



Environment and
Climate Change Canada

Environnement et
Changement climatique Canada

2017-2018

ANNUAL REPORT TO PARLIAMENT

Access to Information Act

Canada 

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INTRODUCTION

The *Access to Information Act* (R.S.C. 1985, c. A-1) came into force on July 1, 1983. The Act grants Canadian citizens, permanent residents, and persons residing in Canada the right to access information in records held by the federal government, except for types of information falling under the exemptions or exclusions. Section 72 of the Act requires every head of a federal government institution to submit a report to Parliament on the administration of the Act within their institution during the fiscal year.

This report is submitted in accordance with section 72 of the Act. It presents an overview of *Access to Information Act* activities carried out within Environment and Climate Change Canada during the reporting period of April 1, 2017 to March 31, 2018. Further, since the Canada Emission Reduction Incentives Agency was not operational during this reporting period, an Agency report will not be prepared for this period.

The Department of the Environment was established by the *Government Reorganization Act* (1970-71-72, c. 42) on June 10, 1971. A number of acts and regulations provide the Department with its mandate and allow it to carry out its programs. Under the *Department of the Environment Act*, the powers, duties and functions of the Minister of the Environment extend to and include matters relating to:

- the preservation and enhancement of the quality of the natural environment, including water, air and soil quality;
- renewable resources, including migratory birds and other non-domestic flora and fauna;
- water;
- meteorology;
- the enforcement of any rules or regulations made by the International Joint Commission relating to boundary waters; and
- the coordination of the policies and programs of the Government of Canada respecting the preservation and enhancement of the quality of the natural environment.

ORGANIZATIONAL STRUCTURE

As Environment and Climate Change Canada's Access to Information and Privacy Coordinator, the Director of the Access to Information and Privacy Division has delegated authority on all matters concerning Access to Information and Privacy (ATIP). The ATIP Division is part of the Corporate Secretariat, which is found within the Public and Indigenous Affairs and Ministerial Services Branch of the Department. The ATIP Division is the central coordinating body for all requests received by Environment and Climate Change Canada under the *Access to Information Act* and the *Privacy Act*.

The ATIP Division directs all activities within Environment and Climate Change Canada relating to the administration, application and promotion of the *Access to Information Act* and the *Privacy Act*. It provides advice to senior management on the implementation of the statutes and prepares reports to Parliament, the Treasury Board Secretariat and senior management. The ATIP Division represents the Department in complaints and investigations conducted by the Information

Commissioner and Privacy Commissioner of Canada, and in any Federal Court applications arising from ATIP matters.

As of March 31, 2018, the ATIP Division was comprised of 19 officers. The Division is organized in two teams each led by a manager who reports to the ATIP Director. The ATIP Division team consists of two team leaders, four senior advisors, three analysts, three junior analysts, two intake officers and two clerical assistants. In order to help meet the increase in volume and complexity of requests, the Division also engaged the support of two consultants during the reporting period.

Capacity Development

Environment and Climate Change Canada remains committed to recruiting, training and maintaining a workforce that possesses specialized skills and that will continue to provide the best possible service to both internal and external clients.

During the reporting period, Environment and Climate Change Canada completed several staffing actions. As a result of these staffing processes, two team leaders at the PM-05 level joined our team. In addition, two new intake officers were recruited and an administrative officer position was staffed.

Early in the 2018-2019 fiscal year, the ATIP Division will launch selection processes for additional senior advisors at the PM-04 level and a third PM-05 team leader to help meet the growing workload challenge.

Environment and Climate Change Canada continues to focus on developing capacity through its ATIP Professional Development Program. The program aims to train employees over a period of three to five years through a combination of competency-based training, professional development training and work assignments. Candidates enter the program at the PM-01 or PM-02 level and graduate as Senior ATIP Advisors at the PM-04 level. The program enables the ATIP Division to better manage increasing workloads while facilitating succession planning through the transfer of corporate memory and encourages staff to remain with the Department for a longer period of time.

DELEGATION OF AUTHORITY

Decision-making responsibility for the application of the various provisions of the *Access to Information Act* has been formally established and is outlined in the departmental Delegation of Authority Instrument. The current Designation Order was approved by the Honourable Catherine McKenna, Minister of Environment and Climate Change, in January 2017. A copy of the designation order pertaining to the *Access to Information Act* can be found in Appendix B of this report.

This delegation order instrument provides full delegated authority under the Acts to the Deputy Minister, the Associate Deputy Minister, the Director General of the Corporate Secretariat, and the Director of the ATIP Division.

INTERPRETATION OF THE STATISTICAL REPORT

Environment and Climate Change Canada's Statistical Report on the *Access to Information Act* is included in Appendix A of this report.

Between April 1, 2017 and March 31, 2018, Environment and Climate Change Canada received 1,999 requests under the *Access to Information Act*. There were 472 requests carried forward from the 2016–2017 reporting period, for a total of 2,471 active requests in the 2017–2018 reporting period. In 2017–2018, a total of 2,022 requests were completed, and 449 were carried forward to the next reporting period.

