



Historic Sites and Monuments Board of Canada

2023-2024

ANNUAL REPORT TO PARLIAMENT

Privacy Act

Canada

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Privacy Act

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

Introduction

The Historic Sites and Monuments Board of Canada (HSMBC) is pleased to submit to Parliament its annual report on the administration of the *Privacy 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 section 72 of the *Privacy 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.

This report is being prepared in the capacity of the Minister of Environment and Climate Change and Minister responsible for Parks Canada as the head of the Historic Sites and Monuments Board of Canada.

Purpose of the *Privacy Act*

The purpose of the *Privacy Act* is to provide:

- individuals with the right to access and correct personal information about themselves that is under the control of a government institution.
- the legal framework for the collection, retention, use, disclosure, disposition, and accuracy of personal information in the administration of programs and activities by government institutions subject to the *Act*.

Mandate of The Historic Sites and Monuments Board of Canada (the Board)

Under the *Historic Sites and Monuments Act*, the Board is the statutory advisory body to the Minister of Environment and Climate Change on the national historic significance of places, people, events of Canadian history. The Government of Canada has designated over 2,200 subjects of national historic significance on the advice of the HSMBC since its inception in 1919. The HSMBC is also responsible for providing advice on the designation of heritage railway stations under the *Heritage Railway Stations Protection Act* and on the designation of heritage lighthouses under the *Heritage Lighthouse Protection Act*.

The Indigenous Affairs and Cultural Heritage Directorate of Parks Canada (the Directorate), offers secretariat services to the HSMBC and receives approximately 1,000 queries annually from the public, MPs, media and heritage organizations across Canada related to the designation process, information about the HSMBC and previous HSMBC deliberations.

The Directorate also processes and responds to about 50 nominations for subjects of possible national historic significance each year. It also administers the *Heritage Railway Stations Protection Act*, the National Program for the Grave Sites of Canadian Prime Ministers and the *Heritage Lighthouse Protection Act*.

Organizational Structure

HSMBC modified their ATIP Delegation Order in June 2023, granting full authority to Parks Canada's Access to Information and Privacy Office.

During this reporting period, Parks Canada's 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 of implementing and managing services related to the administration of the *Access to Information Act* and the *Privacy Act* for Parks Canada and HSMBC.

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

HSMBC handles a relatively low number of requests received under the *Privacy Act*.

Delegation Order

**Arrêté sur la déléation
en vertu de la
Loi sur l'accès à l'information
et de la
*Loi sur la protection des
renseignements personnels***

En vertu de l'article 95 de la *Loi sur l'accès à l'information* et de l'article 73 de la *Loi sur la protection des renseignements personnels*, le ministre de l'Environnement désigne les titulaires des postes mentionnés à l'annexe ainsi que les personnes occupant à titre intérimaire ces postes afin qu'ils exercent les attributions, prévues à l'annexe et figurant en regard de chaque poste, du ministre de l'Environnement à titre de responsable de la Commission des lieux et monuments historiques du Canada en vertu des dispositions de ces lois. Le présent document remplace et annule tout arrêté antérieur.

***Access to Information Act*
and
Privacy Act
Delegation Order**

The Minister of the Environment, under section 95 of the *Access to Information Act* and section 73 of the *Privacy Act*, designates the persons holding the positions set out in the schedule, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Minister of the Environment as the head of the Historic Sites and Monuments Board of Canada, under the provisions of those Acts, as specified in the schedule opposite each position. This delegation replaces all previous delegation orders.

Date, à la ville de Gatineau, ce 22^e jour de juin 2023
Dated, at the City of Gatineau, this 22nd day of June, 2023



L'honorable / The Honourable Steven Guilbeault
Ministre de l'Environnement
Minister of the Environment

ANNEXE / SCHEDULE

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

Performance 2023-2024

The Statistical Report submitted on behalf of the HSMBC to the Treasury Board of Canada Secretariat (TBS) for the period of April 1, 2023, to March 31, 2024.

Over the past 11 years (2013-2014 to 2023-2024), the HSBMC has not received any requests under the *Privacy Act*. As a result, there is no data to report.

Training and Awareness

No training or awareness activities took place during this period.

Policies, Guidelines, Procedures and Initiatives

Given that no requests have been made in the past 10 years, the HSMBC has not instituted any new or revised institution-specific policies, guidelines or procedures related to privacy above those already available from the Parks Canada ATIP office. All of the HSMBC's information holdings are accessible to the public upon release by the Minister of the Environment and Climate Change, subject to the exemptions provided for in the *Access to Information Act and Privacy Act*.

