



2022–2023 ANNUAL REPORT TO PARLIAMENT

Access to Information Act



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Abstract

Environment and Climate Change Canada's Annual Report to Parliament on the Administration of the *Access to Information Act* is submitted in accordance with section 94 of the *Access to Information Act* and section 20 of the *Service Fees Act*. It presents an overview of the *Access to Information Act* activities carried out within Environment and Climate Change Canada during the reporting period of April 1, 2022, to March 31, 2023.

During the reporting period, Environment and Climate Change Canada received 2,083 requests under the *Access to Information Act* and completed 1,856 requests.

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Introduction

The *Access to Information Act* (R.S.C. 1985, c. A-1) was proclaimed into force on July 1, 1983. 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 *Access to Information Act* and section 20 of the *Service Fees Act*. It presents an overview of the *Access to Information Act* activities carried out within Environment and Climate Change Canada (ECCC) during the reporting period of April 1, 2022 to March 31, 2023. As the Canada Emission Reduction Incentives Agency was not operational during this reporting period, an Agency report will not be prepared for this period.

Purpose of the Acts

The *Access to Information Act* enhances the accountability and transparency of federal government institutions in order to promote an open and democratic society, and to enable public debate on the conduct of those institutions. Part 1 of the Act provides the right of access to information found within federal government institutions records, subject to certain specific and limited exceptions. Part 2 of the Act sets out requirements for the proactive publication of various types of information located within federal government institutions that are of interest to the public. The *Access to Information Act* complements but does not replace existing channels of communications within federal government institutions.

The *Privacy Act* protects the privacy of individuals with respect to their personal information. The Act sets out provisions that govern the collection, use, retention, disposition and disclosure of personal information by federal government institutions. It also provides individuals with the right of access to their personal information held within government institutions.

About Environment and Climate Change Canada

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.

With offices from coast to coast, Environment and Climate Change Canada's main office is located in the National Capital Region. The Department is also comprised of the following three regions: Atlantic and Quebec Regions, Ontario Region and West and North Regions.

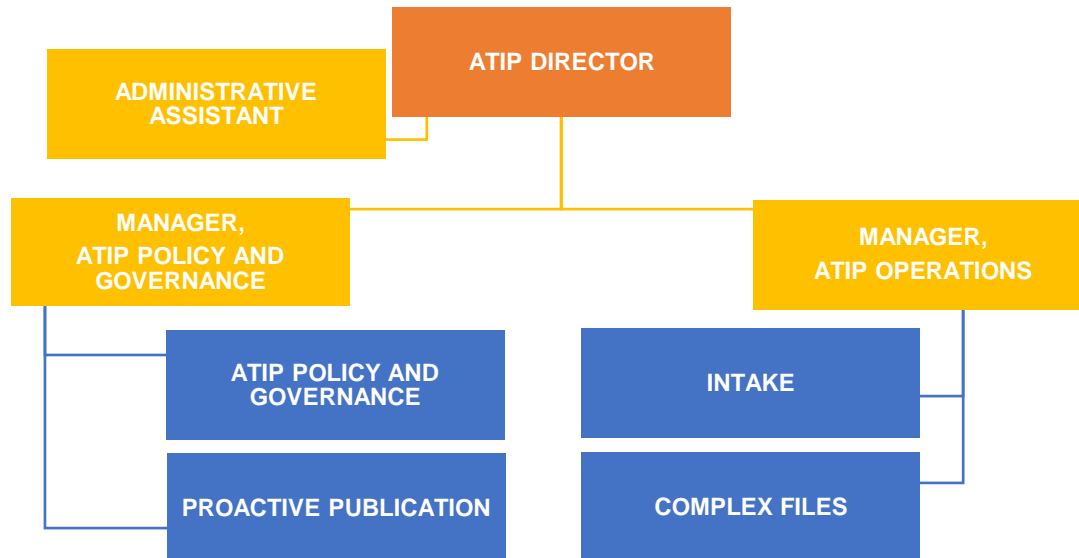
For more information about Environment and Climate Change Canada, please [visit our website](#).

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 matters concerning Access to Information and Privacy (ATIP). The ATIP Division is part of the Corporate Secretariat, found within the Public Affairs and Communications Branch of the Department. It 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.

The ATIP Division is organized into two functional areas: an Operations Unit, and a Policy and Governance Unit. Each unit is led by a manager who reports to the ATIP Director. As of March 31, 2023, the ATIP Division was comprised of 16 officers. To help meet the increase in volume and complexity of requests, the Division also engaged the support of three consultants during the reporting period.



Operations Unit

The Operations Unit coordinates the management and processing of ECCC’s access to information and privacy requests. It leads the processing of all ECCC requests under the *Access to Information Act* and the *Privacy Act* and performs a “line-by-line” review of records to support various disclosures including the appropriate sharing of investigation reports. The Operations Unit also serves as the liaison between the Department and the Office of the Information and Privacy Commissioner on complaints related to requests under the Acts. The Operations Unit consists of one team leader, three senior advisors, two advisors, one analyst, two junior analysts, an administrative officer and a clerical assistant.

Policy and Governance Unit

The Policy and Governance Unit is the focal point for privacy expertise within ECCC. The unit leads the horizontal implementation of departmental privacy policy and conducts risk analyses, including privacy impact assessments and privacy protocols for non-administrative purposes. It delivers privacy compliance support for ECCC’s programs and services. The Policy and Governance Unit plays a key role in the management and prevention of privacy breaches.

The Policy and Governance Unit works collaboratively with departmental officials to fulfill the proactive publication requirements under Part 2 of the *Access to Information Act* and oversees its compliance. The unit develops ATIP directives, procedures and statistical reports, delivers training, promotes awareness, and prepares ATIP annual reports. The Policy and Governance Unit consists of two junior analysts.

Capacity Development

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

During the 2022-2023 reporting period, ECCC completed several staffing actions, including the recruitment of two new junior analysts.

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, encouraging staff to remain with the Department for a longer period of time. During the reporting period, one participant joined the ATIP Professional Development Program.

Access to Information and Privacy Communities Development Office (APCDO) Membership

The Access to Information and Privacy Communities Development Office (APCDO) was established to address capacity issues in the Access to Information and Privacy communities across Government of Canada institutions subject to the Acts. In 2022-2023, ECCC joined the newly formed APCDO. During the reporting period, ECCC's ATIP Division staff were active participants in several training sessions offered by the APCDO.

The APCDO will contribute to the development and sustainability of the Access to Information and Privacy communities via recruitment, retention, learning, networking, and partnership activities with a spirit of diversity, inclusivity, and accessibility through community engagement.

Delegation of Authority

Decision-making responsibility for the application of the various provisions of the *Access to Information Act* and the *Privacy Act* have been formally established and are outlined in the departmental Delegation of Authority Instrument found in Appendix A of this report.

The Delegation Order in effect during the reporting period was approved by the Honorable Steven Guilbeault, Minister of Environment and Climate Change, on June 21, 2022.

Interpretation of the Statistical Report

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

Between April 1, 2022, and March 31, 2023, ECCC received 2,083 requests under the *Access to Information Act*. There were 1,679 requests carried forward from previous reporting periods, for a total of 3,762 active requests in the 2022–2023 reporting period.

In the 2022–2023 fiscal year, a total of 1,856 requests were completed, and 1,906 were carried forward to the next reporting period, with 246 requests carried over within legislative timelines and 1,660 carried over beyond legislative timelines.

Figure 1 displays a breakdown of the sources of access to information requests **received** in 2022–2023.

