



Cat. No.: En1-64/1E-PDF

ISSN: 2371-7548

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# TABLE OF CONTENTS

INTRODUCTION	1
ORGANIZATIONAL STRUCTURE	1
Capacity Development	2
DELEGATION ORDER	2
INTERPRETATION OF THE STATISTICAL REPORT	3
Exemptions and Exclusions	5
Time Limitations	5
Extension of Time Limits	6
Complexity of Files	6
Consultations	7
Fees	9
Costs	9
TRAINING ACTIVITIES	9
POLICIES, GUIDELINES, PROCEDURES AND REPORTING	10
Policy Framework	10
Reporting	10
Publicly Accessible Information and Inquiry Points	10
Online Request Service	11
COMPLAINTS, AUDITS, INVESTIGATIONS AND APPEALS	11
Explanation of the Results of Investigations	12
Applications/Appeals to the Federal Court or Federal Court of Appeal	13
APPENDIX A: STATISTICAL REPORT	14
APPENDIX B: DESIGNATION ORDER INSTRUMENT	22

#### **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, 2016 to March 31, 2017. 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**

The Director of the Access to Information and Privacy Division is Environment and Climate Change Canada's Access to Information and Privacy Coordinator, and has delegated authority on all matters concerning Access to Information and Privacy (ATIP). The ATIP Division, which is a part of the Corporate Secretariat, 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, 2017, the ATIP Division was comprised of 18 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 five senior advisors, three analysts, four junior analysts, one intake officer 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 full-time 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 to fill new positions that were created in 2014-2015. As a result of these staffing processes, two new senior advisors at the PM-04 level joined our team. A new intake to the ATIP Professional Development Program allowed the Division to recruit one new analyst and four new junior analysts. Two junior analysts were also promoted to the PM-02 level and were integrated to the ATIP Professional Development Program. In addition, two analysts were promoted to the PM-04, senior advisor level.

Unfortunately, a selection process intended to staff three team leader positions was unproductive. As a result, a new selection process was launched in March 2017 to fill these key positions. The Division will also seek to attract new senior advisors at the PM-04 level to help meet the workload challenge associated with the increased volume and complexity of requests received over the last two years.

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 updated 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, 2016 and March 31, 2017, Environment and Climate Change Canada received 1,720 requests under the *Access to Information Act*. There were 281 requests carried forward from the 2015–2016 reporting period, for a total of 2,001 active requests in the 2016–2017 reporting period. In 2016–2017, a total of 1,529 requests were completed, and 472 were carried forward to the next reporting period.

Figure 1 is a percentage breakdown of the sources of access to information requests received in 2016–2017:

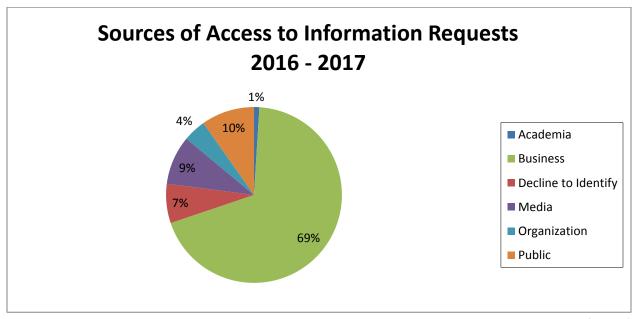


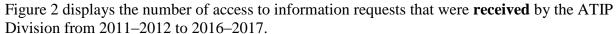
Figure 1

During the 2016–2017 reporting period, 100 requests were abandoned by applicants for various reasons.

There were 951 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 2016–2017, Environment and Climate Change Canada received 1,720 requests under the *Access to Information Act*. This represents a 10% increase over the previous reporting period.

Upon detailed analysis of the requests received in 2016-2017, the ATIP Division has noted a shift in trend. Each year, Environment and Climate Change Canada receives a large volume of routine requests for documents pertaining to the environmental compliance of properties. However, this year, it was noted that the number of routine environmental compliance requests decreased while complex Access to Information requests increased by approximately 40% over the previous fiscal year. This led to an increased workload burden within the ATIP Division.



