



**ANNUAL REPORT TO PARLIAMENT**

**ON THE ADMINISTRATION OF**

***THE ACCESS TO INFORMATION ACT***

**April 1, 2015 – March 31, 2016**

## **Table of contents**

Introduction.....	1
Who we are.....	1
Our mission and mandate.....	1
Access to Information activities.....	2
Appendix A – Statistical Report.....	3
Appendix B – Additional Reporting Requirements.....	11
Appendix C – Delegation.....	12

## Introduction

Sustainable Development Technology Canada (SDTC) is pleased to submit to Parliament its annual report on the administration of the *Access to Information Act* for the reporting period commencing April 1, 2015 and ending March 31, 2016. This report is submitted in accordance with section 72 of the *Act*.

The *Access to Information Act* took effect on July 1, 1983. The ATIA gives Canadian citizens, permanent residents, any person and corporation present in Canada a right of access to information contained in government records, subject to certain specific and limited exceptions.

## Who we are

Sustainable Development Technology Canada (SDTC) is a not-for-profit foundation that finances and supports the development and demonstration of clean technologies which provide solutions to issues of climate change, clean air, water quality and soil, and which deliver economic, environmental and health benefits to Canadians.

SDTC operates three funds aimed at the development and demonstration of innovative technological solutions. The [SD Tech Fund™](#) supports projects that address climate change, air quality, clean water and clean soil. The [SD Natural Gas Fund™](#), an offshoot of the SD Tech Fund™, supports the development and demonstration of new downstream natural gas technology. It is the first of a series of Market Innovation Funds™, where funds from industry are matched by SD Tech Fund™ money, to foster sector-specific clean-tech solutions. The [NextGen Biofuels Fund™](#) (NGBF) supports the establishment of first-of-kind large demonstration-scale facilities for the production of next-generation renewable fuels. The NGBF is in its wind-down phase. Based on the remaining program time, new applicants would not be able to complete required phases of project development, construction, plant commissioning and start-up for commercial operation. For this reason, NGBF will not be accepting new applications.

SDTC also has two joint funding mechanisms, one with Climate Change and Emissions Management Corporation (CCEMC) and the other with Alberta Innovates Energy and Environment Solutions (AI-EES). [SDTC's joint fund with CCEMC](#) supports clean air projects that can demonstrate reductions in greenhouse gases. [SDTC's joint fund with AI-EES](#) supports sustainable water technology projects.

## Our mission and mandate

SDTC commenced operation in November of 2001 with funding from the Government of Canada. SDTC's mission is to act as the primary catalyst in building a sustainable development technology infrastructure in Canada. The Foundation reports to Parliament through the Minister of Innovation Science and Economic Development. We do much more than simply *fund* groundbreaking technologies. We work closely with an ever-growing network of stakeholders and partners to build the capacity of Canadian clean-technology entrepreneurs, helping them form strategic relationships, formalize their business plans, and build a critical mass of sustainable development capability in Canada.

### **Access to Information activities**

The President & CEO is the designated head of the institution for the *Access to Information Act*. The President & CEO is responsible for the development, coordination and implementation of effective policies, guidelines, systems and procedures to enable efficient processing of requests under the *Access to Information Act*. The ATIP office consists of an ATIP Coordinator and relies on the advice and guidance of consultants on an as needed basis.

The activities of the Access to Information and Privacy office include:

- Processing requests under the *Act*;
- Developing and maintaining policies, procedures and guidelines to ensure the *Act* is respected by the institution;
- Promoting awareness of the *Act* to ensure SDTC's responsiveness to the obligations imposed on the government;
- Monitoring SDTC's compliance with the *Act*, regulations and relevant procedures and policies;
- Preparing annual reports to Parliament and other statutory reports, as well as other material that may be required by central agencies;
- Representing SDTC in dealings with the Treasury Board Secretariat (TBS), the Information Commissioner and other government funds and agencies regarding the application of the *Act* as they relate to SDTC;
- Supporting SDTC in meeting its commitments in relation to greater openness and transparency through proactive disclosure of information and the disclosure of information through informal avenues.

