



2023 to 2024 Departmental Sustainable Development Strategy Report

Administrative Tribunals Support Service of Canada

Cat. No.: J85-17E-PDF

ISSN: 2818-5315

Unless otherwise specified, you may not reproduce materials in this publication, in whole or in part, for the purposes of commercial redistribution without prior written permission from the Administrative Tribunals Support Service of Canada's copyright administrator. To obtain permission to reproduce Government of Canada materials for commercial purposes, apply for Crown Copyright Clearance by contacting:

Administrative Tribunals Support Service of Canada

communications@tribunal.gc.ca

Telephone: 613-954-6350

Fax: 613-957-3170

Mailing Address:

Administrative Tribunals Support Service of Canada

240 Sparks Street, 4th floor

Ottawa, Ontario K1A 0E1

Canada

Cover photo: © Environment and Climate Change Canada

© His Majesty the King in Right of Canada, as represented by the Minister of Justice

Aussi disponible en français

Introduction to the 2023 to 2024 Departmental Sustainable Development Strategy Report

The [2022 to 2026 Federal Sustainable Development Strategy \(FSDS\)](#) presents the Government of Canada's sustainable development goals and targets, as required by the [Federal Sustainable Development Act](#) (the Act). This is the first FSDS to be framed using the 17 Sustainable Development Goals (SDGs) of the United Nations 2030 Agenda and provides a balanced view of the environmental, social, and economic dimensions of sustainable development.

In keeping with the purpose of the Act, to make decision-making related to sustainable development more transparent and accountable to Parliament, the Administrative Tribunals Support Service of Canada (ATSSC) supports the goals laid out in the FSDS through the activities described in the ATSSC's [2023 to 2027 Departmental Sustainable Development Strategy](#) (DSDS). This Report provides a report on progress related to the ATSSC's DSDS in the fiscal year 2023 to 2024.

The [Federal Sustainable Development Act](#) also sets out [7 principles](#) that must be considered in the development of the FSDS as well as DSDSs. These basic principles have been considered and incorporated in the ATSSC's DSDS and 2023 to 2024 DSDS Report.

To promote coordinated action on sustainable development across the Government of Canada, the ATSSC's departmental strategy reports on Canada's progress towards implementing the 2030 Agenda and advancing the SDGs, supported by the Global Indicator Framework (GIF) and Canadian Indicator Framework (CIF) targets and indicators. The Report also now captures progress on SDG initiatives that fall outside the scope of the FSDS.



Commitments for the ATSSC





GOAL 10: ADVANCE RECONCILIATION WITH INDIGENOUS PEOPLES AND TAKE ACTION ON INEQUALITY

FSDS Context:

The ATSSC is moving forward on reconciliation with First Nations, Inuit and Métis communities, promoting diversity, equity and inclusion for groups facing discrimination and marginalization, and advancing environmental justice by reiterating the importance of early engagement for procurement initiatives and contracting with registered Indigenous businesses and providing targeted training to its employees.

Target theme: Advancing reconciliation with First Nations, Inuit, and the Métis communities

Target: Between 2023 and 2026, and every year on an ongoing basis, develop and table annual progress reports on implementing *the United Nations Declaration on the Rights of Indigenous Peoples Act* (Minister of Justice and Attorney General of Canada)

IMPLEMENTATION STRATEGY	DEPARTMENTAL ACTION	PERFORMANCE INDICATOR STARTING POINT TARGET	HOW THE DEPARTMENTAL ACTION CONTRIBUTES TO THE FSDS GOAL AND TARGET AND, WHERE APPLICABLE, TO CANADA’S 2030 AGENDA NATIONAL STRATEGY AND SDGS	RESULTS ACHIEVED
Implement the <i>United Nations Declaration on the Rights of Indigenous Peoples Act</i>	Advance support for the economic commitments expressed in the United Nations Declaration on the Rights of Indigenous Peoples, Articles 20 and 21, by adhering to the Government of Canada’s Mandatory Procedures for Contracts Awarded to Indigenous Businesses. Program: Internal Services	Performance indicator: Total percentage (by dollar value) of contracts with Indigenous businesses. Starting point: No data available. Collection of data initiated in FY 2023-2024.	The ATSSC will continue to support the Government of Canada’s commitment to advancing reconciliation with First Nations, Inuit, and the Métis communities by providing Indigenous procurement training to procurement specialists. The ATSSC will ensure these specialists understand the importance of early engagement for procurement initiatives	Indicator result: 44.88% in 2023-24 Notes: The ATSSC exceeded the 5% minimum requirement by maximizing procurements for commodities such as IT consultants, IT hardware/software, translation services, office furniture and office supplies. The ATSSC will continue to support the Government of Canada’s commitment to award a minimum of 5% of procurement to Indigenous businesses.

