



THE PIERRE ELLIOTT TRUDEAU FOUNDATION

2010-2011 Annual Report on the *Access to Information Act*

From September 1, 2009, to March 31, 2011

**FONDATION
TRUDEAU
FOUNDATION**

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1. INTRODUCTION

Legal Status

A Canadian institution with a national purpose, the Pierre Elliott Trudeau 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 following a unanimous vote in the House of Commons. In addition, the Foundation benefits from private sector donations in support of specific initiatives.

The Pierre Elliott Trudeau Foundation funds outstanding scholars who conduct research in crucial public issues and creates opportunities for dialogue and collaboration across organizations and disciplines around four key themes: Human Rights and Dignity, Responsible Citizenship, Canada in the World, and People and their Natural 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 the operating budget, and they set policies and program directions for the Foundation.

Mission Statement

The Mission Statement adopted by the Board of Directors inspires the work of 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 Scholarships to the most talented doctoral students in Canada and abroad*
- *appoints distinguished 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 Fellows, Scholars, and Mentors*

Through our growing community, we actively encourage 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 achieved.

Our distinctive organization is devoted 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. 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.

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 and concretely engaged in their fields and expected to become leading national and international figures. They are encouraged to work with Trudeau Mentors and Fellows. Interaction with the Trudeau 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, innovative approaches to issues of public policy, and commitment to public engagement. The Foundation provides support for the Fellows to make extraordinary contributions in their fields 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. The PIP events and the travel and research allowance provide unique opportunities to learn and exchange research, ideas, and proposals that focus on specific questions and to share relevant knowledge with colleagues from different disciplines and varied life and cultural backgrounds. The structure of our programs provides an opportunity for top researchers and Fellows, upcoming PhD Scholars, and practical-minded Mentors to bring their expertise together and make knowledge exchange and transfer a reality. The PIP comes to life through four 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. Finally, we 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 *Access to information Act* is to provide all individuals and corporate entities present 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 government.

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

This annual report is intended to describe how The Pierre Elliott Trudeau Foundation administered its responsibilities in the operation of the *Access to Information Act*. This report covers the periods from September 1, 2009 to March 31, 2010 and from April 1, 2010 through to March 31, 2011. Further to a change in directives from the Treasury Board Secretariat, this annual 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 2010-2011 financial year is ending August 31, 2011.

2. ADMINISTRATION OF THE *ACCESS TO INFORMATION ACT*

Structure of the Access to Information Office

The Pierre Elliott Trudeau Foundation is a small organisation. Its President and seven staff are devoted to the delivery of four core programs. The nature of the organization and its activities, and the volume of request do not justify the establishment of an Access to Information Office at the Foundation at this time. The responsibilities fall under the Direction of Corporate Services and Public Affairs, whose Director is fulfilling 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 publications entitled *Info Source – Sources of Federal Government Information* and *Sources of Federal Employee Information*. The Foundation does not have exempt banks.

The above-mentioned publications can be found on the Internet, in public and academic libraries, and constituency offices of federal members of Parliament.

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 REPORT ON THE *ACCESS TO INFORMATION ACT*

The following is provided to assist the reader in the interpretation of Appendices B-1 and B-2, which present two Statistical Reports covering the reporting period of this Annual Report.

Part I: Requests processed

During the reporting period, no new requests were received.

Part II: Disposition of requests completed

No requests were processed.

Part III: Exemptions invoked

No exemptions were invoked during the reporting period.

Part IV: Exclusions cited

No exclusions were cited during the reporting period.

Part V: Completion time

Not applicable.

Part VI: Extensions

No extensions were required during the reporting period.

Part VII: Translations

Translation services related to Access to Information requests were not required during this fiscal year.

Part VIII: Method of access

Not applicable.

Part IX: Fees

Not applicable.

Part X: Costs

In 2010-2011, the direct cost of administering the *Access to Information Act*, including information and training sessions and consulting fees, totalled \$5,042 — although no request was processed — consisting of approximately \$3,349 in salary costs for 0.07 person-years, and \$1,693 for administration costs.

Additional Reporting Requirements for 2010-2011

Appendix B-1 outlining additional reporting requirements was attached to the Statistical Reports on the Access to Information and Privacy Acts call letter. The following is provided to assist the reader in the interpretation of the information reported in Appendix B-3 with regards to the *Access to Information Act*.

No exemptions were invoked pursuant to Paragraph 13(1)(e), Subsection 16.1(1)(a), Subsection 16.1(1)(b), Subsection 16.1(1)(c), Subsection 16.1(1)(d), Subsection 16.2(1), Subsection 16.3, Subsection 16.4(1)(a), Subsection 16.4(1)(b), Subsection 16.5, Subsection 18.1(1)(a), Subsection 18.1(1)(b), Subsection 18.1(1)(c), Subsection 18.1(1)(d), Subsection 20(1)(b.1), Subsection 20.1, Subsection 20.2, Subsection 20.4, or Subsection 22.1(1).

No exclusions were cited pursuant to Subsection 68.1, Subsection 68.2(a), Subsection 68.2(b), or Subsection 69.1(1).