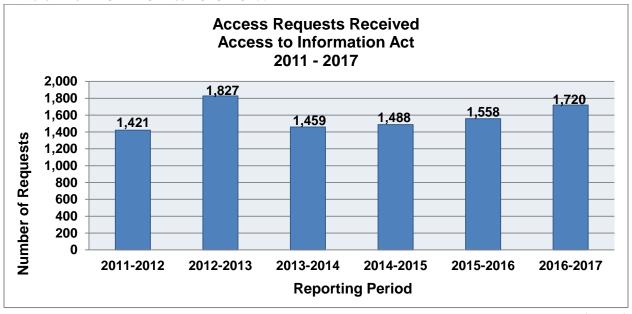


Figure 2

The number of access to information requests that were **closed** by the ATIP Division from 2011–2012 to 2016–2017 is found in figure 3.

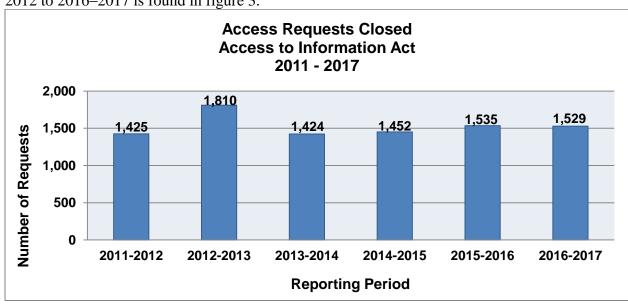


Figure 3

In the 2016–2017 reporting period, 164,831 pages of records were processed in response to access to information requests which represent an increase of 51% over the 2015–2016 fiscal year.

The number of pages processed by the ATIP Division in response to requests under the *Access to Information Act* from 2011–2012 to 2016–2017 is found in figure 4.

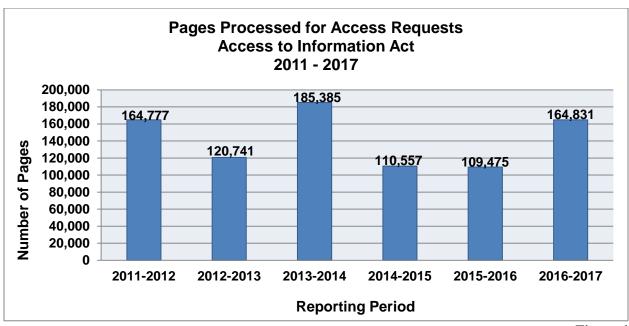


Figure 4

#### **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 2016–2017 were for personal information (section 19) and government operations (section 21).

#### **Time Limitations**

During the 2016–2017 reporting period, 1,047 (68.5%) of the completed requests were processed within the initial 30-day period. This included 574 requests completed in the first 15 days, and 473 requests completed between 16 and 30 days.

Figure 5 is a breakdown of completion times for requests closed during the 2016–2017 reporting period.

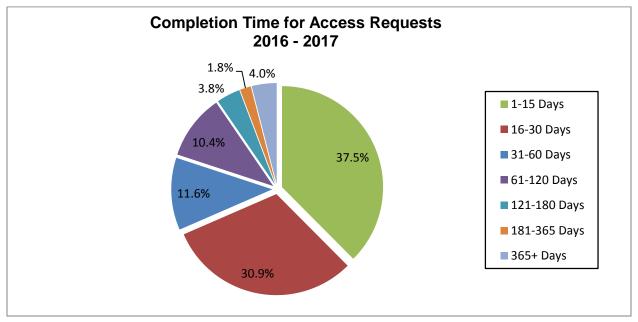


Figure 5

A total of 190 requests were completed beyond the legislated deadline. Of the 190 late requests, 38 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 2016–2017, 257 requests required extensions of 30 days or less, 317 required an extension of between 31 and 60 days, 75 required an extension of between 61 to 120 days, and 1 request required an extension of between 121 to 180 days. There were 2 requests that required extensions of more than 180 days. In total, 652 requests required an extension past the original deadline of 30 days. The main reason for extensions was due to the requirement to conduct a large search or the high volume of records involved in completing requests.