IMPLEMENTATION STRATEGY	DEPARTMENTAL ACTION	PERFORMANCE INDICATOR STARTING POINT TARGET	HOW THE DEPARTMENTAL ACTION CONTRIBUTES TO THE FSDS GOAL AND TARGET AND, WHERE APPLICABLE, TO CANADA’S 2030 AGENDA NATIONAL STRATEGY AND SDGS	RESULTS ACHIEVED
		<p>Target: Minimum of 5% of ATSSC annual procurement (by dollar value) to Indigenous businesses.</p>	<p>and contracting with registered Indigenous businesses.</p>	
<p>Implement the <i>United Nations Declaration on the Rights of Indigenous Peoples Act</i></p>	<p>Advance support for the economic commitments expressed in the United Nations Declaration on the Rights of Indigenous Peoples, Articles 20 and 21, by adhering to the Government of Canada’s Mandatory Procedures for Contracts Awarded to Indigenous Businesses.</p> <p>Program: Internal Services</p>	<p>Performance indicator: Percentage of procurement specialists that have completed the mandatory course “Indigenous Considerations in Procurement.”</p> <p>Starting point: 50% of procurement specialists.</p> <p>Target: 100% of procurement specialists have completed training on Indigenous Considerations in Procurement by end of FY 2023-24. New procurement specialists complete training within 6 months of their start date.</p>	<p>The ATSSC will continue to support the Government of Canada’s commitment to advancing reconciliation with First Nations, Inuit, and the Métis communities by providing Indigenous procurement training to procurement specialists. The ATSSC will ensure these specialists understand the importance of early engagement for procurement initiatives and contracting with registered Indigenous businesses.</p>	<p>Indicator result: 100% in 2023-24</p> <p>Notes: To achieve the 2023-24 target, the ATSSC made the Canada School of Public Service course Indigenous Considerations in Procurement part of the organization’s standard mandatory courses for all procurement functional specialists.</p>

Initiatives advancing Canada’s implementation of SDG 10 – Reduced Inequalities

The following initiatives demonstrate how the ATSSC programming supports the 2030 Agenda and the SDGs, supplementing the information outlined above.

PLANNED INITIATIVES	ASSOCIATED DOMESTICS TARGETS OR AMBITIONS AND/OR GLOBAL TARGETS	RESULTS ACHIEVED
<p>The ATSSC supports the tribunals’ efforts to advance reconciliation and improve access to justice for Indigenous Peoples in meaningful ways. For example, tribunals supported by the ATSSC accommodate Indigenous cultural practices when scheduling and holding mediations and hearings involving Indigenous persons and businesses, and provides needed interpretation for parties, and offers support services to address trauma.</p> <p>In addition, the ATSSC supports specialized training for tribunal members and employees including offering First Nations University learning programs. It will also be holding information sessions for ATSSC employees that focus on equality, diversity, inclusion and allyship with LGBTQ2S+ and Indigenous communities in FY 2023-2024.</p>	<p>UN Global Indicator Framework Target 10.2: By 2030, empower and promote the social, economic, and political inclusion of all, irrespective of age, sex, disability, race, ethnicity, origin, religion or economic or other status.</p> <p>UN Global Indicator Framework Target 10.3: Ensure equal opportunity and reduce inequalities of outcome, including by eliminating discriminatory laws, policies and practices and promoting appropriate legislation, policies, and action in this regard.</p>	<p>The ATSSC actively supported the tribunals with the integration of Indigenous cultural practices and values in adjudication and mediation processes to improve access to justice for Indigenous Peoples. In 2023-24, several tribunals took Indigenous cultural practices into account by holding hearings in First Nations’ communities, incorporating opening and closing ceremonies, beginning proceedings with land acknowledgements, accepting testimony in Indigenous languages, offering trauma counselling, along with others.</p> <p>Training and increasing awareness on topics relating to equality, diversity, inclusion and allyship with 2SLGBTQI+ and Indigenous communities was emphasized throughout 2023-24.</p> <ul style="list-style-type: none"> • Administrative tribunal members and employees of several secretariats received specialized training, presented by Reconciliation Education and in partnership with the First Nations University of Canada, on the basic principles of Indigenous reconciliation. • A series of mandatory training courses offered by the Canada School of Public Service for tribunal members and employees focusing on diversity, inclusion, and Indigenous reconciliation were implemented at the Canada Agricultural Review Tribunal. • Training was offered to tribunal members of the Canadian Human Rights Tribunal relating to the Indigenous legal system. • The secretariat for the Canada Industrial Relations Board (CIRB) held an all-staff training session entitled Embracing Our Differences, featuring external speakers, such as 2SLGBTQI+ Indigenous advocate, who were invited to discuss topics related to diversity and inclusion. • A Positive Space Training initiative was successfully implemented at the CIRB, with sessions organized for all staff in both official languages. This training addressed equality, diversity, inclusion,