During the reporting period SDTC received 26 Access to Information requests. SDTC received 36 *Access to Information Act* complaints during this reporting period.

There was one formal training session conducted during the reporting period, and the ATIP coordinator attended quarterly community meetings hosted by Treasury Board Secretariat. Continuous advice and recommendations were provided by consultants on an as required basis to management and staff.

No new institution-specific access to information related policies, guidelines or procedures were implemented in the institution during the reporting period.

For 2015-2016, the costs directly associated with the administration of the *Access to Information Act* are estimated at \$115,000.

Staff	\$20,000
Consultant fees	\$95,000
Office Equipment and Supplies	\$0

## APPENDIX A

## Statistical Report



Government  
of Canada

Gouvernement  
du Canada

### Statistical Report on the *Access to Information Act*

Name of institution: Sustainable Development Technology Canada

Reporting period: 2015-04-01 to 2016-03-31

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

##### 1.1 Number of requests

	Number of Requests
Received during reporting period	26
Outstanding from previous reporting period	1
<b>Total</b>	<b>27</b>
Closed during reporting period	24
Carried over to next reporting period	3

##### 1.2 Sources of requests

Source	Number of Requests
Media	1
Academia	0
Business (private sector)	0
Organization	0
Public	25
Decline to Identify	0
<b>Total</b>	<b>26</b>

##### 1.3 Informal requests

Completion Time							Total
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	Than 365 Days	
0	0	0	0	0	0	0	0

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

## Part 2: Requests Closed During the Reporting Period

### 2.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	Than 365 Days	
All disclosed	0	0	0	1	0	0	0	1
Disclosed in part	0	2	1	7	2	4	0	16
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	6	1	0	0	7
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>14</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>24</b>

### 2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	1	16(2)	1	18(a)	2	20.1	1
13(1)(b)	1	16(2)(a)	0	18(b)	2	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	1	18(d)	0	21(1)(a)	10
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	4
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	8
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	1
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	2	16.1(1)(d)	0	19(1)	15	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	5
15(1) - Def.*	0	16.3	0	20(1)(b)	11	24(1)	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	11		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	10		
16(1)(a)(iii)	0	17	0				
16(1)(b)	0						
16(1)(c)	0						
16(1)(d)	0						

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

## 2.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	0	69(1)	0	69(1)(g) re (a)	0
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)	0
68.1	0	69(1)(c)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(d)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

## 2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	1	0	0
Disclosed in part	22	1	0
<b>Total</b>	<b>23</b>	<b>1</b>	<b>0</b>

## 2.5 Complexity

### 2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	1	1	1
Disclosed in part	3130	3130	16
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0

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

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	1	1	0	0	0	0	0	0	0	0
Disclosed in part	9	488	6	1474	0	0	1	1168	0	0
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	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>10</b>	<b>489</b>	<b>6</b>	<b>1474</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1168</b>	<b>0</b>	<b>0</b>

### 2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	2	0	5	0	7
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor	0	0	0	0	0
<b>Total</b>	<b>2</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>7</b>

### 2.6 Deemed refusals

#### 2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
22	22	0	0	0

#### 2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline Where An Extension Was Taken	Total
1 to 15 days	1	0	1
16 to 30 days	0	0	0
31 to 60 days	0	5	5
61 to 120 days	0	11	11
121 to 180 days	0	4	4
181 to 365 days	0	1	1
More than 365 days	0	0	0
<b>Total</b>	<b>1</b>	<b>21</b>	<b>22</b>

### 2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>



### Part 3: Extensions

#### 3.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	1	1	0	0
Disclosed in part	20	20	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
<b>Total</b>	21	21	0	0