Figure 1 is a percentage breakdown of the sources of access to information requests received in 2017–2018:

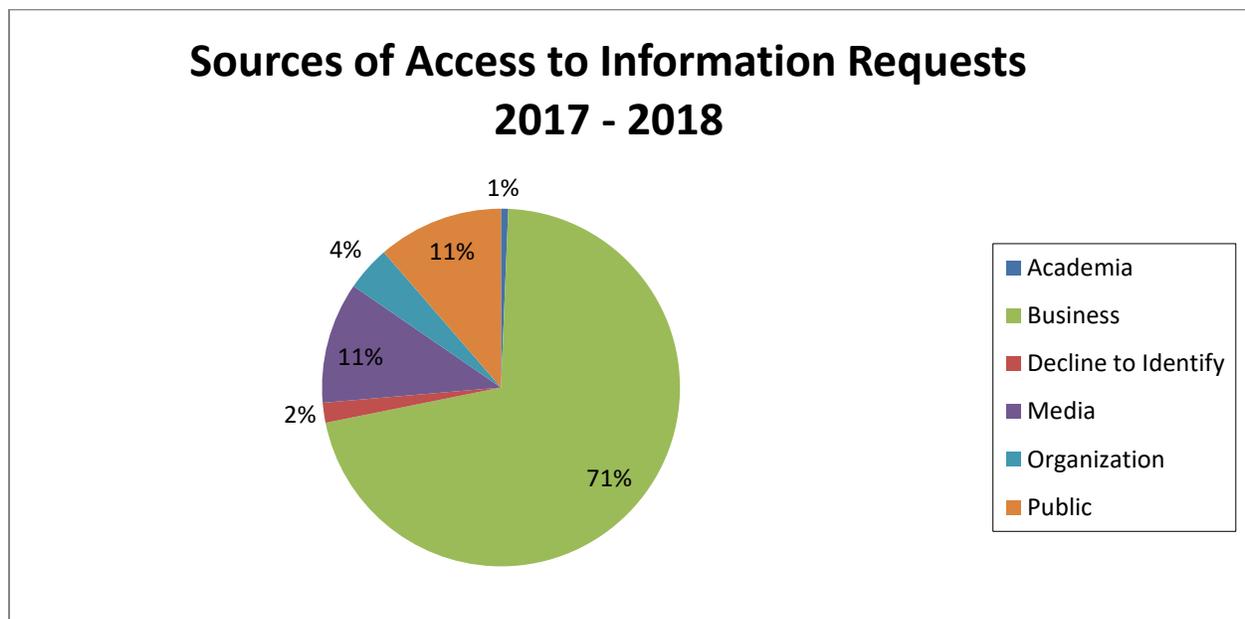


Figure 1

During the 2017–2018 reporting period, 164 requests were abandoned by applicants for various reasons.

There were 1,238 requests for information for which there was no record. Environment and Climate Change Canada receives a number of requests each year for documents pertaining to the environmental compliance of properties. Most of these no record requests consisted of environmental compliance requests where no records were located concerning the properties in question.

In 2017–2018, Environment and Climate Change Canada received 1,999 requests under the *Access to Information Act*. This represents a 16% increase over the previous reporting period.

Figure 2 displays the number of access to information requests that were **received** by the ATIP Division from 2012–2013 to 2017–2018.

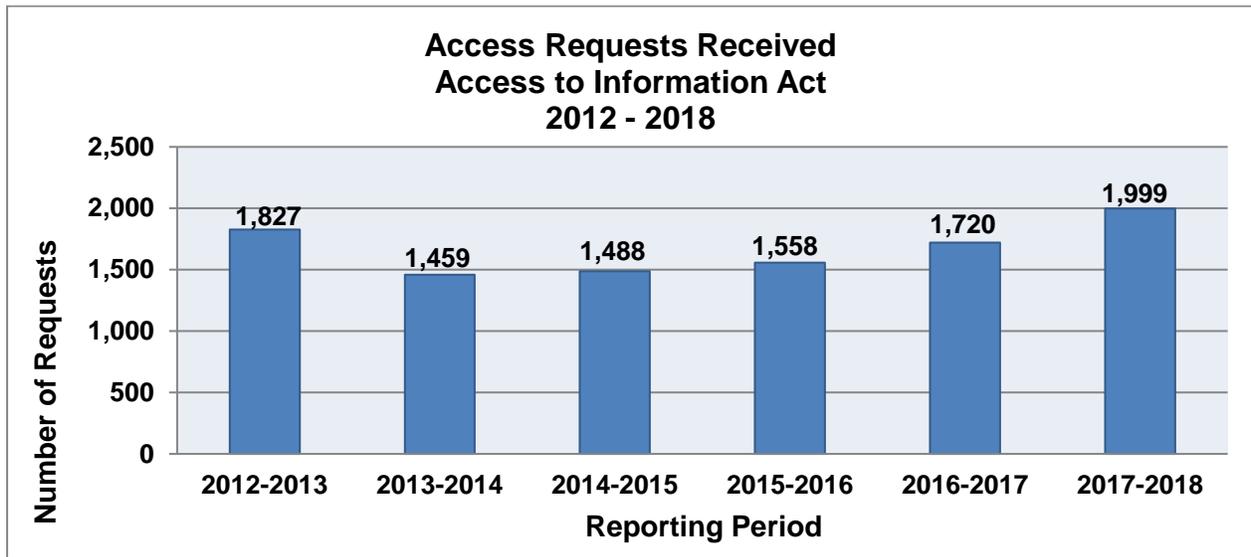


Figure 2

Over the reporting period, the ATIP Division placed particular focus on closing the oldest files within the Department’s inventory. In total, the department closed 2,022 requests in 2017-2018, including approximately 33% of its backlog inventory.

The number of access to information requests that were **closed** by the ATIP Division from 2012–2013 to 2017–2018 is found in figure 3.

