



2023–2024 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, 2023, to March 31, 2024.

During the reporting period, Environment and Climate Change Canada received 1,965 requests under the *Access to Information Act* and completed 1,496 requests.

Table of Contents

Abstract	3
Introduction.....	5
Purpose of the Acts	5
About Environment and Climate Change Canada.....	5
Organizational Structure	6
Operations Unit.....	7
Policy and Governance Unit.....	7
Capacity Development.....	8
Access to Information and Privacy Communities Development Office (APCDO) Membership	8
Delegation of Authority.....	9
Interpretation of the Statistical Report	9
Exemptions and Exclusions	12
Time Limitations.....	12
Extension of Time Limits.....	12
Complexity of Files	13
Consultations	13
Monitoring Compliance	15
Access Informal Requests	16
Fees and Costs.....	16
Training Activities.....	17
Proactive Publication Under Part 2 of the <i>Access to Information Act</i> (ATIA)	17
Public Affairs and Communications Branch: Corporate Secretariat.....	17
Corporate Services and Finance Branch	18
Human Resources Branch.....	20
Strategic Policy Branch.....	20
Policies, Guidelines, Procedures and Reporting	21
Policy Framework	21
Reporting.....	21
Publicly Accessible Information and Inquiry Points	21
Initiatives and Projects to Improve Access to Information	22
Online Request Service	22
Complaints, Audits, Investigations and Appeals.....	22
Summary of Key Issues and Actions Taken on Complaints	23
Applications/Appeals to the Federal Court or Federal Court of Appeal.....	24
Interpretation of Supplementary Statistical Report	25
Caseload and Carry Forward	25
Data Quality.....	25
Appendix A: Delegation Order Instrument.....	27
Appendix B: Statistical Report on the <i>Access to Information Act</i>	28
Appendix C: Supplemental Statistical Report on the <i>Access to Information Act</i> and the <i>Privacy Act</i>	39

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, 2023, to March 31, 2024. 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 two regions: Eastern and Central Regions and West and North Regions.

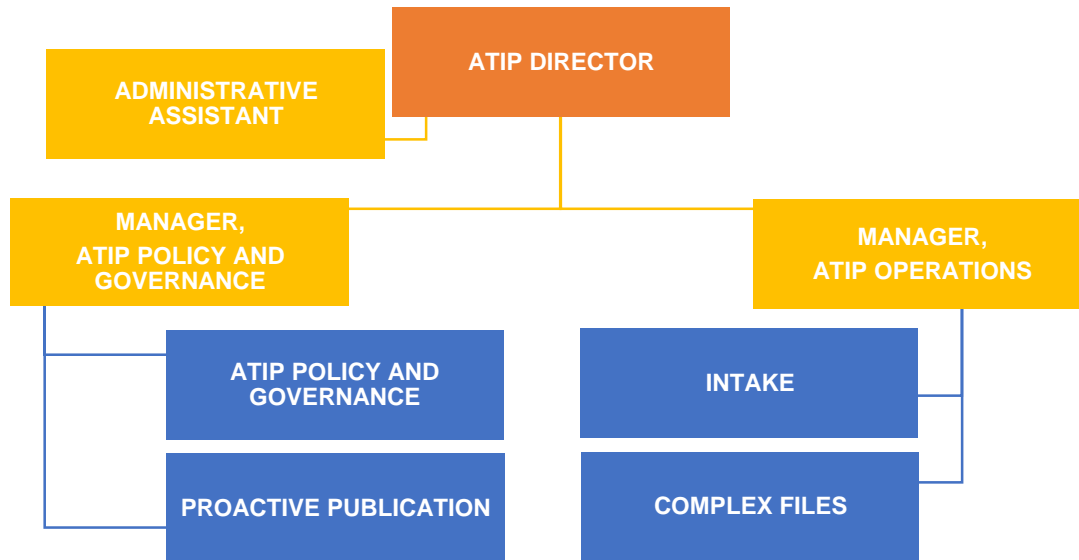
For more information about Environment and Climate Change Canada, please [visit our website](#).

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 is the focal point for the administration, application and promotion of the Access to Information Act (ATIA) and Privacy (PA) within Environment and Climate Change Canada. The ATIP Division has an oversight role to ensure compliance. 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, 2024, the ATIP Division comprised of a total of 13 full time employees (FTEs). To help meet the increase in volume and complexity of requests, the Division also engaged the support of 2.5 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, two senior advisors, one advisor, 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 (ECCC) 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.

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.

In previous years, ECCC's ATIP Professional Development Program centered on operational work focusing on the processing of access to information and privacy requests and responding to complaints from the Commissioners. In 2022, ECCC expanded its Professional Development Program to include privacy policy work to encompass policy compliance and advisory services, policy and risk management activities, reporting requirements and responding to complaints from the Commissioners.

The Professional Development 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.

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. 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.

Capacity to Receive and Process Records in 2023-2024

Environment and Climate Change Canada (ECCC) receives requests by mail, email and online through the Government of Canada ATIP Online Request System.