#### 3.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	0	0	0	0
31 to 60 days	5	5	0	0
61 to 120 days	12	12	0	0
121 to 180 days	3	3	0	0
181 to 365 days	1	1	0	0
365 days or more	0	0	0	0
<b>Total</b>	21	21	0	0

### Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	26	\$130	0	\$0
Search	0	\$0	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
<b>Total</b>	26	\$130	0	\$0

## Part 5: Consultations Received From Other Institutions and Organizations

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

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting	2	15	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	2	15	0	0
Closed during the reporting period	2	15	0	0
Pending at the end of the reporting period	0	0	0	0

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

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	1	0	0	0	0	0	0	1
Disclose in part	1	0	0	0	0	0	0	1
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	2	0	0	0	0	0	0	2

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

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0

## Part 6: Completion Time of Consultations on Cabinet Confidences

### 6.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	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
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

### 6.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

## Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
36	0	0	36

## Part 8: Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0

## Part 9: Resources Related to the Access to Information Act

### 9.1 Costs

Expenditures		Amount
Salaries		\$20,000
Overtime		\$0
Goods and Services		\$95,000
• Professional services contracts	\$95,000	
• Other	\$0	
<b>Total</b>		<b>\$115,000</b>

### 9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.25
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	2.00
Students	0.00
<b>Total</b>	<b>2.25</b>

**Note:** Enter values to two decimal places.

**APPENDIX B**

**Additional Reporting Requirements**

**Previously released ATI package released informally**

<b>Institution</b>	<b>Number of informal releases of previously released ATI packages</b>
Sustainable Development Technology Canada	0

**APPENDIX C**

**Delegation Order**

Access to Information Act

The designated Head of the Canadian Foundation for Sustainable Development Technology, pursuant to section 73 of the Access to Information Act\*, hereby designates the persons holding the positions set out in the schedule attached hereto to exercise the powers and functions of the head of the institution under the sections of the Act set out in the schedule opposite each position.

  
\_\_\_\_\_  
President & CEO

Date: May 30, 2016

\*S.C. 1980-82, c.111

Section or subsection of the Act	Description	ATIP Coordinator
7(a)	Notice where access requested	X*
8(1)	Transfer of request to/from another institution	X*
9	Extension of time limits	X*
11(2)(3)(4) (5)(6)	Additional fees	X*
12(2)b)	Language of access	X*
12(3)b)	Access in alternative format	X*
13	Exemption - information obtained in confidence from other government	X*
14	Exemption - injurious to conduct of federal-provincial affairs	X*
15	Exemption - injurious to foreign affairs or defence	X*
16	Exemption - injurious to law enforcement, security, certain investigations	X*
17	Exemption - threat to safety of individuals	X*
18	Exemption - injury to economic interests of Canada	X*
19	Exemption - personal information	X*
20	Exemption - third party information	X*
21(1)	Exemption - advice, recommendations	X*
22	Exemption - testing and audit procedures	X*
23	Exemption - solicitor/client privilege	X*
24	Exemption - statutory prohibition against disclosure	X*
25	Severance of information	X*
26	Exemption - information to be published within 90 days	X*
27(1)(4)	Third party notification	X*
28(1)(2)(4)	Third party notifications	X*
29(1)	Notice where head decides to disclose based on recommendation of the Commissioner	X*
33	Investigations of complaints – advising the Information Commissioner of third parties	X*
35(2)	Right to make representations re: complaint	X*
37(4)	Access to be given complainant where head decides to disclose	X*
43(1)	Notices to third parties (of application for federal court review)	X*
44(2)	Notices to applicant (of application for federal court	X*

	review by third party)	
52(2)(3)	Special rules for hearings related to international affairs and defence information	X*
71(2)	Exempt information severed from manuals	X*
72	Annual report to Parliament	X*

**\*denotes that the ATIP Coordinator is authorized to act and/or sign, subject to reviewing the decision beforehand with the President & CEO**