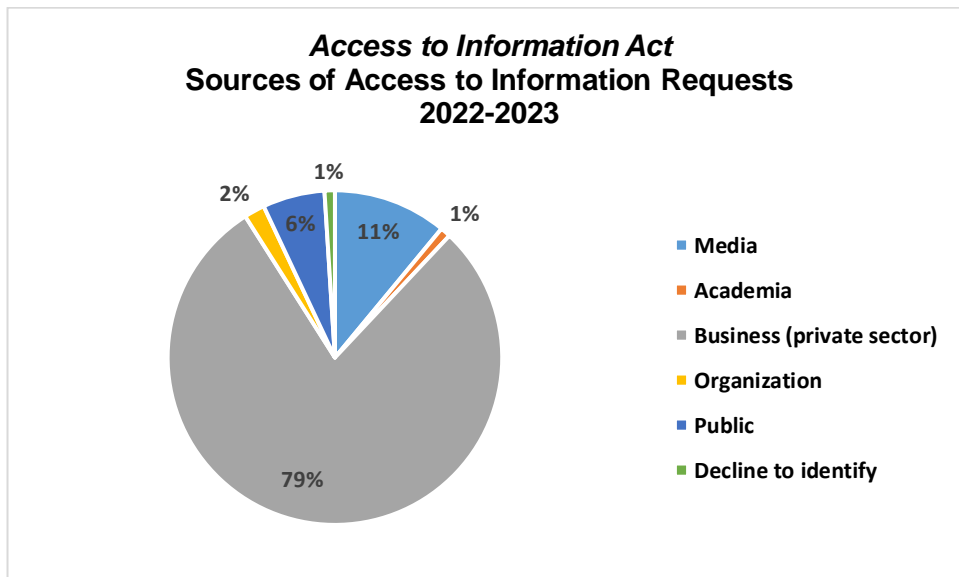


Figure 1

Of the 2,083 requests received, 1,997 were received online, submitted through the ATIP Online Request Service. During the 2022–2023 reporting period, 73 requests were abandoned by applicants for various reasons. There were 1,556 requests for information for which there were no records. ECCC receives a number of requests each year for documents pertaining to the environmental compliance of properties (such as spills, infractions or investigations). Ninety-six percent (96%) or 1,488 no record responses in 2022–2023 consisted of environmental compliance requests where no records were located concerning the properties in question. It should be noted that a ‘no records’ response is the requester’s desired outcome in these requests.

Records were retrieved in response to 222 requests. Of these, 22% were all disclosed, 77% were disclosed in part, and records were all exempted/excluded in 1% of requests.

Figure 2 displays the number of access to information requests that were **received** by the ATIP Division from 2018–2019 to 2022–2023. In 2022–2023, ECCC received 10% less requests than the previous reporting period.

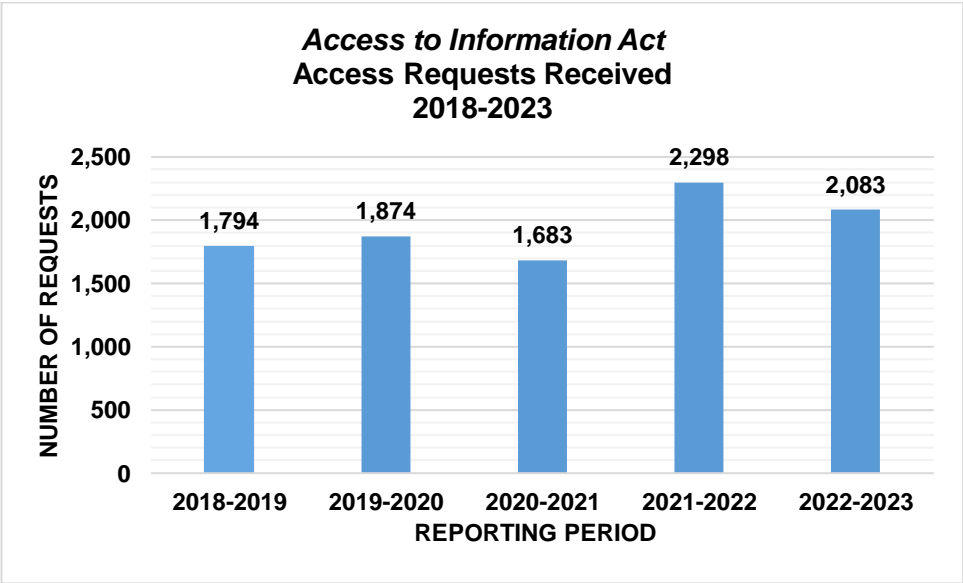


Figure 2

Environment and Climate Change Canada completed 1,856 requests under the *Access to Information Act* in 2022–2023. Overall, 1,696 were completed within the legislative timeline, which represents 91% of all access requests closed during the reporting period.

The number of access to information requests that were **closed** by the ATIP Division from 2018–2019 to 2022–2023 is found in Figure 3.

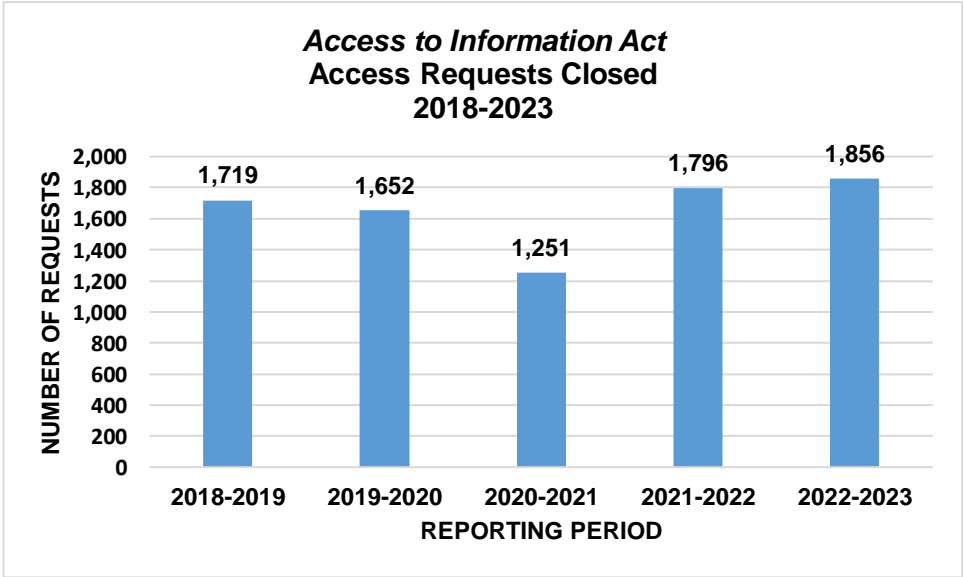


Figure 3

In the 2022–2023 reporting period, 92,510 pages of records were processed in response to access to information requests, which represents an increase of 31% in comparison to the 2021–2022 fiscal year.

The number of pages **processed** by the ATIP Division in response to requests under the *Access to Information Act* from 2018–2019 to 2022–2023 is found in Figure 4.

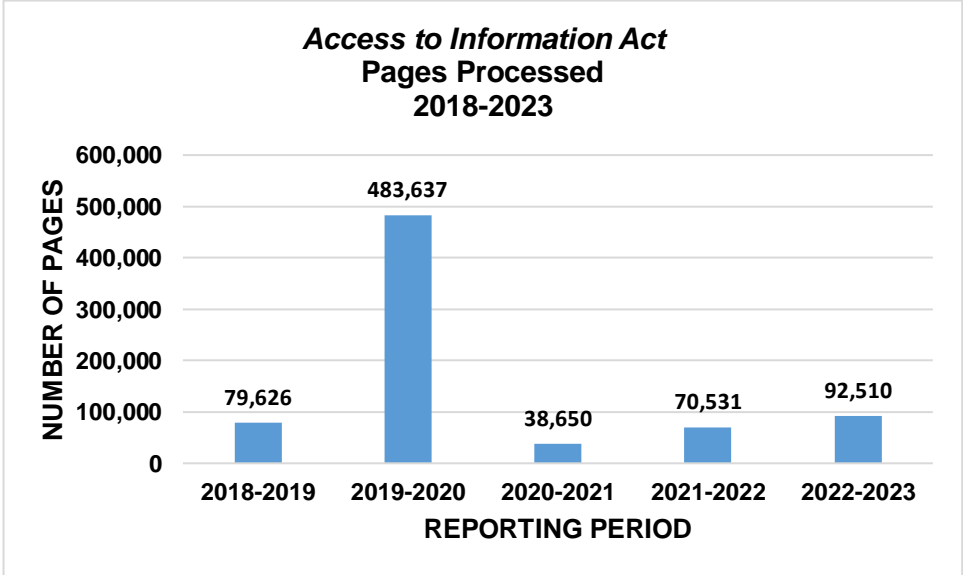


Figure 4

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 ECCC in the 2022–2023 fiscal year were for personal information (section 19) and government operations (section 21).

Time Limitations

During the 2022–2023 reporting period, 1,340 (72%) of the completed requests were processed within the initial 30-day period. This included 95 requests completed in the first 15 days, and 1,245 requests completed between 16 and 30 days.

Figure 5 is a breakdown of completion times for requests closed during the 2022–2023 reporting period.

