



Environment and
Climate Change Canada

Environnement et
Changement climatique Canada

2018-2019 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 94 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 94 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, 2018 to March 31, 2019. 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, 2019, the ATIP Division was comprised of 17 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, three senior advisors, two analysts, three junior analysts, two intake officers, two clerical assistants, and one executive assistant. In order to help meet the increase in volume and complexity of requests, the Division also engaged the support of a consultant 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. This included the appointment of a new team leader at the PM-05 level and two Senior ATIP Advisors at the PM-04 level. A selection process to fill a Manager of Policy and Governance position at the PM-06 level was still ongoing at the end of the reporting period.

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. During the reporting period, three participants in the ATIP Professional Development Program were promoted to the next level and two new participants joined the program.

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 STATISICAL 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, 2018 and March 31, 2019, Environment and Climate Change Canada received 1,794 requests under the *Access to Information Act*. There were 449 requests carried forward from the 2017–2018 reporting period, for a total of 2,243 active requests in the 2018–2019 reporting period. In 2018–2019, a total of 1,719 requests were completed, and 524 were carried forward to the next reporting period.

Figure 1 is a percentage breakdown of the sources of access to information requests received in 2018–2019:

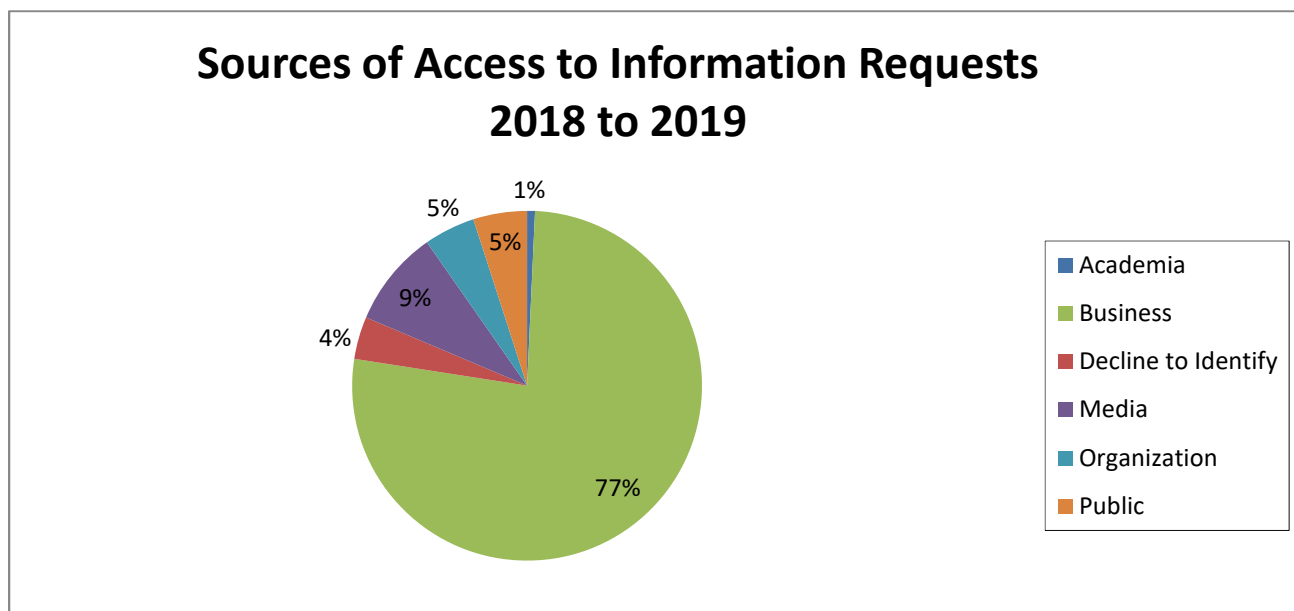


Figure 1

During the 2018–2019 reporting period, 90 requests were abandoned by applicants for various reasons.

There were 1,168 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 2018–2019, Environment and Climate Change Canada received 1,794 requests under the *Access to Information Act*. This represents a 10% decrease in comparison to the previous reporting period.

Figure 2 displays the number of access to information requests that were **received** by the ATIP Division from 2014–2015 to 2018–2019.

