0	0	0	0	1

2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	0	16(2)(a)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(b)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(c)	0	18(c)	0	20.4	0
13(1)(d)	0	16(3)	0	18(d)	0	21(1)(a)	0
13(1)(e)	0	16.1(1)(a)	0	18.1(1)(a)	0	21(1)(b)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	0
15(1) - I.A.*	0	16.1(1)(d)	0	18.1(1)(d)	0	22	0
15(1) - Def.*	0	16.2(1)	0	19(1)	0	22.1(1)	0
15(1) - S.A.*	0	16.3	0	20(1)(a)	0	23	0
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(b)	0	24(1)	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(b.1)	0	26	0
16(1)(a)(iii)	0	16.5	0	20(1)(c)	0		
16(1)(b)	0	17	0	20(1)(d)	0		
16(1)(c)	0						
16(1)(d)	0						

* I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities

2.3 Exclusions

Section	Number of requests	Section	Number of requests	Section	Number of requests
68(a)	0	69(1)(a)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(b)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(c)	0	69(1)(g) re (c)	0
68.1	0	69(1)(d)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(e)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(f)	0	69(1)(g) re (f)	0
				69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	1	0	0
Disclosed in part	0	0	0
Total	1	0	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	21	21	1
Disclosed in part	0	0	0
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	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	1	21	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
Abandoned	0	0	0	0	0	0	0	0	0	0
Total	1	21	0	0	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	1	0	1
Disclosed in part	0	0	0	0	0
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
Total	0	0	1	0	1

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of requests closed past the statutory deadline	Principal Reason			
	Workload	External consultation	Internal consultation	Other
0	0	0	0	0

2.6.2 Number of days past deadline

Number of days past deadline	Number of requests past deadline where no extension was taken	Number of requests past deadline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	0	0

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	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
Total	0	0	0	0

3.2 Length of extensions

Length of extensions	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
30 days or less	0	0	0	0
31 to 60 days	0	0	0	0
61 to 120 days	0	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	0	0	0	0

PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	1	\$5	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	1	\$5	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	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	0	0	0	0
Closed during the reporting period	0	0	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	More than 365 days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

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	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
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	0
More than 365	0	0
Total	0	0

PART 7 – Resources related to the Access to Information Act

7.1 Costs

Expenditures		Amount
Salaries		\$3 927
Overtime		\$0
Goods and Services		\$1 537
• Professional services contracts	\$1 537	
• Other	\$0	
Total		\$5 464