#### **Complexity of Files**

A number of files were considered complex for various reasons. Of the 1,529 requests closed during the 2016–2017 reporting period, 303 were considered to be complex. There were 270 requests that were complex due to the need to conduct consultations, 7 requests were considered complex due to the assessment of fees<sup>1</sup>, 22 requests required legal advice, and 4 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.

<sup>&</sup>lt;sup>1</sup> 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*.

Of the requests closed by Environment and Climate Change Canada in 2016-2017, 14 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 2016–2017, Environment and Climate Change Canada received 208 access to information consultations from other federal government institutions and 31 consultations from other organizations for a total of 239 consultations received. This constitutes a 15% increase relative to the previous reporting period. There were 17 access consultations outstanding from the previous reporting period. In total, during the 2016–2017 reporting period, 230 consultations were completed. Twenty-six (26) access consultations were carried forward to the 2017-2018 reporting period.

Figure 6 provides the number of access to information consultations that were **received** by the ATIP Division from 2011–2012 to 2016–2017.

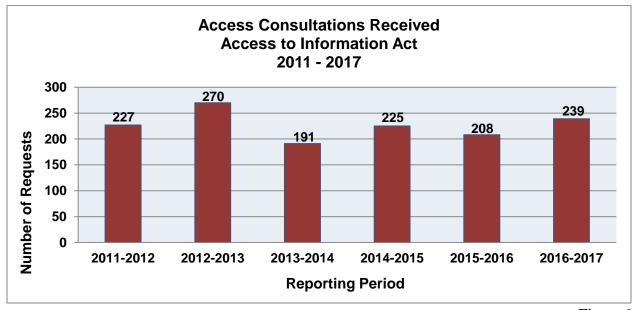


Figure 6

The number of access to information consultations that were **closed** by the ATIP Division from 2011–2012 to 2016–2017 is found in figure 7.

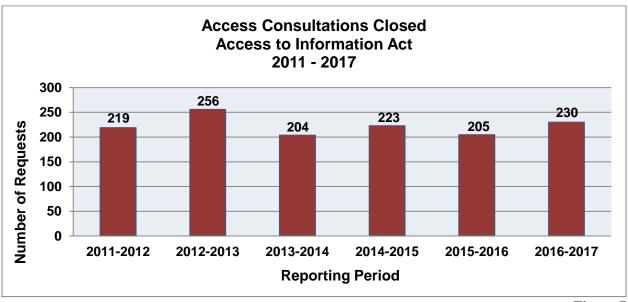


Figure 7

The number of pages processed in response to access to information consultations during the 2016–2017 reporting period increased in comparison to the 2015–2016 reporting period: 14,647 pages were processed for consultations compared to 7,238 pages during the previous period. This is an increase of 102%.

Figure 8 displays the number of pages processed by the ATIP Division in response to access to information consultations received from 2011–2012 to 2016–2017.

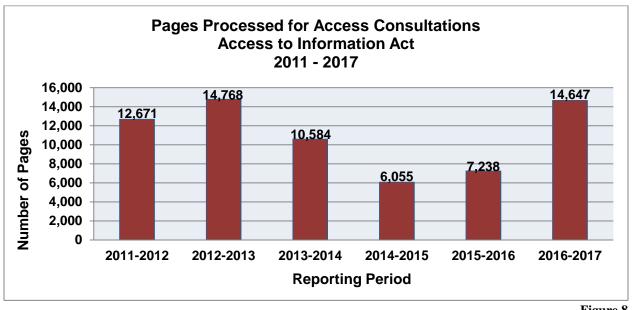


Figure 8

During the 2016–2017 reporting period, 120 (52%) of the completed access consultations were processed within the initial 30-day period. This included 53 completed in the first 15 days and 67 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, 2016 and March 31, 2017, Environment and Climate Change Canada received 95 informal access to information requests for previously released access to information packages. Environment and Climate Change Canada completed a total of 89 informal requests during the 2015–2016 reporting period. Six (6) informal requests were carried forward to 2017-2018.