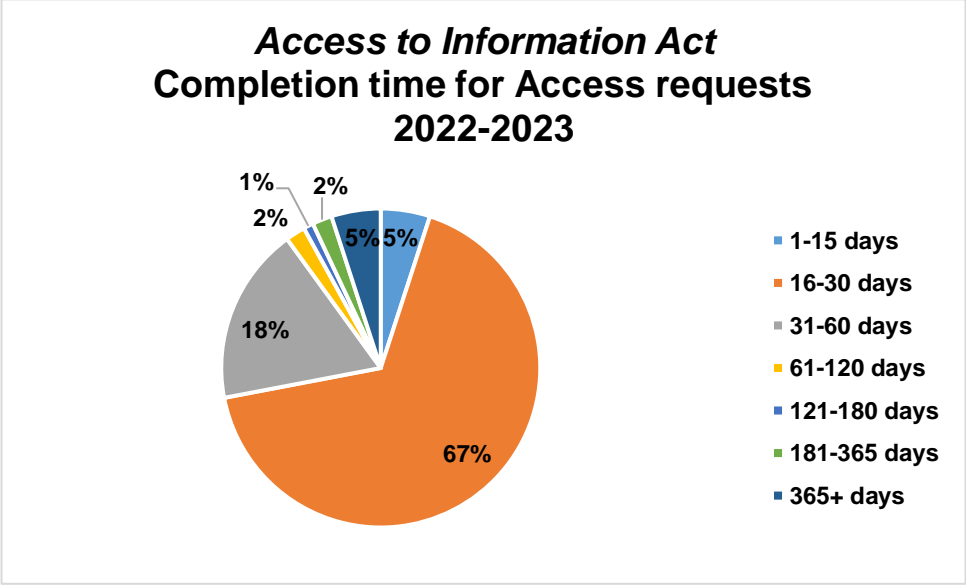


Figure 5

A total of 160 requests were completed beyond the legislated deadline. Of the 160 late requests, 105 requests were late due to heavy workloads.

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. Requests may qualify for multiple extensions.

In 2022–2023, 214 requests required extensions of 30 days or less, 126 required an extension of between 31 and 60 days, 111 required an extension of between 61 to 120 days, one required an extension between 121 to 180 days and one required an extension between 181 to 365 days. In total, 239 requests required an extension past the original deadline of 30 days. Most extensions were required in order to conduct extensive searches.

Complexity of Files

Among the 1,856 requests closed during the 2022–2023 reporting period, 27 were considered complex because of the requirement for consultation.

Of the requests closed by ECCC in 2022–2023, 17 required consultations with ECCC’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 2022–2023, Environment and Climate Change Canada received 188 access to information consultations from other federal government institutions and 28 consultations from other organizations, for a total of 216 consultations received. There were 85 access consultations outstanding from the previous reporting period. In total, during the 2022–2023 reporting period, 229 consultations were completed. Seventy-two (72) access consultations were carried forward to the 2023–2024 reporting period.

Figure 6 provides the number of access to information consultations that were **received** by the ATIP Division from 2018–2019 to 2022–2023.

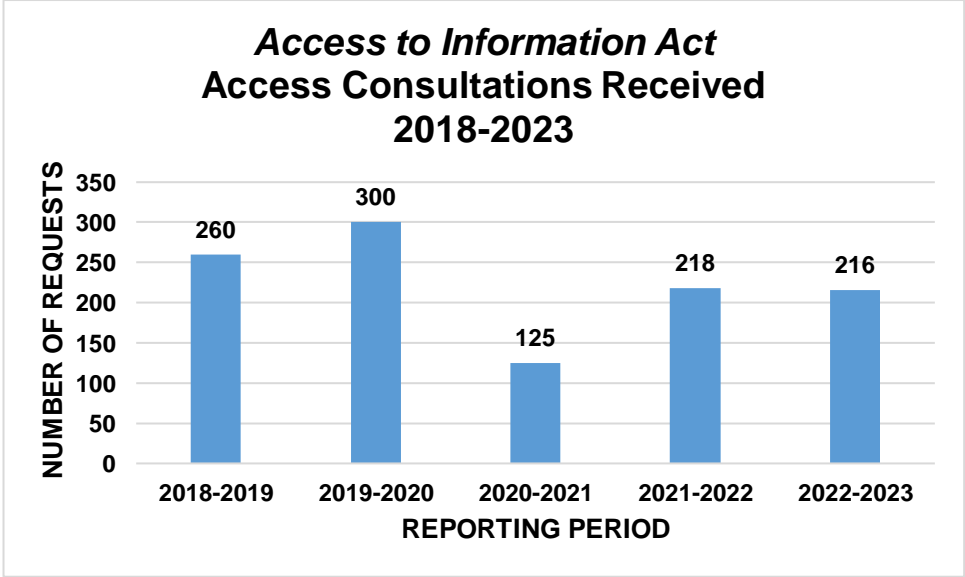


Figure 6

The number of access to information consultations that were **closed** by the ATIP Division from 2018–2019 to 2022–2023 is found in Figure 7.

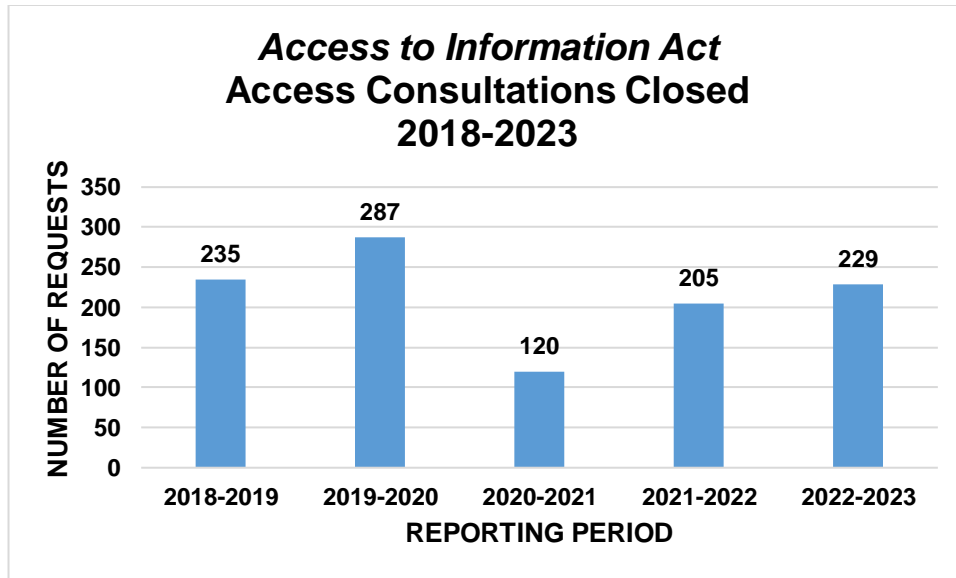


Figure 7

Figure 8 displays the number of pages processed by the ATIP Division in response to access to information consultations received from 2018–2019 to 2022–2023.

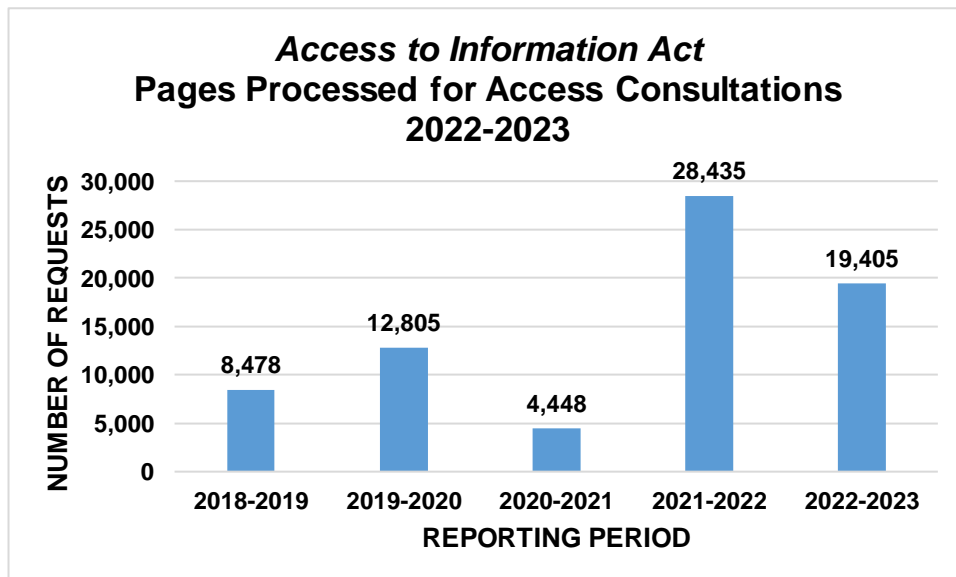


Figure 8

The number of pages processed in response to access to information consultations during the 2022–2023 reporting period decreased in comparison to the previous reporting period; 19,405 pages were processed for consultations compared to 28,435 pages during the previous period. This is a decrease of 47%.