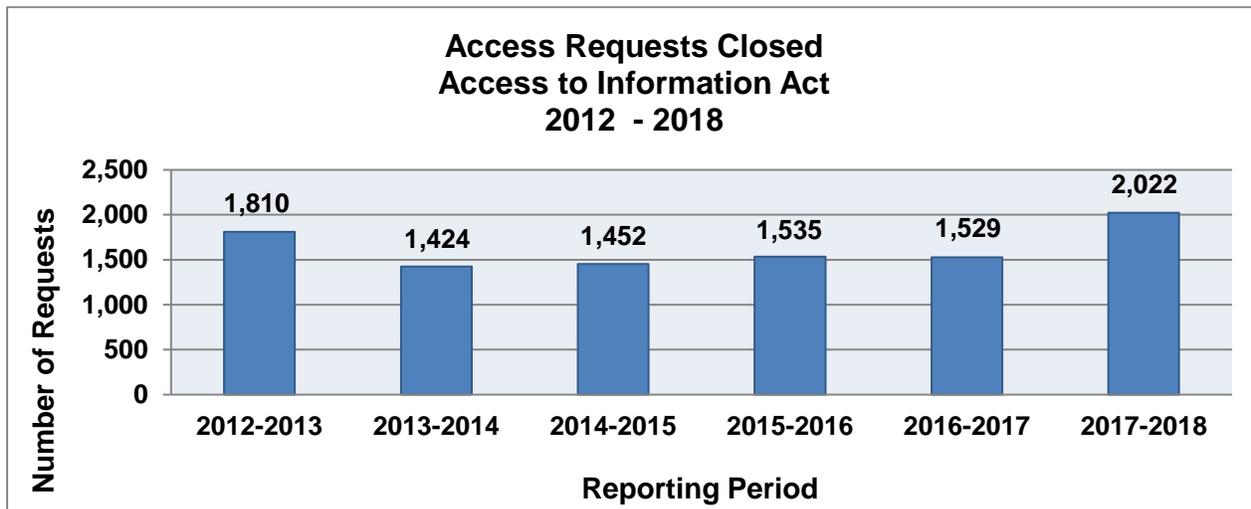


Figure 3

In the 2017–2018 reporting period, 110,138 pages of records were processed in response to access to information requests, which represents a decrease of 33% in comparison to the 2016–2017 fiscal year. This decrease can be attributed in part to the ATIP Division’s efforts in consulting applicants in order to clarify the scope of their requests to ensure they receive information of interest.

The number of pages processed by the ATIP Division in response to requests under the *Access to Information Act* from 2012–2013 to 2017–2018 is found in figure 4.

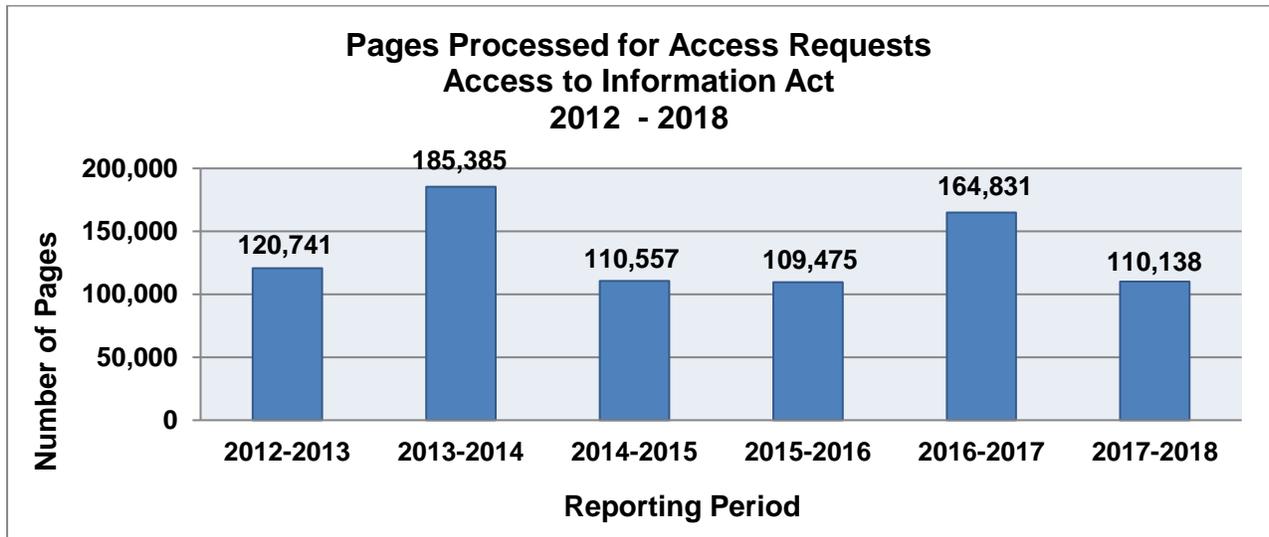


Figure 4

Exemptions and Exclusions

The *Access to Information Act* prescribes a number of exemptions and exclusions that allow or require the Department to refuse to disclose certain types of information. The two most common exemptions invoked by Environment and Climate Change Canada in 2017–2018 were for personal information (section 19) and government operations (section 21).

Time Limitations

During the 2017–2018 reporting period, 1,350 (68%) of the completed requests were processed within the initial 30-day period. This included 532 requests completed in the first 15 days, and 818 requests completed between 16 and 30 days.

Figure 5 is a breakdown of completion times for requests closed during the 2017–2018 reporting period.

