



SUSTAINABLE DEVELOPMENT  
TECHNOLOGY CANADA

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TECHNOLOGIES DU DÉVELOPPEMENT  
DURABLE CANADA

## **ANNUAL REPORT TO PARLIAMENT**

### **ADMINISTRATION OF THE *ACCESS TO INFORMATION ACT***

**April 1, 2017 – March 31, 2018**

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## Introduction

Sustainable Development Technology Canada (SDTC) is pleased to submit to the Minister of Innovation, Science and Economic Development, for tabling in Parliament, its annual report on the administration of the *Access to Information Act* for the reporting period commencing April 1, 2016 and ending March 31, 2017. 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 foundation created by the Government of Canada to support Canadian companies with the potential to become world leaders in their efforts to develop and demonstrate new environmental technologies that address climate change, clean air, clean water and clean soil.

Governance and oversight of the Foundation's activities are provided by an independent, 15-member Board of Directors made up of private and not-for-profit sector leaders from across Canada with a broad range of experience and expertise. This Board oversight includes accountability for the management of the Foundation's financial matters, strategic direction and business affairs. A list of the current Board of Directors and Members of the Foundation can be found at [sdtc.ca](http://sdtc.ca).

## Accountability to Parliament

In addition to being accountable to its Board of Directors, SDTC is accountable to Parliament through the Minister of Innovation, Science and Economic Development Canada (ISED).

In its accountability to Parliament, SDTC adheres to many federal Acts and has been asked to participate in a number of federal reviews and evaluations undertaken by federal government departments including the Office of the Auditor General of Canada and the Treasury Board of Canada Secretariat.

Budget 2017 characterized SDTC as a flagship program and included an additional investment of \$400 million over five years to re-capitalize the SD Tech Fund. This \$400 million commitment is the single largest investment to SDTC made by the Government of Canada since inception in 2001.

Since 2001, the Government of Canada has committed \$1.364 billion to SDTC.

## Mission

SDTC's mission is to be a catalyst and convenor for Canada's cleantech ecosystem by helping Canadian entrepreneurs accelerate the development and deployment of globally competitive clean technology solutions.

To realize this mission, SDTC seeks to:

1. Fund the development and demonstration of new sustainable development technologies related to climate change, clean air, clean water and clean soil.

2. Foster and encourage innovative collaboration and partnering amongst the private sector, academia, not-for-profit and other like-mandated organizations to develop and demonstrate environmental technologies with respect to climate change, clean air, clean water and clean soil.
3. Promote timely diffusion of new sustainable development technologies across key economic sectors in Canada.