PLANNED INITIATIVES	ASSOCIATED DOMESTICS TARGETS OR AMBITIONS AND/OR GLOBAL TARGETS	RESULTS ACHIEVED
		<p>and allyship with 2SLGBTQI+ and Indigenous communities in a positive and inclusive way.</p> <ul style="list-style-type: none"> As part of its Speaker Series, the secretariat to the Federal Public Sector Labour Relations and Employment Board provided a valuable training session on the decolonization of their dispute resolution processes to members and employees. Additionally, it offered further training presentations focusing on the application of an intersectional anti-racist approach to decision-making and on promoting equity and diversity within the public sector.
<p>Building off past years' work, the ATSSC will continue to focus efforts on creating an equitable, diverse, inclusive, accessible, and bilingual work environment through the implementation of its 2022-2025 Equity, Diversity, and Inclusion (EDI) Action Plan.</p> <p>Notable activities include: A mandatory cultural awareness competency in the statement of merit criteria for management and executive positions; developing EDI work objectives for supervisors and managers; and developing and implementing an employee exit survey with an EDI component.</p> <p>In support of the organization's commitment to eliminate representation gaps for non executives, the ATSSC will also continue to promote the use of bias-free staffing tools and diversity focused candidate inventories.</p>	<p>UN Global Indicator Framework Target 10.2: By 2030, empower and promote the social, economic and political inclusion of all, irrespective of age, sex, disability, race, ethnicity, origin, religion or economic or other status.</p> <p>UN Global Indicator Framework Target 10.3: Ensure equal opportunity and reduce inequalities of outcome, including by eliminating discriminatory laws, policies and practices and promoting appropriate legislation, policies, and action in this regard.</p>	<p>As outlined in our 2022-2025 Equity, Diversity, and Inclusion (EDI) Action Plan, the ATSSC informed, equipped, and trained employees and managers to increase awareness and understanding. In 2023-24, EDI work objectives were included in performance agreements for all law management and executive positions.</p> <p>To promote inclusive hiring practices, several new tools and checklists were developed for ATSSC managers. Training sessions on unconscious bias and inclusive staffing were provided to supervisors and managers.</p> <p>A Diversity and inclusion learning path was developed with the goal of fostering an inclusive workplace culture, and managers across the organization are expected to ensure that annual training on EDI is incorporated into learning and development plans for their employees. As part of efforts to build awareness on equity and inclusion, external speakers were invited to share the successful strategies that strengthen mental health and wellbeing and address discrimination and micro-aggressions.</p>
<p>The ATSSC Accessibility Plan, which was created in consultation with ATSSC employees with and without disabilities, as well as stakeholders and subject matter experts, summarizes its strategy for identifying, eliminating, and</p>	<p>UN Global Indicator Framework Target 10.2: By 2030, empower and promote the social, economic and political inclusion of all, irrespective of age, sex, disability, race, ethnicity, origin, religion or economic or other status.</p>	<p>The ATSSC continued to implement its Accessibility Plan in 2023-24. It maintained the practice of using and promoting the GC Workplace Accessibility Passport to support employees with disabilities in identifying and discussing their needs with their managers. Internal processes were</p>