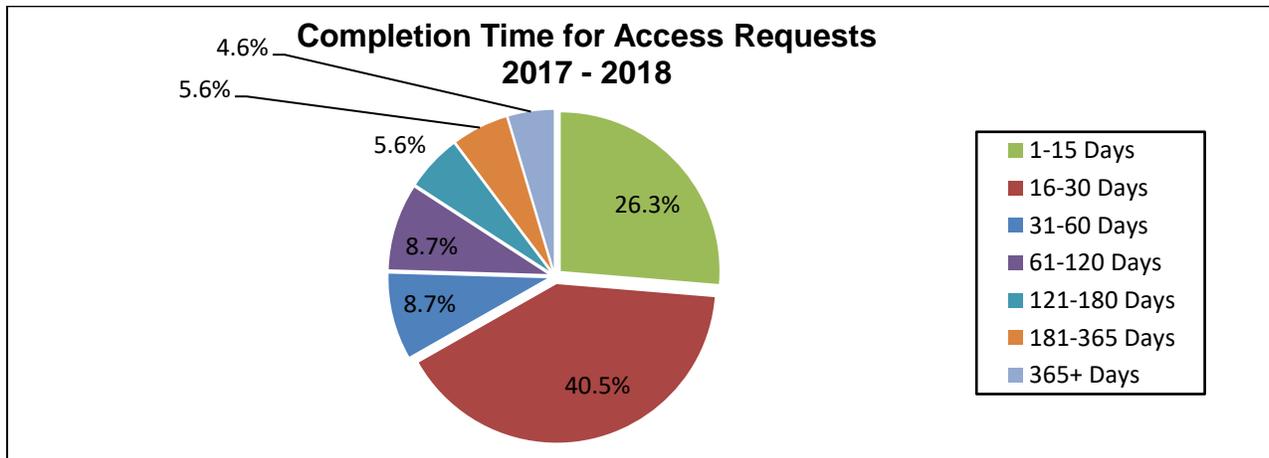


Figure 5

A total of 279 requests were completed beyond the legislated deadline. Of the 279 late requests, 70 requests were late as a result of the need to conduct external consultations.

Extension of Time Limits

Section 9 of the *Access to Information Act* allows government institutions to extend the deadline for responding to a request if the request requires the institution to search a large number of records, to consult with other government institutions, or to communicate with third parties.

In 2017–2018, 371 requests required extensions of 30 days or less, 381 required an extension of between 31 and 60 days, 239 required an extension of between 61 to 120 days, and 38 requests required an extension of between 121 to 180 days. In total, 1,029 requests required an extension past the original deadline of 30 days. Most extensions were required in order to conduct large searches or as a result of the high volume of records involved in completing requests.

Complexity of Files

A number of files were considered complex for various reasons. Of the 2,022 requests closed during the 2017–2018 reporting period, 454 were considered to be complex. There were 380 requests that were complex due to the need to conduct consultations, 12 requests were considered complex due to the assessment of fees¹, 59 requests required legal advice, and 3 requests were classified in the “other” category. The “other” category consists of files containing high-profile subject matter, records held in a regional office or another country, or records that are in a language other than French or English.

Of the requests closed by Environment and Climate Change Canada in 2017-2018, 40 required consultations with Environment and Climate Change Canada’s Legal Services to confirm cabinet confidence exclusions.

Consultations

As an integral part of departmental processing procedures, other government institutions are consulted if access requests contain issues of interest to them. Although formal consultations are undertaken in writing, additional discussions between ATIP offices are initiated as required in order to facilitate the completion of each case. Consultations are also regularly undertaken with third parties and other levels of government.

As the environment is a shared jurisdiction, Environment and Climate Change Canada regularly receives access to information consultation requests from other federal and provincial departments that are processing files with records originating from or concerning the Department’s programs or services.

In 2017–2018, Environment and Climate Change Canada received 199 access to information consultations from other federal government institutions and 19 consultations from other organizations for a total of 218 consultations received. This constitutes a 9% decrease relative to the previous reporting period. There were 26 access consultations outstanding from the previous reporting period. In total, during the 2017–2018 reporting period, 216 consultations were

¹ These requests pre-date the May 2016 Treasury Board Secretariat Interim Directive which officially eliminated the assessment and charging of search fees under the *Access to Information Act*.

completed. Twenty-eight (28) access consultations were carried forward to the 2018-2019 reporting period.

Figure 6 provides the number of access to information consultations that were **received** by the ATIP Division from 2012–2013 to 2017–2018.

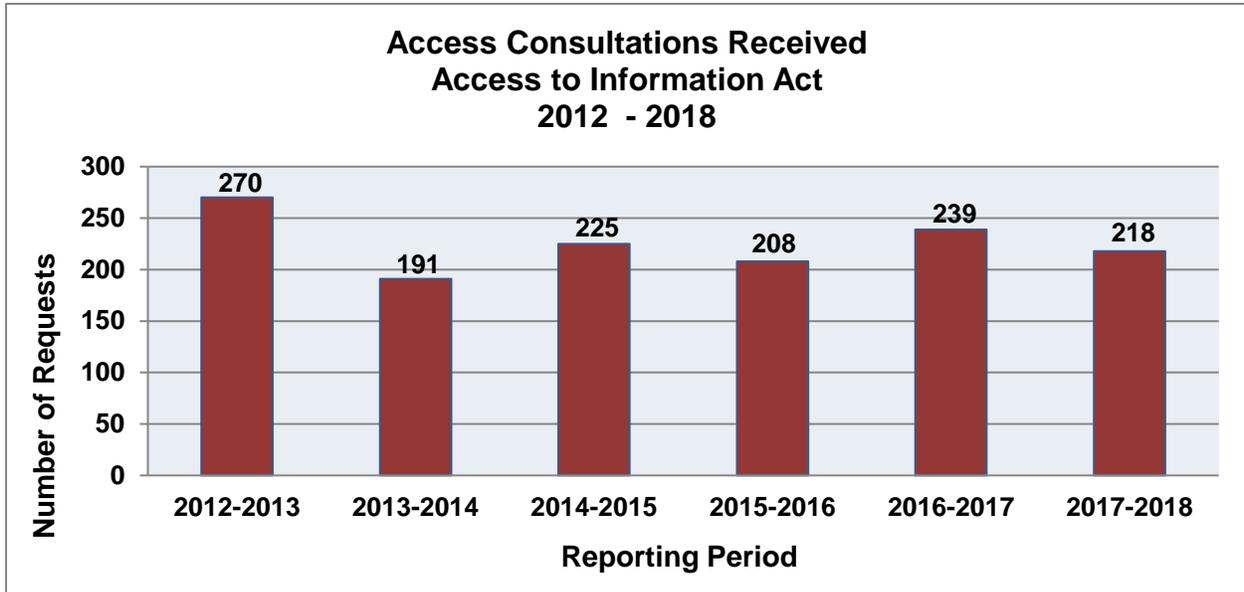


Figure 6

The number of access to information consultations that were **closed** by the ATIP Division from 2012–2013 to 2017–2018 is found in figure 7.