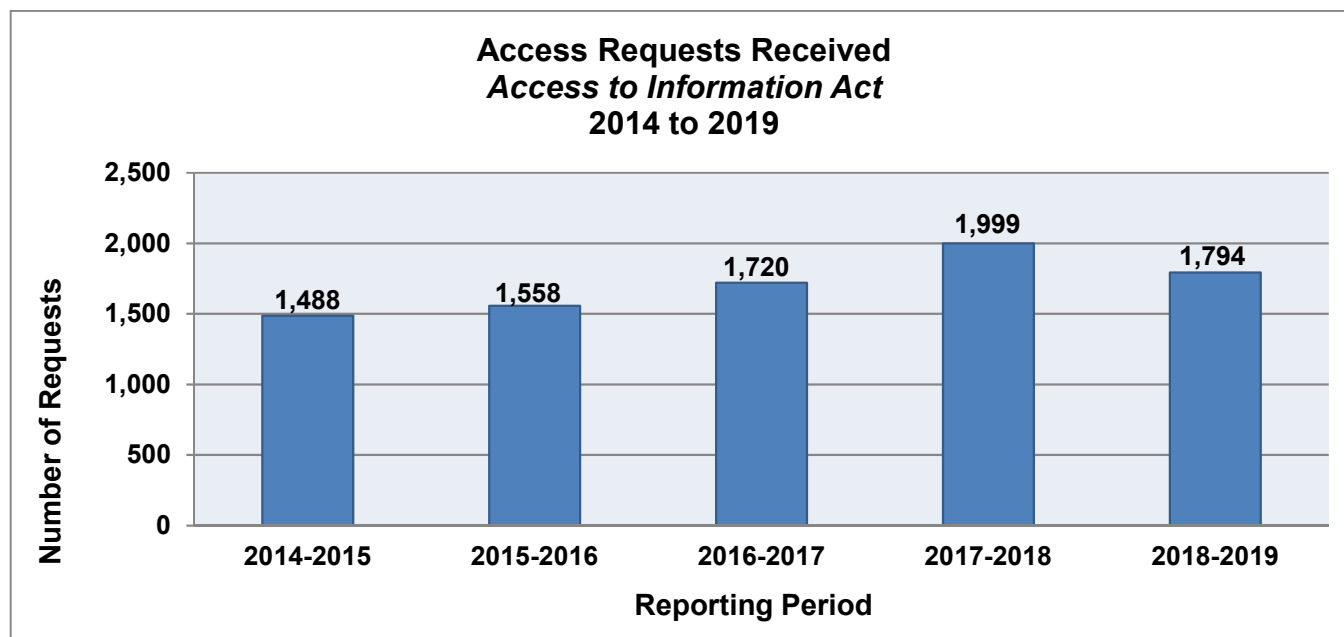
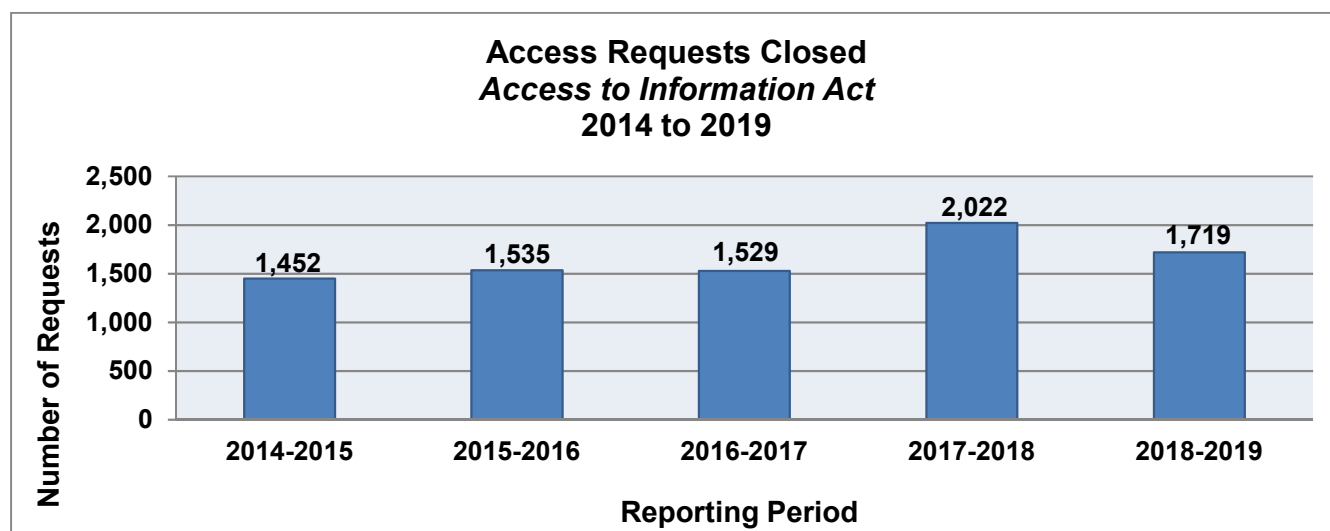


