



**SUSTAINABLE DEVELOPMENT  
TECHNOLOGY CANADA**

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**TECHNOLOGIES DU DEVELOPPEMENT  
DURABLE CANADA**

**ANNUAL REPORT TO PARLIAMENT**

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

**April 1, 2022 – March 31, 2023**

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## Introduction

Sustainable Development Technology Canada (SDTC) is pleased to submit to the Minister of Innovation, Science and Industry, for tabling in Parliament, its annual report on the administration of the *Access to Information Act* for the reporting period commencing April 1, 2022 and ending March 31, 2023. 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) helps Canadian companies develop and deploy sustainable technologies by delivering critical funding support and promoting the development of a robust Canadian ecosystem that supports innovation. 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

As an independent federal foundation and flagship program, our funding of Canadian entrepreneurs has created jobs, growth, and long-term prosperity for Canada. Since inception, SDTC has invested over \$1.53 billion in Canadian companies who have created nearly 21,000 jobs and are generating \$3.1 billion in annual revenues. Our companies have reduced greenhouse gas emissions by an estimated 22.6 megatonnes annually, equivalent to taking almost 7 million cars off the roads every year.

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](https://sdtc.ca).

## Mission

Our mission is to identify and fund Canadian companies that are developing, demonstrating and commercializing new technologies with the potential to transform Canada's environmental and economic prosperity. With our support and funding during seed, start-up and scale-up stages, we are accelerating Canadian companies' ability to become global leaders in their fields.

## Accountability to Parliament

SDTC is accountable to Parliament through the Honourable François-Philippe Champagne, Minister of Innovation, Science and Industry.

Our Board of Directors is responsible for the strategic vision of the foundation and provides fiduciary oversight through four sub-committees: Audit, Governance and Nominating, Human Resources, and Project Review.

Collectively, the Board of Directors brings experience and expertise from multiple sectors and represents diversity in gender, language, ethnicity and region. For the current list of Directors, visit: [www.sdtc.ca](http://www.sdtc.ca).

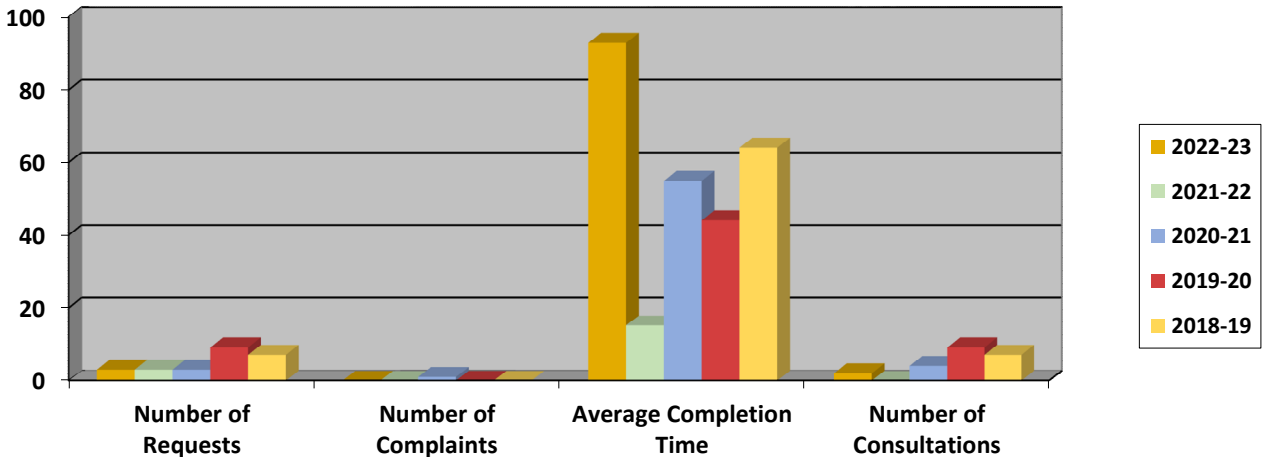
## Access to Information activities

The President & CEO is the designated head of the institution for the *Access to Information Act*. The President & CEO, with support from the VP People & Technology, 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 remains low, and complaints and average completion time are down. SDTC's ability to fulfill its Access to Information Act responsibilities were not affected by COVID-19.

During the reporting period, SDTC received three Access to Information requests. SDTC has not received any complaints during the previous two reporting periods. We work closely with the Office of the Information Commissioner (OIC) to address complaint files that remain open from previous fiscal years. Between 2015 and 2021, SDTC received a total of 45 complaints. Of these, 33 complaints were discontinued, two complaints were not well founded and resolved, and nine complaints were well founded and resolved. One complaint is before the courts awaiting a final decision.

There were eight formal training sessions conducted during the reporting period. The training sessions were a mix of new employee onboarding and ATIP refreshers for existing 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 2022-2023, the costs directly associated with the administration of the *Access to Information Act* are estimated at \$76,298.