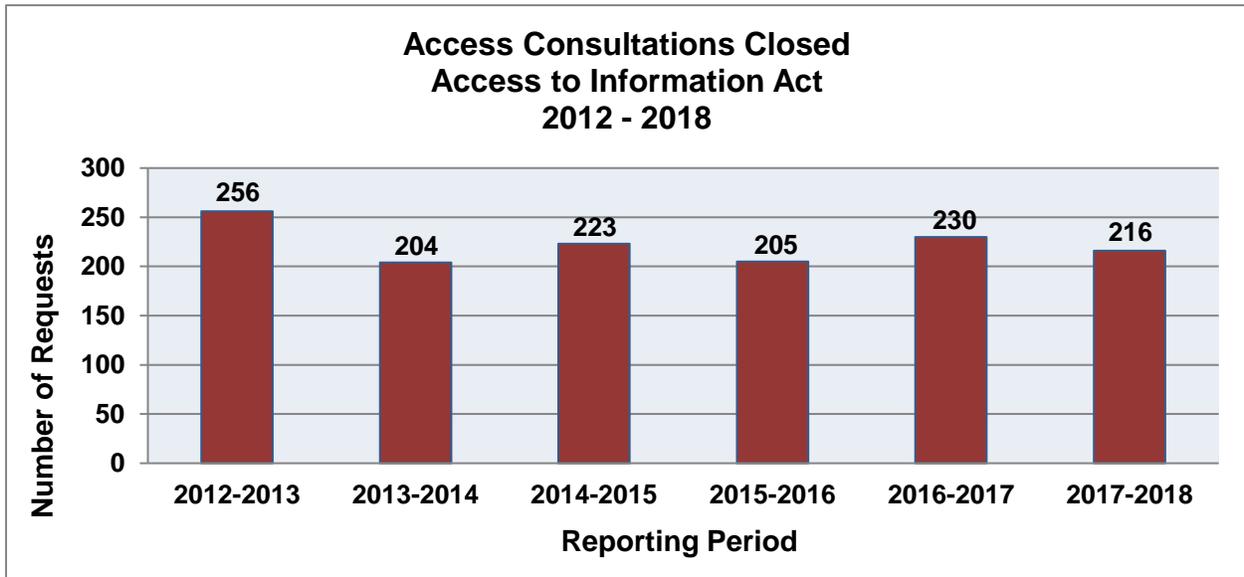


Figure 7

The number of pages processed in response to access to information consultations during the 2017–2018 reporting period decreased in comparison to the 2016–2017 reporting period: 9,935

pages were processed for consultations compared to 14,647 pages during the previous period. This is a decrease of 32%.

Figure 8 displays the number of pages processed by the ATIP Division in response to access to information consultations received from 2012–2013 to 2017–2018.

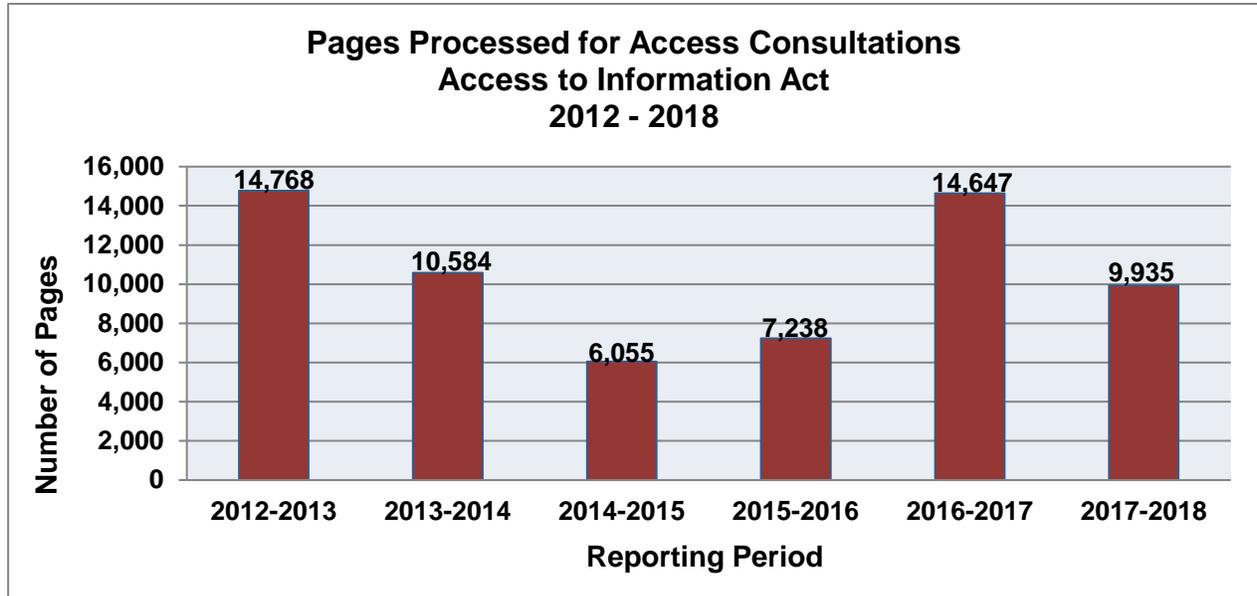


Figure 8

During the 2017–2018 reporting period, 127 (59 %) of the completed access consultations were processed within the initial 30-day period. This included 44 completed in the first 15 days and 83 completed between 16 and 30 days.