In April 2023, the Federal Government experienced labour disruptions during the general strike by Canadian federal worker members of the Public Service Alliance of Canada (PSAC). For a period of two weeks, departmental capacity was affected.

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, 2023, and March 31, 2024, ECCC received 1,965 requests under the *Access to Information Act*. There were 1,905 requests carried forward from previous reporting periods, for a total of 3,870 active requests in the 2023–2024 reporting period.

In the 2023–2024 fiscal year, a total of 1,496 requests were completed, and 2,374 were carried forward to the next reporting period, with 366 requests carried over within legislative timelines and 2,008 carried over beyond legislative timelines.

Figure 1 displays a breakdown of the sources of access to information requests **received** in 2023–2024.

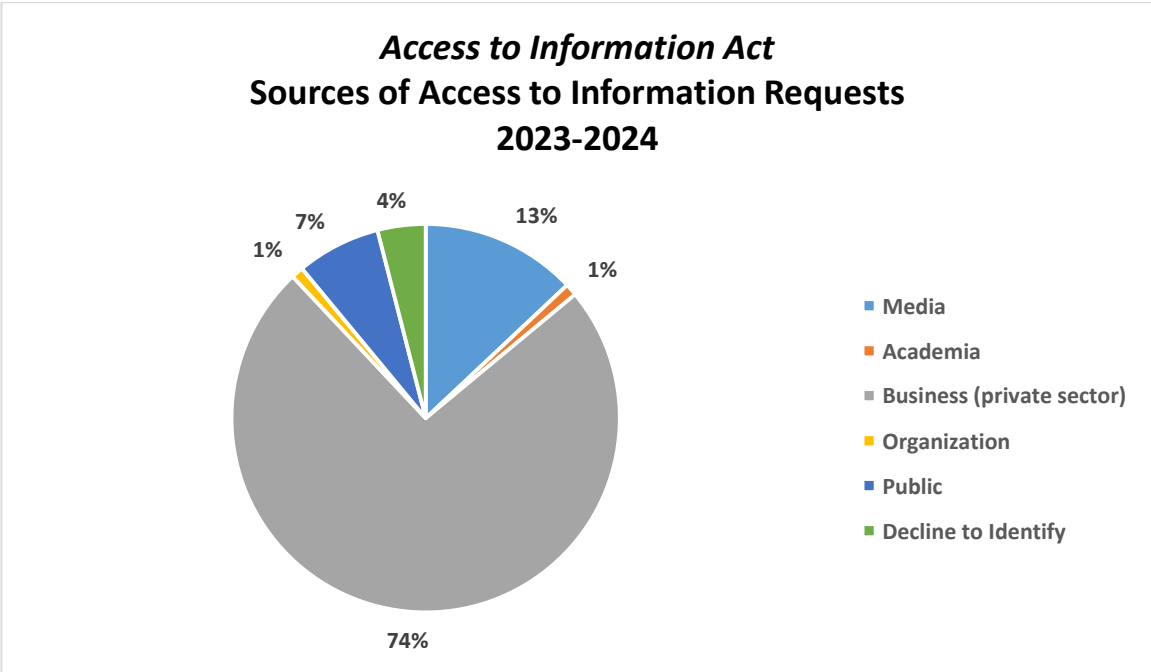


Figure 1

Of the 1,965 requests received, 1,924 were received online, submitted through the ATIP Online Request Service. During the 2023–2024 reporting period, 56 requests were abandoned by applicants for various reasons. There were 1,278 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-three percent (93%) or 1,194 no record responses in 2023–2024 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 161 requests. Of these, 18% were all disclosed, 82% were disclosed in part, and no records were all exempted/excluded.

Figure 2 displays the number of access to information requests that were **received** by the ATIP Division from 2019–2020 to 2023–2024. In 2023–2024, ECCC received 6% less requests than the previous reporting period.