COVID-19 Operational Impact and Transition to a Hybrid Model

The exceptional measures put in place at the outset of the global COVID-19 pandemic posed challenges to the operations of ECCC's ATIP Division. This challenging environment contributed to increasing the backlog of ATIP requests. The backlog was carried over into the current fiscal year.

At the start of 2022-2023 reporting period, ATIP Division employees continued to work predominantly from home. In June 2022, the ATIP Division transitioned to a hybrid work model.

The pandemic prompted the ATIP Operations Unit to transition to new electronic processes including Epost Connect, the use of an encrypted shared drive and digital signatures. Paper records continued to be used in some situations, including handling certain classified information and to meet the needs of requesters and third parties.

The pandemic accelerated the digitization of government services, which significantly impacted the policy work within the ATIP Division. The ATIP Policy and Governance Unit continued to provide advisory services on many new initiatives and update and assess business processes as they transition into digital solutions. This included privacy advice on matters such as contracts, digital solutions, the collection, use and disclosure of personal information, information sharing arrangements, and research projects involving behavioural analysis.

Monitoring Compliance

The ATIP Division engaged departmental officials at various levels to ensure access to information requests were processed in a timely and efficient manner.

The ATIP Director met regularly with managers and team leaders to review performance data. Analysts are responsible for tracking timelines for requests. This was supplemented with regular bilateral meetings between analysts and management to obtain guidance and ensure compliance with legislative requirements.

In delivering its mandate, ECCC is involved in many horizontal initiatives. The ATIP Division continues to collaborate with program officials to streamline the need for consultations both within ECCC and with other government institutions. In addition, ECCC has enhanced its collaborative efforts with the Departmental Legal Services Unit. The ATIP Division also works collaboratively with programs to ensure that access and privacy requirements are reflected in contracts, MOUs, and information sharing agreements. ATIP is also focused on the development of tools, guides and policies to raise awareness, maintain compliance and report on access and privacy processes and procedures within ECCC. These tools will be implemented next fiscal year.

The ATIP Division produces weekly and monthly reports to senior management in order to monitor performance within Environment and Climate Change Canada. This includes reporting on the incoming requests, number of closed requests, and timelines of retrieval of records.

Informal Requests

Environment and Climate Change Canada continues to process informal access to information requests. Between April 1, 2022, and March 31, 2023, the Department received 135 informal access to information requests. All informal requests received in the 2022–2023 reporting period were for copies of records previously processed under the *Access to Information Act*. These requests were received via the Open Government Registry Portal.

Environment and Climate Change Canada completed a total of 132 informal requests during the 2022–2023 reporting period.

In 2022–2023, the ATIP Division processed five (5) parliamentary questions. The ATIP Division also provided advice to programs responding to other parliamentary questions.

The ATIP Division assists other branches within the department in the review of various documents such as investigation reports, harassment complaint files and audit and evaluation reports. The ATIP review ensures that mandatory exemptions such as personal information and Cabinet confidence-related information are properly identified, where appropriate.

Fees and Costs

The *Service Fees Act* requires a responsible authority to report to Parliament annually on the fees collected by the institution. In accordance with the changes to the *Access to Information Act* that came into force on June 21, 2019, ECCC may only charge an application fee of \$5, as set out in paragraph 7(1)(a) of the Regulations.

With respect to fees collected under the *Access to Information Act*, the information below is reported in accordance with the requirements of section 20 of the *Service Fees Act*.

- Enabling authority: *Access to Information Act*.
- Fee amount: \$5 application fee is the only fee charged for an Access to Information request.
- Total revenue: \$9,775 was collected for the processing of 1,955 requests.
- Fees waived or refunded: The \$5 application fee is the only fee charged for an Access to Information request. In order to address requests that may produce a high volume of records, pertain to multiple subjects, or may result in a duplication of efforts, the Department separates pre-existing requests and waives additional application fees. In 2022–2023, the Department waived 128 requests for a total of \$640.
- Cost of operating the program: The total costs involved in administering the *Access to Information Act* during the 2022–2023 reporting period were \$1,655,621. This includes \$1,063,638 for salaries and \$591,677 for goods and services (\$564,420 for professional services contracts and \$27,257 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.

In 2022-2023, the ATIP Division continued to focus on providing targeted training and assistance to help ECCC staff respond to requests. During the 2022–2023 fiscal year, the ATIP Division conducted four (4) formal information and training sessions that were attended by approximately 90 ECCC employees. The sessions included an overview of the *Access to Information Act* and the *Privacy Act* as well as a description of internal policies and procedures.

Proactive Publication Under Part 2 of the *Access to Information Act* (ATIA)

The ATIP Division works in collaboration with departmental officials to fulfill the proactive publication legislative requirements found in Part 2 of the *Access to Information Act*. Sections 74 to 78 and 82 to 88 of Part 2 of the ATIA, stipulate that government entities that support a minister, are required to publish proactively travel expenses, hospitality expenses, reports tabled in parliament, reclassification of positions, contracts, grants and contributions, briefing materials, and expense reports. Within Environment and Climate Change Canada, this responsibility falls to the Public Affairs and Communications Branch, the Corporate Services and Finances Branch, the Human Resources Branch, and the Strategic Policy Branch, in collaboration with the ATIP Division. Executives within each Branch regularly monitor their compliance to ensure the accuracy and completeness of proactively published information.

Public Affairs and Communications Branch: Corporate Secretariat

Within the Public Affairs and Communications Branch (PACB), the Corporate Secretariat is responsible for proactively publishing briefing materials for the minister and deputy minister's use at Parliamentary Committees, briefing note titles, Question Period notes and reports tabled in Parliament. These responsibilities are shared among three units within the Corporate Secretariat: the Parliamentary Affairs Unit, Operations and Departmental Briefing Unit, and the Access to Information and Privacy Division.

During the 2022-2023 reporting period, the ATIP Division collaborated with program leads in Parliamentary Affairs and the Operations and Departmental Briefing Unit to review and publish the relevant information in accordance with the legislative requirements. A summary list of completed access to information requests is also published on the [Open Government Registry Portal](#) on a monthly basis.

In the 2022-2023 fiscal year, PACB met the proactive publication requirements at a compliance rate of one hundred percent (100%).

Table 1 lists the sections of Part 2 of the ATIA that the PACB is responsible for.

| Legislative Requirement | Section | Publication Timeline | Compliance Rate | Proactive Publication (web link) |
|--|----------------|---|------------------------|---|
| Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office | 88(b) | Within 30 days after the end of the month received | 100% | Briefing Note Titles and Numbers (canada.ca) |
| Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament | 88(c) | Within 120 days after appearance | 100% | Briefing materials - Canada.ca |
| Reports tabled in Parliament | 84 | Within 30 days after tabling | 100% | Reports tabled in Parliament: Environment and Climate Change Canada - Canada.ca |
| Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office | 74(b) | Within 30 days after the end of the month received | 100% | Briefing Note Titles and Numbers (canada.ca) |
| Package of question period notes prepared by a government institution for the minister and in use on the last sitting day of the House of Commons in June and December | 74(c) | Within 30 days after last sitting day of the House of Common in June and December | 100% | Question Period Notes (canada.ca) |
| Packages of briefing materials prepared by a government institution for a minister's appearance before a committee of Parliament | 74(d) | Within 120 days after appearance | 100% | Briefing materials - Canada.ca |

Table 1

Corporate Services and Finance Branch

The Corporate Services and Finance Branch (CSFB) oversees the proactive publication of travel and hospitality expenses, contracts over \$10,000, and grants and contributions over \$25,000 for both the department and the minister's office.

The CSFB is responsible for providing internal corporate services in support of ECCC programs. The Branch supports programs in the allocation and management of funds, assets, and contracts; provides IM and IT solutions and supports digital delivery; delivers on government-wide enterprise initiatives; ensures a secure and inclusive workplace; and, develops corporate tools and reports to demonstrate alignment of departmental priorities, results and accountabilities to the Canadian public.

During the 2022-2023 reporting period, the CSFB met the proactive publication requirements at a compliance rate of one hundred percent (100%).