Informal Requests

A summary list of completed access to information requests is published on the Open Government website on a monthly basis. Between April 1, 2017 and March 31, 2018, Environment and Climate Change Canada received 241 informal access to information requests for previously released access to information packages. Environment and Climate Change Canada completed a total of 240 informal requests during the 2017–2018 reporting period. One (1) informal requests was carried forward to 2018-2019.

Furthermore, throughout the year, the ATIP Division provides advice to departmental staff with respect to informal requests, parliamentary questions and the review of draft audit, evaluation, security and harassment reports.

In 2017-2018, the ATIP Division processed 8 parliamentary questions. In addition, the ATIP Division provides advice to programs responding to other parliamentary questions.

The ATIP Division also assists other branches of the department in reviewing various documents such as investigation reports and harassment complaint files in order to ensure that mandatory exemptions such as personal information and cabinet confidence-related information are properly identified, where appropriate.

Fees

In the 2017–2018 reporting period, total fees of \$9,389 were collected for the processing of 1,820 requests. This consisted of application fees totalling \$9,080 and search fees in the amount of \$309. In early 2015-2016, Environment and Climate Change Canada ceased charging search fees. The search fees of \$309 represents requests where the fees had been collected in the previous reporting periods but were closed in 2017-2018. No other fees were charged for production, preparation or reproduction.

Costs

The costs involved in administering the *Access to Information Act* were \$1,363,308 for salaries and \$5,755 for overtime, \$254,496 for goods and services (\$193,061 for professional service contracts and \$61,435 for other costs). This brings the total costs to \$1,623,559.

TRAINING ACTIVITIES

The ATIP Division provides daily advice to departmental officials on the processing of ATIP requests as well as the interpretation of the Acts to ensure the efficient and consistent processing of all requests received by the Department.

The ATIP Division continued its formal training and development activities in the 2017–2018 reporting period. Twelve (12) information and training sessions were held, attended by 80 Environment and Climate Change Canada employees. The sessions included an overview of the *Access to Information Act* and the *Privacy Act* as well as a description of internal procedures and associated deadlines for responding to requests. The training activities were supported by new tools to assist program officials to respond to requests.

In the latter part of 2017-2018, planning was also undertaken on the development of a new training program which will begin in April 2018.

POLICIES, GUIDELINES, PROCEDURES AND REPORTING**Policy Framework**

Environment and Climate Change Canada's access to information policy framework was approved in November 2012. No changes were brought to the access to information policy framework in 2017-2018.

Reporting

The ATIP Division regularly monitors the timeliness and trends associated with the processing of requests through ongoing communication with branch and directorate liaison contacts. This includes providing performance reports on the status of branch retrievals to branch head offices on a regular basis. In addition, weekly reports on the number of requests received are provided to the Deputy Minister's Office and to the Communication Branch. ATIP updates are also provided to Environment and Climate Change Canada's Executive Management Committee.

Publicly Accessible Information and Inquiry Points

Info Source is a series of publications containing information on the Government of Canada and on the Government's data collection activities. Info Source is intended to help the public access government information and to exercise their rights under the *Privacy Act* and *Access to Information Act*.

Each year, the ATIP Division prepares updates on Environment and Climate Change Canada's activities and information holdings for publication in Info Source which is published on the Department's website. In 2017-2018, Environment and Climate Change Canada made minor changes to its Info Source chapter.

Environment and Climate Change Canada's comprehensive website provides information on the Department's policies, its organizational structure and the means to contact departmental officials. In accordance with the federal government's policy of proactive disclosure, the Department's website also allows access to internal evaluations and audits, as well as information on hospitality expenses, contracts and grants.

Environment and Climate Change Canada's website also has an access to information and privacy webpage that provides background information on both the *Access to Information Act* and the *Privacy Act*. It also contains a Frequently Asked Questions section and links to access to information request forms, personal information request forms and summaries of completed access to information requests.

In order to facilitate public access to information and to comply with the Act, the Environment and Climate Change Canada Library has been designated a public reading room. The library is located on the 1st floor of the Place Vincent Massey Annex, 351 St. Joseph Boulevard, Gatineau, Quebec.

Online Request Service

Environment and Climate Change Canada has participated in the Treasury Board Secretariat Online Request Service Pilot Project since April 2014. This initiative makes the process of requesting government records simpler and more convenient by enabling Canadians to submit their ATIP requests and application fees online. Environment and Climate Change Canada received 1,676 access to information requests online during the 2017–2018 reporting period which accounts for 83% of the total number of requests received. This figure includes requests which were originally received online and subsequently subdivided within the ATIP Division, in order to expedite processing.

COMPLAINTS, AUDITS, INVESTIGATIONS AND APPEALS

Applicants have the right to register a complaint with the Information Commissioner of Canada regarding any matter relating to the processing of a request.

As noted in Table 1, during the 2017–2018 reporting period, 40 complaints were filed with the Office of the Information Commissioner of Canada against Environment and Climate Change Canada. Environment and Climate Change Canada provided representations to the Office of the Information Commissioner in 42 complaints and received a report of findings or recommendations in 17 of these complaints.

Table 1

Complaints received in 2017-2018		
Section 32 New complaints received	Section 35 Representations provided to the Office of the Information Commissioner	Section 37 Findings or recommendations received
40	42	17

Forty (40) complaints received in 2017-2018, as well as 10 complaints from previous reporting periods were completed in 2017-2018, for a total of 50 complaints closed.

Ten (10) complaints received in this reporting period and 15 complaints from previous years remain outstanding.

Table 2 provides a breakdown of the reasons for and results of the complaints that were completed in 2017–2018.

