



SUSTAINABLE DEVELOPMENT
TECHNOLOGY CANADA

TECHNOLOGIES DU DEVELOPPEMENT
DURABLE CANADA

**ANNUAL REPORT
TO PARLIAMENT
ADMINISTRATION OF THE
*ACCESS TO INFORMATION ACT***

April 1, 2019–March 31, 2020

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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, 2019 and ending March 31, 2020. 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 the largest funder of cleantech entrepreneurs in Canada. Four years ago, we reimagined and transitioned the way we do business. We used to disperse \$70 million a year, we have accelerated that to almost \$121 million. Our streamlined approach to working with clients has deepened our understanding of the resiliency firms must have to scale-up. SDTC's world-class due diligence, faster decision times, expertise and knowledge allow companies to access support when they need it most. The Government of Canada's commitment in Budget 2017 helped to accelerate a transition at SDTC. We transformed our work to meet our clients' needs allowing them to focus their human capital on developing globally relevant firms, skills and solutions that can compete in a cutthroat global cleantech market.

In 2001, the Government of Canada created SDTC to identify and support Canadian companies with the potential to become leaders in developing new environmental technologies. Our goal is to support companies from seed through to success and we have invested over \$1.15 billion to make this happen. These companies are creating tens of thousands of jobs and reducing millions of greenhouse gas emissions annually in Canada and around the world.

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.

Mission

SDTC's mission is to identify and fund Canadian companies developing and demonstrating new technologies with the potential to transform the environmental and economic prosperity of Canada. With our support and funding, we want to accelerate their ability to become global leaders in their field.

We do this by:

- Funding the development and demonstration of new environmental technologies
- Fostering and encouraging collaboration among organizations in the private sector, academia, the not-for-profit sector and others to develop and demonstrate new technologies
- Promoting the timely diffusion of new technologies across key economic sectors in Canada

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.

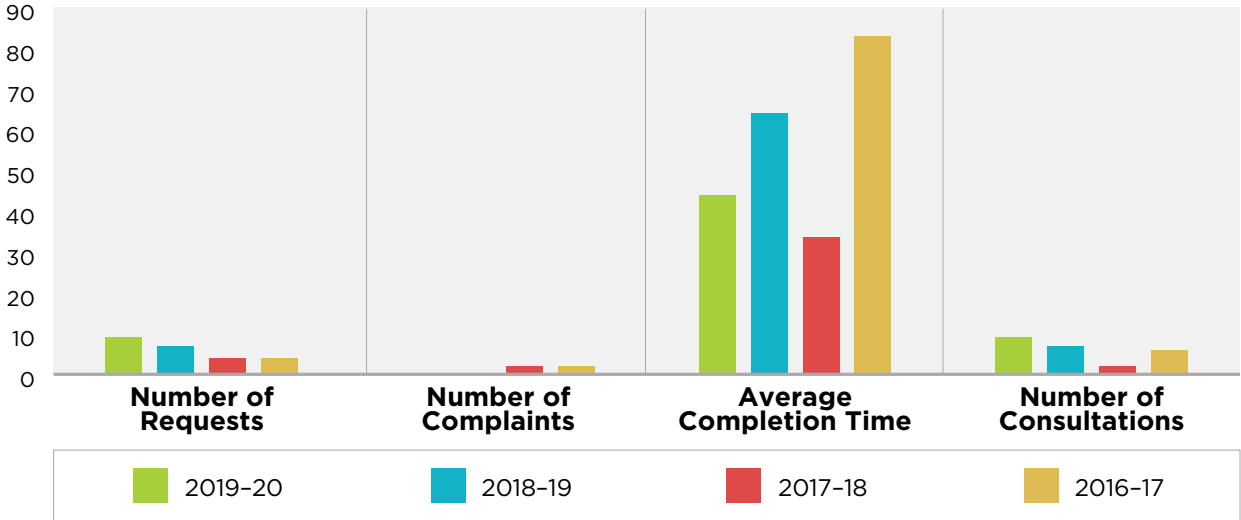
Access to Information activities

The President & CEO is the designated head of the institution for the *Access to Information Act*. The President & CEO, with support from the VP Partnerships & Ecosystem, 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; and
- 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’s number of incoming requests is trending upwards while complaints and average completion time are down. SDTC is currently deploying an electronic records document management system which will significantly reduce the amount of time it takes to collect responsive records.