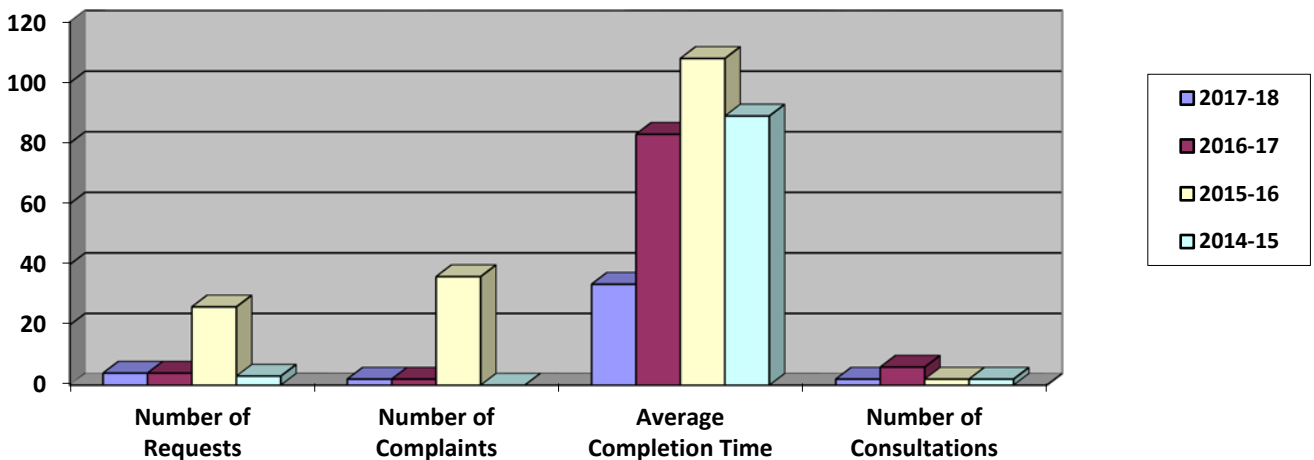
## Access to Information activities

The President & CEO is the designated head of the institution for the *Access to Information Act*. The President & CEO, with support from the VP Performance, 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 one ATIP Coordinator and relies on the advice and guidance of consultants and legal advisors 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.

## Interpretation of Access to Information statistical reports



From the above statistical analysis comparing this fiscal to the past three, SDTC received a typical amount of ATI requests and complaints. SDTC has implemented an *Access to Information and Privacy* processing software which reflects the reduction in average completion time. This software monitors and alerts the ATIP Coordinator to approaching deadlines. SDTC continues to work towards the implementation of an electronic records document management system which will significantly reduce the amount of time it takes to collect requested records.

During the reporting period SDTC received four Access to Information requests and two complaints. SDTC works closely with the Office of the Information Commissioner to address these complaints. Our procedures are highly detailed and well supported for the decisions we make when releasing information through the ATI Act. Therefore, the majority of complaints that have been filed against SDTC have been resolved as unfounded.

There were six formal training sessions conducted during the reporting period attended by 38 individuals. The ATIP Coordinator attended quarterly community meetings hosted by Treasury Board Secretariat. Continuous advice and recommendations were provided by consultants and legal counsel on an as required basis to management and staff.

No audits were conducted during the reporting period.

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

For 2017-2018, the costs directly associated with the administration of the *Access to Information Act* are estimated at \$53,240.

Staff	\$40,260
Consultant fees	\$12,980
Office Equipment and Supplies	\$0

## APPENDIX A - Statistical Report



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

Name of institution: Sustainable Development Technology Canada

Reporting period: 2017-04-01 to 2018-03-31

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

#### 1.1 Number of requests

	Number of Requests
Received during reporting period	4
Outstanding from previous reporting period	0
<b>Total</b>	<b>4</b>
Closed during reporting period	4
Carried over to next reporting period	0

#### 1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	0
Business (private sector)	3
Organization	0
Public	1
Decline to Identify	0
<b>Total</b>	<b>4</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	0	0	0	0	0
Disclosed in part	0	1	0	1	0	0	0	2
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	2	0	0	0	0	0	2
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>3</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>

### 2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	1	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	0	18(d)	0	21(1)(a)	0
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	0
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	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)	0	16.1(1)(d)	0	19(1)	2	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	0
15(1) - Def.*	0	16.3	0	20(1)(b)	2	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)	1		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
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	0	0	0
Disclosed in part	1	1	0
<b>Total</b>	1	1	0

## 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	0	0	0
Disclosed in part	1707	369	2
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	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	1	303	0	0	1	66	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>	0	0	1	303	0	0	1	66	0	0



### 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	0	0	2
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>0</b>	<b>0</b>	<b>2</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
0	0	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	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</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	0	0	0	0
Disclosed in part	0	0	0	1
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>	0	0	0	1

### 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	0	0	0	1
61 to 120 days	0	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
<b>Total</b>	0	0	0	1

## Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	4	\$20	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>	4	\$20	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 period	4	19	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	4	19	0	0
Closed during the reporting period	4	19	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	2	0	0	0	0	0	0	2
Disclose in part	2	0	0	0	0	0	0	2
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>	4	0	0	0	0	0	0	4

### 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
2	0	0	2

## 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		\$40,260
Overtime		\$0
Goods and Services		\$12,980
• Professional services contracts	\$12,980	
• Other	\$0	
<b>Total</b>		<b>\$53,240</b>

### 9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.66
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.06
Students	0.00
<b>Total</b>	<b>0.72</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 29, 2018

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

Section or subsection of the Act	Description	VP Performance
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 review by third party)	X
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