Figure 2

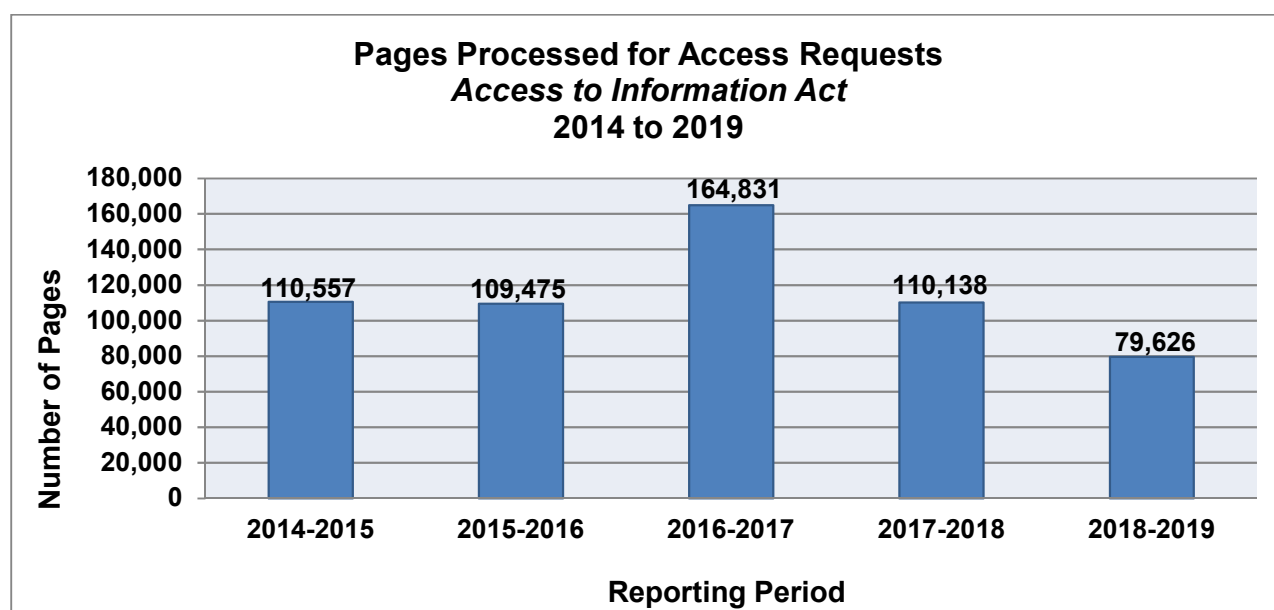
Environment and Climate Change Canada completed 1,719 requests under the *Access to Information Act* in 2018-2019. Overall, 1,519 were completed within the legislative timeline, which represents 88% of all access requests closed during the reporting period.

The number of access to information requests that were **closed** by the ATIP Division from 2014-2015 to 2018-2019 is found in figure 3.

**Figure 3**

In the 2018-2019 reporting period, 79,626 pages of records were processed in response to access to information requests, which represents a decrease of 28% in comparison to the 2017-2018 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 2014-2015 to 2018-2019 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 2018–2019 were for personal information (section 19) and government operations (section 21).

TIME LIMITATIONS

During the 2018–2019 reporting period, 1,239 (72%) of the completed requests were processed within the initial 30-day period. This included 555 requests completed in the first 15 days, and 684 requests completed between 16 and 30 days.

Figure 5 is a breakdown of completion times for requests closed during the 2018–2019 reporting period.