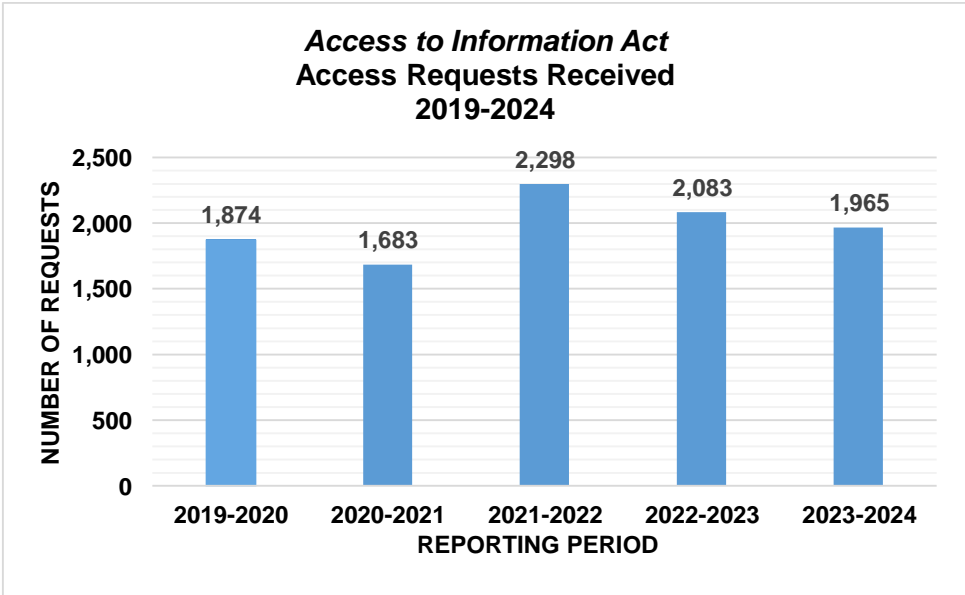


Figure 2

Environment and Climate Change Canada completed 1,496 requests under the *Access to Information Act* in 2023–2024. Overall, 1,368 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 2019–2020 to 2023–2024 is found in Figure 3.

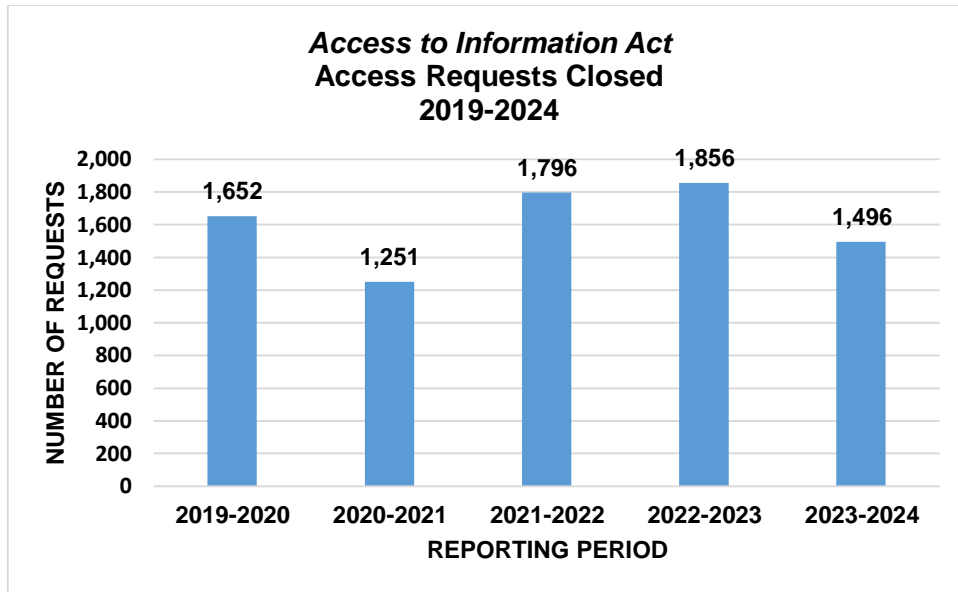


Figure 3

In the 2023–2024 reporting period, 351,524 pages of records were processed in response to access to information requests, which represents an increase of 280% in comparison to the 2022–2023 fiscal year.

The number of pages **processed** by the ATIP Division in response to requests under the *Access to Information Act* from 2019–2020 to 2023–2024 is found in Figure 4.

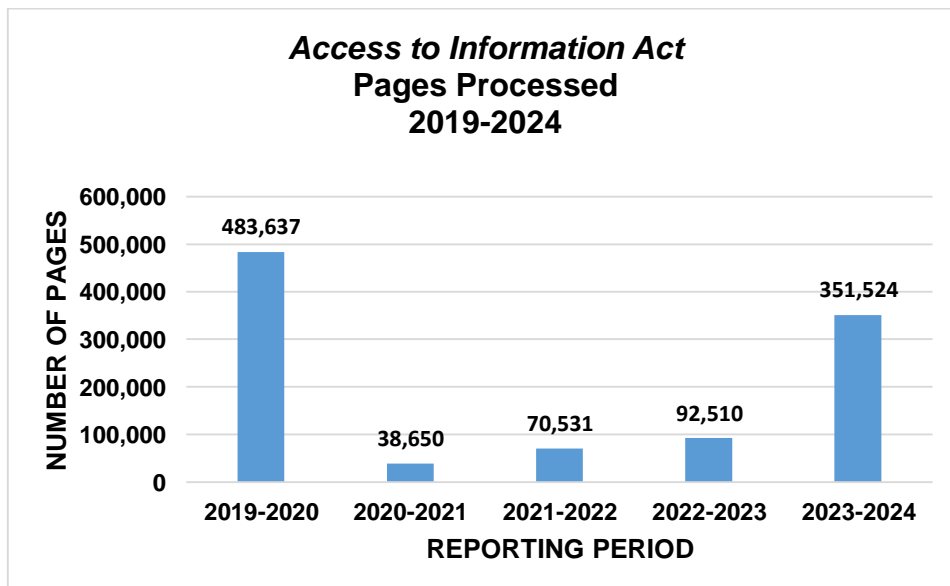


Figure 4

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 2023–2024 fiscal year were for personal information (section 19) and government operations (section 21).

