

A photograph of a woman with curly brown hair and a young boy with dark hair, both smiling and looking out of a train window. The woman is on the left, and the boy is in the center, leaning on the window ledge. The background outside the window is a blurred landscape. The text is overlaid on the right side of the image.

**Report on the
Administration of the
*Access to Information Act***

2023-24 Annual Report

hfr-tgf

1. INTRODUCTION

The *Access to Information Act* (“**ATIA**”) provides a right of access to information in records under the control of government institutions, including any parent Crown corporation and any wholly-owned subsidiary of such a corporation within the meaning of subsection 83(1) of the *Financial Administration Act*. This right of access to information is 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. The ATIA also sets out requirements for the proactive publication of certain information.

This 2023-24 Annual Report prepared by VIA HFR – VIA TGF Inc. (the “**Institution**”) and covering the period from April 1, 2023 to March 31, 2024 (the “**Reporting Period**”) is tabled in Parliament in accordance with section 94 of the ATIA. This is the inaugural report of the Institution under the ATIA.

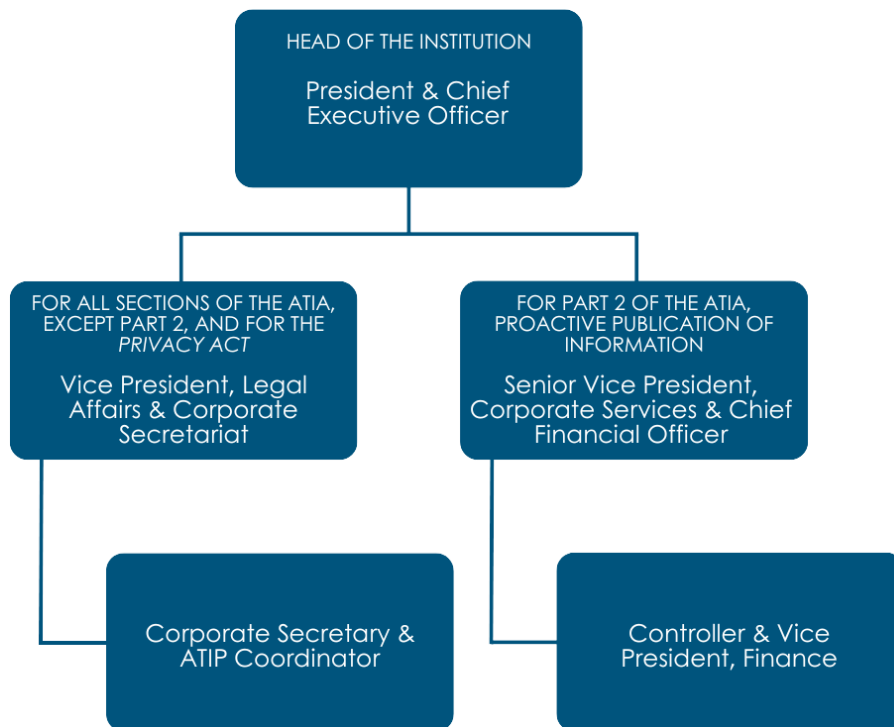
The Institution is a federal Crown corporation with the mandate to develop and implement the High Frequency Rail project, including the design, construction, financing, operation, and maintenance of new passenger rail services between the urban centres of Québec City, Trois-Rivières, Laval, Montréal, Ottawa, Peterborough, and Toronto through one or more agreements with the private sector, in cooperation with the Minister of Transport.

The Institution confirms that it did not have any non-operational subsidiaries during the Reporting Period.

2. ORGANIZATIONAL STRUCTURE

The Institution is a wholly-owned subsidiary of VIA Rail Canada Inc., but operates at arm's length and acts as a parent Crown corporation under the *Financial Administration Act*, with some exceptions, in accordance with Order in Council P.C. 2022-0260. The Institution was incorporated on November 29, 2022 under the *Canada Business Corporations Act*, but only became operational during the Reporting Period. The Institution reports to Parliament directly through the Minister of Transport.

The organizational structure of the Institution's Access to Information and Privacy Office (the “**ATIP Office**”) as of March 31, 2024 is as follows.



The Institution entered into a services agreement with one (1) external consultant during the Reporting Period for periodic assistance in fulfilling access to information obligations, but no services were invoiced to the Institution during the Reporting Period.

The Institution was not party to any service agreement under section 96 of the ATIA during the Reporting Period.

3. DELEGATION ORDER

At the end of the Reporting Period, the head of the Institution had not formally delegated any of his powers and responsibilities as they relate to the administration of the ATIA.