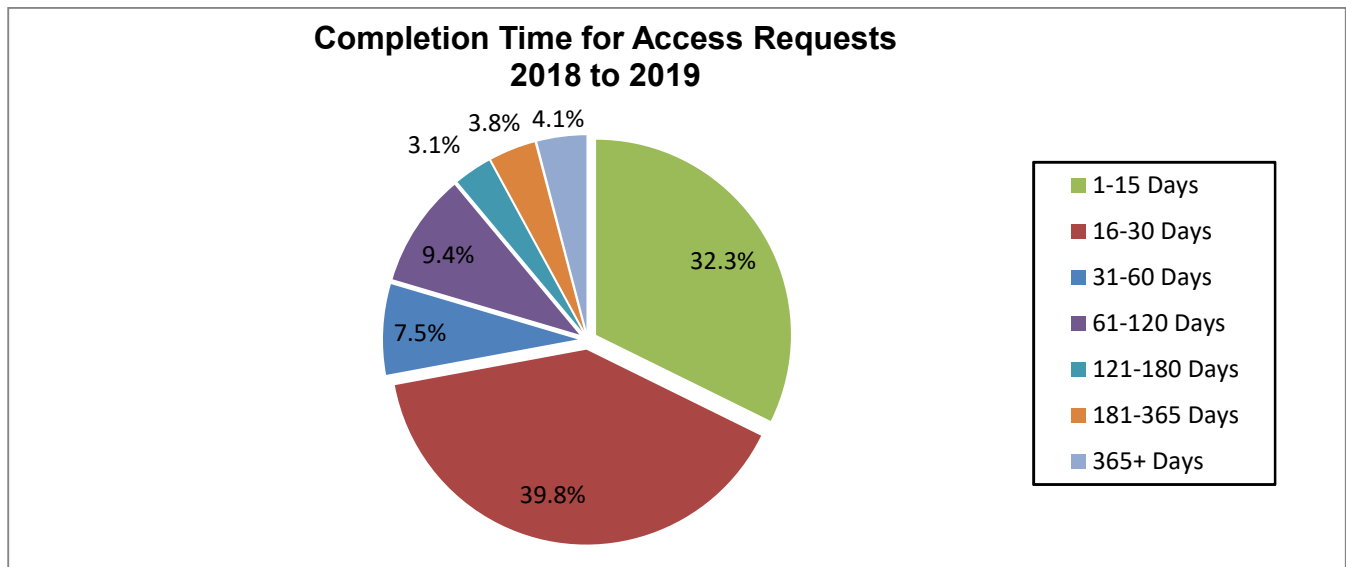


Figure 5

A total of 203 requests were completed beyond the legislated deadline. Of the 203 late requests, 42 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 2018–2019, 266 requests required extensions of 30 days or less, 293 required an extension of between 31 and 60 days, 138 required an extension of between 61 to 120 days, and 4 requests required an extension of between 121 to 180 days. In total, 703 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 1,719 requests closed during the 2018–2019 reporting period, 280 were considered to be complex. There were 234 requests that were complex due to the need to conduct consultations, 6 requests were considered complex due to the

assessment of fees¹, 30 requests required legal advice, and 10 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 2018-2019, 26 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 2018–2019, Environment and Climate Change Canada received 232 access to information consultations from other federal government institutions and 28 consultations from other organizations for a total of 260 consultations received. This constitutes a 16% increase relative to the previous reporting period. There were 28 access consultations outstanding from the previous reporting period. In total, during the 2018–2019 reporting period, 235 consultations were completed. Fifty-three (53) access consultations were carried forward to the 2019-2020 reporting period.

Figure 6 provides the number of access to information consultations that were **received** by the ATIP Division from 2014–2015 to 2018–2019.

