Canada Enterprise Emergency Funding Corporation

Access to Information Act

Annual Report to Parliament

April 1, 2025 to March 31, 2026

October 2026

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Introduction

The *Access to Information Act* (Revised Statutes of Canada, Chapter A–1, 1985) was proclaimed on July 1, 1983. The Act gives Canadian citizens and permanent residents a broad right of access to information contained in government records, including Crown Corporations, subject to certain specific and limited exceptions.

This Annual Report to Parliament regarding the application of the *Act* is prepared and tabled in Parliament in accordance with section 94(1) of the Act and covers the period from April 1, 2025 to March 31, 2026.

Canada Enterprise Emergency Funding Corporation ("CEEFC" or the "Corporation") became subject to the Act upon incorporation on May 11, 2020.

CANADA ENTERPRISE EMERGENCY FUNDING CORPORATION (CEEFC) currently manages the Large Employer Emergency Financing Facility (LEEFF) program, which stopped taking new applications in 2022, the Large Enterprise Tariff Loan (LETL) facility to support large Canadian enterprises affected by actual and potential new tariffs and countermeasures and which face challenges accessing traditional sources of market financing, and the Liquidity for Airline Sector Resilience (LASR) facility which helps eligible Canadian passenger airlines address temporary liquidity pressures caused by elevated operating costs, particularly aviation fuel price volatility. CEEFC is led by a President and CEO.

Organizational Structure

CEEFC reports to Parliament through the Minister of Finance.

The Corporation has a service agreement in place with CDEV, which includes the provision of Access to Information and Privacy ("ATIP") services under section 96 of the Act. Two full-time CDEV employees are dedicated part-time to Access to Information and Privacy ("ATIP") activities for CDEV and its subsidiaries, excluding TMC which has its own ATIP Coordinator and staff. The ATIP department consists of the ATIP Coordinator and one analyst. CDEV retains advice from external legal counsel and independent consultants as needed. CDEV currently has one independent ATIP consultant working approximately 0.25 FTEs and one ATIP analyst who is utilized on an as-needed basis.

Summaries of completed Act requests are published on the Open Government portal monthly. The ATIP Analyst is responsible for creating and publishing monthly request summaries and travel and hospitality expenses. Also, the Analyst posts reports tabled in Parliament (such as annual reports or corporate plan summaries) in a timely manner to respect the legislated timelines. The CEEFC Chief Financial Officer reviews and approves the monthly travel and hospitality disclosures, as well as the reports tabled in Parliament before they are published on the website. The ATIP Coordinator reviews and approves monthly Act summaries and Annual Reports before they are published.

For a breakdown of the group(s) and/or position(s) responsible for meeting each applicable proactive publication requirement under Part 2 of the Access to Information Act, see the section "Proactive Publication under Part 2 of the ATIA", below.

Delegation Order

The Delegation of Authority Order (Appendix A) is reviewed annually by the head of the

organization. The authority to approve or deny the release of departmental information requested under the *Act* is shared by the Chief Executive Officer and the ATIP Coordinator.

Performance and Highlights of the 2025-2026 Statistical Report

During April 1, 2025 – March 31, 2026, no formal requests were received during the reporting period, and none were carried over from the previous fiscal year. None were carried forward to the next reporting period.

No active requests are outstanding from previous reporting periods.

No active complaints are outstanding from previous reporting periods, and none were received during the current reporting period.

Five formal requests were received and seven were closed during the 2021-2022 reporting period. One formal request was received and two were closed during the 2022-2023 reporting period. No requests were received in the 2023-2024 reporting period or in the 2024-2025 reporting period The number of requests has trended downwards.

The Corporation has not received any consultation requests from another government institution. None were carried over from the previous reporting period.

Training and Awareness

CDEV management meets regularly with the ATIP office to discuss specific requests and consultations as required. Management is briefed on the status of files and reporting requirements on a regular basis. Summaries of formal and informal ATIP requests as well as consultations and complaints for CDEV and its subsidiaries are presented to the board of directors quarterly.

General ATIP training is provided to all new staff and directors of CDEV and subsidiaries. The sessions are structured into two parts, the first being a general information session and the second being an in-depth briefing targeted dominantly at the offices of primary interest.

Informal briefings, and one-on-ones, are scheduled as needed. The executive team is informed by email as soon as a new request is received.

Policies, Guidelines, Procedures and Initiatives

CEEFC adopted many of CDEV's policies, guidelines and procedures during its first year of operation. There were no changes to policies, guidelines, procedures or technology relating to ATIA during the reporting period.

Proactive Publication under Part 2 of the ATIA

CEEFC is a non-agent Crown Corporation and is subject to the Financial Administration Act ("FAA") but is not subject to provisions of the Income Tax Act. Whilst CEEFC is a wholly-owned subsidiary of CDEV, CEEFC has not been consolidated within CDEV as CDEV is not deemed to have control over CEEFC.