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 2016-2017, the ATIP Division processed 10 parliamentary questions which represent an increase relative to the previous year. 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 2016–2017 reporting period, total fees of \$7,577 were collected for the processing of 1,445 requests. This consisted of application fees totalling \$7,215 and search fees in the amount of \$362. In early 2015-2016, Environment and Climate Change Canada ceased charging search fees. The search fees of \$362 represents requests where the fees had been collected in the previous reporting periods but were closed in 2016-2017. No other fees were charged for production, preparation or reproduction.

#### Costs

The costs involved in administering the *Access to Information Act* were \$921,641 for salaries and \$12,767 for overtime, \$286,886 for goods and services (\$240,849 for professional service contracts and \$46,037 for other costs). This brings the total costs to \$1,221,294.

## **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 further continued its formal training and development activities in the 2016–2017 reporting period. Twenty-one (21) information and training sessions were held, attended by 278 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. Information and training activities will continue throughout 2017–2018.

#### 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 2016-2017.

#### **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. Quarterly ATIP updates are 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 2016-2017, 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 1<sup>st</sup> 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 1,317 access to information requests online during the 2016–2017 reporting period which accounts for 76.6% of the total number of requests received. This represents an increase of 20% over the 2015-2016 fiscal year.

#### 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 2016–2017 reporting period, 33 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 36 complaints and received a report of findings or recommendations in 8 of these complaints.

Table 1

Complaints received in 2016-2017							
Section 32	Section 35	Section 37					
New complaints received	Representations provided to the Office of the Information Commissioner	Findings or recommendations received					
33	36	8					

Thirteen (13) complaints received in 2016-2017, as well as 12 complaints from previous reporting periods were completed in 2016-2017, for a total of 25 complaints closed.

Twenty (20) complaints received in this reporting period and 25 complaints from previous years remain outstanding.

Table 2 provides a breakdown of the reasons for and results of the complaints that were completed in 2016–2017.

Table 2

Reason for Complaint	Number of Decisions	Results of Investigations							
		Well founded, resolved without recommendations	resolved without   recommendations -   recommendations -		Not well founded	Discontinued	Settled		
Delay	0	0	0	0	0	0	0		
Exemptions/ Exclusions	10	4	0	0	0	6	0		
Extensions	2	1	0	0	0	0	1		
Fees	0	0	0	0	0	0	0		
Miscellaneous	1	0	0	0	0	0	1		
Refusal – s.69	1	0	0	0	0	1	0		
Refusal – General	11	4	0	0	4	3	0		
Total	25	9	0	0	4	10	2		

#### **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*. It was necessary for the OIC to report the finding of the investigation and provide recommendations where appropriate.
  - Well founded, resolved without recommendations The institution took remedial action to the satisfaction of the OIC during the course of the investigation. The OIC did not need to provide a recommendation to the head of the institution.
  - 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, where the matter relates to a refusal.
- **Not well founded** As a result of the investigation, the OIC found that the institution applied the *Access to Information Act* correctly.
- **Discontinued** The complaint was withdrawn or abandoned by the complainant before allegations were fully investigated.

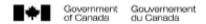
• **Settled** – In the case of a minor error, the complaint was settled to the satisfaction of the OIC without the need for the OIC to make a finding.

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 still before the Federal Court of Appeal at the end of the reporting period.

#### APPENDIX A: STATISTICAL REPORT



## Statistical Report on the Access to Information Act

Name of institution:	Environment and Clima	te Change	Canada	
Reporting period:	2016-04-01	to	2017-03-31	

#### Part 1: Requests Under the Access to Information Act

#### 1.1 Number of requests

	Number of Requests
Received during reporting period	1720
Outstanding from previous reporting period	281
Total	2001
Closed during reporting period	1529
Carried over to next reporting period	472

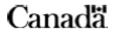
#### 1.2 Sources of requests

Source	Number of Requests
Media	155
Academia	17
Business (private sector)	1184
Organization	72
Public	168
Decline to Identify	124
Total	1720

#### 1.3 Informal requests

	Completion Time							
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	Total	
34	26	24	5	0	0	0	89	