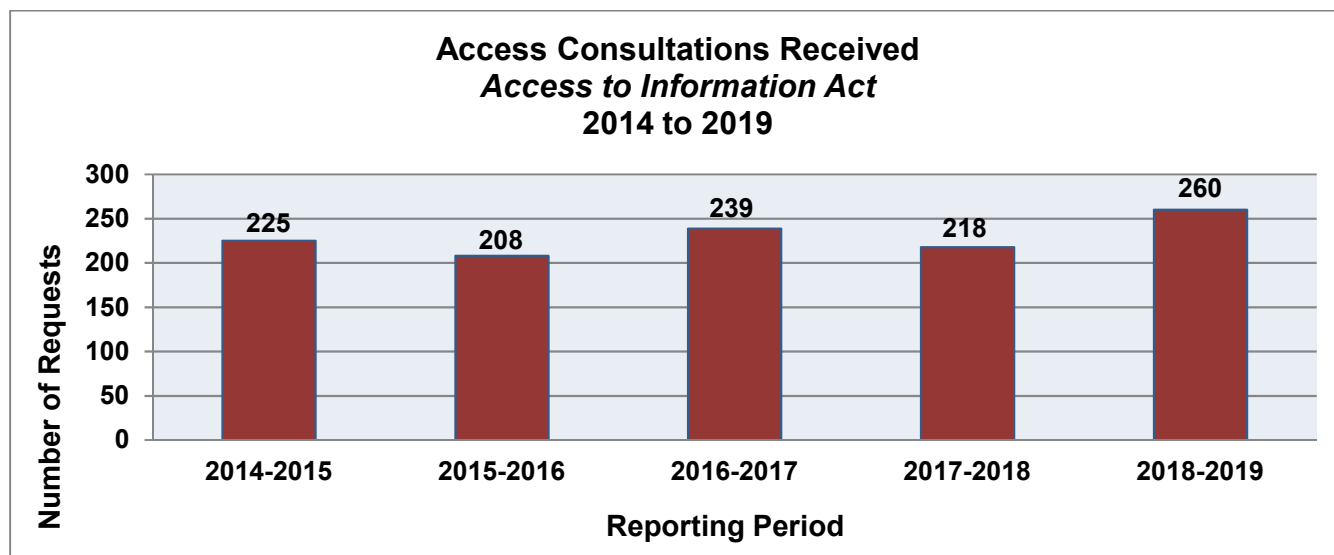


Figure 6

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*.

The number of access to information consultations that were **closed** by the ATIP Division from 2014–2015 to 2018–2019 is found in figure 7.

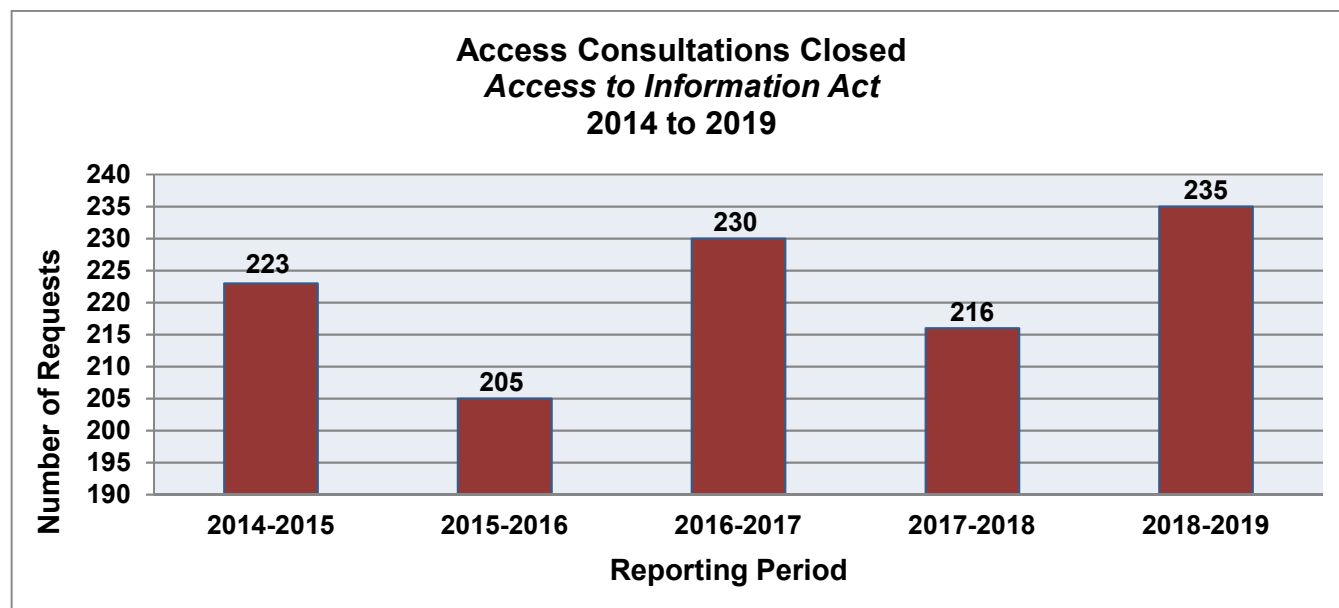


Figure 7

The number of pages processed in response to access to information consultations during the 2018–2019 reporting period decreased in comparison to the 2017–2018 reporting period: 8,478 pages were processed for consultations compared to 9,935 pages during the previous period. This is a decrease of 15%.

