



## **Parks Canada Agency**

2023-2024

ANNUAL REPORT TO PARLIAMENT

*Access to Information Act*

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## ***Access to Information Act***

Annual Report (April 1, 2023 to March 31, 2024)

### **Introduction**

Parks Canada Agency is pleased to submit to Parliament its annual report on the administration of the *Access to Information Act* for the reporting period commencing on April 1, 2023, and ending on March 31, 2024.

This report is prepared and tabled in accordance with the following:

- section 94 of the *Access to Information Act*, which requires that the head of every federal institution prepare and submit an annual report to Parliament on the administration of the act in the institution during the fiscal year.
- section 20 of the *Service Fees Act*, which requires that a responsible authority report annually to Parliament on the fees collected by institutions.

### **Purpose of the *Access to Information Act***

The purpose of the *Access to Information Act* is to enhance the accountability and transparency of federal institutions to promote an open and democratic society and to enable public debate on the conduct of those institutions. To further that purpose:

- Part 1 extends the present laws of Canada to provide a right of access to information in records under the control of a government institution in accordance with the principles that government information should be available to the public, that necessary exceptions to the right of access should be limited and specific, and that decisions about the disclosure of government information should be reviewed independently of government.
- Part 2 sets out requirements for the proactive publication of information.

### **Mandate of Parks Canada Agency**

The Parks Canada Agency's mandate is to protect and present nationally significant examples of Canada's natural and cultural heritage and to foster public understanding, appreciation and enjoyment in ways that ensure their ecological and commemorative integrity for present and future generations. The Agency is responsible for operations under multiple pieces of federal legislation and protects approximately 450 000 km<sup>2</sup> of Canada's terrestrial, marine and freshwater ecosystems. It is the steward of 48 national

parks, one national urban park, five national marine conservation areas (NMCA) and 171 national historic sites, including nine heritage canals. The Agency is highly decentralized with team members located across the country and often in remote areas.

### **Organizational Structure**

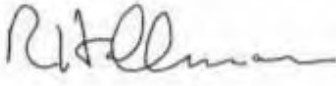
During this reporting period, Parks Canada's Access to Information and Privacy (ATIP) Office was part of the Corporate Communications Branch. The Access to Information and Privacy Office is comprised of six (6) full-time employees responsible for implementing and managing services related to the administration of the *Access to Information Act* and the *Privacy Act*. The team is also responsible for providing advice to Parks Canada employees as they fulfill their obligations under both *Acts* including requirements for the proactive publication of information.

Internal tools and procedures have been developed to support the Agency in meeting its obligations under the *Access to Information Act*, regulations and Treasury Board policies and are regularly reviewed and improved.

Parks Canada met its statutory deadlines for all requests during the reporting period and ensured proactive publication requirements were met. Parks Canada is committed to transparency, service to Canadians and the expeditious processing of access to information requests and has put in place the systems and processes necessary to meet this commitment.

Parks Canada did not enter in any service agreements under section 96 of the *Access to Information Act* during the reporting period.

## Delegation Order

<b>Arrêté sur la délégation en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels</b>	<b>Access to Information Act and Privacy Act Delegation Order</b>
<p>En vertu de l'article 95 de la <i>Loi sur l'accès à l'information</i> et de l'article 73 de la <i>Loi sur la protection des renseignements personnels</i>, le directeur général et président de l'Agence Parcs Canada délègue aux titulaires de postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont il est, en qualité de responsable de l'Agence Parcs Canada désigné par le Décret sur la désignation des responsables d'institutions fédérales (<i>Loi sur l'accès à l'information</i>) et le Décret sur la désignation des responsables d'institutions fédérales (<i>Loi sur la protection des renseignements personnels</i>), investi par les articles de ces lois mentionnés en regard de chaque poste. Le présent arrêté sur la délégation remplace et annule tout arrêté sur la délégation pris précédemment.</p>	<p>The Chief Executive Officer and President of the Parks Canada Agency, pursuant to Section 95 of the <i>Access to Information Act</i> and Section 73 of the <i>Privacy Act</i> and in his capacity as the head of the Parks Canada Agency designated by the <i>Access to Information Act</i> Heads of Government Institutions Designation Order and the <i>Privacy Act</i> Heads of Government Institutions Designation Order, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers and functions pursuant to the provisions of the aforementioned Acts set out in the schedule below opposite each position. This Delegation Order replaces any delegation order made previously.</p>
Datée, à la Ville de Gatineau, ce	jour de
Dated, at the City of Gatineau, this	day of
	MAR 26 2020
<p style="text-align: center;"> Ron Hallman Président et Directeur général, Agence Parcs Canada President &amp; Chief Executive Officer, Parks Canada Agency</p>	