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



# Part 2: Requests Closed During the Reporting Period

# 2.1 Disposition and completion time

	Completion Time							
Disposition of Requests	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days		181 to 365 Days	More Than 365 Days	Total
All disclosed	4	37	53	36	7	0	0	137
Disclosed in part	4	39	73	110	47	22	26	321
All exempted	0	1	1	1	1	0	0	4
All excluded	1	0	1	1	0	0	0	3
No records exist	518	384	43	5	0	1	0	951
Request transferred	9	0	0	0	0	0	0	9
Request abandoned	38	11	6	3	3	4	35	100
Neither confirmed nor denied	0	1	0	3	0	0	0	4
Total	574	473	177	159	58	27	61	1529

#### 2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	9	16(2)	24	18(a)	2	20.1	0
13(1)(b)	5	16(2)(a)	0	18(b)	1	20.2	0
13(1)(c)	15	16(2)(b)	0	18(c)	3	20.4	0
13(1)(d)	1	16(2)(c)	15	18(d)	0	21(1)(a)	116
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	124
14	20	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	21
14(a)	28	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	2
14(b)	10	16.1(1)(c)	0	18.1(1)(d)	0	22	7
15(1)	29	16.1(1)(d)	0	19(1)	254	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	37
15(1) - Def.*	0	16.3	0	20(1)(b)	81	24(1)	1
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	3
16(1)(a)(i)	1	16.4(1)(b)	0	20(1)(c)	66		
16(1)(a)(ii)	0	16.5	1	20(1)(d)	3		
16(1)(a)(iii)	0	17	1			-	
16(1)(b)	1			•			
16(1)(c)	17						
16(1)(d)	0	* I.A.: Inte	emational Affa	airs Def.: Defence o	f Canada	S.A.: Subversive Act	lvities

<sup>\*</sup> 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)	16
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)	10
68.1	0	69(1)(c)	0	69(1)(g) re (d)	2
68.2(a)	0	69(1)(d)	1	69(1)(g) re (e)	10
68.2(b)	0	69(1)(e)	3	69(1)(g) re (f)	8
		69(1)(f)	1	69.1(1)	0

## 2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	35	102	0
Disclosed in part	102	219	0
Total	137	321	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	15245	10765	137
Disclosed in part	78542	50483	321
All exempted	96	0	4
All excluded	54	0	3
Request abandoned	70894	19094	100
Neither confirmed nor			
denied	0	0	4

## 2.5.2 Relevant pages processed and disclosed by size of requests

	Less Than 100 Pages Processed		Less Than 100 101-500 501-1000 ages Processed Pages Pages Processed Pages Page		1001-5000 Pages Processed		More Than 5000 Pages Processed			
Disposition	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	105	1920	24	4764	5	2768	3	1313	0	0
Disclosed in part	203	5051	92	14607	10	4619	14	19943	2	6263
All exempted	4	0	0	0	0	0	0	0	0	0
All excluded	3	0	0	0	0	0	0	0	0	0
Request abandoned	79	95	12	1604	4	2101	3	1309	2	13985
Neither confirmed nor denied	4	0	0	0	0	0	0	0	0	0
Total	398	7066	128	20975	19	9488	20	22565	4	20248

## 2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	31	0	0	0	31
Disclosed in part	211	2	17	4	234
All exempted	1	0	0	0	1
All excluded	1	0	1	0	2
Request abandoned	25	5	4	0	34
Neither confirmed nor	1	0	0	0	1
Total	270	7	22	4	303

#### 2.6 Deemed refusals

## 2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past		Principal Reason					
the Statutory Deadline		External	Internal				
the Statutory Deadline	Workload	Consultation	Consultation	Other			
190	107	38	20	25			

## 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	4	24	28
16 to 30 days	3	24	27
31 to 60 days	2	34	36
61 to 120 days	1	24	25
121 to 180 days	0	6	6
181 to 365 days	1	18	19
More than 365 days	1	48	49
Total	12	178	190

## 2.7 Requests 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

	9(1)(a)		)(b) Iltation	9(1)(c)
Disposition of Requests Where an Extension Was Taken	Interference With Operations	Section 69	Other	Third-Party Notice
All disclosed	66	0	34	10
Disclosed in part	131	2	159	108
All exempted	1	0	1	0
All excluded	1	0	1	0
No records exist	21	0	2	8
Request abandoned	41	3	29	34
Total	261	5	226	160