Figure 8 displays the number of pages processed by the ATIP Division in response to access to information consultations received from 2014–2015 to 2018–2019.

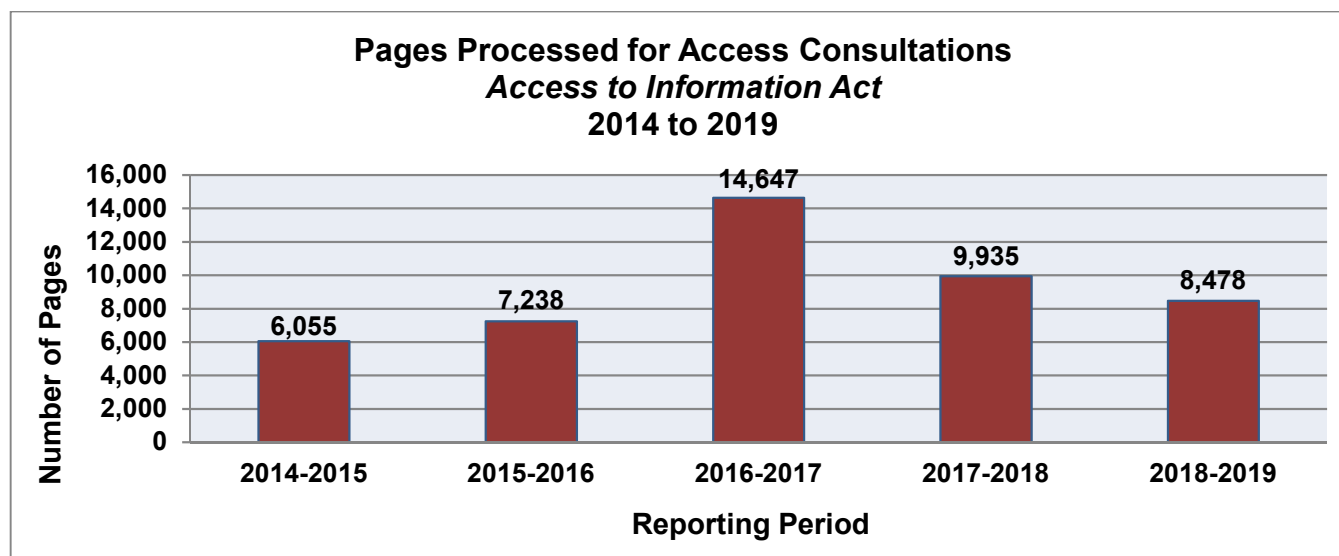


Figure 8

During the 2018–2019 reporting period, 100 (43%) of the completed access consultations were processed within the initial 30-day period. This included 39 completed in the first 15 days and 61 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, 2018 and March 31, 2019, Environment and Climate Change Canada received 416 informal access to information requests for previously released access to information packages. Environment and Climate Change Canada completed a total of 416 informal requests during the 2018–2019 reporting period. No requests were carried forward to 2019–2020.

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 2018–2019, the ATIP Division processed 3 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 2018–2019 reporting period, total fees of \$8,372 were collected for the processing of 1,580 requests. This consisted of application fees totalling \$8,059 and search fees in the amount of \$313. In early 2015–2016, Environment and Climate Change Canada ceased charging search fees. The search fees of \$313 represents requests where the fees had been collected in the previous reporting periods but were closed in 2018–2019. No other fees were charged for production, preparation or reproduction.

COSTS

The total costs involved in administering the *Access to Information Act* during the 2018–2019 reporting period were \$1,207,760. This includes \$1,100,173 for salaries, \$120 for overtime, and \$107,467 for goods and services (\$60,023 for professional services contracts and \$47,444 for other costs).