A delegation of all powers and responsibilities under the ATIA (excluding proactive disclosure requirements under Part 2 of the ATIA, which are not subject to formal delegation) to the Vice President, Legal Affairs & Corporate Secretariat and the Corporate Secretary was formalized and documented after the end of the Reporting Period.

4. PERFORMANCE

During the Reporting Period, the Institution received zero (0) request and zero (0) complaint under the ATIA.

During the Reporting Period, the Institution received one (1) consultation from Transport Canada. The consultation was responded to by the Institution within the legislated timelines and was closed during the Reporting Period. Records were disclosed in part.

5. TRAINING AND AWARENESS

During the Reporting Period, the Institution did not conduct formal training or awareness activities related to access to information.

After the end of the Reporting Period, the Institution held an awareness session to inform employees of the importance of the ATIA and is currently developing a more comprehensive training program.

6. POLICIES, GUIDELINES AND PROCEDURES

During the Reporting Period, the Institution did not implement or review any policies, guidelines, or procedures related to access to information.

The Institution's Policy on Access to Information was developed during the Reporting Period and approved by its Board of Directors on May 28, 2024, and took effect on the same date. The Policy is aligned with the Treasury Board of Canada Secretariat's policy on access to information. It highlights key obligations stemming from the ATIA and sets out policy guidance on responding to requests for information under the ATIA, on reporting obligations, and on the development of training and awareness programs for employees.

7. PROACTIVE PUBLICATION UNDER PART 2 OF THE ATIA

Proactive publication requirements applicable to the Institution are identified in the last column of the following table.

LEGISLATIVE REQUIREMENT	SECTION	PUBLICATION TIMELINE	INSTITUTIONAL REQUIREMENT
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	<input checked="" type="checkbox"/>
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	<input checked="" type="checkbox"/>
Reports tabled in Parliament	84	Within 30 days after tabling	<input checked="" type="checkbox"/>
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	<input type="checkbox"/>

Grants and contributions over \$25,000	87	Within 30 days after the quarter	<input type="checkbox"/>
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	<input type="checkbox"/>
Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that are received by their office	88(b)	Within 30 days after the end of the month received	<input type="checkbox"/>
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	<input type="checkbox"/>
GOVERNMENT INSTITUTIONS THAT ARE DEPARTMENTS NAMED IN SCHEDULE I TO THE <i>FINANCIAL ADMINISTRATION ACT</i> 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	<input type="checkbox"/>
MINISTERS			
Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Within 120 days after appointment	<input type="checkbox"/>
Titles and reference numbers of memoranda prepared by a government institution for the minister, that are received by their office	74(b)	Within 30 days after the end of the month received	<input type="checkbox"/>
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	<input type="checkbox"/>
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	<input type="checkbox"/>

Travel Expenses	75	Within 30 days after the end of the month of reimbursement	<input type="checkbox"/>
Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	<input type="checkbox"/>
Contracts over \$10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	<input type="checkbox"/>
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	<input type="checkbox"/>

The Institution publishes information required under Part 2 of the ATIA on its website's "Transparency and Trust" webpage available at <https://hfr-tgf.ca/transparency-and-trust/>.

During the Reporting Period, the Institution published on its website, within the legislated timelines, all of its proactive publication requirements for those individuals then identified as 'senior officers' within the meaning of the ATIA.

The Institution has developed internal procedures to meet proactive publication requirements, which include standard forms applicable to the types of information subject to publication requirements.

The Institution's Controller and Vice President Finance supervises the development and application of internal procedures, with the assistance of the Manager, Corporate Accounting.

8. INITIATIVES AND PROJECTS TO IMPROVE ACCESS TO INFORMATION

Refer to other sections of this Annual Report to review initiatives taken by the Institution after the end of the Reporting Period to ensure that access to information obligations are fulfilled.

The Institution is working on additional initiatives and projects to improve access to information. For example, the Institution recently reviewed and revised the list of its senior officers whose travel and hospitality expenses are published on its website, as per the requirements of Part 2 of the ATIA, in the context of the onboarding of new senior personnel since the start of 2024 as the Institution builds its leadership team.

9. SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS

No complaints were received during the Reporting Period.

10. REPORTING ON ACCESS TO INFORMATION FEES FOR THE PURPOSES OF THE SERVICE FEES ACT

The Institution is not subject to the *Service Fees Act*.

11. MONITORING COMPLIANCE

No monitoring exercise was conducted during the Reporting Period given the absence of requests or complaints and the low number of consultations received from other government institutions.

The Institution has developed an internal review process to ensure that the information communicated in response to a request for access to information or a consultation is accurate, complete and compliant. Additionally, the internal controls over financial reporting framework is leveraged to provide reasonable assurance that the Institution complies with proactive publication requirements under Part 2 of the ATIA.