During the reporting period, SDTC received nine Access to Information requests and no complaints. SDTC works closely with the Office of the Information Commissioner (OIC) to address complaint files that remain open from previous fiscal years. Between 2015 and 2018, SDTC received a total of 44 complaints. Of these, 26 complaints were discontinued, one complaint was not well founded and resolved, and eight complaints were well founded and resolved. SDTC is actively working with the OIC on two complaint files, while the remaining seven are awaiting assignment to an investigator by the OIC.

There were three formal training sessions conducted during the reporting period. Two training sessions were refreshers for existing staff, and one was part of the onboarding process for new staff. 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 2019-2020, the costs directly associated with the administration of the *Access to Information Act* are estimated at \$78,553.

Staff	\$ 23,817
Consultant fees	\$ 54,736
Office Equipment and Supplies	\$ 3,390

Appendix A – Statistical Report

Statistical Report on the *Access to Information Act*

Name of institution: Sustainable Development Technology Canada

Reporting period: 2019-04-01 to 2020-03-31

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

1.1 NUMBER OF REQUESTS

	Number of Requests
Received during reporting period	9
Outstanding from previous reporting period	1
Total	10
Closed during reporting period	9
Carried over to next reporting period	1

1.2 SOURCES OF REQUESTS

Source	Number of Requests
Media	5
Academia	0
Business (private sector)	0
Organization	0
Public	3
Decline to Identify	1
Total	9

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	More Than 365 Days	Total
0	0	0	0	0	0	0	0

Section 2: Decline to act on vexatious, made in bad faith or abuse of right 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
Carried over to next reporting period	0

Section 3: Requests Closed During the Reporting Period

3.1 DISPOSITION AND COMPLETION TIME

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	3	1	3	0	0	0	7
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	1	0	0	0	0	0	0	1
Request transferred	1	0	0	0	0	0	0	1
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Decline to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
Total	2	3	1	3	0	0	0	9

3.2 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)	0	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)	2
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	2
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)	3	22.1(1)	0
15(1) – I.A.*	0	16.2(1)	0	20(1)(a)	0	23	1
15(1) – Def.*	0	16.3	0	20(1)(b)	4	23.1	0
15(1) – S.A.*	0	16.31	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(c)	3	26	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(d)	2		
16(1)(a)(iii)	0	16.5	0				
16(1)(b)	0	16.6	0				
16(1)(c)	0	17	0				
16(1)(d)	0						

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

3.3 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

3.4 FORMAT OF INFORMATION RELEASED

Paper	Electronic	Other
0	7	0

3.5 COMPLEXITY

3.5.1 Relevant pages processed and disclosed

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
1,178	450	7

3.5.2 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	3	34	3	269	1	147	0	0	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
Total	3	34	3	269	1	147	0	0	0	0

3.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	3	0	0	0	3
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	3	0	0	0	3

3.6 CLOSED REQUESTS

3.6.1 Number of requests closed within legislated timelines

	Requests closed within legislated timelines
Number of requests closed within legislated timelines	9
Percentage of requests closed within legislated timelines (%)	100

3.7 DEEMED REFUSALS

3.7.1 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
0	0	0	0	0

3.7.2 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	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
Total	0	0	0

3.8 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 4: Extensions

4.1 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	1	0	0	3
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
Total	1	0	0	3

4.2 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	1	0	0	0
31 to 60 days	0	0	0	2
61 to 120 days	0	0	0	1
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	1	0	0	3

Section 5: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	9	\$45	0	\$0
Other fees	0	\$0	0	\$0
Total	9	\$45	0	\$0

Section 6: Consultations Received From Other Institutions and Organizations

6.1 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	8	63	1	2
Outstanding from the previous reporting period	0	0	0	0
Total	8	63	1	2
Closed during the reporting period	7	29	1	2
Carried over to next reporting period	1	34	0	0

6.2 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	7	0	0	0	0	0	0	7
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
Total	7	0	0	0	0	0	0	7

6.3 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	1	0	0	0	0	0	0	1
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
Total	1	0	0	0	0	0	0	1