Table 2 lists the sections of Part 2 of the ATIA that the CSFB is responsible for.

| Legislative Requirement | Section | Publication Timeline | Compliance Rate | Proactive Publication (web link) |
|--------------------------------------|---------|--|-----------------|--|
| Travel Expenses | 82 | Within 30 days after the end of the month of reimbursement | 100% | Government Travel Expenses (canada.ca) |
| Hospitality Expenses | 83 | Within 30 days after the end of the month of reimbursement | 100% | Search Government Hospitality Expenses Open Government, Government of Canada |
| Contracts over \$10,000 | 86 | Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter | 100% | Search Government Contracts over \$10,000 (canada.ca) |
| Grants & Contributions over \$25,000 | 87 | Within 30 days after the quarter | 100% | Grants and Contributions (canada.ca) |
| Ministerial Travel Expenses | 75 | Within 30 days after the end of the month of reimbursement | 100% | Government Travel Expenses (canada.ca) |
| Ministerial Hospitality Expenses | 76 | Within 30 days after the end of the month of reimbursement | 100% | Search Government Hospitality Expenses Open Government, Government of Canada |
| Ministerial Contracts over \$10,000 | 77 | Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter | 100% | Search Government Contracts over \$10,000 (canada.ca) |

Table 2

Human Resources Branch

ECCC’s Human Resources Branch (HRB) is responsible for the development and implementation of an integrated framework of human resources strategies, policies, programs and advisory services.

The HRB oversees the proactive publication of the reclassification of positions. During the 2022-2023 reporting period, the HRB met the publication requirements at a compliance rate of one hundred percent (100%).

Table 3 lists the section of Part 2 of the ATIA that the HRB is responsible for.

| Legislative Requirement | Section | Publication Timeline | Compliance Rate | Proactive Publication (web link) |
|-------------------------------|---------|----------------------------------|-----------------|--|
| Reclassification of positions | 85 | Within 30 days after the quarter | 100% | Search Government Position Reclassifications Open Government, Government of Canada |

Table 3

Strategic Policy Branch

The Strategic Policy Branch realizes policy analysis and provides policy advice to advance the Department’s priorities. It also leads and coordinates the development of policies for the Department and the environment portfolio, and prepares the transition materials for both the Minister and the Deputy Minister.

Part 2 of the ATIA sections 88(a) and 74(a) require the proactive publication of packages of briefing materials prepared for new or incoming deputy heads or equivalent, and packages of briefing materials prepared by a government institution for new or incoming ministers. While there was no Ministerial transition during the fiscal year, in February 2023, Chris Forbes was appointed as Deputy Minister of Environment and Climate Change Canada. The proactive publication of the Deputy Minister’s transition book was in progress at the end of the reporting period.

Policies, Guidelines, Procedures and Reporting

Policy Framework

Environment and Climate Change Canada’s access to information policy framework was approved in November 2012. No significant changes were brought to the access to information policy framework in 2022–2023.

Due to the pandemic, a number of ATIP processes were reviewed to identify opportunities for improvement. Procedures were put in place to manage electronic documents and deploy new strategies to assist program staff to retrieve and prepare records in response to requests.

The ATIP Division continues to refine these processes as we pivot to work with modern tools and an advanced case management system in the administration of the Acts.

Reporting

The ATIP Division regularly monitors the timeliness and trends associated with the processing of requests through ongoing communication with branch and directorate liaisons. This includes providing performance reports on the status of the branch on a regular basis. In addition, weekly reports on new requests received are provided to the Deputy Minister's Office and to the Communications Directorate. ATIP updates are also provided to ECCC'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 its 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 on the Department's website. In the 2022-2023 reporting period, ECCC updated its Info Source Chapter to reflect newly published documents and updated manuals available to the public. These changes are scheduled to be published on ECCC's website early in fiscal year 2023-2024.

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 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, a designated public reading room is located in the Place Vincent Massey Annex, 351 St. Joseph Boulevard, Gatineau, Quebec.

Initiatives and Projects to Improve Access to Information

During the 2022-2023 reporting period, the ATIP Division developed a business case to procure a new case management system for processing requests and managing and tracking policy requirements. The business case was reviewed and approved by senior management. The ATIP Division proceeded to initiate the procurement process which was underway at the end of the reporting period. The new ATIP request processing software, ATIPXpress, will be implemented in the 2023-2024 fiscal year. The implementation of the new case management system will help streamline both operational and policy initiatives.

In the upcoming year, ECCC's ATIP Division will continue to refine its electronic retrieval processes with the assistance of the new case management system. These process improvements, along with increased onsite presence, are expected to further advance ATIP performance and assist in reducing the backlog.

The Policy and Governance Unit of the ATIP Division continues to develop its activities related to *Privacy Act* compliance, including the incorporation of privacy provisions within contractual agreements involving personal information, ensuring that outreach activities and stakeholder engagement adheres to the privacy policy requirements, and that any privacy risks associated with new ECCC programs or services are identified and mitigated.

Online Request Service

Environment and Climate Change Canada participates in the Treasury Board Secretariat Online Request Service.

Environment and Climate Change Canada received 1,997 access to information requests through the online management system during the 2022–2023 reporting period. This represents 93% of the total number of access requests received by the Department.

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. The Department works collaboratively with the Commissioner's Office to resolve complaints, providing the requester with a resolution.

During the 2022–2023 reporting period, fifty (50) complaints were filed against ECCC with the Office of the Information Commissioner (OIC). ECCC provided representations to the OIC in thirty-eight (38) complaints. The Department received a report of findings for twenty-two (22) complaints. Nineteen (19) complaints were discontinued.

Table 4 provides a breakdown of the results of the investigations of the ninety-nine (99) complaints closed in 2022–2023. Of the ninety-nine (99) complaints, forty-seven (47)

complaints related to processing delays, twenty-eight (28) complaints pertained to extensions, thirteen (13) complaints concerned the application of exemptions, and eleven (11) complaints related to general refusals.

| Results of Investigations | Number of Decisions |
|---|----------------------------|
| Well founded | 32 |
| Not well founded | 5 |
| Resolved (ceased to investigate) | 43 |
| Discontinued | 19 |
| Total | 99 |

Table 4

In 2022-2023, ECCC received eleven (11) initial reports from the Information Commissioner. One (1) initial report contained a recommendation and ten (10) contained a notice that she intended to issue an order. ECCC received twenty-seven (27) final reports, one (1) of which contained a recommendation and nine (9) of which contained orders. ECCC implemented all nine orders received.

There were no recommendations raised by other Agents of Parliament during the reporting period.

Summary of Key Issues and Actions Taken on Complaints

This fiscal year, ECCC’s ATIP Division worked collaboratively with the Office of Information Commissioner to close outstanding complaints. These efforts resulted in the closure of 99 complaints.

The Department reviews the outcomes of all Office of the Information Commissioner investigations and, where appropriate, incorporates lessons learned into business processes.

Of note, during the reporting period, a number of complaints on requests delayed as a result of the COVID-19 measures were completed. In addition, the department reconsidered the application of exemptions and released supplementary in some requests.

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

There were no applications or appeals filed to the Federal Court or Federal Court of Appeal during the 2022-2023 reporting period.

Interpretation of Supplementary Statistical Report

As previously detailed in the COVID-19 Operational Impact section, in the first half of 2022-2023, ECCC’s ability to process requests continued to be affected by the measures put in place to address COVID-19.

Environment and Climate Change Canada was able to receive requests by mail, email and through the online portal throughout the 2022–2023 fiscal year. In addition, the Department was able to fully process unclassified and protected B electronic records over the reporting period.

The department’s ability to process paper records and records above protected B returned to full capacity during the 2022–2023 reporting period.

As a result of the measures put in place to curb COVID-19, the carryover of active requests and complaints increased. Over the coming year, the Department will continue to focus on building capacity and will work diligently to close files and complaints carried over to the 2023–2024 fiscal year. Sustained onsite presence will further facilitate these efforts.

Table 5 presents a breakdown of the requests carried over to the next reporting period.

| Fiscal Year Open Requests Were Received | Open Requests that are Within Legislated Timelines as of March 31, 2023 | Open Requests that are Beyond Legislated Timelines as of March 31, 2023 | Total |
|--|--|--|--------------|
| Received in 2022-2023 | 139 | 358 | 497 |
| Received in 2021-2022 | 71 | 438 | 509 |
| Received in 2020-2021 | 31 | 317 | 348 |
| Received in 2019-2020 | 3 | 245 | 248 |
| Received in 2018-2019 | 2 | 127 | 129 |
| Received in 2017-2018 | 0 | 47 | 47 |
| Received in 2016-2017 | 0 | 68 | 68 |
| Received in 2015-2016 | 0 | 29 | 29 |
| Received in 2014-2015 | 0 | 11 | 11 |
| Received in 2013-2014 or earlier | 0 | 20 | 20 |
| Total | 246 | 1660 | 1906 |

Table 5

Table 6 presents a breakdown of active complaints with the Information Commissioner of Canada, carried over to the 2022–2023 fiscal year.

| Fiscal Year Open Complaints Were Received by Institution | Number of Open Complaints |
|---|----------------------------------|
| Received in 2022-2023 | 10 |
| Received in 2021-2022 | 5 |
| Received in 2020-2021 | 1 |
| Received in 2019-2020 | 0 |
| Received in 2018-2019 | 0 |
| Received in 2017-2018 | 0 |
| Received in 2016-2017 | 2 |
| Received in 2015-2016 | 0 |
| Received in 2014-2015 | 0 |
| Received in 2013-2014 or earlier | 0 |
| Total | 18 |

Table 6

Appendix A: Delegation Order Instrument

Access to Information and Privacy Acts Delegation Order

I, the undersigned, Minister of Environment and Climate Change, pursuant to section 95 of the *Access to Information Act* and section 73 of the *Privacy Act*, hereby delegate the persons holding the positions set out in the Delegation of Authority Schedule attached hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Minister as 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 delegation replaces all previous delegation orders.