Time Limitations

During the 2023–2024 reporting period, 1,126 (75%) of the completed requests were processed within the initial 30-day period. This included 85 requests completed in the first 15 days, and 1041 requests completed between 16 and 30 days.

Figure 5 is a breakdown of completion times for requests closed during the 2023–2024 reporting period.

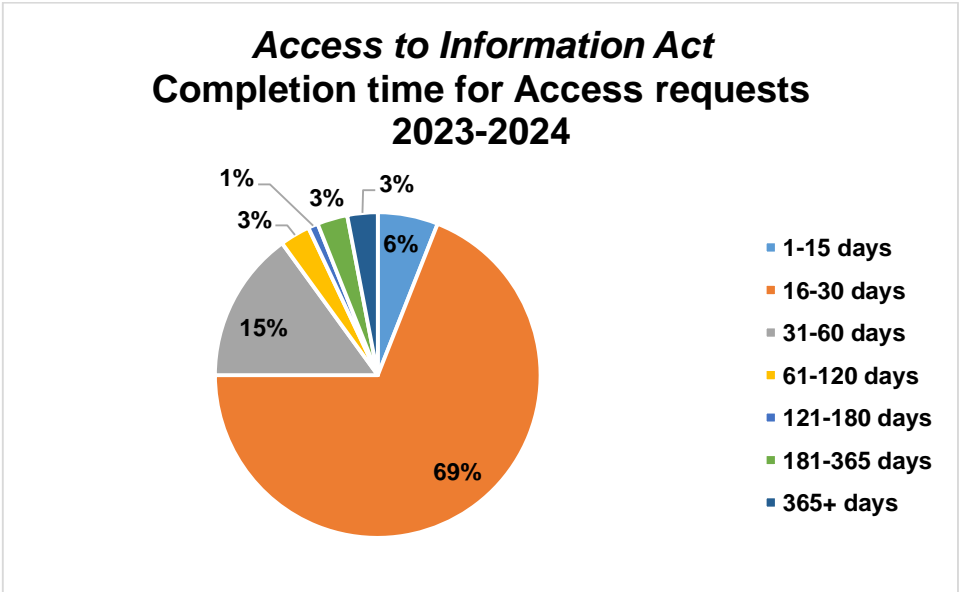


Figure 5

A total of 128 requests were completed beyond the legislated deadline. Of the 128 late requests, 96 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 2023–2024, 55 requests required extensions of 30 days or less, three required an extension of between 31 and 60 days, 207 required an extension of between 61 to 120 days, 72 required an extension between 121 to 180 days and three required an extension between 181 to 365 days. In total, 285 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 1,496 requests closed during the 2023–2024 reporting period, 24 were considered complex because of the requirement for consultation.

Of the requests closed by ECCC in 2023–2024, 13 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 2023–2024, Environment and Climate Change Canada received 143 access to information consultations from other federal government institutions and 26 consultations from other organizations, for a total of 169 consultations received. There were 72 access consultations outstanding from the previous reporting period. In total, during the 2023–2024 reporting period, 173 consultations were completed. Sixty-eight (68) access consultations were carried forward to the 2024–2025 reporting period.

Figure 6 provides the number of accesses to information consultations that were **received** by the ATIP Division from 2019–2020 to 2023–2024.

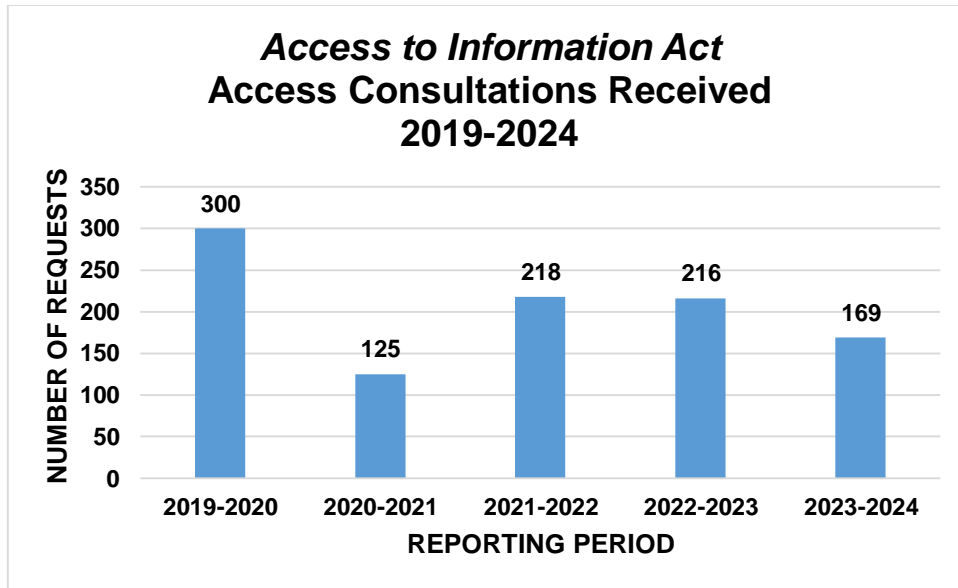


Figure 6

The number of access to information consultations that were **closed** by the ATIP Division from 2019–2020 to 2023–2024 is found in Figure 7.