Table 2

Reason for Complaint	Number of Decisions	Results of Investigations					
		Resolved	Well founded – resolved without recommendations	Well founded, with recommendations – not resolved	Not well founded	Discontinued	Settled
Delay	8	5	3	0	0	0	0
Exemptions	15	3	4	0	1	7	0
Extensions	9	6	2	0	1	0	0
Fees	0	0	0	0	0	0	0
Miscellaneous	2	1	1	0	0	0	0
Refusal – s.69	1	0	1	0	0	0	0
Refusal – General	15	4	4	0	3	3	1
Total	50	19	15	0	5	10	1

Explanation of the Results of Investigations

- **Well founded** – The Office of the Information Commissioner (OIC) found evidence of the complainant’s rights being denied under the *Access to Information Act*.
 - **Well founded, resolved**– The institution took remedial action to the satisfaction of the OIC during the course of the investigation.

- **Well founded, with recommendations – resolved** – If the head of the institution accepted the OIC recommendations and remedial action was taken by the institution to the satisfaction of the OIC, the matter is considered resolved and no further action by the OIC is necessary.
- **Well founded, with recommendations – not resolved** – If the head of the institution did not accept the recommendations of the OIC, or if the remedial action was not to the satisfaction of the OIC, the complainant will be informed that the matter is not resolved and the complainant, or the OIC with the complainant’s consent, can pursue the matter in court.
- **Not well founded** – As a result of the investigation, the OIC found that the institution applied the *Access to Information Act* correctly.
- **Resolved** - For cases of deemed refusal (delay) and extension complaints where the final response to the requester has been sent during the initial stages of the investigation
- **Discontinued** – The complaint was withdrawn or abandoned by the complainant before allegations were fully investigated.
- **Settled** –The complaint was settled to the satisfaction of all parties without the need for the OIC to make a finding.

In 2017-2018, the Office of the Information Commissioner completed its investigation into a complaint filed in 2013, relating to media access to government scientists.

The complaint alleged that the Government of Canada attempted to obstruct media – and, by extension, public access to scientific information produced by government scientists, including those at Environment and Climate Change Canada. The investigation concluded that some of the allegations were founded.

Since the complaint was filed, the government released a set of new policies on the management of communications. The Information Commissioner acknowledged the effectiveness of the new Government of Canada measures, and made additional recommendations to help ensure that scientific information is available to Canadians and that scientists in the federal public service are able to publicly discuss their research.

The department reviews the outcomes of all of the Office of the Information Commissioner investigations and where appropriate, incorporates lessons learned into business processes. There were no recommendations raised by other Agents of Parliament during the reporting period.

Applications/Appeals to the Federal Court or Federal Court of Appeal

A-521-15 *Sheldon Blank v. Minister of the Environment* – On December 3, 2015, a notice of appeal of the order of Justice Harrington was filed with the Federal Court of Appeal. The appeal was discontinued on November 27, 2017.

APPENDIX A: STATISTICAL REPORT



Government of Canada / Gouvernement du Canada

Statistical Report on the Access to Information Act

Name of Institution: Environment and Climate Change Canada - ATIP Secretariat

Reporting Period: 01-04-2017 to 31-03-2018

PART 1 - Requests under the Access to Information Act

1.1 Number of Requests

	Number of Requests
Received during reporting period	1999
Outstanding from previous reporting period	472
Total	2471
Closed during reporting period	2022
Carried over to next reporting period	449

1.2 Sources of Requests

Source	Number of Requests
Media	219
Academia	13
Business (Private Sector)	1423
Organization	81
Public	227
Decline to Identify	36
Total	1999

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	
20	55	131	35	0	0	0	241

PART 2 - Requests closed during the reporting period

2.1 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	1	27	54	44	28	5	1	160
Disclosed in part	5	35	80	111	58	94	39	422
All exempted	0	2	4	3	0	3	0	12
All excluded	0	0	0	2	2	1	1	6
No records exist	460	738	32	6	2	0	0	1238
Request transferred	17	2	0	0	0	0	0	19
Request abandoned	49	13	6	10	23	11	52	164
Neither confirmed nor denied	0	1	0	0	0	0	0	1
Total	532	818	176	176	113	114	93	2022

2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	13	16(2)	69	18(a)	0	20.1	0
13(1)(b)	9	16(2)(a)	0	18(b)	2	20.2	0
13(1)(c)	15	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	7	16(2)(c)	15	18(d)	0	21(1)(a)	171
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	165
14	23	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	28
14(a)	36	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	1
14(b)	6	16.1(1)(c)	0	18.1(1)(d)	0	22	5
15(1)	32	16.1(1)(d)	0	19(1)	351	22.1(1)	0
15(1) - I.A.*	2	16.2(1)	0	20(1)(a)	0	23	57
15(1) - Def.*	0	16.3	0	20(1)(b)	156	24(1)	4
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	1
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	50		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	12		
16(1)(a)(iii)	0	17	0				
16(1)(b)	5						
16(1)(c)	18						
16(1)(d)	0						

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

2.3 Exclusions

Section	Number of requests	Section	Number of requests	Section	Number of requests
68(a)	7	69(1)	1	69(1)(g) re (a)	30
68(b)	0	69(1)(a)	3	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	18
68.1	0	69(1)(c)	3	69(1)(g) re (d)	5
68.2(a)	0	69(1)(d)	3	69(1)(g) re (e)	14
68.2(b)	0	69(1)(e)	19	69(1)(g) re (f)	19
		69(1)(f)	2	69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	69	91	0
Disclosed in part	127	295	0
Total	196	386	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of requests	Number of pages processed	Number of pages disclosed	Number of requests
All disclosed	15576	7147	160
Disclosed in part	76218	46131	422
All exempted	3876	0	12
All excluded	133	0	6
Request abandoned	14335	5547	164
Neither confirmed nor denied	0	0	1