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 of both pieces of legislation, by means of continuous dialogue. During the reporting period, no formal staff training was made.

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 web site. Employees are advised to contact the Director of Corporate Services and Public Affairs with questions or concerns.

It is Foundation policy to routinely release, in an informal manner, 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 web site at www.trudeaufoundation.ca.

In terms of procedures in handling the requests, we are keeping the same approach as the one adopted to operate our core programs. Upon reception of a request addressed to the Privacy Officer of the Foundation, the Director of Corporate Services and Public Affairs opens a file and makes sure that any required resources is 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 operation costs of the Foundation. The Foundation has a retainer with a law firm to receive legal advice on any aspects of the legislation. On-contract assistantship has also been 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. 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.

APPENDIX A



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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**REPORT ON THE ACCESS TO INFORMATION ACT
RAPPORT CONCERNANT LA LOI SUR L'ACCÈS À L'INFORMATION**

Institution La Fondation Pierre Elliott Trudeau The Pierre Elliott Trudeau Foundation				Reporting period / Période visée par le rapport 2009-04-01 – 2010-03-31	
Source	Media / Médias 0	Academia / Secteur universitaire 0	Business / Secteur commercial 0	Organization / Organisme 0	Public 0

I Requests under the Access to Information Act / Demandes en vertu de la Loi sur l'accès à l'information	
Received during reporting period / Reçues pendant la période visée par le rapport	0
Outstanding from previous period / En suspens depuis la période antérieure	0
TOTAL	0
Completed during reporting period / Traitées pendant la période visées par le rapport	0
Carried forward / Reportées	0

II Disposition of requests completed / Disposition à l'égard des demandes traitées			
1. All disclosed / Communication totale	0	6. Unable to process / Traitement impossible	0
2. Disclosed in part / Communication partielle	0	7. Abandoned by applicant / Abandon de la demande	0
3. Nothing disclosed (excluded) / Aucune communication (exclusion)	0	8. Treated informally / Traitement non officiel	0
4. Nothing disclosed (exempt) / Aucune communication (exemption)	0	TOTAL	0
5. Transferred / Transmission	0		

III Exemptions invoked / Exceptions invoquées							
S. Art. 13(1)(a)	0	S. Art. 16(1)(a)	0	S. Art. 18(b)	0	S. Art. 21(1)(a)	0
(b)	0	(b)	0	(c)	0	(b)	0
(c)	0	(c)	0	(d)	0	(c)	0
(d)	0	(d)	0	S. Art. 19(1)	0	(d)	0
S. Art. 14	0	S. Art. 16(2)	0	S. Art. 20(1)(a)	0	S. Art. 22	0
S. 15(1) International rel. / Relations intern.	0	S. Art. 16(3)	0	(b)	0	S. Art. 23	0
Defence / Défense	0	S. Art. 17	0	(c)	0	S. Art. 24	0
Subversive activities / Activités subversives	0	S. Art. 18(a)	0	(d)	0	S. Art. 26	0

IV Exclusions cited / Exclusions citées			
S. Art. 68(a)	0	S. Art. 69(1)(c)	0
(b)	0	(d)	0
(c)	0	(e)	0
S. Art. 69(1)(a)	0	(f)	0
(b)	0	(g)	0

V Completion time / Délai de traitement	
30 days or under / 30 jours ou moins	0
31 to 60 days / De 31 à 60 jours	0
61 to 120 days / De 61 à 120 jours	0
121 days or over / 121 jours ou plus	0

VI Extensions / Prorogations des délais		
	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus
Searching / Recherche	0	0
Consultation	0	0
Third party / Tiers	0	0
TOTAL	0	0

VII Translations / Traduction		
Translations requested / Traductions demandées		0
Translations prepared / Traductions préparées	English to French / De l'anglais au français	0
	French to English / Du français à l'anglais	0

VIII Method of access / Méthode de consultation	
Copies given / Copies de l'original	0
Examination / Examen de l'original	0
Copies and examination / Copies et examen	0

IX Fees / Frais			
Net fees collected / Frais net perçus			
Application fees / Frais de la demande	0	Preparation / Préparation	0
Reproduction	0	Computer processing / Traitement informatique	0
Searching / Recherche	0	TOTAL	0
Fees waived / Dispense de frais		No. of times / Nombre de fois	\$
\$25.00 or under / 25 \$ ou moins	0	0	\$ 0
Over \$25.00 / De plus de 25 \$	0	0	\$ 0

X Costs / Coûts	
Financial (all reasons) / Financiers (raisons)	
Salary / Traitement	\$ 2 700
Administration (O and M) / Administration (fonctionnement et maintien)	\$ 1 427
TOTAL	\$ 4 127
Person year utilization (all reasons) / Années-personnes utilisées (raison)	
Person year (decimal format) / Années-personnes (nombre décimal)	0,05





**REPORT ON THE ACCESS TO INFORMATION ACT
RAPPORT CONCERNANT LA LOI SUR L'ACCÈS À L'INFORMATION**

Institution La Fondation Pierre Elliott Trudeau The Pierre Elliott Trudeau Foundation				Reporting period / Période visée par le rapport 2010-04-01 – 2011-03-31	
Source	Media / Médias 0	Academia / Secteur universitaire 0	Business / Secteur commercial 0	Organization / Organisme 0	Public 0