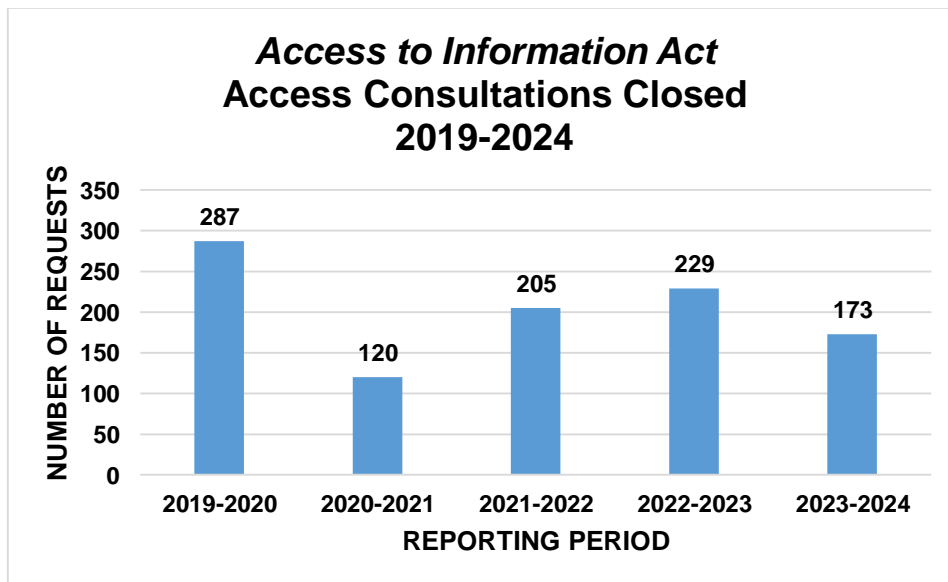


Figure 7

Figure 8 displays the number of pages processed by the ATIP Division in response to access to information consultations received from 2019–2020 to 2023–2024.

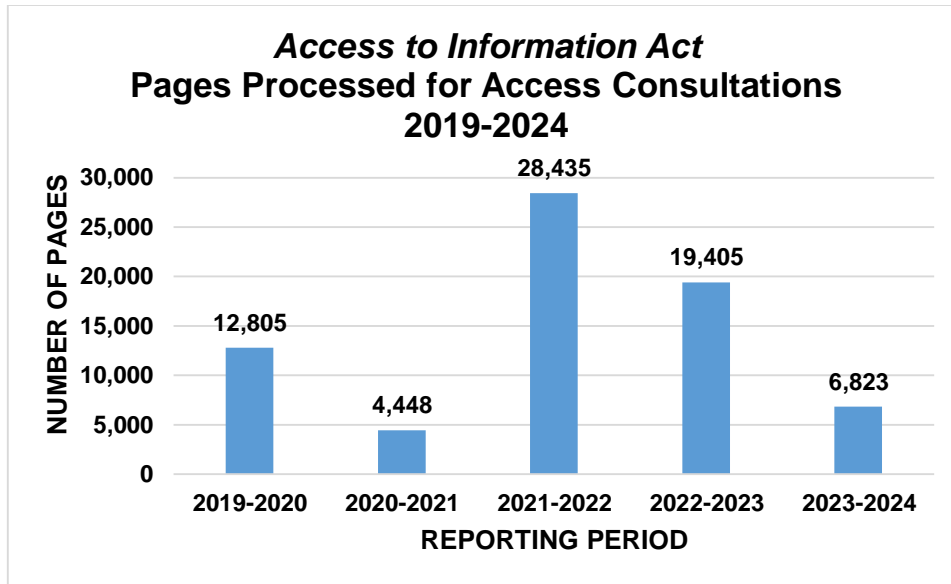


Figure 8

The number of pages processed in response to access to information consultations during the 2023–2024 reporting period decreased in comparison to the previous reporting period; 6,823 pages were processed for consultations compared to 19,405 pages during the previous period. This is a decrease of 65%.

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.

Access Informal Requests

Requests can be made for records previously released under the *Access to Information Act*, which are referred to as access informal requests. Summaries of previously released access to information requests are posted monthly on the [Open Government](#) website where the public can view the released records and request a copy. This forms part of the Government of Canada's commitment to openness and transparency.

Environment and Climate Change Canada continues to process informal access to information requests as they come in. Between April 1, 2023, and March 31, 2024, the Department received 200 access informal requests and processed 199 requests. Four (4) requests were carried over to the next reporting period. These requests were received via the Open Government Registry Portal.

