



First Nations
**FINANCIAL
MANAGEMENT
BOARD**

**Annual Report on the
*Access to Information Act***

2019-2020

First Nations Financial Management Board
Annual Report on the *Access to Information Act* for 2019-2020

© First Nations Financial Management Board, 2020.

This document is available on the First Nations Financial Management Board Web site at www.FMB.com.

This document is also available in alternate formats on request.

Table of Contents

1.	About the Access to Information Act.....	4
2.	About this Annual Report	4
3.	About the First Nations Financial Management Board (FMB)	4
4.	Administration of the <i>Access to Information Act</i>	5
5.	Delegation of Authority	5
6.	Interpretation of the Statistical Report for 2019-2020	5
a.	Requests Received under the <i>Access to Information Act</i>	5
b.	Requests Closed during the Reporting Period	5
c.	Extensions of the Time Limit for Responding to Access Requests	5
d.	Fees	6
e.	Consultations Received from other Institutions and other Organizations.....	6
f.	Consultations on Cabinet Confidences	6
g.	Comparative Statistics for the Last Four Fiscal Years.....	6
	Resources Devoted to the Administration of the <i>Access to Information Act</i>	7
7.	Access to Information Training and Education	7
8.	Policies, Guidelines and Procedures	7
9.	Key Issues Raised as a Result of Complaints and Investigations	7
10.	Monitoring of the Time to Process Access to Information Requests	7
	Appendix A - Statistical Report on the <i>Access to Information Act</i>	8

1. About the Access to Information Act

The *Access to Information Act* came into effect on July 1st 1983. It provides a legal and enforceable right of public access to the records that are under the control of those federal government institutions that are listed in its Schedule 1. As an institution subject to the *Act*, the First Nations Financial Management Board (FMB) is under legal obligation to respond to all requests for access to its records that are submitted by members of the public, and the information contained in those records can only be withheld from an applicant if it qualifies for protection under an exemption or an exclusion provision contained in the *Act*.

2. About this Annual Report

This report, prepared and tabled in Parliament in accordance with section 94 of the *Access to Information Act*, accounts for the activities of the FMB as they pertain to the administration of the *Act* for the April 1, 2019 to March 31, 2020 period.

3. About the First Nations Financial Management Board (FMB)

The primary function of the FMB is to ensure that First Nations people, investors, the public, and governments can have confidence in the financial management of First Nation governments and ultimately in their broader systems of comptrollership. More specifically, the *First Nations Fiscal Management Act* (FMA) establishes the following mandate for the FMB:

- Assist First Nations in developing the capacity to meet their financial management requirements;
- Assist First Nations in their dealings with other governments respecting financial management, including matters of accountability and shared fiscal responsibility;
- Assist First Nations in the development, implementation and improvement of financial relationships with financial institutions, business partners and other governments, to enable the economic and social development of First Nations;
- Develop and support the application of general credit rating criteria to First Nations;
- Provide review and audit services respecting First Nation financial management;
- Provide assessment and certification services respecting First Nation financial management and financial performance;
- Provide financial monitoring services respecting First Nation financial management and financial performance;
- Provide co-management and third-party management services; and

- Provide advice, policy research and review and evaluative services on the development of fiscal arrangements between First Nations' governments and other governments.

4. Administration of the *Access to Information Act*

The FMB became subject to the *Access to Information Act* on April 1, 2006. The access to information and privacy (ATIP) program involves three members of the organization on a part time basis, in addition to one consultant who provides technical/professional support as required.

5. Delegation of Authority

The Chief Operations Officer acts as the Access to Information and Privacy Coordinator for the FMB, and there is no Delegation of Authority Order.

6. Interpretation of the Statistical Report for 2019-2020

A copy of the Statistical Report on the *Access to Information Act* is annexed to this Report.

a. Requests Received under the *Access to Information Act*

The FMB received one access request under the *Access to Information Act* during the reporting period.

b. Requests Closed during the Reporting Period

One access request was closed during the reporting period. There is nothing to report in relation to the following aspects: complexity of access requests, deemed refusals and requests for translation.

c. Extensions of the Time Limit for Responding to Access Requests

No extension of the time limit for responding to an access request was applied during the reporting period.

d. Fees

The FMB did not collect any application fees during the 2019-2020 fiscal year.

e. Consultations Received from other Institutions and other Organizations

The FMB did not receive any request for consultations under the *Access to Information Act* during the reporting period.

f. Consultations on Cabinet Confidences

No consultations were undertaken in relation to Cabinet Confidences (section 69 of the *Access to Information Act*) during the 2019-2020 fiscal year.

g. Comparative Statistics for the Last Four Fiscal Years

The following table provides statistical figures for the last five Fiscal Years:

Details	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Formal requests received under the <i>Access to Information Act</i>	3	1	1	0	1
Requests completed during the reporting period	2	1	1	0	1
Abandoned access requests	1	0	0	0	0
Number of pages processed	5,646	1	0	0	0
Informal requests	0	0	0	0	0
Consultations received from other Government of Canada institutions and other organizations	0	0	2	0	0
Complaints and Investigations	0	0	0	0	0

Resources Devoted to the Administration of the *Access to Information Act*

The costs related to the administration of the *Access to Information Act* incurred by the ATIP Office totalled \$7,825, of which \$5,000 was accounted as salaries and an amount of \$2,825 was used to pay for professional services delivered by a consultant.

7. Access to Information Training and Education

One training session on access to information and privacy was provided for all staff nationwide during the fiscal year.

8. Policies, Guidelines and Procedures

No new policies on access to information and privacy were developed during the reporting period.

9. Key Issues Raised as a Result of Complaints and Investigations

No complaints were made against the FMB during the 2019-2020 fiscal year, and no investigations were conducted by the Office of the Information Commissioner of Canada.

10. Monitoring of the Time to Process Access to Information Requests

The FMB did not implement any new special procedure to monitor the time it takes to process access to information requests.

Appendix A - Statistical Report on the *Access to Information Act*



Statistical Report on the Access to Information Act

Name of institution: First Nations Financial Management Board

Reporting period: 2019-04-01 to 2020-03-31

Section 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
Decline to Identify	0
Total	1

1.3 Informal 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	
1	0	0	0	0	0	0	1

Note: All requests previously recorded as “treated informally” will now be accounted for in this section only.

Section 2: Decline to act on vexatious, made in bad faith or abuse of right requests

	Number of Requests
Outstanding from previous reporting period	0
Sent during reporting period	0
Total	0
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	0
Carried over to next reporting period	0

Section 3: Requests Closed During the Reporting Period

3.1 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	0	0	0	0	0	0	0
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	1	0	0	0	0	0	0	1
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Decline to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	1	0	0	0	0	0	0	1

3.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	0	18(d)	0	21(1)(a)	0
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	0
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	0	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	0
15(1) - Def.*	0	16.3	0	20(1)(b)	0	23.1	0
15(1) - S.A.*	0	16.31	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(c)	0	26	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(d)	0		
16(1)(a)(iii)	0	16.5	0				
16(1)(b)	0	16.6	0				
16(1)(c)	0	17	0				
16(1)(d)	0						

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

3.3 Exclusions

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

3.4 Format of information released

Paper	Electronic	Other
0	0	0

3.5 Complexity

3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
0	0	0

3.5.2 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	0	0	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
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

3.5.3 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
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	0	0	0	0	0

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	1
Percentage of requests closed within legislated timelines (%)	100

3.7 Deemed refusals

3.7.1 Reasons for not meeting legislated timelines

Number of Requests Closed Past the Legislated Timelines	Principal Reason			
	Interference with Operations / Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

3.7.2 Requests closed beyond legislated timelines (including any extension taken)

Number of Days Past Legislated Timelines	Number of Requests Past Legislated Timeline Where No Extension Was Taken	Number of Requests Past Legislated Timeline 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

3.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

Section 4: Extensions

4.1 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

4.2 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

Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Requests	Amount	Requests	Amount
Application	0	\$0	0	\$0
Other fees	0	\$0	0	\$0
Total	0	\$0	0	\$0

Section 7: Completion Time of Consultations on Cabinet Confidences

7.1 Requests with Legal Services

Number of Days	Fewer 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 Request	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

7.2 Requests with Privy Council Office

Number of Days	Fewer 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 Request	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Section 8: Complaints and investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal representations	Section 37 Reports of finding received	Section 37 Reports of finding containing recommendations issued by the Information Commissioner	Section 37 Reports of finding containing orders issued by the Information Commissioner
0	0	0	0	0	0

Section 9: Court Action

9.1 Court actions on complaints received before June 21, 2019 and on-going

Section 41 (before June 21, 2019)	Section 42	Section 44
0	0	0

9.2 Court actions on complaints received after June 21, 2019

Section 41 (after June 21, 2019)				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

Section 10: Resources Related to the Access to Information Act

10.1 Costs

Expenditures	Amount
Salaries	\$5,000
Overtime	\$0
Goods and Services	\$2,825
• Professional services contracts	\$2,825
• Other	\$0
Total	\$7,825

10.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.00
Part-time and casual employees	0.10
Regional staff	0.00
Consultants and agency personnel	0.05
Students	0.00
Total	0.15

Note: Enter values to two decimal places.