2.5.2 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	130	1546	25	5092	3	494	2	15	0	0
Disclosed in part	276	7382	107	15729	23	9941	16	13079	0	0
All exempted	9	0	2	0	0	0	1	0	0	0
All excluded	6	0	0	0	0	0	0	0	0	0
Abandoned	133	296	19	1214	8	1776	4	2261	0	0
Neither confirmed nor denied	1	0	0	0	0	0	0	0	0	0
Total	555	9224	153	22035	34	12211	23	15355	0	0

2.5.3 Other complexities

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	64	0	2	1	67
Disclosed in part	270	1	41	2	314
All exempted	5	0	2	0	7
All excluded	5	0	4	0	9
Abandoned	36	11	10	0	57
Neither confirmed nor denied	0	0	0	0	0
Total	380	12	59	3	454

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of requests closed past the statutory deadline	Principal Reason			
	Workload	External consultation	Internal consultation	Other
279	181	70	17	11

2.6.2 Number of days past deadline

Number of days past deadline	Number of requests past deadline where no extension was taken	Number of requests past deadline where an extension was taken	Total
1 to 15 days	8	23	31
16 to 30 days	0	20	20
31 to 60 days	2	32	34
61 to 120 days	1	45	46
121 to 180 days	1	25	26
181 to 365 days	2	68	70
More than 365 days	1	51	52
Total	15	264	279

2.7 Request for translation

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

PART 3 - Extensions

3.1 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	95	0	55	13
Disclosed in part	218	5	240	141
All exempted	7	0	6	2
All excluded	5	1	5	0
No records exist	8	0	3	6
Request abandoned	84	3	80	52
Total	417	9	389	214

3.2 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	317	4	46	4
31 to 60 days	58	1	116	206
61 to 120 days	42	4	189	4
121 to 180 days	0	0	38	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	417	9	389	214

PART 4 - Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	1818	\$ 9080.00	196	\$ 980.00
Search	4	\$ 308.75	1	\$ 50.00
Production	0	\$ 0.00	0	\$ 0.00
Programming	0	\$ 0.00	0	\$ 0.00
Preparation	0	\$ 0.00	0	\$ 0.00
Alternative format	0	\$ 0.00	0	\$ 0.00
Reproduction	0	\$ 0.00	0	\$ 0.00
Total	1820	\$ 9388.75	197	\$ 1030.00

PART 5 - Consultations received from other institutions and organizations

5.1 Consultations received from other government institutions and organizations

Consultations	Other Government of Canada institutions	Number of pages to review	Other organizations	Number of pages to review
Received during the reporting period	199	6695	19	1252
Outstanding from the previous reporting period	21	3007	5	204
Total	220	9702	24	1456
Closed during the reporting period	196	8844	20	1091
Pending at the end of the reporting period	24	858	4	365

5.2 Recommendations and completion time for consultations received from other Government of Canada institutions

Recommendations	Number of days required to complete consultation requests							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	
Disclose entirely	36	52	30	7	0	0	0	125
Disclose in part	4	20	25	14	2	0	3	68
Exempt entirely	0	0	0	1	0	0	0	1
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	1	0	1	0	0	0	0	2
Total	41	72	56	22	2	0	3	196

5.3 Recommendations and completion time for consultations received from other organizations

Recommendations	Number of days required to complete consultation requests							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	
Disclose entirely	2	5	3	1	0	0	0	11
Disclose in part	0	4	1	0	0	0	0	5
Exempt entirely	0	2	1	0	0	0	0	3
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	1	0	0	0	0	0	0	1
Total	3	11	5	1	0	0	0	20

PART 6 - Completion time of consultations on Cabinet confidences

6.1 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 requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
1 to 15	1	15	1	107	0	0	0	0	0	0
16 to 30	1	29	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	1	26	1	54	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
More than 365	2	0	1	83	0	0	0	0	0	0
Total	5	70	3	244	0	0	0	0	0	0

6.2 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 requests	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
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

PART 7 - Complaints and Investigations

Section 32	Section 35	Section 37	Total
40	42	17	99

PART 8 - Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0

PART 9 - Resources related to the *Access to Information Act*

9.1 Costs

Expenditures		Amount
Salaries		\$ 1363308.00
Overtime		\$ 5755.00
Goods and Services		\$ 254496.00
• Professional services contracts	\$ 193061.00	
• Other	\$ 61435.00	
Total		\$ 1623559.00

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	19.30
Part-time and casual employees	0.20
Regional staff	0.00
Consultants and agency personnel	2.00
Students	0.00
Total	21.50

APPENDIX B: DESIGNATION ORDER INSTRUMENT



Environment and
Climate Change Canada

Environnement et
Changement climatique Canada

Access to Information and Privacy Designation Order

The Minister of the Environment, pursuant to section 73 of the *Access to Information Act* and section 73 of the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Minister of the Environment as the head of Environment and Climate Change Canada, under the provisions of the Act and related regulations set out in the schedule opposite each position. This designation replaces all previous delegation orders.

Position	Schedule	
	<i>Access to Information Act</i> and Regulations	<i>Privacy Act</i> and Regulations
Deputy Minister of Environment	Full authority	Full authority
Associate Deputy Minister of Environment	Full authority	Full authority
Director General, Corporate Secretariat	Full authority	Full authority
Director, Access to Information and Privacy	Full authority	Full authority
Manager, Access to Information and Privacy	Full authority	Full authority
Team Leader, Access to Information and Privacy	7(a), 8, 9, 11	15

JAN 11 2017

Dated, at the City of Gatineau, Quebec, this day of , 2017

Catherine McKenna
Minister of Environment and Climate Change Canada

Canada