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.

In 2023–2024, the ATIP Division processed one parliamentary question. The Division also provided advice to programs responding to other parliamentary questions.

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: \$9,280 was collected for the processing of 1,856 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 2023–2024, the Department waived 109 requests for a total of \$545.
- Cost of operating the program: The total costs involved in administering the *Access to Information Act* during the 2023–2024 reporting period were \$1,567,247. This includes \$1,021,541 for salaries and \$545,706 for goods and services (\$476,246 for professional services contracts and \$69,460 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 2023-2024, the ATIP Division continued to focus on providing targeted training and assistance to help ECCC staff respond to requests. During the 2023–2024 fiscal year, the ATIP Division conducted five (5) formal information and training sessions that were attended by approximately 95 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 2023-2024 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 2023-2024 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)	Institutional Requirement
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)	PACB
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	PACB
Reports tabled in Parliament	84	Within 30 days after tabling	100%	Reports tabled in Parliament: Environment and Climate Change Canada - Canada.ca	PACB
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)	PACB
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)	PACB
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	PACB

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 2023-2024 reporting period, the CSFB met the proactive publication requirements at a compliance rate of one hundred percent (100%) for the disclosure of Travel Expenses, Hospitality Expenses, Contracts over \$10,000, Grants and Contributions over \$25,000 and Ministerial Contracts over 10,000. The proactive publication requirements for Ministerial Travel Expenses were met at a compliance rate of seventy-five percent (75%) and for Ministerial Hospitality Expenses at a compliance rate of ninety-two percent (92%). The CSFB has a rigorous monthly process in place to review hospitality and travel expenses for proactive disclosure in accordance with the *Access to Information Act*. All expenses were disclosed, although in some cases the publication deadline was not met for administrative reasons.

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)	Institutional Requirement
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	100%	Government Travel Expenses (canada.ca)	CSFB
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	100%	Search Government Hospitality Expenses Open Government, Government of Canada	CSFB
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)	CSFB
Grants & Contributions over \$25,000	87	Within 30 days after the quarter	100%	Grants and Contributions (canada.ca)	CSFB
Ministerial Travel Expenses	75	Within 30 days after the end of the month of reimbursement	75%	Government Travel Expenses (canada.ca)	CSFB
Ministerial Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	92%	Search Government Hospitality Expenses Open Government, Government of Canada	CSFB
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)	CSFB

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 2023-2024 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)	Institutional Requirement
Reclassification of positions	85	Within 30 days after the quarter	100%	Search Government Position Reclassifications Open Government, Government of Canada	HRB

Table 3

Strategic Policy Branch

The Strategic Policy Branch does 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 September 2023, Jean-François Tremblay was appointed as Deputy Minister of Environment and Climate Change Canada.

During the 2023-2024 reporting period, the STB met the publication requirements at a compliance rate of one hundred percent (100%).

Table 4 lists the section of Part 2 of the ATIA that the STB is responsible for.

Legislative Requirement	Section	Publication Timeline	Compliance Rate	Proactive Publication (web link)	Institutional Requirement
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	100% (2/2)	Briefing materials - Canada.ca	SPB

Table 4

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 2023–2024.

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 2023-2024 reporting period, ECCC updated and published its Info Source Chapter to reflect newly published documents and updated manuals available to the public.

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 2023-2024 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 implementation of the new case management system will help streamline both operational and policy initiatives. The new ATIP request processing software, ATIPXpress, was due to be implemented in the 2023-2024 fiscal year, however, it has been delayed due to unforeseen circumstances within the department. The software is now projected for full implementation in the coming year.

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 1,924 access to information requests through the online management system during the 2023–2024 reporting period. This represents 98% 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 2023–2024 reporting period, twenty-nine (29) complaints were filed against ECCC with the Office of the Information Commissioner (OIC). ECCC provided representations to the OIC in thirteen (13) complaints. The Department received a report of findings for fourteen (14) complaints. complaints were discontinued.

Table 4 provides a breakdown of the results of the investigations of the forty-one (41) complaints closed in 2023–2024. Of the ninety-nine forty-one (41) complaints, twelve (12) complaints related to processing delays, twenty-two (22) complaints pertained to extensions, five (5) complaints concerned the application of exemptions, and two (2) complaints related to general refusals.

Results of Investigations	Number of Decisions
Well founded	12
Not well founded	4
Resolved (ceased to investigate)	24
Discontinued	1
Total	41

Table 4

In 2023-2024, ECCC received five (5) initial reports from the Information Commissioner. Two (2) initial reports contained a recommendation and four (4) contained a notice that she intended to issue an order. ECCC received eight (8) final reports, five (5) of which contained a recommendation and three (3) of which contained orders. ECCC implemented all three 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 forty-one (41) 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 2023-2024 reporting period.