## 3.2 Length of extensions

	9(1)(a)	9(1 Consu	9(1)(c)	
Length of Extensions	Interference With Operations	Section 69	Other	Third-Party Notice
30 days or less	190	0	66	1
31 to 60 days	50	0	110	157
61 to 120 days	19	5	49	2
121 to 180 days	0	0	1	0
181 to 365 days	2	0	0	0
365 days or more	0	0	0	0
Total	261	5	226	160

# Part 4: Fees

	Fee Co	llected	Fee Waived or Refunded			
	Number of		Number of			
Fee Type	Requests	Amount	Requests	Amount		
Application	1443	\$7,215	54	\$270		
Search	2	\$362	4	\$130		
Production	0	\$0	0	\$0		
Programming	0	\$0	0	\$0		
Preparation	0	\$0	0	\$0		
Alternative format	0	\$0	0	\$0		
Reproduction	0	\$0	0	\$0		
Total	1445	\$7,577	58	\$400		

# Part 5: Consultations Received From Other Institutions and Organizations

# 5.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	208	9707	31	3156
Outstanding from the previous reporting period	15	3095	2	599
Total	223	12802	33	3755
Closed during the reporting period	202	11096	28	3551
Pending at the end of the reporting period	21	1706	5	204

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

	Numb	Number of Days Required to Complete Consultation Requests							
	1 to 15	16 to 30	31 to 60	61 to 120	121 to 180	181 to 365	More Than 365		
Recommendation	Days	Days	Days	Days	Days	Days	Days	Total	
Disclose entirely	26	41	42	6	0	1	0	116	
Disclose in part	9	13	20	18	1	2	1	64	
Exempt entirely	0	1	0	0	0	1	0	2	
Exclude entirely	0	1	0	2	0	0	0	3	
Consult other institution	0	0	0	0	0	0	0	0	
Other	13	3	1	0	0	0	0	17	
Total	48	59	63	26	1	4	1	202	

# 5.3 Recommendations and completion time for consultations received from other organizations

	Numb	er of Da	ys Requi	red to Co	omplete	Consulta	tion Req	uests
							More	
		16 to	31 to	61 to	121 to	181 to	Than	
	1 to 15	30	60	120	180	365	365	
Recommendation	Days	Days	Days	Days	Days	Days	Days	Total
Disclose entirely	5	5	8	0	0	0	0	18
Disclose in part	0	3	4	2	0	0	0	9
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	1	0	0	0	1
Total	5	8	12	3	0	0	0	28

# Part 6: Completion Time of Consultations on Cabinet Confidences

## 6.1 Requests with Legal Services

		han 100 rocessed	101-500 Pages Processed			501-1000 1001 ages Processed Pages P		-5000 rocessed	More Than 5000 Pages Processed	
Number of Days	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	3	86	0	0	0	0	0	0	0	0
16 to 30	5	48	0	0	0	0	0	0	0	0
31 to 60	3	91	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	2	371	0	0	0	0	0	0
More than 365	1	0	0	0	0	0	0	0	0	0
Total	12	225	2	371	0	0	0	0	0	0

## 6.2 Requests with Privy Council Office

		han 100 rocessed	101–500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
Number of Days	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
33	36	8	77

# 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	\$921,641		
Overtime	\$12,767		
Goods and Services	\$286,886		
<ul> <li>Professional services contracts</li> </ul>	\$240,849		
Other	\$46,037		
Total		\$1,221,294	

#### 9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	13.00
Part-time and casual employees	0.85
Regional staff	0.00
Consultants and agency personnel	2.50
Students	0.00
Total	16.35

Note: Enter values to two decimal places.

#### **APPENDIX B: DESIGNATION ORDER INSTRUMENT**



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 ecting 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.

#### Schedule

Position	Access to Information Regulations	n Act and	Privacy Act 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
Меладег, Access to Information and Privacy	Full authority		Full authority
Team Leader, Access to Information and	7(a), 8, 9, 11		15
Privacy		JAN 1 1 2017	

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

Catherine McKenna Minister of Environment and Climate Chanage Canada

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