<p>PLANNED INITIATIVES</p>	<p>ASSOCIATED DOMESTICS TARGETS OR AMBITIONS AND/OR GLOBAL TARGETS</p>	<p>RESULTS ACHIEVED</p>
<p>preventing accessibility related barriers at the ATSSC for everyone, including Indigenous persons.</p> <p>The ATSSC Accessibility Plan outlines how the ATSSC will bring its internal and external forms and websites in line with accessibility standards, create a framework for helping managers easily equip their employees with the accommodations they need, and provide recruitment, development, and promotion opportunities to persons with disabilities at every level of the ATSSC workforce. The plan also identifies ways to support parties who access justice through the tribunals to easily obtain information on accommodation measures available to them.</p>	<p>UN Global Indicator Framework Target 10.3: Ensure equal opportunity and reduce inequalities of outcome, including by eliminating discriminatory laws, policies and practices and promoting appropriate legislation, policies, and action in this regard.</p>	<p>clarified on how to obtain equipment from the Accessibility, Accommodation and Adaptive Computer Technology (AAACT) centre.</p> <p>Other progress included making the ATSSC’s and the Canadian Human Rights Tribunal’s websites fully compliant with Web Content Accessibility Guidelines (WCAG) 2.1 AA standards and aligned with the Canada.ca platform. The ATSSC began an in-depth analysis of tribunal websites to assess their level of compliance with WCAG 2.1 AA standards.</p> <p>Significant efforts were invested to engage with tribunal leadership. An Access to Justice Index was completed by most tribunals supported by the ATSSC, which further clarified gaps and key actions that should be undertaken. To ensure progress continued to be made, a working group comprised of individuals directly supporting the tribunals was established. This working group helped identify key priorities for 2024-25 and will aim to develop solutions that can be applied across the organization.</p>



GOAL 12: REDUCE WASTE AND TRANSITION TO ZERO-EMISSION VEHICLES

FSDS Context:

The ATSSC is committed to reducing waste and transitioning to net-zero emissions by following relevant directives issued by leading federal departments and providing targeting training to its employees.

Target theme: Federal Leadership on Responsible Consumption

Target: By 2030, the Government of Canada will divert from landfill at least 90% by weight of all construction and demolition waste (All Ministers)

IMPLEMENTATION STRATEGY	DEPARTMENTAL ACTION	PERFORMANCE INDICATOR STARTING POINT TARGET	HOW THE DEPARTMENTAL ACTION CONTRIBUTES TO THE FSDS GOAL AND TARGET AND, WHERE APPLICABLE, TO CANADA’S 2030 AGENDA NATIONAL STRATEGY AND SDGS	RESULTS ACHIEVED
Maximize diversion of waste from landfill	Minimize landfill waste by managing furniture and electronic surplus. Program: Information Services and Solutions Team (ISST)	Performance indicator: Percentage of functioning, end-of-life, past-warranty monitors and laptops donated to Computers for Kids. Starting point: 100% of eligible laptops and monitors. Target: 100% of functioning, end-of-life, past-warranty monitors and laptops donated to Computers for Kids.	By diverting laptops from landfill and giving them a second life within schools, ATSSC contributes to the Government of Canada’s target of diverting 75% of non-hazardous operational waste from landfills.	Indicator result: 100% in 2023-24 Notes: Eligible computers, laptops, monitors, printers, and other peripherals (cables, keyboards, mice) that no longer met the ATSSC’s requirements were donated to Computers for Kids.