Schedule

| Position | <i>Access to Information Act</i> , and Regulations | <i>Privacy Act</i> and Regulations |
|--|--|------------------------------------|
| Deputy Minister of the Environment | Full authority | Full authority |
| Associated Deputy Minister of the 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 |

Dated at the City of Gatineau, Quebec, this 2022-06-21



THE HONOURABLE STEVEN GUILBEAULT
MINISTER OF ENVIRONMENT AND CLIMATE CHANGE

Appendix B: Statistical Report on the *Access to Information Act*



Government of Canada / Gouvernement du Canada

Statistical Report on the *Access to Information Act*

Name of institution: Environment and Climate Change Canada (ECCC)

Reporting period: 2022-04-01 to 2023-03-31

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

1.1 Number of requests

| | | Number of Requests |
|---|------|--------------------|
| Received during reporting period | | 2083 |
| Outstanding from previous reporting periods | | 1679 |
| • Outstanding from previous reporting period | 716 | |
| • Outstanding from more than one reporting period | 963 | |
| Total | | 3762 |
| Closed during reporting period | | 1856 |
| Carried over to next reporting period | | 1906 |
| • Carried over within legislated timeline | 246 | |
| • Carried over beyond legislated timeline | 1660 | |

1.2 Sources of requests

| Source | Number of Requests |
|---------------------------|--------------------|
| Media | 221 |
| Academia | 14 |
| Business (private sector) | 1655 |
| Organization | 42 |
| Public | 124 |
| Decline to Identify | 27 |
| Total | 2083 |

Section 2: Informal Requests

2.1 Number of informal requests

| | | Number of Requests |
|---|---|--------------------|
| Received during reporting period | | 135 |
| Outstanding from previous reporting periods | | 0 |
| • Outstanding from previous reporting period | 0 | |
| • Outstanding from more than one reporting period | 0 | |
| Total | | 135 |
| Closed during reporting period | | 132 |
| Carried over to next reporting period | | 3 |

2.2 Channels of informal requests

| Source | Number of Requests |
|--------------|--------------------|
| Online | 0 |
| E-mail | 135 |
| Mail | 0 |
| In person | 0 |
| Phone | 0 |
| Fax | 0 |
| Total | 135 |

2.3 Completion time of 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 |
| 45 | 55 | 31 | 1 | 0 | 0 | 0 | 132 |

2.4 Pages released informally

| Less Than 100 Pages Released | | 100-500 Pages Released | | 501-1000 Pages Released | | 1001-5000 Pages Released | | More Than 5000 Pages Released | |
|------------------------------|----------------|------------------------|----------------|-------------------------|----------------|--------------------------|----------------|-------------------------------|----------------|
| Number of Requests | Pages Released | Number of Requests | Pages Released | Number of Requests | Pages Released | Number of Requests | Pages Released | Number of Requests | Pages Released |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

2.5 Pages re-released informally

| Less Than 100 Pages Re-released | | 100-500 Pages Re-released | | 501-1000 Pages Re-released | | 1001-5000 Pages Re-released | | More Than 5000 Pages Re-released | |
|---------------------------------|-------------------|---------------------------|-------------------|----------------------------|-------------------|-----------------------------|-------------------|----------------------------------|-------------------|
| Number of Requests | Pages Re-released | Number of Requests | Pages Re-released | Number of Requests | Pages Re-released | Number of Requests | Pages Re-released | Number of Requests | Pages Re-released |
| 72 | 2009 | 44 | 12841 | 2 | 1980 | 14 | 42063 | 0 | 0 |

Section 3: Applications to the Information Commissioner on Declining to Act on Requests

| | Number of Requests |
|--|--------------------|
| Outstanding from previous reporting period | 0 |
| Sent during reporting period | 0 |
| Total | 0 |
| Approved by the Information Commissioner during reporting period | 0 |
| Declined by the Information Commissioner during reporting period | 0 |
| Withdrawn during reporting period | 0 |
| Carried over to next reporting period | 0 |

Section 4: Requests Closed During the Reporting Period

4.1 Disposition and completion time

| Disposition of Requests | Completion Time | | | | | | | Total |
|---|-----------------|---------------|---------------|----------------|-----------------|-----------------|--------------------|-------------|
| | 1 to 15 Days | 16 to 30 Days | 31 to 60 Days | 61 to 120 Days | 121 to 180 Days | 181 to 365 Days | More Than 365 Days | |
| All disclosed | 1 | 5 | 15 | 8 | 5 | 12 | 3 | 49 |
| Disclosed in part | 1 | 11 | 21 | 29 | 10 | 30 | 69 | 171 |
| All exempted | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |
| All excluded | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| No records exist | 33 | 1224 | 294 | 3 | 0 | 1 | 1 | 1556 |
| Request transferred | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Request abandoned | 55 | 4 | 1 | 0 | 0 | 1 | 12 | 73 |
| Neither confirmed nor denied | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Declined to act with the approval of the Information Commissioner | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 95 | 1245 | 331 | 41 | 15 | 44 | 85 | 1856 |

4.2 Exemptions

| Section | Number of Requests | Section | Number of Requests | Section | Number of Requests | Section | Number of Requests |
|---------------|--------------------|------------|--------------------|------------|--------------------|----------|--------------------|
| 13(1)(a) | 7 | 16(2) | 47 | 18(a) | 0 | 20.1 | 0 |
| 13(1)(b) | 1 | 16(2)(a) | 0 | 18(b) | 2 | 20.2 | 0 |
| 13(1)(c) | 9 | 16(2)(b) | 1 | 18(c) | 0 | 20.4 | 0 |
| 13(1)(d) | 0 | 16(2)(c) | 20 | 18(d) | 1 | 21(1)(a) | 70 |
| 13(1)(e) | 1 | 16(3) | 0 | 18.1(1)(a) | 0 | 21(1)(b) | 79 |
| 14 | 1 | 16.1(1)(a) | 0 | 18.1(1)(b) | 0 | 21(1)(c) | 7 |
| 14(a) | 22 | 16.1(1)(b) | 0 | 18.1(1)(c) | 0 | 21(1)(d) | 0 |
| 14(b) | 13 | 16.1(1)(c) | 0 | 18.1(1)(d) | 0 | 22 | 0 |
| 15(1) | 1 | 16.1(1)(d) | 0 | 19(1) | 123 | 22.1(1) | 0 |
| 15(1) - I.A.* | 18 | 16.2(1) | 0 | 20(1)(a) | 0 | 23 | 10 |
| 15(1) - Def.* | 0 | 16.3 | 0 | 20(1)(b) | 37 | 23.1 | 0 |
| 15(1) - S.A.* | 0 | 16.4(1)(a) | 0 | 20(1)(b.1) | 0 | 24(1) | 1 |
| 16(1)(a)(i) | 0 | 16.4(1)(b) | 0 | 20(1)(c) | 15 | 26 | 0 |
| 16(1)(a)(ii) | 0 | 16.5 | 1 | 20(1)(d) | 4 | | |
| 16(1)(a)(iii) | 0 | 16.6 | 0 | | | | |
| 16(1)(b) | 3 | 17 | 1 | | | | |
| 16(1)(c) | 2 | | | | | | |
| 16(1)(d) | 0 | | | | | | |

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

4.3 Exclusions

| Section | Number of Requests | Section | Number of Requests | Section | Number of Requests |
|---------|--------------------|----------|--------------------|-----------------|--------------------|
| 68(a) | 3 | 69(1) | 0 | 69(1)(g) re (a) | 16 |
| 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) | 13 |
| 68.1 | 1 | 69(1)(c) | 0 | 69(1)(g) re (d) | 3 |
| 68.2(a) | 0 | 69(1)(d) | 1 | 69(1)(g) re (e) | 10 |
| 68.2(b) | 0 | 69(1)(e) | 2 | 69(1)(g) re (f) | 9 |
| | | 69(1)(f) | 0 | 69.1(1) | 0 |