CDEV is an agent Crown corporation listed in Schedule III, Part II of the *Financial Administration Act.* CDEV is subject to proactive publication requirements pursuant to sections 82, 83 and 84 of the ATIA. Travel and Hospitality expenses are published within 30 days after the end of the month of reimbursement and reports tabled in Parliament are published within 30 days after tabling. While Travel and Hospitality disclosures are published on CDEV's website

(https://cdev.gc.ca/publications/), the reports tabled in Parliament are published on CEEFC's website (https://www.ceefc-cfuec.ca/home-en/).

During the reporting period, the institution published 100% of the proactive publications requirements material within the legislated timelines.

Monthly summaries of completed requests under the Act are published on the Open Government website (https://open.canada.ca/en/search/ati) in accordance with the legislative timeline.

CDEV regularly tracks the Travel and Hospitality management expenses to allow for an accurate preparation of proactive disclosure.

CDEV's legislative requirements are as follows:

Legislative Requirement	**Section of ATIA**	**Publication Timeline**	**Does requirement apply to your institution? (Y/N)**	**Internal group(s) or positions(s) responsible for fulfilling requirement**	**% of proactive publication requirements published within legislated timelines***	**Link to web page where published****
Apply to all Government Institutions as defined in section 3 of the *Access to Information Act*						
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	Yes	Chief Administrative Officer; Manager, Operations & IT; Administrative Assistant	100%	https://cdev.gc.ca/publications/
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	Yes	Chief Administrative Officer; Manager, Operations & IT; Administrative Assistant	100%	https://cdev.gc.ca/publications/
Reports tabled in Parliament	84	Within 30 days after tabling	Yes	Chief Administrative Officer; Vice President & Head of Communications; Associate, Communications	100%	https://ceefc-cfuec.ca/interim-reports/ ; https://ceefc-cfuec.ca/annual-reports/ ; https://ceefc-cfuec.ca/corporate-plan-summary/
Apply to government entities or Departments, agencies, and other bodies subject to the Act and listed in Schedules I, I.1, or II of the *Financial Administration Act*						
Contracts over $10,000	86	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	No	NA	NA	NA
Grants & Contributions over $25,000	87	Within 30 days after the quarter	No	NA	NA	NA
Packages of briefing materials	88(a)	Within 120 days after appointment	No	NA	NA	NA

prepared for new or incoming deputy heads or equivalent						
Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office	88(b)	Within 30 days after the end of the month received	No	NA	NA	NA
Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament	88(c)	Within 120 days after appearance	No	NA	NA	NA
Applies to government institutions that are departments named in Schedule I to the *Financial Administration Act* or portions of the core public administration named in Schedule IV to that Act (i.e. government institutions for which Treasury Board is the employer)						
Reclassification of positions	85	Within 30 days after the quarter	No	NA	NA	NA
Apply to Ministers' Offices (therefore apply to any institution that performs proactive publication on behalf of a Minister's Office)						
Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Within 120 days after appointment	No	NA	NA	NA
Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office	74(b)	Within 30 days after the end of the month received	No	NA	NA	NA
Package of question period notes prepared by a government institution for the minister and in use on the last sitting day of the House of Commons in June and December	74(c)	Within 30 days after last sitting day of the House of Common in June and December	No	NA	NA	NA

Packages of briefing materials prepared by a government institution for a minister's appearance before a committee of Parliament	74(d)	Within 120 days after appearance	No	NA	NA	NA
Travel Expenses	75	Within 30 days after the end of the month of reimbursement	No	NA	NA	NA
Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	No	NA	NA	NA
Contracts over $10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	No	NA	NA	NA
Ministers' Offices Expenses Note: This consolidated report is currently published by TBS on behalf of all institutions.	78	Within 120 days after the fiscal year	No	NA	NA	NA

Initiatives and Projects to Improve Access to Information

In addition to traditional methods of receiving requests such as by physical mail and electronic mail, CDEV uses ATIP Online Management Tools ("AOMT") to receive requests from the public.

CDEV utilizes AccessPro Case Management and Redaction software as needed to process requests and apply relevant redactions.

CDEV's website contains a section dedicated to ATIP, where individuals can learn about CDEV's activities and make a request for information. CDEV's website has been upgraded to meet accessibility requirements.

Summary of Key Issues and Actions Taken on Complaints

No complaints were filed with the Information Commissioner of Canada against the Corporation in 2025-2026 and there are no active complaints outstanding from previous reporting periods.

Monitoring Compliance

Outstanding requests are reviewed regularly to ensure the file is current and processing times are met. The ATIP department holds weekly meetings to ensure that all files are being processed efficiently, timely and in accordance with the Act.

The ATIP office utilizes file trackers and calendar reminders. Files are kept and updated to ensure that all requests and their deadlines, and extensions, are being accurately tracked and respected. Requests are reviewed to determine whether consultations are necessary and are taken only when required. AOMT is accessed every Monday and Friday by the ATIP department to make

sure that all new requests have been noted and accounted for.

