



## **ANNUAL REPORT TO PARLIAMENT**

### ***Access to Information Act***

**For the period from  
April 1, 2019 to March 31, 2020**

**R E V E R A I N C .**

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# **ANNUAL REPORT TO PARLIAMENT**

## ***ACCESS TO INFORMATION ACT***

**(APRIL 1, 2019 – MARCH 31, 2020)**

### **FOREWORD**

This Annual Report to Parliament has been prepared in accordance with Section 94 of the *Access to Information Act* (the “Act”). It is intended to describe how Revera Inc. (“Revera”) administered its responsibilities in relation to the Act for the reporting period from April 1, 2019 to March 31, 2020.

Annual Reports are to be tabled in Parliament in accordance with section 94 of the Act.

## **MANDATORY REPORTING REQUIREMENTS**

### **1. INTRODUCTION**

#### **1.1 SUMMARY**

The purpose of the Act is to provide 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.

This Act is intended to complement and not replace existing procedures for access to government information and is not intended to limit in any way access to the type of government information that is normally available to the general public.

#### **1.2 MANDATE**

Revera is a leading owner, operator, investor in, and developer of the senior living sector. Through its portfolio of partnerships, Revera owns or operates more than 500 properties across Canada, the United States and the United Kingdom, serving more than 55,000 seniors. Revera offers seniors' apartments, independent living, assisted living, memory care, and long-term care. With approximately 50,000 employees dedicated to providing exceptional care and service, Revera provides seniors with choices that help them do more of the things that bring joy to their lives. Through Revera's Age is More program, Revera is committed to challenging ageism, Revera's social cause of choice.

### **2. STRUCTURE OF THE INSTITUTION TO FULFILL ITS RESPONSIBILITIES**

Revera is a wholly-owned subsidiary of the Public Sector Pension Investment Board ("PSP Investments"). The Access to Information Office at Revera consists of an Access to Information and Privacy Coordinator, who is also Revera's Privacy Officer, and an Assistant Privacy Officer (Canadian Operations). There are no service agreements under section 96 of the Act to which Revera was party during the reporting period.

### 3. DELEGATION ORDER

**Revera Inc., a wholly-owned subsidiary of  
Public Sector Pension Investment Board,  
and its Wholly-Owned Subsidiaries**

**Delegation Order ("Order")  
(Section 73, *Access to Information Act*,  
R.S.C. 1985, c. A-1, as amended and section 73, *Privacy Act*, R.S.C. 1985, c. P-21, as amended)**

1. This Order may be cited as the "Revera Inc. and wholly-owned subsidiaries of Revera Inc. Head of Institution Delegation Order pursuant to the *Access to Information Act* and *Privacy Act*".
2. Pursuant to section 73 of the *Access to Information Act* and section 73 of the *Privacy Act*, the undersigned, acting in his capacity as head of Revera Inc. and its Wholly-Owned Subsidiaries in the existence as of the date of this Order as well as those which may hereafter be established (the "Government Institutions"), hereby designates the person holding the position set out in the schedule set forth in Section 4 below, or the person occupying on an acting basis this position, to exercise his powers, duties and functions, under the provisions of the Acts and related regulations set out in the schedule opposite the position. This Delegation Order replaces all previous delegation orders for the Government Institutions.
3. For the purposes of this Order, "Wholly-Owned Subsidiaries" shall include all Canadian wholly-owned subsidiaries of Revera Inc. which are corporations, with the exception of those subsidiaries with their own heads.
4. Schedule

<b>Position</b>	<b><i>Access to Information Act</i> and <b>Regulations</b></b>	<b><i>Privacy Act</i> and <b>Regulations</b></b>
Access to Information And Privacy Coordinator	Full authority	Full authority

This Delegation Order has been made at Mississauga, on the 16th day of May, 2016.



Thomas G. Wellner  
President and Chief Executive Officer

**Revera Inc., a wholly-owned subsidiary of  
Public Sector Pension Investment Board,  
and its Wholly-Owned Subsidiaries**

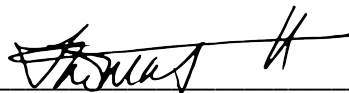
**Delegation Order (“Order”)  
(section 95(1), *Access to Information Act*,**

**R.S.C. 1985, c. A-1, as amended and section 73, *Privacy Act*, R.S.C. 1985, c. P-21, as amended)**

1. This Order may be cited as the “Revera Inc. and wholly-owned subsidiaries of Revera Inc. Head of Institution Delegation Order pursuant to the *Access to Information Act* and *Privacy Act*”.
2. Pursuant Section 95(1) of the *Access to Information Act* and Section 73 of the *Privacy Act*, the undersigned, acting in his capacity of head of Revera Inc. and its Wholly-Owned Subsidiaries in existence as of the date of this Order as well as those which may hereafter be established (the “Government Institutions”), hereby designates the person holding the position set out in the schedule set forth in Section 4 below, or the person occupying on an acting basis this position, to exercise his powers, duties and functions, under the provisions of the Acts and related regulations set out in the schedule opposite the position. This Delegation Order replaces all previous delegation orders for the Government Institutions.
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4. Schedule

<b>Position</b>	<b><i>Access to Information Act</i> and Regulations</b>	<b><i>Privacy Act</i> and Regulations</b>
Access to Information and Privacy Coordinator	Full authority	Full authority

This Delegation Order has been made at Mississauga, on the 21<sup>st</sup> day of June, 2019.



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Thomas G. Wellner  
President and Chief Executive Officer

#### **4. INTERPRETATION OF THE STATISTICAL REPORT**

Revera did not receive any requests for information under the Act during this reporting period. In the past 5 years, Revera has received three requests, all during the 2016/2017 reporting period. Due to the limited number of access to information requests received generally, no meaningful trends can be identified.

One consultation was received from another institution during the reporting period. The consultation was responded to within 30 days, and it was recommended that the records be disclosed entirely.

The statistical report is attached.

COVID-19 did not have an impact on Revera's ability to fulfill its responsibilities under the Act.

#### **5. ACCESS TO INFORMATION-RELATED EDUCATION AND TRAINING ACTIVITIES UNDERTAKEN BY ATI STAFF AND PROVIDED TO INSTITUTION'S EMPLOYEES**

Revera has not undertaken any education or training activities related to access to information for the reporting period.

#### **6. OVERVIEW OF NEW AND/OR REVISED INSTITUTIONAL *ACCESS TO INFORMATION ACT* RELATED POLICIES AND PROCEDURES IMPLEMENTED DURING THE REPORTING PERIOD**

Revera did not implement any new or revised access to information policies, guidelines, procedures, or initiatives during the reporting period.

PSP Investments has adopted an internal procedure for handling access to information requests upon becoming subject to the Act. As part of a revision process, the procedure was revised on January 15, 2013. The same procedure is applied for the handling of access to information requests that may be received at Revera.

#### **7. COMPLAINTS OR INVESTIGATIONS**

Revera did not receive any complaints and no audits or investigations were concluded under the Act during the reporting period.

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## **8. MONITORING OF TIME PROCESS FOR REQUESTS**

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Revera very rarely receives access to information requests. As a result, there is no procedure in place to monitor the time to process these requests and the level of officials advised. Generally, when requests are received, the Access to Information Coordinator or Assistant Privacy Officer monitors time manually. The time taken to process these requests is then recorded in tracking charts maintained by the Privacy Office.