<b>ANNEXE / SCHEDULE</b>		
<b>Poste / Position</b>	<b><i>Loi sur l'accès à l'information et règlements / Access to Information Act and Regulations</i></b>	<b><i>Loi sur la protection des renseignements personnels et règlements / Privacy Act and Regulations</i></b>
Vice-Président, Direction générale des relations externes et de l'expérience du visiteur / Vice-President, External Relations and Visitor Experience Directorate	Autorité absolue / Full authority	Autorité absolue / Full authority
Gestionnaire, Bureau de l'accès à l'information et de la protection des renseignements personnels (AIPRP) / Manager, Access to Information and Privacy Office (ATIP)	Autorité absolue / Full authority	Autorité absolue / Full authority
Analyste principal (PM-05) / Senior analyst (PM-05)	Sections 7 and 9 of the Access to Information Act	Sections 14 and 15 of the Privacy Act

## Performance 2023-2024

The following report represents an overview of activities carried out within the Agency during the reporting period of April 1, 2023 to March 31, 2024. The Statistical Report (Appendix A) contains detailed statistics on the Access to Information requests processed under the *Access to Information Act*.

Between April 1, 2023 and March 31, 2024, Parks Canada received one hundred and fifty-six (156) formal information requests under the *Access to Information Act*. Twenty-nine (29) requests were carried forward from the previous reporting period. Eight (8) requests were carried forward to the next reporting period for the following reasons: required additional time to allow for consultations with third parties or other government entities and volume of records. Parks Canada responded to all requests received by the Agency within legislated timelines.

The following is a breakdown of the number of completed requests broken down by completion times:

<b>Number of Days</b>	<b>Number of Completed Requests</b>
1 to 15 days	28
16-30 days	64
31 to 60 days	12
61-120 days	28
121-180 days	18
181- 365 days	4
More than 365 days	0

Two (2) active complaints were outstanding from the previous reporting period. One complaint (1) was received in fiscal year 2022-2023 and one was received in fiscal year 2019-2020. Parks Canada worked closely with the Office of the Information Commissioner and resolved six (6) complaints that were outstanding from previous reporting periods and three (3) complaints that were received in fiscal year 2023-24.

Extensions were taken for sixty-nine (69) requests. Twenty (20) requests were due to the complexity of the requests. Three (3) extensions were taken to allow sufficient time for consultations relating to s.69 of the *Act*. Forty-three (43) extensions were taken to provide for sufficient time to consult with other government institutions. Forty-seven (47) extensions were taken for third-party notices. Some requests had more than one reason for an extension which explains why the total number of extensions is greater than sixty-nine (69) requests.

The Agency received forty-four (44) consultations under the *Access to Information Act* from other government institutions. Four (4) consultations were carried forward from the previous reporting period. Forty (40) consultations were completed before the end of March 2024. Five (5) requests were received from other organizations and completed before March 31, 2024.

The following is a percentage breakdown by disclosure types for access requests completed in 2023-2024:

<b>Disclosure</b>	<b>Percentage</b>
All disclosed	23%
Disclosed in part	61%
No records existed	11%
Requests abandoned	5%
All exempted	0%
Transferred to another institution	0%

The following is a percentage breakdown by source of information requests received during 2023-2024:

<b>Source of Request</b>	<b>Percentage</b>
Media	14%
Academia	3%
Business (private sector)	19%
Organization	5%
Public	34%
Decline to Identify	25%

Hundred-eighty-nine (189) informal requests were released under the *Access to Information Act*, which represent a 93% increase from the previous reporting period. These requests concerned documents that were previously disclosed in response to information requests.

In addition, Agency officials respond to informal requests from the public and contact the ATIP Office for guidance on the disclosure of information through informal processes. Agency officials are aware of the importance of the legislation and promptly refer formal information requests to the ATIP Office.

The ATIP Office also reviewed responses to parliamentary questions and audit and evaluation reports for publishing on the Agency's website and provided strategic advice on Access to Information in support of the Agency's programs. The ATIP Office also reviewed all material that is subject to proactive disclosure.

The ATIP Office continued delivering responses electronically via Canada Post Connect and ATIP Online.