**I Requests under the Access to Information Act /
Demandes en vertu de la Loi sur l'accès à l'information**

Received during reporting period / Reçus pendant la période visée par le rapport	0
Outstanding from previous period / En suspens depuis la période antérieure	0
TOTAL	0
Completed during reporting period / Traitées pendant la période visées par le rapport	0
Carried forward / Reportées	0

**II Disposition of requests completed /
Disposition à l'égard des demandes traitées**

1. All disclosed / Communication totale	0	6. Unable to process / Traitement impossible	0
2. Disclosed in part / Communication partielle	0	7. Abandoned by applicant / Abandon de la demande	0
3. Nothing disclosed (excluded) / Aucune communication (exclusion)	0	8. Treated informally / Traitement non officiel	0
4. Nothing disclosed (exempt) / Aucune communication (exemption)	0	TOTAL	0
5. Transferred / Transmission	0		

**III Exemptions invoked /
Exceptions invoquées**

S. Art. 13(1)(a)	0	S. Art. 16(1)(a)	0	S. Art. 18(b)	0	S. Art. 21(1)(a)	0
(b)	0	(b)	0	(c)	0	(b)	0
(c)	0	(c)	0	(d)	0	(c)	0
(d)	0	(d)	0	S. Art. 19(1)	0	(d)	0
S. Art. 14	0	S. Art. 16(2)	0	S. Art. 20(1)(a)	0	S. Art. 22	0
S. 15(1) International rel. / Art. Relations interm.	0	S. Art. 16(3)	0	(b)	0	S. Art. 23	0
Defence / Défense	0	S. Art. 17	0	(c)	0	S. Art. 24	0
Subversive activities / Activités subversives	0	S. Art. 18(a)	0	(d)	0	S. Art. 26	0

**IV Exclusions cited /
Exclusions citées**

S. Art. 68(a)	0	S. Art. 69(1)(c)	0
(b)	0	(d)	0
(c)	0	(e)	0
S. Art. 69(1)(a)	0	(f)	0
(b)	0	(g)	0

**V Completion time /
Délai de traitement**

30 days or under / 30 jours ou moins	0
31 to 60 days / De 31 à 60 jours	0
61 to 120 days / De 61 à 120 jours	0
121 days or over / 121 jours ou plus	0

**VI Extensions /
Prorogations des délais**

	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus
Searching / Recherche	0	0
Consultation	0	0
Third party / Tiers	0	0
TOTAL	0	0

**VII Translations /
Traduction**

Translations requested / Traductions demandées		0
Translations prepared / Traductions préparées	English to French / De l'anglais au français	0
	French to English / Du français à l'anglais	0

**VIII Method of access /
Méthode de consultation**

Copies given / Copies de l'original	0
Examination / Examen de l'original	0
Copies and examination / Copies et examen	0

**IX Fees /
Frais**

Net fees collected / Frais net perçus			
Application fees / Frais de la demande	0	Preparation / Préparation	0
Reproduction	0	Computer processing / Traitement informatique	0
Searching / Recherche	0	TOTAL	0
Fees waived / Dispense de frais		No. of times / Nombre de fois	\$
\$25.00 or under / 25 \$ ou moins		0	\$ 0
Over \$25.00 / De plus de 25 \$		0	\$ 0

**X Costs /
Coûts**

Financial (all reasons) / Financiers (raisons)	
Salary / Traitement	\$ 649
Administration (O and M) / Administration (fonctionnement et maintien)	\$ 266
TOTAL	\$ 915
Person year utilization (all reasons) / Années-personnes utilisées (raison)	
Person year (decimal format) / Années-personnes (nombre décimal)	0,022



APPENDIX B-3

2010-2011 Additional Reporting Requirements – *Access to Information Act*

In addition to the reporting requirements addressed in form TBS/SCT 350-62 “Report on the *Access to Information Act*,” institutions are required to report on the following using this form:

Part III – Exemptions invoked

Paragraph 13(1)(e)	0
Subsection 16.1(1)(a)	0
Subsection 16.1(1)(b)	0
Subsection 16.1(1)(c)	0
Subsection 16.1(1)(d)	0
Subsection 16.2(1)	0
Subsection 16.3	0
Subsection 16.4(1)(a)	0
Subsection 16.4(1)(b)	0
Subsection 16.5	0
Subsection 18.1(1)(a)	0
Subsection 18.1(1)(b)	0
Subsection 18.1(1)(c)	0
Subsection 18.1(1)(d)	0
Subsection 20(1)(b.1)	0
Subsection 20.1	0
Subsection 20.2	0
Subsection 20.4	0
Subsection 22.1(1)	0

Part IV – Exclusions cited

Subsection 68.1	0
Subsection 68.2(a)	0
Subsection 68.2(b)	0
Subsection 69.1(1)	0

Note: If your institution did not invoke any exemptions or cite any exclusions noted above during the reporting period, this must be stated explicitly.