Summaries of the completed requests under the Act, which are published on the Open Government portal monthly, are verified for accuracy before, and once they have been published. In case of any discrepancies, relevant corrections are made. Individuals can also submit informal requests for re-release of previous requests made under the Act using the Open Government portal. CDEV adds these to a tracking schedule upon receipt.

Proactive disclosure of travel and hospitality expenses of CDEV, and subsidiaries, are senior management reviewed and once verified for accuracy are posted on a monthly basis on the CDEV corporate website.

Appendix A – *Access to Information Act* Designation Order

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 95 of the *Access to Information Act,* I hereby authorize those officers and employees of the Canada Development Investment Corporation and subsidiaries (excluding Trans Mountain Corporation) 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.

Dated in Toronto on this 18 day of June 2024

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 95 de la *Loi sur l'accès à l'information,* j'autorise les agents et les employés du Corporation de développement des investissements du Canada et les filiales (sauf la Corporation Trans Mountain) 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.

Fait à Toronto en ce 18 jour en juin 2024

Elizabeth A. Wademan

President and CEO - Canada Development Investments Corporation
Présidente et cheffe de la direction- Corporation de développement des investissements du Canada

Schedule 1
Designation Order – *Access to Information Act*

Powers, duties, or functions	Section	General Counsel and Corporate Secretary	ATIP Coordinator
Reasonable effort to assist applicants, respond accurately and completely and provide timely access in the format requested	4(2.1)	yes	yes
To give notice to applicant that access will be given	7(*a*)	yes	yes
To give access to the record	7(*b*)	yes	yes
To transfer to another institution or to accept transfer from another institution and to give notice to applicant	8(1)	yes	yes
To extend time limit and give notice	9	yes	yes
No records exist	10	yes	yes
To waive the requirement to pay a fee	11(2)	yes	yes
To determine whether a record should be translated	12(2)	yes	yes
To determine whether a record should be provided in an alternative format	12(3)	yes	yes
To refuse to disclose a record referred to in that section	13	yes	yes
To refuse to disclose a record referred to in that section	14	yes	yes
To refuse to disclose a record referred to in that section	15	yes	yes
To refuse to disclose a record referred to in that section	16	yes	yes
To refuse to disclose a record referred to in that section	16.5	yes	yes
To refuse to disclose a record referred to in that section	17	yes	yes
To refuse to disclose a record referred to in that section	18	yes	yes
To refuse to disclose a record referred to in that section	18.1	yes	yes
To refuse to disclose a record referred to in that section	19	yes	yes

To refuse to disclose a record referred to in that section	20(1)	yes	yes
To refuse to disclose a record referred to in that section	20(2)	yes	yes
To disclose part of a record referred to in that subsection and provide written explanation	20(3)	yes	yes
To disclose, with the consent of third party, a record referred to in subsection 20(1)	20(5)	yes	yes
To disclose, in the public interest, a record referred to in paragraphs 20(1)(*b*),(*c*) or (*d*)	20(6)	yes	yes
To refuse to disclose a record referred to in that subsection	21(1)	yes	yes
To refuse to disclose a record referred to in that section	22	yes	yes
To refuse to disclose a record referred to in that section	22.1	yes	yes
To refuse to disclose a record referred to in that section	23	yes	yes
To refuse to disclose a record referred to in that section	24	yes	yes
To disclose information that can reasonably be severed	25	yes	yes
To refuse to disclose a record referred to in that section	26	yes	yes
To give to third party notice of intent to disclose	27(1)	yes	yes
To extend time limit set out in 27(1)	27(4)	yes	yes
To decide on disclosure after third party representation and to give notice of decision to third party	28(1)	yes	yes
To waive requirement for written representations	28(2)	yes	yes
To give access unless review of decision is requested	28(4)	yes	yes

To advise the Information Commissioner of any third party who received notification or, if the document had been disclosed, would have received notification	33	yes	yes
To make representations to the Information Commissioner	35(2)	yes	yes
To give notice to the Information Commissioner that access to a record will be given	37(4)	yes	yes
To give notice to a third party of application for Court review	43(2)	yes	yes
To give notice to applicant that third party has applied for Court review	44(2)	yes	yes
To request hearing in the National Capital Region	52(2)	yes	yes
To request opportunity to make representations *ex parte*	52(3)	yes	yes
To carry out responsibilities conferred on the Head of the institution by regulations made under section 71 which are not included above	71	yes	yes
Publish travel expenses	82	yes	yes
Publish hospitality expenses	83	yes	yes
Publish tabled reports	84	yes	yes
Exempt information from publication	90	yes	yes
To prepare annual report for submission to Parliament	94	yes	yes
Provide services to another government institution	96	yes	yes