

**BUSINESS DEVELOPMENT BANK OF CANADA (“BDC”)
and BDC CAPITAL INC. (“BDC Capital”)**

ANNUAL REPORT on the ACCESS TO INFORMATION ACT

Reporting period: April 1, 2010 to March 31, 2011

Introduction

This report is prepared and tabled in Parliament in accordance with section 72 of the *Access to Information Act*.

Mandate

BDC's mandate, as set out in the *Business Development Bank of Canada Act*, is to support Canadian entrepreneurship by providing financial, consulting and venture capital services. BDC's investments may be held in the name of BDC Capital, a wholly-owned subsidiary of BDC. All administration of such investments is performed by BDC employees, using BDC resources and facilities. All relevant records relating to BDC Capital are under the control of BDC.

Organization of Access to Information activities, policies and procedures

Procedures are in place for directing formal access requests to the Access to Information Coordinator who ensures that they are processed in accordance with the provisions of the Act. The Coordinator is normally occupied part-time at BDC's Montreal Head Office in carrying out his responsibilities pursuant to the Act, although he is available at all times together with other administrative support, to process requests as the volume of activity may warrant. The Assistant Vice President, Legal Affairs in BDC's legal department is currently designated as the Access to Information Coordinator, exercises delegated authority to exercise the powers, duties and functions under the Act and reports to BDC's President & CEO in access to information matters. A copy of the Delegation Order is attached. The Coordinator has extensive knowledge of access to information and privacy laws and policies.

BDC receives requests from many sources and for all types of information throughout the year. BDC's approach in determining whether to deal with such requests informally or whether to require the requestor to make a formal request under the Act depends on whether the information is of the type that obviously can be disclosed without having to consider applying exemptions and whether the relevant records can be easily identified and located. Decisions on waiving application and processing fees permitted under the Act are made on a case-by-case basis.

Activities

As outlined in the attached statistical report, BDC received six new formal requests in this reporting period. In relation to the six requests that were completed, the relevant records were fully disclosed in two of those files. Portions of the records were exempt in one of the files and BDC was unable to process the remaining three files since it had no relevant records. In addition, there were seven

formal consultations from other departments and agencies concerning requests they received in which some BDC-related records were involved.

The percentage breakdown for the source of requests received during this reporting period is as follows:

33.33 % Media
33.33 % Public
33.33 % Business

Education and Training

During the reporting period, the Coordinator attended a full-day ATIP community meeting organized by the Canadian Access and Privacy Association in Ottawa.

Policies, Guidelines and Procedures

During the reporting period, BDC did not implement any new or revised access to information policies, guidelines or procedures.

Complaints and Investigations


During the reporting period, BDC dealt with the Office of the Information Commissioner concerning a complaint and investigation, in which BDC claimed exemption for records it considered to have proprietary and strategic value. The complaint was eventually withdrawn.

Access to Information and Privacy Acts
Designation Order

Pursuant to section 73 of both the *Access to Information Act* and the *Privacy Act* (collectively, the "Acts"), Jean-René Halde, President and Chief Executive Officer of the Business Development Bank of Canada ("BDC") and head of a government institution for the purpose of the Acts in relation to BDC, hereby:

1. revokes all previous designations relating to the exercise of powers and performance of duties and functions of the head of a government institution under the Acts in relation to BDC (the "Powers"), and;
2. hereby designates Robert Annett, Assistant General Counsel, and should Mr. Annett be absent or unable to perform his duties and functions himself, then François Rivest, Assistant General Counsel, in his place, to exercise or perform such Powers and to be designated as BDC's Access to Information and Privacy Coordinator for that purpose.

Dated at Montreal, Quebec, this 28th day of August, 2007.



Jean-René Halde,
President and Chief Executive Officer



Statistical Report on the Access to Information Act

Name of institution: Business Development Bank of Canada

Reporting period: 01/04/2010 to 31/03/2011

PART 1 – Requests under the Access to Information Act

1.1 Requests

	Number of Requests
Received during reporting period	6
Outstanding from previous reporting period	0
Total	6
Closed during reporting period	6
Carried over to next reporting period	0

1.2 Sources of requests

Source	Number of Requests
Media	2
Academia	0
Business (Private Sector)	2
Organization	0
Public	2
Total	6

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	1	1	0	0	0	0	0	2
Disclosed in part	0	1	0	0	0	0	0	1
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	1	2	0	0	0	0	0	3
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	2	4	0	0	0	0	0	6

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)	1	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	2	0	0
Disclosed in part	1	0	0
Total	3	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	16	16	2
Disclosed in part	22	22	1
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	
	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed
All disclosed	2	16	0	0	0	0	0	0	0	0
Disclosed in part	1	22	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	3	38	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	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
Abandoned	0	0	0	0	0
Total	0	0	0	0	0

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	
	# of Requests	Amount	# of Requests	Amount
Application	0	\$0	6	\$30
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	0	\$0	6	\$30

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	7	31	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	7	31	0	0
Closed during the reporting period	7	31	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	1	0	0	0	0	0	0	1
Disclose in part	3	2	0	0	0	0	0	5
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	1	0	0	0	0	0	0	1
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	5	2	0	0	0	0	0	7

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	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		\$19,500
Overtime		\$0
Goods and Services		\$10,192
• Professional services contracts	\$10,192	
• Other	\$0	
Total		\$29,692

7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	0	1	1
Part-time and casual employees	0	1	1
Regional staff	0	0	0
Consultants and agency personnel	0	0	0
Students	0	0	0
Total	0	2	2