
TRUDEAU FOUNDATION ACCESS TO INFORMATION POLICY

PREAMBLE

1. This document deals with formal access to information request procedures. It will assist Foundation's staff in processing requests for information effectively.
2. The President of the Foundation is accountable for the implementation and the application of the *Access to Information Act* (ATIA). In accordance with the ATIA, the President has delegated its authority to an ATIP Officer.
3. As a principle, the Foundation must act and be seen to act in compliance with both the letter and the spirit of the ATIA, always in a timely manner and in good faith.
4. The only grounds to withhold information are the application of exemptions and exclusions provisions of the ATIA and only the ATIP Officer has the delegated authority from the President to deny access to information.

PROCESSING REQUESTS

5. The ATIA states that institutions must respond to access requests within 30 calendar days. (Subtracting weekends and holidays from this 30 day time frame leaves an average of 21 working days to process a request.)
6. Upon reception of a request, the ATIP Officer will:
 - a. verify whether applicant is qualified
 - b. record the request in the Foundation's ATIP register
 - c. clarify request if needed
 - d. estimate search time
 - e. determine if the cost recovery policy should apply, and
 - f. acknowledge in writing receipt of request to applicant
7. Search time includes time to search and retrieve records which may contain relevant information. It does not include time to determine exemptions, for photocopying documents, and to review material before disclosure. In general, although search time will depend on the complexity of request, it can be calculated by using the following formula: 30 minutes for 200 pages or 1 inch (2.5 cm) of paper.
8. If search time is estimated at 5 hours or less, the ATIP Officer should proceed with the retrieval of records.

9. If search time is likely to be more than 5 hours, fees may apply; the ATIP Officer should:
 - a. notify applicant in writing
 - b. require the payment of fees in accordance with the Foundation's ATIP cost recovery policy
 - c. inform the applicant of his or her right to make a complaint to the Information Commissioner about the amount required
10. If more than 15 days are likely required to search and retrieve records or if the volume of records is in excess of 1000 pages, the ATIP Officer must:
 - a. notify applicant in writing that the Foundation may not meet the 30 days delay
 - b. require the payment of fees in accordance with the Foundation's ATIP cost recovery policy
 - c. indicate the date to which access will eventually be granted, and
 - d. inform the applicant of his or her right to make a complaint to the Information Commissioner about the extension
11. No extension of more than 30 calendar days can be imposed without the knowledge and approval of the President of the Foundation
12. Applicants are allowed to access records in the official language of their choice; for records in excess of 800 words, the Foundation will not cover translation costs, unless it is in the public interest to disclose documents in both official languages

DISCLOSING DOCUMENTS

13. To assist the ATIP Officer in the review and preparation of documents to be disclosed, the Foundation will develop ATI guidelines
14. An ATIP Counsel/Consultant may also be appointed by the President to support the Foundation's efforts and to provide expert advice
15. Before disclosing any document, the ATIP Officer may ask the Foundation's ATIP Counsel/Consultant, when necessary:
 - a. to perform a line by line review
 - b. to suggest exemptions,
 - c. to determine if third parties must be notified, and/or
 - d. to draft a response letter to the applicant
16. When the ATIP Officer is satisfied that a document can be released, he or she will:
 - a. notify third parties, when necessary
 - b. brief the President, when necessary
 - c. prepare communication material, when necessary

- d. prepare release package and final response letter to applicant

COST RECOVERY POLICY

17. The Foundation will recover costs incurred from searching, preparing, and reviewing documents, in accordance with section 11 of the ATIA
18. Rates figure in Schedule A and are subject to Board approval
19. Cost recovery will apply each time the search is in excess of 5 hours, unless the President decides it is in the public interest to disclose the records
20. A deposit equal to no less than 50% of the total estimated amount shall be made before the ATIP Officer proceeds with gathering and preparing information

COMMUNICATION

21. On sensitive issues, the ATIP Officer may recommend a communication strategy to the President
22. The ATI policy will be posted on the Foundation's website.

COST RECOVERY (ATI only)

Free of Charge

- Up to 5 hours of search and preparation
- Shipping
- Filing and refilling of records
- Fee waiver if less than \$25
- Public benefit in disclosure

Fees

- Application – \$5
- Search/Preparation -- \$10/hour
- Reproduction – 20¢/page
- Programming – \$20/hour