### **Training and Awareness**

Facilitating efficient and transparent access to information and to personal information for Canadians is a priority for Parks Canada.

To ensure that all Agency employees understand their responsibilities and obligations regarding the legislation, including the proactive publication of Part 2, awareness sessions are offered periodically to provide information on the provisions of the *Access to Information Act*.



The participation of ATIP Office team members in several meetings on new initiatives, programs and services offered by the agency created opportunities to meet with many employees from different sectors. ATIP focused on customized, program-specific training for the different responsibilities of each Parks Canada program and service.

As a result of the relationships built through these meetings, Parks Canada employees have a better understanding of the impact of access to information and privacy on the programs and activities they deliver. They have the knowledge to provide relevant documents with appropriate recommendations for processing requests.

The development of these relationships has been beneficial to the Agency, with employees in Offices of Primary Interest sending ninety-four (94) questions related to the ATIP request.

The Agency put a focus on training its employees as to their responsibilities pertaining to access to information and privacy during the last reporting period. This year, eighteen (18) training sessions were given to Agency employees in 2023-2024. In total, three hundred and ninety-eight (398) employees attended these sessions.

### **Policies, Guidelines, Procedures and Initiatives**

No new Agency policy regarding administration of the *Access to Information Act* was implemented during the reporting period.

### **Proactive Publication under Part 2 of the ATIA**

The ATIP Office works collaboratively with Parliamentary Affairs, the Executive Coordination Office and Chief Financial Directorate to fulfill the proactive disclosure requirements found in Part 2 of the *Access to Information Act*.

During the 2023-2024 reporting period, the ATIP Office collaborated with program leads in Parliamentary Affairs, the Executive Coordination Office and Chief Financial Directorate review and publish the relevant information in accordance with the legislative requirements.

Parks Canada's proactive publications along with a summary list of completed access to information requests can be found on the Parks Canada website under Transparency ([parks.canada.ca/agence-agency/dp-pd](https://parks.canada.ca/agence-agency/dp-pd)) and the Open Government Portal (<https://search.open.canada.ca>)

As part of the process, Parks Canada's team responsible for publishing information related to contracts implemented to better manage the acquisitions of goods and services at Parks Canada within financial system. Reports are pulled from the financial system and data is then validated and corrected to the extent possible. Training and tools were developed for users to improve quality of data going into the system.

Parliamentary Affairs is responsible for proactively publishing packages of briefing materials for Deputy Head's appearance before a parliamentary committee. As part of the process, Parliamentary Affairs tasks Directorates to prepare materials for the Deputy Head's appearance before a Parliamentary and advises the ATIP Office of upcoming appearances and the deadline for proactive publication. Parliamentary Affairs provides confirmation to the ATIP Office once the information has been published.

The below noted table lists Parks Canada’s compliance rates of proactive publication requirements for 2023-24.

### Proactive Publication Requirements Table

Legislative Requirement	Section	Publication Timeline	Institutional Requirement
<b>All Government Institutions as defined in section 3 of the <i>Access to Information Act</i></b>			
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	100%
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	100%
Reports tabled in Parliament	84	Within 30 days after tabling	100%
<b>Government entities or Departments, agencies, and other bodies subject to the Act and listed in Schedules I, I.1, or II of the <i>Financial Administration Act</i></b>			
Contracts over \$10,000	86	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	100%
Grants & Contributions over \$25,000	87	Within 30 days after the quarter	100%
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	N/A
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%
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	N/A
<b>Government institutions that are departments named in Schedule I to the <i>Financial Administration Act</i> or portions of the core public administration named in Schedule IV to that Act (i.e. government institutions for which Treasury Board is the employer)</b>			
Reclassification of positions	85	Within 30 days after the quarter	N/A
<b>Ministers</b>			
Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Within 120 days after appointment	N/A
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	N/A
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	N/A
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	N/A
Travel Expenses	75	Within 30 days after the end of the month of reimbursement	N/A
Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	N/A
Contracts over \$10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	N/A
Ministers’ Offices Expenses *Note: This consolidated report is currently published by TBS on behalf of all institutions.	78	Within 120 days after the fiscal year	N/A

## **Initiatives and Projects to Improve Access to Information**

Parks Canada's ATIP Office implemented new initiatives and projects to improve access to information within the institution during the reporting period. This includes activities such as:

Following the resolution of many complaints with the Office of the Information Commissioner, ATIP office has created specific tools for the ATIP Officer and the Office of Primary Interest to provide guidance on how to meet the ATI exemptions as well as rationale that demonstrate the current, probable and specific injury. As well as the creation of a template for the Agency discretion when applying exemption for ATI.

