



Parks Canada Agency

2022-2023

ANNUAL REPORT TO PARLIAMENT

Access to Information Act

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Access to Information Act

Annual Report (April 1, 2022 to March 31, 2023)

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, 2022, and ending on March 31, 2023.

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 km² of Canada's terrestrial, marine and freshwater ecosystems. It is the steward of 47 national parks, one national urban park, four national marine conservation areas 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


Parks Canada's Access to Information and Privacy Office is part of the Corporate Communications Branch. The Access to Information and Privacy Office is comprised of seven (7) full-time employees responsible of implementing and managing services related to the administration of the *Access to Information Act* and the *Privacy Act*. The team is also responsible of 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

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	Access to Information Act and Privacy Act Delegation Order
<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 Dated, at the City of Gatineau, this	jour de day of MAR 26 2020
<p style="text-align: center;"> Ron Hallman Président et Directeur général, Agence Parcs Canada President & Chief Executive Officer, Parks Canada Agency</p>	

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>
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 <i>Access to Information Act</i>	Sections 14 and 15 of the <i>Privacy Act</i>

Performance 2022-2023

The following report represents an overview of activities carried out within the Agency during the reporting period of April 1, 2022 to March 31, 2023. The Statistical Report (Appendix A) contains detailed statistics on the Access to Information requests processed under the *Access to Information Act*.

Between April 1, 2022 and March 31, 2023, Parks Canada received two hundred and thirty-eight (238) formal information requests under the *Access to Information Act*. Twenty-three (23) requests were carried forward from the previous reporting period. Twenty-nine (29) 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:

Number of Days	Number of Completed Requests
1 to 15 days	34
16-30 days	151
31 to 60 days	13
61-120 days	17
121-180 days	11
181- 365 days	6
More than 365 days	0

Fifty-five (5) active complaints were outstanding from the previous reporting period. Two (2) were received in fiscal year 2022-2023. One (1) was received in fiscal year 2019-2020. Two (2) were received in fiscal year 2017-2018. Parks Canada worked closely with the Office of the Information Commissioner and resolved fifty-one (51) complaints that were outstanding from previous reporting periods.

Extensions were taken for forty-six (46) requests. Seven (7) 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*. Sixteen (16) extensions were taken to provide for sufficient time to consult with other government institutions. Twenty (20) 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 forty-six (46) requests.

The Agency received forty-nine (49) consultations under the *Access to Information Act* from other government institutions. Two (2) consultations were carried forward from the previous reporting period. Fifty-one (51) consultations were completed before the end of March 2023.

The following is a percentage breakdown by disclosure types for access requests completed in 2022-2023

Disclosure	Percentage
All disclosed	31 %
Disclosed in part	54 %
No records existed	9 %
Requests abandoned	2 %
All exempted	4 %
Transferred to another institution	0 %

The following is a percentage breakdown by source of information requests received during 2022-2023:

Source of Request	Percentage
Media	6%
Academia	1%
Business (private sector)	15%
Organization	1%
Public	17%
Decline to Identify	60%

Ninety-three (93) informal requests were released under the *Access to Information Act*, which represent a 68% 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.

There was no impact on the processing of requests due to COVID-19 during this reporting period. Parks Canada responded to all requests received within legislated timelines. Due to mitigation measures put in place during the previous fiscal years, all documents were received electronically and then imported into ATIP processing software. 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-three (93) 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, twenty-one (21) training sessions were given to Agency employees in 2022-2023. In total, two hundred and ninety-two (292) 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 departmental officials to fulfill the proactive disclosure requirements found in Part 2 of the *Access to Information Act*.

During the 2022-2023 reporting period, the ATIP Office reviewed and ensured the publishing of briefing note titles and proactive disclosure of completed Access to Information request summaries on the Open Government Portal (open.canada.ca). In 2022-2023, Parks Canada also proactively published briefing materials for two (2) parliamentary appearances. The remainder of proactive publications can be found on the Parks Canada website under Transparency (parks.canada.ca/agence-agency/dp-pd).

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:

- Parks Canada has enrolled in the Treasury Board Secretariat Online Request Service which makes the process of requesting government records simpler and more convenient by enabling Canadians to submit their ATIP requests and application fees online.
- Parks Canada recognizes the role of Indigenous peoples in the management of natural and cultural heritage, and the importance of Indigenous knowledge and systems that are shared with our agency. The ATIP Office identified a need for the creation of a tool that would help employees properly manage information received in confidence. Our office worked closely with the Directorate of Indigenous Affairs and Cultural Heritage to create a specific guide for sharing indigenous information received in confidence, to maintain good relations with the indigenous people. This tool explains the process for access to information requests and the recommendations that must be provided in response to access requests. We have also created a template for information sharing agreements for this type of information on indigenous natural and cultural heritage. These new tools provide the right information to employees working with different Indigenous partners on specific projects with knowledge, ancestral knowledge shared with the agency. We were able to facilitate the access to information request process. The Indigenous partnership for the sharing of natural and cultural heritage is essential to Parks Canada's mission, it is essential that we contribute to maintaining relationships that respect the traditions of Indigenous people.