4.4 Format of information released

| Paper | Electronic | | | | Other |
|-------|------------|----------|-------|-------|-------|
| | E-record | Data set | Video | Audio | |
| 12 | 207 | 0 | 0 | 0 | 1 |

4.5 Complexity

4.5.1 Relevant pages processed and disclosed for paper and e-record formats

| Number of Pages Processed | Number of Pages Disclosed | Number of Requests |
|---------------------------|---------------------------|--------------------|
| 92510 | 72460 | 296 |

4.5.2 Relevant pages processed per request disposition for paper and e-record formats by size of requests

| Disposition | Less Than 100 Pages Processed | | 100-500 Pages Processed | | 501-1000 Pages Processed | | 1001-5000 Pages Processed | | More Than 5000 Pages Processed | |
|---|-------------------------------|-----------------|-------------------------|-----------------|--------------------------|-----------------|---------------------------|-----------------|--------------------------------|-----------------|
| | Number of Requests | Pages Processed | Number of Requests | Pages Processed | Number of Requests | Pages Processed | Number of Requests | Pages Processed | Number of Requests | Pages Processed |
| All disclosed | 44 | 1065 | 3 | 860 | 0 | 0 | 2 | 5433 | 0 | 0 |
| Disclosed in part | 106 | 2428 | 40 | 11144 | 11 | 7692 | 12 | 24828 | 2 | 38069 |
| All exempted | 2 | 123 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Request abandoned | 69 | 2 | 4 | 866 | 0 | 0 | 0 | 0 | 0 | 0 |
| Neither confirmed nor denied | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Declined to act with the approval of the Information Commissioner | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 222 | 3618 | 47 | 12870 | 11 | 7692 | 14 | 30261 | 2 | 38069 |

4.5.3 Relevant minutes processed and disclosed for audio formats

| Number of Minutes Processed | Number of Minutes Disclosed | Number of Requests |
|-----------------------------|-----------------------------|--------------------|
| 0 | 0 | 0 |

4.5.4 Relevant minutes processed per request disposition for audio formats by size of requests

| Disposition | Less Than 60 Minutes Processed | | 60 - 120 Minutes Processed | | More than 120 Minutes Processed | |
|---|--------------------------------|-------------------|----------------------------|-------------------|---------------------------------|-------------------|
| | Number of Requests | Minutes Processed | Number of Requests | Minutes Processed | Number of Requests | Minutes Processed |
| All disclosed | 0 | 0 | 0 | 0 | 0 | 0 |
| Disclosed in part | 0 | 0 | 0 | 0 | 0 | 0 |
| All exempted | 0 | 0 | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 | 0 | 0 |
| Request abandoned | 0 | 0 | 0 | 0 | 0 | 0 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 | 0 |
| Declined to act with the approval of the Information Commissioner | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 | 0 | 0 |

4.5.5 Relevant minutes processed and disclosed for video formats

| Number of Minutes Processed | Number of Minutes Disclosed | Number of Requests |
|-----------------------------|-----------------------------|--------------------|
| 0 | 0 | 0 |

4.5.6 Relevant minutes processed per request disposition for video formats by size of requests

| Disposition | Less Than 60 Minutes Processed | | 60 - 120 Minutes Processed | | More than 120 Minutes Processed | |
|---|--------------------------------|-------------------|----------------------------|-------------------|---------------------------------|-------------------|
| | Number of Requests | Minutes Processed | Number of Requests | Minutes Processed | Number of Requests | Minutes Processed |
| All disclosed | 0 | 0 | 0 | 0 | 0 | 0 |
| Disclosed in part | 0 | 0 | 0 | 0 | 0 | 0 |
| All exempted | 0 | 0 | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 | 0 | 0 |
| Request abandoned | 0 | 0 | 0 | 0 | 0 | 0 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 | 0 | 0 |
| Declined to act with the approval of the Information Commissioner | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 | 0 | 0 |

4.5.7 Other complexities

| Disposition | Consultation Required | Legal Advice Sought | Other | Total |
|---|-----------------------|---------------------|-------|-------|
| All disclosed | 0 | 0 | 0 | 0 |
| Disclosed in part | 27 | 0 | 0 | 27 |
| All exempted | 0 | 0 | 0 | 0 |
| All excluded | 0 | 0 | 0 | 0 |
| Request abandoned | 0 | 0 | 0 | 0 |
| Neither confirmed nor denied | 0 | 0 | 0 | 0 |
| Declined to act with the approval of the Information Commissioner | 0 | 0 | 0 | 0 |
| Total | 27 | 0 | 0 | 27 |

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

| | |
|---|-------------|
| Number of requests closed within legislated timelines | 1696 |
| Percentage of requests closed within legislated timelines (%) | 91.37931034 |

4.7 Deemed refusals

4.7.1 Reasons for not meeting legislated timelines

| Number of requests closed past the legislated timelines | Principal Reason | | | |
|---|--|-----------------------|-----------------------|-------|
| | Interference with operations/ Workload | External Consultation | Internal Consultation | Other |
| 160 | 105 | 22 | 6 | 27 |

4.7.2 Requests closed beyond legislated timelines (including any extension taken)

| Number of days past legislated timelines | Number of requests past legislated timeline where no extension was taken | Number of requests past legislated timeline where an extension was taken | Total |
|--|--|--|-------|
| 1 to 15 days | 7 | 11 | 18 |
| 16 to 30 days | 0 | 2 | 2 |
| 31 to 60 days | 2 | 11 | 13 |
| 61 to 120 days | 1 | 19 | 20 |
| 121 to 180 days | 1 | 10 | 11 |
| 181 to 365 days | 1 | 21 | 22 |
| More than 365 days | 2 | 72 | 74 |
| Total | 14 | 146 | 160 |

4.8 Requests for translation

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

Section 5: Extensions

5.1 Reasons for extensions and disposition of requests

| Disposition of Requests Where an Extension Was Taken | 9(1)(a) Interference With Operations/ Workload | 9(1)(b) Consultation | | 9(1)(c) Third-Party Notice |
|---|--|----------------------|-------|----------------------------|
| | | Section 69 | Other | |
| All disclosed | 41 | 0 | 24 | 5 |
| Disclosed in part | 147 | 0 | 111 | 46 |
| All exempted | 1 | 0 | 1 | 0 |
| All excluded | 0 | 0 | 0 | 0 |
| Request abandoned | 11 | 0 | 9 | 11 |
| No records exist | 29 | 0 | 7 | 10 |
| Declined to act with the approval of the Information Commissioner | 0 | 0 | 0 | 0 |
| Total | 229 | 0 | 152 | 72 |

5.2 Length of extensions

| Length of Extensions | 9(1)(a) Interference With Operations/ Workload | 9(1)(b) Consultation | | 9(1)(c) Third-Party Notice |
|----------------------|--|----------------------|-------|----------------------------|
| | | Section 69 | Other | |
| 30 days or less | 211 | 0 | 1 | 2 |
| 31 to 60 days | 10 | 0 | 46 | 70 |
| 61 to 120 days | 7 | 0 | 104 | 0 |
| 121 to 180 days | 0 | 0 | 1 | 0 |
| 181 to 365 days | 1 | 0 | 0 | 0 |
| 365 days or more | 0 | 0 | 0 | 0 |
| Total | 229 | 0 | 152 | 72 |

Section 6: Fees

| Fee Type | Fee Collected | | Fee Waived | | Fee Refunded | |
|--------------|--------------------|------------|--------------------|----------|--------------------|--------|
| | Number of Requests | Amount | Number of Requests | Amount | Number of Requests | Amount |
| Application | 1955 | \$9,775.00 | 128 | \$640.00 | 0 | \$0.00 |
| Other fees | 0 | \$0.00 | 0 | \$0.00 | 0 | \$0.00 |
| Total | 1955 | \$9,775.00 | 128 | \$640.00 | 0 | \$0.00 |

Section 7: Consultations Received From Other Institutions and Organizations

7.1 Consultations received from other Government of Canada institutions and other organizations

| Consultations | Other Government of Canada Institutions | Number of Pages to Review | Other Organizations | Number of Pages to Review |
|--|---|---------------------------|---------------------|---------------------------|
| Received during the reporting period | 188 | 11014 | 28 | 811 |
| Outstanding from the previous reporting period | 69 | 13481 | 16 | 1081 |
| Total | 257 | 24495 | 44 | 1892 |
| Closed during the reporting period | 195 | 17868 | 34 | 1537 |
| Carried over within negotiated timelines | 7 | 226 | 0 | 0 |
| Carried over beyond negotiated timelines | 55 | 6401 | 10 | 355 |