## **Summary of Key Issues and Actions Taken on Complaints**

During the reporting period under review, six (6) complaints were filed with the Office of the Information Commissioner of Canada.

Four (4) complaints concerned exemptions and two (2) for missing records. Parks Canada has worked closely and collaboratively with the Office of the Commissioner to resolve these complaints and of those complaints, four (4) were completed during the reporting period.

## **Monitoring Compliance**

The Agency monitors the time required to process access to information requests. When the need for improvements are identified, internal processes are adjusted. Parks Canada met its statutory deadlines for all requests during the reporting period.

Parks Canada has implemented a weekly report that provides Agency executives details on the status of active requests. The reports are shared with program liaisons and departmental senior managers as well as with the President & Chief Executive Officer's office to ensure that office of primary interests contribute to the Agency internal policy for no late requests.

ATIP Office reviewed and ensured the publishing of the accuracy and completeness of proactively published information under Part 2 of the *Act*. No monitoring was conducted during the reporting period.

Parks Canada's ATIP Office implemented a practice to seek approval when extending the legislative deadlines of an ATI request. All extension notices over 120 days require approval of the Vice-President, External Relations and Visitor Experience Directorate. All extension notices over 150 days require the President & Chief Executive Officer's

approval. This approach was developed to ensure compliance with the *Act* including extensions taken for inter-institutional consultations.

### **Reporting on Access to Information fees for the purposes of the *Service Fees Act***

The *Service Fees Act* requires a responsible authority to report annually to Parliament on the fees collected by the institution.

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*.

In accordance with the Interim Directive on the Administration of the *Access to Information Act*, issued on May 5, 2016, and the changes to the *Access to Information Act* that came into force on June 21, 2019, Parks Canada waives all fees prescribed by the *Act* and Regulations, other than the \$5 application fee set out in paragraph 7(1)(a) of the Regulations.

The total fees collected were \$725. The total of application fees waived was \$45.

A total of \$626,284 was incurred by the ATIP Secretariat to administer the *Access to Information Act*, including \$602,114 in salary costs and \$24,170 in material costs.

**2023-2024 Statistical Report on the *Access to Information Act***

The Statistical Report on the *Access to Information Act* is attached.



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

Name of institution: PARKS CANADA AGENCY

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		156
Outstanding from previous reporting periods		29
• Outstanding from previous reporting period	29	
• Outstanding from more than one reporting period	0	
<b>Total</b>		185
Closed during reporting period		154
Carried over to next reporting period		31
• Carried over within legislated timeline	29	
• Carried over beyond legislated timeline	2	

#### 1.2 Sources of requests

Source	Number of Requests
Media	23
Academia	5
Business (private sector)	29
Organization	7
Public	52
Decline to Identify	40
<b>Total</b>	156

#### 1.3 Channels of requests

Source	Number of Requests
Online	143
E-mail	13
Mail	0

In person	0
Phone	0
Fax	0
<b>Total</b>	<b>156</b>

**Section 2: Informal Requests**

**2.1 Number of informal requests**

		Number of Requests
Received during reporting period		189
Outstanding from previous reporting periods		1
• Outstanding from previous reporting period	1	
• Outstanding from more than one reporting period	0	
<b>Total</b>		<b>190</b>
Closed during reporting period		182
Carried over to next reporting period		8

**2.2 Channels of informal requests**

Source	Number of Requests
Online	174
E-mail	15
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	<b>189</b>

**2.3 Completion time of informal requests**

Completion Time							
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	Total
102	65	0	6	9	0	0	182

**2.4 Pages released informally**

<b>Less Than 100 Pages Released</b>	<b>100-500 Pages Released</b>	<b>501-1000 Pages Released</b>	<b>1001-5000 Pages Released</b>	<b>More Than 5000 Pages Released</b>
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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
7	55	2	535	0	0	1	1398	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
115	2841	31	7241	10	7227	16	41179	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>	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	5	25	3	2	0	0	0	35
Disclosed in part	4	33	9	26	18	4	0	94
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	11	6	0	0	0	0	0	17
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	8	0	0	0	0	0	0	8
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
<b>Total</b>	28	64	12	28	18	4	0	154