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 2018–2019 reporting period. Sixteen (16) information and training sessions were held, attended by over 250 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. Many of the sessions also included information regarding the implementation of Bill C-58, including the proposed proactive disclosure requirements.

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 2018-2019.

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 Communications 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 *Access to Information Act* and *Privacy Act*.

The ATIP Division is responsible for providing 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. No changes were made to Environment and Climate Change Canada's Info Source chapter in 2018-2019.

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 1,392 access to information requests online during the 2018-2019 reporting period. This represents 76% of the total number of access requests received by the Department. At the end of 2018-2019, the ATIP Division began work towards migrating to the Treasury Board Secretariat Online Request Service. The transfer is expected to take place in June 2019.

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 2018–2019 reporting period, 20 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 27 complaints and received a report of findings or recommendations in 11 of these complaints.

Table 1

Complaints received in 2018 to 2019		
Section 32 New complaints received	Section 35 Representations provided to the Office of the Information Commissioner	Section 37 Findings or recommendations received
20	27	11

Nine (9) complaints received in 2018-2019, as well as 15 complaints from previous reporting periods were completed in 2018-2019, for a total of 24 complaints closed.

Eleven (11) complaints received in this reporting period and 28 complaints from previous years remain outstanding.

Table 2 provides a breakdown of the reasons for and results of the complaints that were completed in 2018–2019.

Table 2

Reason for Complaint	Number of Decisions	Results of Investigations			
		Well founded	Not well founded	Resolved	Discontinued
Delay	0	0	0	0	0
Exemptions	8	3	0	5	0
Extensions	4	1	0	3	0
Fees	0	0	0	0	0
Miscellaneous	0	0	0	0	0
Refusal – s.69	2	0	1	1	1
Refusal – General	10	0	4	4	2
Total	24	4	5	12	3

EXPLANATION OF THE RESULTS OF INVESTIGATIONS

Well founded - Following an investigation, the Information Commissioner found that the government institution had failed to respect one or more of its obligations under the *Access to Information Act*

Not well founded – Following an investigation, the Commissioner found no or insufficient evidence to conclude that the government institution had failed to respect one or more of its obligations under the *Access to Information Act*.

Resolved - The complainant is satisfied with the resolution achieved through the Office of the Information Commissioner's intervention, or the matter central to the complaint is no longer at issue before the complaint has been fully investigated. For example, a delay complaint is resolved when the complainant receives a response to their request before the allegation of delay has been fully investigated. Likewise, a complaint about refusal of access is resolved when the complainant receives the withheld information at issue in the complaint before the allegation of proper application of exemptions has been fully investigated.

Discontinued – The complaint was withdrawn or abandoned before all the allegations were fully investigated. A complaint may be discontinued for various reasons. For example, the complainant may no longer be interested in pursuing the matter, or cannot be located to provide additional information critical to reaching a conclusion.

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 COURTS OF APPEAL

There were no applications or appeals filed to the Federal Court or Federal Court of Appeal during the 2018-2019 reporting period.

APPENDIX A: STATISTICAL REPORT



Statistical Report on the *Access to Information Act*

Name of institution: Environment and Climate Change Canada

Reporting period: 2018-04-01 to 2019-03-31

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

1.1 Number of requests

	Number of Requests
Received during reporting period	1794
Outstanding from previous reporting period	449
Total	2243
Closed during reporting period	1719
Carried over to next reporting period	524

1.2 Sources of requests

Source	Number of Requests
Media	160
Academia	13
Business (private sector)	1377
Organization	85
Public	89
Decline to Identify	70
Total	1794

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	
110	135	113	58	0	0	0	416

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

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	3	19	31	30	10	7	2	102
Disclosed in part	1	26	58	119	40	50	42	336
All exempted	0	0	1	4	0	0	1	6
All excluded	0	0	1	1	0	0	0	2
No records exist	508	625	31	2	1	1	0	1168
Request transferred	12	0	0	0	0	0	0	12
Request abandoned	31	13	6	5	3	7	25	90
Neither confirmed nor denied	0	1	1	0	0	1	0	3
Total	555	684	129	161	54	66	70	1719