Summary of Key Issues and Actions Taken on Complaints

During the reporting period under review, five (5) complaints were filed with the Office of the Information Commissioner of Canada.

The complaints concerned exemptions and extension of time limits. Parks Canada has worked closely and collaboratively with the Office of the Commissioner to resolve these complaints and of those complaints, two (2) were discontinued and one (1) was resolved 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 provide 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.

Further to the Treasury Board Secretariat Access to Information Implementation Notice regarding Inter-institutional Consultations, Parks Canada's ATIP Office ensured to exercise discretion and to only consult with other institutions when needed or there is an intention to disclose.

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

The Treasury Board of Canada Secretariat issued an implementation notice that took effect on September 27, 2022, regarding Inter-institutional Consultations. The implementation notice provided guidance to institutions to limiting inter-institutional consultation to only when required for the proper exercise of discretion or when there is an intention to disclose.

Parks Canada's ATIP Office implemented a practice to seek approval when extending the legislative deadlines of 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 \$1,125. The total of application fees waived was \$65.

A total of \$628,614 was incurred by the ATIP Secretariat to administer the *Access to Information Act*, including \$603,573 in salary costs and \$25,041 in material costs.



Statistical Report on the Access to Information Act

Name of institution: Parks Canada Agency

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		238
Outstanding from previous reporting periods		23
• Outstanding from previous reporting period	23	
• Outstanding from more than one reporting period	0	
Total		261
Closed during reporting period		232
Carried over to next reporting period		29
• Carried over within legislated timeline	29	
• Carried over beyond legislated timeline	0	

1.2 Sources of requests

Source	Number of Requests
Media	14
Academia	4
Business (private sector)	36
Organization	1
Public	41
Decline to Identify	142
Total	238

1.3 Channels of requests

Source	Number of Requests
Online	231
E-mail	6
Mail	1
In person	0
Phone	0
Fax	0
Total	238

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
43	1627	35	7956	3	2021	8	20792	3	19644

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
Total	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
	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	9	60	3	2	0	0	0	74
Disclosed in part	4	84	9	15	11	6	0	129
All exempted	0	0	1	0	0	0	0	1
All excluded	0	0	0	0	0	0	0	0
No records exist	15	7	0	0	0	0	0	22
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	6	0	0	0	0	0	0	6
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
Total	34	151	13	17	11	6	0	232

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)	28	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	4	20.2	0
13(1)(c)	4	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	3	16(2)(c)	0	18(d)	0	21(1)(a)	20
13(1)(e)	2	16(3)	0	18.1(1)(a)	0	21(1)(b)	17
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	13
14(a)	7	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	3
14(b)	2	16.1(1)(c)	0	18.1(1)(d)	0	22	3
15(1)	0	16.1(1)(d)	0	19(1)	108	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	1	23	24
15(1) - Def.*	0	16.3	0	20(1)(b)	18	23.1	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	4
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	7	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	4		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	8	17	0				
16(1)(c)	6						
16(1)(d)	1						

* 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)	2
68(b)	0	69(1)(a)	2	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)	1
68.2(a)	0	69(1)(d)	1	69(1)(g) re (e)	2
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	1
		69(1)(f)	0	69.1(1)	0

4.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
1	202	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
63444	60184	210

4.5.2 Relevant pages processed per request disposition for paper and e-record 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	70	1303	4	668	0	0	0	0	0	0
Disclosed in part	88	1051	21	5107	7	4674	10	27616	3	23003
All exempted	1	22	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	6	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
Total	165	2376	25	5775	7	4674	10	27616	3	23003

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
Total	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
Total	0	0	0	0	0	0

4.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Other	Total
All disclosed	8	0	0	8
Disclosed in part	41	3	0	44
All exempted	1	0	0	1
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
Total	50	3	0	53

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	232
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
Total	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
Total	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	2	2
Disclosed in part	7	3	14	18
All exempted	0	0	0	1
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
Total	7	3	16	21

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	2	2
31 to 60 days	7	3	14	18
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	7	3	16	21

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	225	\$1,125.00	13	\$65.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	225	\$1,125.00	13	\$65.00	0	\$0.00

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	2	699	0	0	0	0	0	0
31 to 60	0	0	1	274	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	3	973	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
Total	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	3	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 orders issued by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
0	0	0	56	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		\$603,573
Overtime		\$0
Goods and Services		\$25,041
• Professional services contracts	\$0	
• Other	\$25,041	
Total		\$628,614

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	7.000
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	7.000

Note: Enter values to three decimal places.



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

Name of institution: Parks Canada Agency

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	52	0	0	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	29	0	29
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
Total	29	0	29

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	2
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	1
Received in 2018-2019	0
Received in 2017-2018	2
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	5

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	4	0	4
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
Total	4	0	4

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	1
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
Total	1

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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Canada