7.2 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 | 25 | 27 | 16 | 1 | 2 | 1 | 104 |
| Disclose in part | 3 | 18 | 15 | 26 | 9 | 4 | 5 | 80 |
| Exempt entirely | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Exclude entirely | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Consult other institution | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other | 4 | 0 | 1 | 1 | 1 | 0 | 3 | 10 |
| Total | 39 | 43 | 43 | 43 | 11 | 6 | 10 | 195 |

7.3 Recommendations and completion time for consultations received from other organizations outside the Government of Canada

| 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 | 3 | 7 | 3 | 4 | 0 | 1 | 0 | 18 |
| Disclose in part | 2 | 5 | 2 | 1 | 1 | 1 | 2 | 14 |
| Exempt entirely | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Exclude entirely | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Consult other institution | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Total | 6 | 12 | 5 | 5 | 1 | 2 | 3 | 34 |

Section 8: Completion Time of Consultations on Cabinet Confidences

8.1 Requests with Legal Services

| Number of Days | Fewer Than 100 Pages Processed | | 100-500 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 | 3 | 37 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 121 to 180 | 2 | 29 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 181 to 365 | 4 | 107 | 2 | 336 | 1 | 146 | 0 | 0 | 0 | 0 |
| More than 365 | 1 | 32 | 2 | 520 | 0 | 0 | 2 | 888 | 0 | 0 |
| Total | 10 | 205 | 4 | 856 | 1 | 146 | 2 | 888 | 0 | 0 |

8.2 Requests with Privy Council Office

| Number of Days | Fewer Than 100 Pages Processed | | 100-500 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 |

Section 9: Investigations and Reports of finding

9.1 Investigations

| Section 32 Notice of intention to investigate | Subsection 30(5) Ceased to investigate | Section 35 Formal Representations |
|---|--|-----------------------------------|
| 50 | 67 | 16 |

9.2 Investigations and Reports of finding

| Section 37(1) Initial Reports | | | Section 37(2) Final Reports | | |
|-------------------------------|---|--|-----------------------------|---|--|
| Received | Containing recommendations issued by the Information Commissioner | Containing orders issued by the Information Commissioner | Received | Containing recommendations issued by the Information Commissioner | Containing orders issued by the Information Commissioner |
| 11 | 1 | 10 | 27 | 1 | 9 |

Section 10: Court Action

10.1 Court actions on complaints

| Section 41 | | | | |
|-----------------|-----------------|-----------------|--------------------------|-------|
| Complainant (1) | Institution (2) | Third Party (3) | Privacy Commissioner (4) | Total |
| 0 | 0 | 0 | 0 | 0 |

10.2 Court actions on third party notifications under paragraph 28(1)(b)

| Section 44 - under paragraph 28(1)(b) |
|---------------------------------------|
| 0 |

Section 11: Resources Related to the Access to Information Act

11.1 Allocated Costs

| Expenditures | | Amount |
|-----------------------------------|-----------|--------------------|
| Salaries | | \$1,063,638 |
| Overtime | | \$306 |
| Goods and Services | | \$591,677 |
| • Professional services contracts | \$564,420 | |
| • Other | \$27,257 | |
| Total | | \$1,655,621 |

11.2 Human Resources

| Resources | Person Years Dedicated to Access to Information Activities |
|----------------------------------|--|
| Full-time employees | 12.700 |
| Part-time and casual employees | 0.600 |
| Regional staff | 0.000 |
| Consultants and agency personnel | 2.400 |
| Students | 0.000 |
| Total | 15.700 |

Note: Enter values to three decimal places.

Appendix C: Supplemental Statistical Report on the Access to Information Act and the Privacy Act

Supplemental Statistical Report on the Access to Information Act and the Privacy Act

Name of institution: Environment and Climate Change Canada

Reporting period: 2022-04-01 to 2023-03-31

Section 1: Capacity to Receive Requests under the Access to Information Act and the Privacy Act

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

| | Number of Weeks |
|--|-----------------|
| Able to receive requests by mail | 52 |
| Able to receive requests by email | 52 |
| Able to receive requests through the digital request servi | 52 |

Section 2: Capacity to Process Records under the Access to Information Act and the Privacy Act

2.1 Enter the number of weeks your institution was able to process paper records in different classification levels.

| | No Capacity | Partial Capacity | Full Capacity | Total |
|-------------------------------------|-------------|------------------|---------------|-------|
| Unclassified Paper Records | 0 | 0 | 52 | 52 |
| Protected B Paper Records | 0 | 0 | 52 | 52 |
| Secret and Top Secret Paper Records | 0 | 0 | 52 | 52 |

2.2 Enter the number of weeks your institution was able to process electronic records in different classification levels.

| | No Capacity | Partial Capacity | Full Capacity | Total |
|--|-------------|------------------|---------------|-------|
| Unclassified Electronic Records | 0 | 0 | 52 | 52 |
| Protected B Electronic Records | 0 | 0 | 52 | 52 |
| Secret and Top Secret Electronic Records | 0 | 0 | 52 | 52 |

Section 3: Open Requests and Complaints Under the Access to Information Act

3.1 Enter the number of open requests that are outstanding from previous reporting periods.

| Fiscal Year Open Requests Were Received | Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2023 | Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023 | Total |
|---|--|--|-------------|
| Received in 2022-2023 | 139 | 358 | 497 |
| Received in 2021-2022 | 71 | 438 | 509 |
| Received in 2020-2021 | 31 | 317 | 348 |
| Received in 2019-2020 | 3 | 245 | 248 |
| Received in 2018-2019 | 2 | 127 | 129 |
| Received in 2017-2018 | 0 | 47 | 47 |
| Received in 2016-2017 | 0 | 68 | 68 |
| Received in 2015-2016 | 0 | 29 | 29 |
| Received in 2014-2015 | 0 | 11 | 11 |
| Received in 2013-2014 or earlier | 0 | 20 | 20 |
| Total | 246 | 1660 | 1906 |

3.2 Enter the number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods.

| Fiscal Year Open Complaints Were Received by Institution | Number of Open Complaints |
|--|---------------------------|
| Received in 2022-2023 | 10 |
| Received in 2021-2022 | 5 |
| Received in 2020-2021 | 1 |
| Received in 2019-2020 | 0 |
| Received in 2018-2019 | 0 |
| Received in 2017-2018 | 0 |
| Received in 2016-2017 | 2 |
| Received in 2015-2016 | 0 |
| Received in 2014-2015 | 0 |
| Received in 2013-2014 or earlier | 0 |
| Total | 18 |

Section 4: Open Requests and Complaints Under the Privacy Act

4.1 Enter the number of open requests that are outstanding from previous reporting periods.

| Fiscal Year Open Requests Were Received | Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2023 | Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023 | Total |
|---|--|--|-----------|
| Received in 2022-2023 | 4 | 12 | 16 |
| Received in 2021-2022 | 2 | 5 | 7 |
| Received in 2020-2021 | 0 | 3 | 3 |
| Received in 2019-2020 | 0 | 7 | 7 |
| Received in 2018-2019 | 0 | 1 | 1 |
| Received in 2017-2018 | 0 | 2 | 2 |
| Received in 2016-2017 | 1 | 3 | 4 |
| Received in 2015-2016 | 0 | 0 | 0 |
| Received in 2014-2015 | 0 | 0 | 0 |
| Received in 2013-2014 or earlier | 0 | 0 | 0 |
| Total | 7 | 33 | 40 |

4.2 Enter the number of open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods.

| Fiscal Year Open Complaints Were Received by Institution | Number of Open Complaints |
|--|---------------------------|
| Received in 2022-2023 | 0 |
| Received in 2021-2022 | 0 |
| Received in 2020-2021 | 0 |
| Received in 2019-2020 | 0 |
| Received in 2018-2019 | 0 |
| Received in 2017-2018 | 0 |
| Received in 2016-2017 | 0 |
| Received in 2015-2016 | 0 |
| Received in 2014-2015 | 0 |
| Received in 2013-2014 or earlier | 0 |
| Total | 0 |

Section 5: Social Insurance Number

| | |
|--|----|
| Has your institution begun a new collection or a new consistent use of the SIN in 2022-2023? | No |
|--|----|

Section 6: Universal Access under the Privacy Act

| | |
|--|---|
| How many requests were received from confirmed foreign nationals outside of Canada in 2022-2023? | 0 |
|--|---|