Target: The Government of Canada’s procurement of goods and services will be net-zero emissions by 2050, to aid the transition to a net-zero, circular economy (All Ministers)

IMPLEMENTATION STRATEGY	DEPARTMENTAL ACTION	PERFORMANCE INDICATOR STARTING POINT TARGET	HOW THE DEPARTMENTAL ACTION CONTRIBUTES TO THE FSDS GOAL AND TARGET AND, WHERE APPLICABLE, TO CANADA’S 2030 AGENDA NATIONAL STRATEGY AND SDGS	RESULTS ACHIEVED
Strengthen green procurement criteria	<p>Ensure procurement and material management specialists have the necessary training and awareness to support green procurement.</p> <p>Program: Internal Services</p>	<p>Performance indicator: Percentage of procurement and material management specialists that have completed the mandatory Canada School of Public Service course on green procurement.</p> <p>Starting point: 50% of procurement and material management specialist.</p> <p>Target: 100% of procurement specialists and material management specialists have completed training on green procurement by the end of FY 2023-2024. New procurement specialists complete training on green procurement within 6 months of their start date.</p>	All procurement specialists will be sufficiently informed and trained to support Canada’s commitment to strengthen green procurement.	<p>Indicator result: 100% in 2023-24</p> <p>Notes: The Canada School of Public Service course Green Procurement was included in the organization’s standard mandatory courses for all procurement functional specialists with automatic notification during the onboarding process.</p>



GOAL 13: TAKE ACTION ON CLIMATE CHANGE AND ITS IMPACTS

FSDS Context:

The ATSSC is committed to taking action on climate change and its impacts by implementing digital solutions and following relevant directives issued by leading federal departments.

Target theme: Federal Leadership on Greenhouse Gas Emissions Reductions and Climate Resilience

Target: The Government of Canada will transition to net-zero carbon operations for facilities and conventional fleets by 2050 (All Ministers)

IMPLEMENTATION STRATEGY	DEPARTMENTAL ACTION	PERFORMANCE INDICATOR STARTING POINT TARGET	HOW THE DEPARTMENTAL ACTION CONTRIBUTES TO THE FSDS GOAL AND TARGET AND, WHERE APPLICABLE, TO CANADA’S 2030 AGENDA NATIONAL STRATEGY AND SDGS	RESULTS ACHIEVED
Implement the Greening Government Strategy through measures that reduce greenhouse gas emissions, improve climate resilience, and green the government’s overall operations	Implement electronic filing systems. Program: Information Services and Solutions Team	<p>Performance indicator: The number of tribunals supported by ATSSC that have electronic filing systems implemented.</p> <p>Starting point: Nine ATSSC-supported administrative tribunals have electronic filing systems implemented.</p> <p>Target: Ten ATSSC-supported tribunals to have electronic filing systems implemented by Q1 FY 2024-2025.</p>	The digitization and use of electronic documents (such as through e-filing) help the environment by reducing printing, copying, and mail courier usage. Digitizing case records reduces the need for printing, paper record storage and office footprint, which reduces utilities.	<p>Indicator result: Ten in 2024</p> <p>Notes: Implementation and deployment of the Canadian Cultural Property Export Review Board e-filing system was completed in February 2024. Modifications were also made to the Canada Agricultural Review Tribunal e-filing system to better meet business requirements and external client needs. In March 2024, the integration of the Canadian International Trade Tribunal portal into an e-filing solution was</p>

IMPLEMENTATION STRATEGY	DEPARTMENTAL ACTION	PERFORMANCE INDICATOR STARTING POINT TARGET	HOW THE DEPARTMENTAL ACTION CONTRIBUTES TO THE FSDS GOAL AND TARGET AND, WHERE APPLICABLE, TO CANADA'S 2030 AGENDA NATIONAL STRATEGY AND SDGS	RESULTS ACHIEVED
				<p>completed. A portal has been established for the Federal Public Sector Labour Relations and Employment Board and the final phase of the transition from paper-based records room to a fully digital records room has been successfully completed.</p> <p>Technology reviews focused on accessibility, security, and platform upgrades were conducted, paving the way for ongoing enhancements to all tribunal e-filing solutions.</p>
<p>Implement the Greening Government Strategy through measures that reduce greenhouse gas emissions, improve climate resilience, and green the government's overall operations</p>	<p>Implement electronic disposition plans to reduce the data storage space used in systems that manage information and data.</p> <p>Program: Information Services and Solutions Team</p>	<p>Performance indicator: Percentage of email and user email accounts with retention periods applied.</p> <p>Starting point: No data available. Collection of data initiated in FY 2023-2024.</p> <p>Target: All user-deleted items within Outlook will be permanently deleted from ATSSC infrastructure after 60 days. All departed employees' email accounts will be deleted from ATSSC infrastructure after 30 days (except for requested exemptions, such as those of tribunal members or ATSSC employees who are expected to continue in, or return to, their positions within a reasonable time frame).</p>	<p>Reducing the amount of data requiring storage and decommissioning servers that are no longer needed allows the ATSSC to reduce its carbon footprint.</p>	<p>Indicator result: 100% in 2023-24</p> <p>Notes: All user-deleted items within Outlook were permanently deleted from ATSSC infrastructure after 60 days. All departed employees' email accounts were deleted from ATSSC infrastructure after 30 days.</p>