2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	14	16(2)	93	18(a)	0	20.1	0
13(1)(b)	1	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	3	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	3	16(2)(c)	12	18(d)	0	21(1)(a)	138
13(1)(e)	0	16(3)	1	18.1(1)(a)	0	21(1)(b)	112
14	26	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	33
14(a)	8	16.1(1)(b)	1	18.1(1)(c)	0	21(1)(d)	2
14(b)	1	16.1(1)(c)	0	18.1(1)(d)	0	22	1
15(1)	42	16.1(1)(d)	0	19(1)	251	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	27
15(1) - Def.*	0	16.3	0	20(1)(b)	80	24(1)	2
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	41		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	7		
16(1)(a)(iii)	0	17	1				
16(1)(b)	4						
16(1)(c)	8						
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)	5	69(1)	1	69(1)(g) re (a)	7
68(b)	0	69(1)(a)	1	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	11
68.1	0	69(1)(c)	1	69(1)(g) re (d)	2
68.2(a)	0	69(1)(d)	2	69(1)(g) re (e)	9
68.2(b)	0	69(1)(e)	4	69(1)(g) re (f)	9
		69(1)(f)	0	69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	30	70	2
Disclosed in part	98	237	1
Total	128	307	3

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	4798	1989	102
Disclosed in part	53042	33075	336
All exempted	245	0	6
All excluded	95	0	2
Request abandoned	21446	10215	90
Neither confirmed nor denied	0	0	3

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	94	1033	6	837	1	112	1	7	0	0
Disclosed in part	225	5427	86	11037	15	4086	10	12525	0	0
All exempted	5	0	1	0	0	0	0	0	0	0
All excluded	2	0	0	0	0	0	0	0	0	0
Request abandoned	70	83	10	553	1	0	9	9579	0	0
Neither confirmed nor denied	3	0	0	0	0	0	0	0	0	0
Total	399	6543	103	12427	17	4198	20	22111	0	0

2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	25	0	2	1	28
Disclosed in part	185	1	25	9	220
All exempted	6	0	1	0	7
All excluded	2	0	1	0	3
Request abandoned	16	5	1	0	22
Neither confirmed nor	0	0	0	0	0
Total	234	6	30	10	280

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
203	108	42	9	44

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	3	15	18
16 to 30 days	0	20	20
31 to 60 days	0	22	22
61 to 120 days	0	37	37
121 to 180 days	0	26	26
181 to 365 days	1	29	30
More than 365 days	0	50	50
Total	4	199	203

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

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	66	1	22	9
Disclosed in part	203	5	158	114
All exempted	0	0	5	2
All excluded	1	0	1	1
No records exist	3	0	0	2
Request abandoned	42	0	31	37
Total	315	6	217	165

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	225	0	40	1
31 to 60 days	62	2	72	157
61 to 120 days	26	4	102	6
121 to 180 days	2	0	2	0
181 to 365 days	0	0	1	1
365 days or more	0	0	0	0
Total	315	6	217	165

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	1578	\$7,890	141	\$705
Search	2	\$313	2	\$313
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	1580	\$8,203	143	\$1,018

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	232	13416	28	920
Outstanding from the previous reporting period	24	858	4	365
Total	256	14274	32	1285
Closed during the reporting period	208	7574	27	904
Pending at the end of the reporting period	48	6700	5	381

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

Recommendation	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	32	36	40	11	3	0	0	122
Disclose in part	1	10	29	34	4	2	0	80
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	3	1	1	0	0	0	0	5
Total	36	47	70	46	7	2	0	208

5.3 Recommendations and completion time for consultations received from other organizations

Recommendation	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	1	5	2	0	0	0	0	8
Disclose in part	2	8	5	1	1	0	0	17
Exempt entirely	0	1	0	1	0	0	0	2
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	0	0	0	0	0
Total	3	14	7	2	1	0	0	27

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	5	0	0	0	0	0	0	0	0
16 to 30	1	17	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	2	22	0	0	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
20	27	11	58

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		\$1,100,173
Overtime		\$120
Goods and Services		\$107,467
• Professional services contracts	\$60,023	
• Other	\$47,444	
Total		\$1,207,760

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	15.40
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.60
Students	0.00
Total	16.00

Note: Enter values to two decimal places.

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.

Schedule		
Position	Access to Information Act and Regulations	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
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 McKenra
Minister of Environment and Climate Change Canada

Canada