Salaries	\$5,237
Professional services contracts	\$71,061

## APPENDIX A - Statistical Report

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

**Name of institution:** Sustainable Development Technology Canada

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

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

#### 1.1 Number of requests

		Number of Requests
Received during reporting period		3
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
<b>Total</b>		<b>3</b>
Closed during reporting period		3
Carried over to next reporting period		0
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

#### 1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	0
Business (private sector)	0
Organization	0
Public	3
Decline to Identify	0
<b>Total</b>	<b>3</b>

#### 1.3 Channels of requests

Source	Number of Requests
Online	3
E-mail	
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	<b>3</b>

### Section 2: Informal Requests

#### 2.1 Number of informal requests

		Number of Requests
Received during reporting period		1
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
<b>Total</b>		<b>1</b>
Closed during reporting period		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
0	0	0	0	0	0	0	0	0	0

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

	Number of Requests
Outstanding from previous reporting period	0
Sent during reporting period	0
<b>Total</b>	<b>0</b>
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	0
Withdrawn during reporting period	0
Carried over to next reporting period	0

**Section 4: Requests Closed During the Reporting Period****4.1 Disposition and completion time**

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	1	0	1
All exempted	0	1	0	0	0	0	0	1
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
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	1	0	0	0	0	0	1
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>3</b>

## 4.2 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)	1
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	1
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)	1	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)	1	23.1	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	1	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	0	17	0				
16(1)(c)	0						
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)	1	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

## 4.4 Format of information released

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

## 4.5 Complexity

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

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
4900	4093	3



**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
<b>Total</b>	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	0	1	0	1
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
Neither confirmed nor denied	0	1	0	1
Declined to act with the approval of the Information Commissioner	0	0	0	0
<b>Total</b>	0	2	0	2

## 4.6 Closed requests

### 4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	3
Percentage of requests closed within legislated timelines (%)	100

## 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
0		0	0	0

### 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	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>	0	0	0

## 4.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	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	0	0	0	0
Disclosed in part	1	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
No records exist	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 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	0	0	0	0
31 to 60 days	0	0	0	0
61 to 120 days	0	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	1	0	0	0
365 days or more	0	0	0	0
<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	3	\$15.00	0	\$0.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
<b>Total</b>	<b>3</b>	<b>\$15.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>



**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	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

**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
<b>Total</b>	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
0	0	0

**9.2 Investigations and Reports of finding**

Section 37(1) Initial Reports			Section 37(2) Final Reports		
Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
0	0	0	0	0	0

**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		\$5,237
Overtime		\$0
Goods and Services		\$71,061
• Professional services contracts	\$71,061	
• Other	\$0	
<b>Total</b>		<b>\$76,298</b>

### 11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.200
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.200
Students	0.000
<b>Total</b>	<b>0.400</b>

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

## APPENDIX B - Additional Reporting Requirements

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

 Name of institution: Sustainable Development Technology Canada

 Reporting period: 2022-04-01 to 2023-03-31
**Section 1: Capacity to Receive Requests under the Access to Information Act and the Privacy Act**

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

	Number of Weeks
Able to receive requests by mail	52
Able to receive requests by email	52
Able to receive requests through the digital request service	52

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

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

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

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

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

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

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

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	0	0	0
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Row 11, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the Access to Information Act

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

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0

Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	2
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
<b>Total</b>	<b>2</b>

#### Section 4: Open Requests and Complaints Under the Privacy Act

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

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	0	0	0
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Row 11, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the *Privacy Act*

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

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

#### Section 5: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2022-2023?	No
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#### Section 6: Universal Access under the Privacy Act


How many requests were received from confirmed foreign nationals outside of Canada in 2022-2023?	0
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Row 1, Col. 1 of Section 6 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the *Privacy Act*

## 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.

DocuSigned by:  
  
3BEF88EEA60B479...

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Leah Lawrence  
President and CEO

August 17, 2023 | 15:42:29 EDT

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Date

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

## Sustainable Development Technology Canada

## Schedule to the Access to Information Act Delegation Order

Section or subsection of the Act	Description	ATIP Coordinator	Vice President People & Technology
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
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, People & Technology.

**Certificate Of Completion**

Envelope Id: 4B8DBD50F7674F5A9F4E7425BA3EF1F8	Status: Completed
Subject: Complete with DocuSign: 2022-2023-ATI-Annual-Report-EN.pdf	
Source Envelope:	
Document Pages: 22	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Steven Engel
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	45 O'Connor Street
	Suite 1850
	Ottawa, ON K1P 1A4
	s.engel@sdtc.ca
	IP Address: 64.201.202.102

**Record Tracking**

Status: Original	Holder: Steven Engel	Location: DocuSign
August 17, 2023   14:54	s.engel@sdtc.ca	

**Signer Events**

Leah Lawrence  
 l.lawrence@sdtc.ca  
 President and CEO  
 Sustainable Development Technology Canada  
 Security Level: Email, Account Authentication (None)

**Signature**



Signature Adoption: Uploaded Signature Image  
 Using IP Address: 216.208.243.202  
 Signed using mobile

**Timestamp**

Sent: August 17, 2023 | 14:57  
 Viewed: August 17, 2023 | 15:41  
 Signed: August 17, 2023 | 15:42

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

**In Person Signer Events**

**Signature**

**Timestamp**

**Editor Delivery Events**

**Status**

**Timestamp**

**Agent Delivery Events**

**Status**

**Timestamp**

**Intermediary Delivery Events**

**Status**

**Timestamp**

**Certified Delivery Events**

**Status**

**Timestamp**

**Carbon Copy Events**

**Status**

**Timestamp**

**Witness Events**

**Signature**

**Timestamp**

**Notary Events**

**Signature**

**Timestamp**

**Envelope Summary Events**

**Status**

**Timestamps**

Envelope Sent	Hashed/Encrypted	August 17, 2023   14:57
Certified Delivered	Security Checked	August 17, 2023   15:41
Signing Complete	Security Checked	August 17, 2023   15:42
Completed	Security Checked	August 17, 2023   15:42

**Payment Events**

**Status**

**Timestamps**