



Commissariat  
à l'information  
du Canada

Office of the  
Information Commissioner  
of Canada

## **Cost Sharing Agreement**

Between:

**Office of the Information Commissioner of Canada**

30 Victoria Street, Gatineau, QC K1A 1H3

And:

**Offices of the Information and Privacy Commissioner for Provinces,  
Territories and  
the Office of the Privacy Commissioner of Canada**

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## **1. BACKGROUND**

The Federal, Provincial and Territorial Information and Privacy Commissioners are organizing the first National Investigators' Conference, to be held on April 26-27, 2021, on a virtual platform. The objective is to organize such event twice a year.

## **2. PURPOSE**

The National Investigators' Conference will be regrouping commissioners and investigators from the Offices of the Information and Privacy Commissioner for provinces and territories, the Office of the Privacy Commissioner of Canada as well as the Office of the Information Commissioner of Canada. The Conference will serve as a training activity for participants, during which best practices will be shared and panels will be held on issues of common interest.

## **3. OBJECTIVE AND SCOPE OF THE COST SHARING AGREEMENT**

### **3.1 Objective of the Cost Sharing Agreement**

The objective of this agreement is to set out an agreement regarding cost sharing the cost for simultaneous interpretation services, virtual platform set up and use, and registration set-up for the "FPT Investigators' Conference".

### **3.2 Scope of the Cost Sharing Agreement**

This agreement sets out the agreement between the parties regarding cost sharing for simultaneous interpretation services, virtual platform set up and use, and registration set-up for up to two "FPT Investigators' Conference" per year for the duration outlined in section 8.

## **4. RESPONSIBILITIES**

In terms of this financial agreement, the responsibilities of each participant are outlined below:

- A. The Office of the Information Commissioner has agreed to be responsible for:**
- i. Initiating any procurement of logistical requirements surrounding simultaneous interpretation services, virtual platform set up and use, and registration set-up for a maximum estimated value of \$8,000 per event. Best efforts will be used to get the fair rates.
  - ii. Seeking required prior approvals and any procurement actions as identified in their delegation of signing authorities.
  - iii. Partially fund the contract value in accordance with the number of participants provided by the host.
  - iv. Paying all invoices and bills associated with the simultaneous interpretation services, virtual platform set up and use, and registration set-up within 30 days following the date on which the invoice has been received, and cost recovering from Offices of the Information and Privacy Commissioner.

**B. Offices of the Information and Privacy Commissioner for provinces, territories and the Office of the Privacy Commissioner of Canada (OPCC)**

- i. If required, seeking prior approvals as identified in their delegation of financial signing authorities documents.
- ii. Partially fund the contract value by reimbursing the OIC upon receipt of an invoice in accordance with the number of its participants.
- iii. For the OPCC, provide the financial coding necessary in section 10 for a journal voucher with the OIC.
- iv. For the other Offices of the Information and Privacy Commissioner, provide the accounts payable contact information in section 10.

## **5. FINANCIAL ARRANGEMENTS**

### **5.1 Financial Responsibility**

For purposes of this agreement, all parties have agreed to share the costs in accordance with their number of participants.

### **5.2 Cost**

Reimbursement to the OIC from the other parties will be in accordance with the number of participants and for the actual costs of expenditures only. A copy of the invoice and calculations will be provided by the OIC as supporting documents. For estimation purposes by event and based on February 2021 rates, cost for the first event have been estimated at a maximum of \$6,000 for up to 300 participants totalling a cost of \$20 per participant. Lower participation would increase cost per participants, which could average between \$20 to \$27.

### **5.3 Taxes**

All prices are exclusive of applicable taxes. The OIC will not recover taxes, as they will be reimbursement by Revenu Canada and Revenu Quebec.

### **5.4 Cost Recovery and methods of payment**

It is agreed that the OIC will make all payments and will cost recover the expenditure in the same fiscal year. Parties shall send their payment before the end of OIC's fiscal year meaning before March 31 of each year.

Provinces shall reimburse the OIC by cheque addressed to the Receiver General for Canada and send it to:

Office of the Information Commissioner of Canada  
30, Victoria ST  
Gatineau (Quebec)  
K1A 1H3

OIC will recover cost from the OPCC by initiating a journal voucher in our financial system using the financial coding outlined in section 10 below.

## 6. PROTECTION OF PERSONAL INFORMATION

Personal Information will be collected and protected in accordance with the *Privacy Act*.

## 7. SETTLEMENT OF DISPUTES

Any disputes regarding the interpretation or implementation of this agreement will be resolved only by consultation among the participants and will not be referred to a third party for settlement.

## 8. DURATION AND TERMINATION

This agreement becomes effective on the date of the last signature and will remain in effect until March 31, 2026, for a total of 5 years. It will terminate upon final invoicing and completed deposits.

## 9. APPROVAL AND CONSENT

The parties to this agreement acknowledge having the power and authority to enter into and execute this agreement and to fulfill all of the obligations set out in this agreement.

I, the undersigned do acknowledge and agree to all sections of this agreement. By the signature below, I declare that I have read and understand how the preceding information will be managed and I hereby approve this Cost Sharing Agreement.

**For the Office of the Information  
Commissioner of Canada**

Signature

**Caroline Maynard**  
Information Commissioner

**For the Office of the Privacy Commissioner  
of Canada**

Signature

**Name**  
Title

**For the Information and Privacy  
Commissioner of Ontario**

Signature

**Name**  
Title

**For the Information and Privacy  
Commissioner of Alberta**

Signature

**Name**  
Title

**For the Office of the Saskatchewan  
Information and Privacy Commissioner**

Signature

Name Ronald J. Kruzeniski  
Title Saskatchewan Information and Privacy Commissioner

**For the Office of the Information & Privacy  
Commissioner for British Columbia**

Signature

Name  
Title

**For the Office of the Information and Privacy  
Commissioner for Northwest Territories**

Signature

Name  
Title

**For the Office of the Information and Privacy  
Commissioner for Nova Scotia**

Signature

Name  
Title

**For the Office of the Ombud for New  
Brunswick**

Signature

Name  
Title

**For the Manitoba Ombudsman**

Signature

Name  
Title

**For the Nunavut Access to Information and  
Privacy Commissioner**

Signature

Name  
Title

**For the Information and Privacy  
Commissioner for Yukon**

Signature

Name  
Title

**For the Office of the Information and  
Privacy Commissioner for Newfoundland  
and Labrador**

Signature

Name  
Title

**For the Commission d'accès à l'information  
du Québec**

Signature

Name  
Title

## 10. FINANCIAL INFORMATION

Primary Financial Contact (accounts payable)	Tristan Hungle
Title	Manager of Administration
Telephone	306-787-0488
Email (required - invoices will be sent electronically by the OIC)	thungle@oipc.sk.ca

The following financial information is required for the Office of the Privacy Commissioner of Canada

Departmental Number	096 – Office of the Information and Privacy Commissioner of Canada
Commitment number	
Financial coding	

### Office of the Information Commissioner (Department 096)

Primary Financial Contact	Julie Dussault
Title	Financial Officer
Telephone	873-353-7353
Email	<a href="mailto:finances@oic-ci.gc.ca">finances@oic-ci.gc.ca</a>