Initiatives and Projects to Improve Access to Information

For the reporting period commencing on April 1, 2023, and ending on March 31, 2024, the delegation under the *Access to Information Act and Privacy Act* on behalf of the Historic Sites and Monuments Board of Canada was granted to Parks Canada employees responsible for the Parks Canada Access to Information Office. This change was implemented to ensure that access to information and privacy requests are treated by a dedicated and specialized organizational unit.

Summary of Key Issues and Actions Taken on Complaints

No complaints were filed with the Office of the Privacy Commissioner of Canada during the reporting period under review. There have been no audits or investigations.

Monitoring Compliance

No monitoring related to the time to process privacy requests was conducted in 2023-2024, as the HSMBC did not receive any privacy requests nor requests for the correction of personal information during this reporting period.

Material Privacy Breaches

There were no material privacy breaches reported to the Office of the Privacy Commissioner and to the Information and Privacy Policy Division, Treasury Board of Canada Secretariat during this period.

Privacy Impact Assessments

No Privacy Impact Assessments (PIA) were completed during the reporting period of 2023-2024.

Public Interest Disclosures

There were no disclosures of personal information made pursuant to 8(2)(m) of the *Privacy Act* during the reporting period.

2023-2024 Statistical Report on the *Privacy Act*

The Statistical Report on the *Privacy Act* is attached.

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.



Statistical Report on the *Privacy Act*

Name of institution: Historic Sites and Monuments Board of Canada

Reporting period: 2023-04-01 to 2024-03-31

Section 1: Requests Under the *Privacy Act*

1.1 Number of requests received

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

1.2 Channels of requests

Source	Number of Requests
Online	0
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	0

Section 2: Informal requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		0
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		0
Closed during reporting period		0
Carried over to next reporting period		0

2.2 Channels of informal requests

Source	Number of Requests
Online	0
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	0

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
0	0	0	0	0	0	0	0

2.4 Pages released informally

3.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
18(2)	0	22(1)(a)(i)	0	23(a)	0
19(1)(a)	0	22(1)(a)(ii)	0	23(b)	0
19(1)(b)	0	22(1)(a)(iii)	0	24(a)	0
19(1)(c)	0	22(1)(b)	0	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	0
19(1)(f)	0	22.1	0	27	0
20	0	22.2	0	27.1	0
21	0	22.3	0	28	0
		22.4	0		

3.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
69(1)(a)	0	70(1)	0	70(1)(d)	0
69(1)(b)	0	70(1)(a)	0	70(1)(e)	0
69.1	0	70(1)(b)	0	70(1)(f)	0
		70(1)(c)	0	70.1	0

3.4 Format of information released

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

3.5 Complexity

3.5.1 Relevant pages processed and disclosed for paper, e-record and dataset formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
0	0	0

3.5.2 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	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0

3.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

3.5.4 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
Total	0	0	0	0	0	0

3.5.5 Relevant minutes processed and disclosed for video formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

3.5.6 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
Total	0	0	0	0	0	0

3.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	0	0	0	0	0
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	0	0	0	0	0

3.6 Closed requests

3.6.1 Number of requests closed within legislated timelines

Number of requests closed within legislated timelines	0
Percentage of requests closed within legislated timelines (%)	0

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 Request 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: Disclosures Under Subsections 8(2) and 8(5)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Subsection 8(5)	Total
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
Total	0	0	0	0	0	0	0	0	0	0

Section 9: Complaints and Investigations Notices Received

Section 31	Section 33	Section 35	Court action	Total
0	0	0	0	0

Section 10: Privacy Impact Assessments (PIAs) and Personal Information Banks (PIBs)

10.1 Privacy Impact Assessments

Number of PIAs completed	0
Number of PIAs modified	0

10.2 Institution-specific and Central Personal Information Banks

Personal Information Banks	Active	Created	Terminated	Modified
Institution-specific	0	0	0	0
Central	0	0	0	0
Total	0	0	0	0

Section 11: Privacy Breaches

11.1 Material Privacy Breaches reported

Number of material privacy breaches reported to TBS	0
Number of material privacy breaches reported to OPC	0

11.2 Non-Material Privacy Breaches

Number of non-material privacy breaches	0
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Section 12: Resources Related to the Privacy Act

12.1 Allocated Costs

Expenditures		Amount
Salaries		\$0
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$0

12.2 Human Resources

Resources	Person Years Dedicated to Privacy Activities
Full-time employees	0.000
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	0.000

Note: Enter values to three decimal places.