Section 7: Completion Time of Consultations on Cabinet Confidences

7.1 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
Total	0	0	0	0	0	0	0	0	0	0

7.2 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
Total	0	0	0	0	0	0	0	0	0	0

Section 8: Complaints and investigations

Section 32 Notice of intention to investigate	Subsection 30(5) Ceased to investigate	Section 35 Formal representations	Section 37 Reports of finding received	Section 37 Reports of finding containing recommendations issued by the Information Commissioner	Section 37 Reports of finding containing orders issued by the Information Commissioner
0	0	0	2	0	0

Section 9: Court Action

9.1 COURT ACTIONS ON COMPLAINTS RECEIVED BEFORE JUNE 21, 2019 AND ON-GOING

Section 41 (before June 21, 2019)	Section 42	Section 44
0	0	0

9.2 COURT ACTIONS ON COMPLAINTS RECEIVED AFTER JUNE 21, 2019

Section 41 (after June 21, 2019)				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

Section 10: Resources Related to the *Access to Information Act*

10.1 COSTS

Expenditures	Amount
Salaries	\$23,817
Overtime	\$0
Goods and Services	\$54,736
• Professional services contracts	\$51,346
• Other	\$3,390
Total	\$78,533

10.2 HUMAN RESOURCES

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.50
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.50
Students	0.00
Total	1.00

Note: Enter values to two decimal places.

Appendix B – Additional Reporting Requirements

Section	Number of Requests
16.3 Investigation under the Elections Act	0
16.6 National Security and Intelligence Committee	0
23.1 Patent or Trademark privilege	0

PREVIOUSLY RELEASED ATI PACKAGE RELEASED INFORMALLY

Institution	Number of informal releases of previously released ATI packages
Sustainable Development Technology Canada	1

Appendix C – Delegation Order

Access to Information Act

The designated Head of the Canada Foundation for Sustainable Development Technology (SDTC), pursuant to section 95 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	Date
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* S.C. 1980-82, c.111

SCHEDULE TO THE ACCESS TO INFORMATION ACT DELEGATION ORDER

Section or subsection of the Act	Description	ATIP Coordinator	Vice President Partnerships & Ecosystem
7(a)	Notice where access requested	X	X
8(1)	transfer of request to/from another institution	X	X
9	extension of time limits	X	X
11(2)(3)(4) (5)(6)	additional fees	X	X
12(2)(b)	language of access	X*	X
12(3)(b)	access in alternative format	X*	X
13	exemption - information obtained in confidence from other government	X*	X
14	exemption - injurious to conduct of federal-provincial affairs	X*	X
15	exemption - injurious to foreign affairs or defence	X*	X
16	exemption - injurious to law enforcement, security, certain investigations	X*	X
17	exemption - threat to safety of individuals	X*	X
18	exemption - injury to economic interests of Canada	X*	X
19	exemption - personal information	X*	X
20	exemption - third party information	X*	X
21(1)	exemption - advice, recommendations	X*	X
22	exemption - testing and audit procedures	X*	X
23	exemption - solicitor/client privilege	X*	X
24	exemption - statutory prohibition against disclosure	X*	X
25	Severance of information	X	X
26	exemption - information to be published within 90 days	X	X
27(1)(4)	third party notification	X	X
28(1)(2)(4)	third party notifications	X	X
29(1)	notice where head decides to disclose based on recommendation of the Commissioner	X	X

continued on next page

Section or subsection of the Act	Description	ATIP Coordinator	Vice President Partnerships & Ecosystem
33	Investigations of complaints - advising the Information Commissioner of third parties	X	X
35(2)	right to make representations re: complaint	X*	X
37(4)	access to be given complainant where head decides to disclose	X	X
43(1)	notices to third parties (of application for federal court review)	X	X
44(2)	notices to applicant (of application for federal court review by third party)	X	X
52(2)(3)	special rules for hearings related to international affairs and defence information	X*	X
71(2)	exempt information severed from manuals	X	X
72	annual report to Parliament	X	X

* denotes that the ATIP Coordinator is authorized to act and/or sign, subject to reviewing the decision beforehand with the Vice President Partnerships & Ecosystem.



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