## 4.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	1	16(2)	32	18(a)	0	20.1	0
13(1)(b)	2	16(2)(a)	0	18(b)	17	20.2	0
13(1)(c)	6	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	1	16(2)(c)	0	18(d)	0	21(1)(a)	20
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	19
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	11
14(a)	4	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	2
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)	85	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	3	23	17
15(1) - Def.*	0	16.3	0	20(1)(b)	32	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)	4	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	5		
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)	0	69(1)	0	69(1)(g) re (a)	3
68(b)	0	69(1)(a)	1	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)	3
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	129	0	0	0	0

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#### 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
71996	71462	137

**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	31	442	3	877	0	0	1	1799	0	0
Disclosed in part	40	3959	23	5656	13	8912	16	38488	2	11863
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	8	0	0	0	0	0	0	0	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
<b>Total</b>	79	4401	26	6533	13	8912	17	40287	2	11863

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

**4.5.7 Other complexities**

Disposition	Consultation Required	Legal Advice Sought	Other	Total
All disclosed	6	0	0	6
Disclosed in part	55	3	0	58
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
<b>Total</b>	61	3	0	64



#### 4.6 Closed requests

##### 4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	154
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	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	3	2
Disclosed in part	20	3	40	45
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>	20	3	43	47

### 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	5	0	10	1
31 to 60 days	7	2	15	22
61 to 120 days	6	0	13	23
121 to 180 days	2	1	5	1
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
<b>Total</b>	20	3	43	47

## Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount

Application	145	\$725.00	9	\$45.00	1	\$5.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
<b>Total</b>	145	\$725.00	9	\$45.00	1	\$5.00

## 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	44	929	5	296
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	44	929	5	296
Closed during the reporting period	44	929	5	296
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

### 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	11	20	3	0	0	0	0	34
Disclose in part	0	5	5	0	0	0	0	10
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>	11	25	8	0	0	0	0	44

### 7.3 Recommendations and completion time for consultations received from other organizations outside the Government of Canada

	Number of Days Required to Complete Consultation Requests

<b>Recommendation</b>	<b>0 to 15 Days</b>	<b>16 to 30 Days</b>	<b>31 to 60 Days</b>	<b>61 to 120 Days</b>	<b>121 to 180 Days</b>	<b>181 to 365 Days</b>	<b>More Than 365 Days</b>	<b>Total</b>
Disclose entirely	0	2	0	0	0	0	0	2
Disclose in part	0	1	2	0	0	0	0	3
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	3	2	0	0	0	0	5

## 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	2	5	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>	2	5	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
6	0	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
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		\$602,114
Overtime		\$0
Goods and Services		\$24,170
• Professional services contracts	\$0	
• Other	\$24,170	
<b>Total</b>		<b>\$626,284</b>

### 11.2 Human Resources

<b>Resources</b>	<b>Person Years Dedicated to Access to Information Activities</b>
Full-time employees	6.000
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
<b>Total</b>	<b>6.000</b>

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



**2023-2024 Supplemental Report on the *Access to Information Act* and the *Privacy Act***

The Statistical Supplemental Report on the *Access to Information Act* and the *Privacy Act* is attached.



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

Name of institution: PARKS CANADA AGENCY

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	28	2	30
Received in 2022-23	1	0	1
Received in 2021-22	0	0	0
Received in 2020-21	0	0	0
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0

<b>Received in 2015-16</b>	0	0	<b>0</b>
<b>Received in 2014-15 or earlier</b>	0	0	<b>0</b>
<b>Total</b>	<b>29</b>	<b>2</b>	<b>31</b>

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

<b>Fiscal Year Open Complaints Were Received by Institution</b>	<b>Number of Open Complaints</b>
<b>Received in 2023-24</b>	2
<b>Received in 2022-23</b>	1
<b>Received in 2021-22</b>	0
<b>Received in 2020-21</b>	0
<b>Received in 2019-20</b>	1
<b>Received in 2018-19</b>	0
<b>Received in 2017-18</b>	0
<b>Received in 2016-17</b>	0

Received in 2016-17	0
Received in 2015-16	0
Received in 2014-15 or earlier	0
<b>Total</b>	<b>4</b>

**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	4	0	4
Received in 2022-23	0	0	0
Received in 2021-22	0	0	0
Received in 2020-21	0	0	0
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16	0	0	0
Received in 2014-15 or	0	0	0

earlier	0	0	0
<b>Total</b>	<b>4</b>	<b>0</b>	<b>4</b>

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	1
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
<b>Total</b>	<b>1</b>

### Section 3: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2023-24?	Non
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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

Canada