IMPLEMENTATION STRATEGY	DEPARTMENTAL ACTION	PERFORMANCE INDICATOR STARTING POINT TARGET	HOW THE DEPARTMENTAL ACTION CONTRIBUTES TO THE FSDS GOAL AND TARGET AND, WHERE APPLICABLE, TO CANADA'S 2030 AGENDA NATIONAL STRATEGY AND SDGS	RESULTS ACHIEVED
<p>Implement the Greening Government Strategy through measures that reduce greenhouse gas emissions, improve climate resilience, and green the government's overall operations</p>	<p>Implement electronic disposition plans to reduce the data storage space used in systems that manage information and data.</p> <p>Program: Information Services and Solutions Team</p>	<p>Performance indicator: Percentage of high-level folders within GCdocs with reviewed retention periods.</p> <p>Starting point: No data available. Collection of data initiated in FY 2023-2024.</p> <p>Target: Refine configurations of the GCdocs record retention and disposition module by the end of FY 2023-2024.</p>	<p>Reducing the amount of data requiring storage and decommissioning servers that are no longer needed allows the ATSSC to reduce its carbon footprint.</p>	<p>Indicator result: 100% in 2023-24</p> <p>Notes: The ATSSC completed their internal review of retention periods on the high-level folders within GCdocs. Ongoing activities are in place to implement retention and disposition schedules to reduce the data storage space used in systems that manage information and data.</p>
<p>Implement the Greening Government Strategy through measures that reduce greenhouse gas emissions, improve climate resilience, and green the government's overall operations</p>	<p>Implement electronic disposition plans to reduce the data storage space used in systems that manage information and data.</p> <p>Program: Information Services and Solutions Team</p>	<p>Performance indicator: Number of decommissioned legacy applications.</p> <p>Starting point: One legacy application has been identified as eligible for decommissioning.</p> <p>Target: Livelink application will be decommissioned by transferring information of business value into GCdocs and disposing of information and supporting infrastructure that has reached its end-of-life cycle by the end of FY 2023-2024.</p>	<p>Reducing the amount of data requiring storage and decommissioning servers that are no longer needed allows the ATSSC to reduce its carbon footprint.</p>	<p>Indicator result: One in 2023-24</p> <p>Notes: The Livelink application was decommissioned by successfully transferring identified information resources of business value into GCdocs towards the end of 2024 and disposing of supporting infrastructure at the end-of-its lifecycle in the end of the 2023-24 FY.</p> <p>The ATSSC will continue to monitor and decommission eligible infrastructure to reduce the data storage space used in systems that manage information and data on an ongoing basis.</p>

Integrating Sustainable Development

The ATSSC will continue to ensure that its decision-making process includes consideration of FSDS goals and targets through its Strategic Environmental Assessment (SEA) process. An SEA for a policy, plan or program proposal includes an analysis of the impacts of the given proposal on the environment, including on relevant FSDS goals and targets.

Public statements on the results of the ATSSC's assessments are made public when an initiative has undergone a detailed SEA (see [here](#)). The purpose of the public statement is to demonstrate that the environmental effects, including the impacts on achieving the FSDS goals and targets, of the approved policy, plan or program have been considered during proposal development and decision making.

The ATSSC did not complete any detailed SEAs in 2023-24.