Interpretation of Supplementary Statistical Report

The Supplementary Statistical Report provides a breakdown by year of the requests and complaints under the *Access to Information Act* (ATIA) and *Privacy Act* (PA) that remain active at the end of the 2023-2024 fiscal year.

Environment and Climate Change Canada (ECCC) was able to receive requests by mail, email and through the online portal throughout the 2023–2024 fiscal year. However, there was a period of two-weeks whereby the ATIP Division had no capacity to process paper or electronic records resulting from PSAC federal employees labour disruptions.

The Department continues to focus on building capacity and is working diligently to close files and complaints carried over to the 2024–2025 fiscal year.

Caseload and Carry Forward

In the 2023-2024 fiscal year, ECCC had a total of 3,870 requests under the ATIA. Of this total, 1,965 requests were received in 2023-2024 while 1,905 requests were outstanding from previous reporting periods. Environment and Climate Change Canada closed 1,496 requests and 2,374 requests were carried over to the 2024-2025 fiscal year.

The ATIP Division continues to work diligently to reduce the accumulated inventory of ATIP requests. The existing backlog resulting from the COVID-19 pandemic measures coupled with PSAC federal employees labour disruptions in 2023 increased the ECCC backlog. Although the ATIP Division continues to work diligently to reduce the accumulated backlog, the day-to-day operational demand and work on managing complaints remains a priority.

During the reporting period, the ATIP Division worked diligently to enhance productivity with a limited number of full-time employees and closed 76% of the number of requests received during the reporting period.

Data Quality

At times, small data variances may exist in numbers reported from year to year, primarily in the previously reported number of outstanding requests carried forward into the current fiscal year. Several reasons contribute to the inevitable shifts in data. While rigorous processes are in place to support data accuracy, the measures put in place during the COVID-19 pandemic, coupled with unexpected absences and a limited number of staff can at times result in a delay in the closure of a file that should have been reflected in the previous fiscal year. Other reasons to explain data shifts include requests by the Office of the Information Commissioner to re-open requests in the context of complaint resolution, and requesters seeking to divide one incoming request into several files while retaining the initial date received.

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, 2024	Open Requests that are Beyond Legislated Timelines as of March 31, 2024	Total
Received in 2023-2024	241	377	618
Received in 2022-2023	21	356	377
Received in 2021-2022	69	427	496
Received in 2020-2021	31	311	342
Received in 2019-2020	1	241	244
Received in 2018-2019	0	125	126
Received in 2017-2018	0	47	47
Received in 2016-2017	0	66	66
Received in 2015-2016	0	29	29
Received in 2014-2015 or earlier	0	29	29
Total	366	2008	2374

Table 5

Table 6 presents a breakdown of active complaints with the Information Commissioner of Canada, carried over to the 2023–2024 fiscal year.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2023-2024	13
Received in 2022-2023	2
Received in 2021-2022	0
Received in 2020-2021	1
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 or earlier	0
Total	16

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: 2023-04-01 to 2024-03-31

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

1.1 Number of requests

		Number of Requests
Received during reporting period		1965
Outstanding from previous reporting periods		1905
• Outstanding from previous reporting period	497	
• Outstanding from more than one reporting period	1408	
Total		3870
Closed during reporting period		1496
Carried over to next reporting period		2374
• Carried over within legislated timeline	366	
• Carried over beyond legislated timeline	2008	

1.2 Sources of requests

Source	Number of Requests
Media	253
Academia	28
Business (private sector)	1442
Organization	28
Public	144
Decline to Identify	70
Total	1965

1.3 Channels of requests

Source	Number of Requests
Online	1924
E-mail	0
Mail	41
In person	0
Phone	0
Fax	0
Total	1965

Section 2: Informal Requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		200
Outstanding from previous reporting periods		3
• Outstanding from previous reporting period	3	

• Outstanding from more than one reporting period	0	
Total		203
Closed during reporting period		199
Carried over to next reporting period		4

2.2 Channels of informal requests

Source	Number of Requests
Online	0
E-mail	200
Mail	0
In person	0
Phone	0
Fax	0
Total	200

2.3 Completion time of informal requests

Completion Time							Total
0 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	
101	49	47	2	0	0	0	199

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
111	3355	37	9878	4	3138	44	88157	3	87954

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
	0 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	8	5	5	3	4	3	29
Disclosed in part	3	2	13	26	12	35	41	132
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	45	1021	199	7	3	3	0	1278
Request transferred	1	0	0	0	0	0	0	1
Request abandoned	35	10	4	1	1	0	5	56
Neither confirmed nor denied	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
Total	85	1041	221	39	19	42	49	1496

4.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	5	16(2)	33	18(a)	2	20.1	0
13(1)(b)	1	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	16	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	2	16(2)(c)	8	18(d)	0	21(1)(a)	66
13(1)(e)	1	16(3)	0	18.1(1)(a)	0	21(1)(b)	69
14	32	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	5
14(a)	8	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	15	16.1(1)(d)	0	19(1)	86	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	15
15(1) - Def.*	0	16.3	0	20(1)(b)	30	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)	11	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	3		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	1	17	0				
16(1)(c)	1						
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)	0	69(1)	0	69(1)(g) re (a)	16
68(b)	0	69(1)(a)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	13
68.1	0	69(1)(c)	0	69(1)(g) re (d)	3
68.2(a)	0	69(1)(d)	0	69(1)(g) re (e)	10
68.2(b)	0	69(1)(e)	0	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	
3	157	0	0	0	1

4.5 Complexity

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

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
351524	56399	217

4.5.2 Relevant pages processed per request disposition for paper, e-record and dataset 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	24	603	3	532	0	0	2	5711	0	0
Disclosed in part	81	1966	24	5338	8	5959	16	36083	3	292641
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	53	5	1	177	1	780	1	1729	0	0
Neither confirmed nor denied	0	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	158	2574	28	6047	9	6739	19	43523	3	292641

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	24	0	0	24
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	24	0	0	24

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	1368
Percentage of requests closed within legislated timelines (%)	91.44385027

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
128	96	15	8	9

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	2	12	14
16 to 30 days	2	12	14
31 to 60 days	2	12	14
61 to 120 days	0	17	17
121 to 180 days	0	9	9
181 to 365 days	2	28	30
More than 365 days	1	29	30
Total	9	119	128

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	16	0	8	2
Disclosed in part	122	0	93	37
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	10	0	6	4
No records exist	31	0	5	6
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	179	0	112	49

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	55	0	0	0
31 to 60 days	2	0	1	0
61 to 120 days	90	0	78	39
121 to 180 days	31	0	32	9
181 to 365 days	1	0	1	1
365 days or more	0	0	0	0
Total	179	0	112	49

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	1856	\$9,280.00	109	\$545.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	1856	\$9,280.00	109	\$545.00	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	143	7252	26	1346
Outstanding from the previous reporting period	62	6627	10	355
Total	205	13879	36	1701
Closed during the reporting period	145	5410	28	1413
Carried over within negotiated timelines	8	1625	0	0
Carried over beyond negotiated timelines	52	6844	8	288

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
	0 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	23	11	28	11	2	1	1	77
Disclose in part	1	8	14	31	1	4	4	63
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	2	1	0	0	0	0	2	5
Total	26	20	42	42	3	5	7	145

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
	0 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	5	5	3	1	0	0	0	14
Disclose in part	1	4	2	3	0	2	1	13
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	1	0	0	0	0	0	0	1
Total	7	9	5	4	0	2	1	28

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	0	0	0	0	0	0	0	0	0	0
121 to 180	1	17	0	0	0	0	0	0	0	0
181 to 365	3	34	1	55	0	0	0	0	0	0
More than 365	3	40	1	218	1	896	3	2765	0	0
Total	7	91	2	273	1	896	3	2765	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
29	20	1

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 an intent to issue an order by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
5	2	4	8	5	3

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		\$1,021,541
Overtime		\$0
Goods and Services		\$545,706
• Professional services contracts	\$476,246	
• Other	\$69,460	
Total		\$1,567,247

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	10.160
Part-time and casual employees	0.740
Regional staff	0.000
Consultants and agency personnel	2.400
Students	0.000
Total	13.300

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: 2023-04-01 to 2024-03-31

Section 1: Open Requests and Complaints Under the Access to Information Act

1.1 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, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
Received in 2023-24	241	377	618
Received in 2022-23	21	356	377
Received in 2021-22	69	427	496
Received in 2020-21	31	311	342
Received in 2019-20	3	241	244
Received in 2018-19	1	125	126
Received in 2017-18	0	47	47
Received in 2016-17	0	66	66
Received in 2015-16	0	29	29
Received in 2014-15 or earlier	0	29	29
Total	366	2008	2374

Row 11, Col. 3 of Section 1.1 must equal Row 7, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the Access to Information Act

1.2 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 2023-24	13
Received in 2022-23	2
Received in 2021-22	0
Received in 2020-21	1
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16	0
Received in 2014-15 or earlier	0
Total	16

Section 2: Open Requests and Complaints Under the Privacy Act

2.1 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, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
Received in 2023-24	2	22	24
Received in 2022-23	1	5	6
Received in 2021-22	2	4	6
Received in 2020-21	0	3	3
Received in 2019-20	0	7	7
Received in 2018-19	0	1	1
Received in 2017-18	0	2	2
Received in 2016-17	1	3	4
Received in 2015-16	0	0	0
Received in 2014-15 or earlier	0	0	0
Total	6	47	53

Row 11, Col. 3 of Section 2.1 must equal Row 7, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the Privacy Act

2.2 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 2023-24	2
Received in 2022-23	0
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16	0
Received in 2014-15 or earlier	0
Total	2

Section 3: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2023-24?	No
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Section 4: Universal Access under the Privacy Act

How many requests were received from foreign nationals outside of Canada in 2023-24?	0
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Row 1, Col. 1 of Section 4 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the *Privacy Act*

