



Parks Canada

Access to Information Act – The Right to Know!

Annual Report 2021-2022

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Access to Information Act

Annual Report (April 1, 2021 to March 31, 2022)

A1. Introduction

The *Access to Information Act* provides 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 on the disclosure of government information should be reviewed independently of government.

This report has been prepared and will be tabled in Parliament in accordance with Section 94 of the *Access to Information Act*. The information contained in this report pertains to the administration of the *Access to Information Act* within the 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.

A2. Organizational Structure

Parks Canada's Access to Information and Privacy Office is comprised of seven (7) full-time employees. 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. 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.

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>

A4. Performance 2021-2022

The following report represents an overview of activities carried out within the Agency during the reporting period of April 1, 2021 to March 31, 2022. The Statistical Report (Appendix A) contains detailed statistics on the Access to Information requests processed under the *Access to Information Act*.

Parks Canada responded to all requests received by the Agency within legislated timelines.

Between April 1, 2021 and March 31, 2022, Parks Canada received 118 (one hundred and eighteen) formal information requests under the *Access to Information Act*. Twenty-three (23) requests were carried forward from the previous reporting period. Twenty-three (23) 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. All requests were completed within legislative deadlines.

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 30 days	60
31-60 days	11
61 to 120 days	27
121-180 days	7
181-365 days	11
more than 365 days	2

Fifty-five (55) active complaints were outstanding from the previous reporting period. Five (5) were received in fiscal year 2021-2022. Two (2) were received in fiscal year 2019-2020. One (1) was received in fiscal year 2018-2019. Forty-six (46) were received in fiscal year 2017-2018. One was received in fiscal year 2016-2017. Parks Canada is working closely with the Office of the Information Commissioner to resolve these complaints.

Extensions were taken for 69 requests. Some requests had more than one reason for an extension which explains why the total number of extensions is greater than 69 requests. Twenty-four (24) requests were due to the complexity of the requests. Four (4) extensions were taken to allow sufficient time for consultations relating to s.69 of the Act. Twenty-nine (29) extensions were taken to provide for sufficient time to consult with other government institutions. Forty-two (42) extensions were taken for third-party notices.

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. forty-nine (49) consultations were completed before the end of March 2022. Two (2) consultations were carried forward to the next reporting period as they were received at the end of the reporting period under review.

The following is a percentage breakdown by disclosure types for access requests completed in 2021-2022

Disclosure	Percentage
All disclosed	20%
Disclosed in part	62%
No records existed	7%
Requests abandoned	7%
All exempted pursuant to Section 19 of the Act	0%
Transferred to another institution	1%

The following is a percentage breakdown by source of information requests received during 2021-2022:

Source of Request	Percentage
Public	35%
Media	9%
Business	20%
Academia	3%
Other Organizations	0%
Decline to Identify	33%

Thirty (30) informal requests were released under the *Access to Information Act*, which represent a 19 percent decrease 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 year, all documents were received electronically and then imported into ATIP processing software. The ATIP Office continued delivering responses electronically via epost connect.

A5. 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 employees of the Agency are aware of the legislation and their obligations, general awareness sessions are also given periodically to provide basic information on the provisions of the *Access to Information Act*. Furthermore, there is a comprehensive section on Access to Information and Privacy on the Parks Canada's Intranet site that is available to all employees.

The Agency put a focus on training its employees as to their responsibilities pertaining to access to information and privacy. Thirty (30) training sessions were given to Agency employees in 2021-2022. In total, four hundred and sixty (460) employees attended these sessions. More than double the amount of employees were trained in 2021-2022 fiscal year and triple the number of training sessions were offered compared to the previous fiscal year. This increased training was made possible by strengthened access to digital connectivity for live video presentations and technical resources for Parks Canada employees.

A6. Policies, Guidelines, Procedures and Initiatives

During the reporting period, the ATIP Office continuously ensured that its policies and procedures for processing requests made pursuant to the *Access to Information Act* were up to date and that adjustments were made to areas where the need for improvement was identified.

A7. 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.

Parks Canada was involved in one Federal Court case arising from an access to information complaint during this reporting period. The complaint was resolved.

A8. 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.

In addition, weekly meetings are held between the ATIP Office and Agency executives in order to monitor active and completed requests including the requests received and completed, pages received and processed, and the complexity of the requests. Weekly reports that provide details on the status of requests are shared with program liaisons and departmental senior managers as well as with the President & Chief Executive Officer's office.

A9. Reporting on Access to Information fees for the purposes 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 \$5.00 application fee is the only fee charged for an ATI request.

The total fees collected were \$545. The total of application fees waived was \$40.

A total of \$585,875 was incurred by the ATIP Secretariat to administer the *Access to Information Act*, including \$551,149 in salary costs and \$34,726 in material costs.

**Statistical Report on the Access to Information Act**Name of institution: Parks Canada AgencyReporting period: 4/1/2021 to 3/31/2022**Section 1: Requests Under the Access to Information Act****1.1 Number of requests**

		Number of Requests
Received during reporting period		118
Outstanding from previous reporting periods		23
• Outstanding from previous reporting period	23	
• Outstanding from more than one reporting period	0	
Total		141
Closed during reporting period		118
Carried over to next reporting period		23
• Carried over within legislated timeline	23	
• Carried over beyond legislated timeline	0	

1.2 Sources of requests

Source	Number of Requests
Media	11
Academia	4
Business (private sector)	24
Organization	0
Public	40
Decline to Identify	39
Total	118

1.3 Channels of requests

Source	Number of Requests
Online	118
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
Total	118

Section 2: Informal Requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		30
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		30
Closed during reporting period		30
Carried over to next reporting period		0

2.2 Channels of informal requests

Source	Number of Requests
Online	28
E-mail	1
Mail	1
In person	0
Phone	0
Fax	0
Total	30

2.3 Completion time of informal requests

Completion Time

1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
29	0	1	0	0	0	0	30

2.4 Pages released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1000 Pages Released		1001-5000 Pages Released		More Than 5000 Pages Released	
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
1	5	1	275	0	0	0	0	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
7	193	14	3739	4	2925	2	5929	1	6047

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	3	16	3	2	0	0	0	24
Disclosed in part	3	18	8	24	7	11	2	73
All exempted	0	1	0	1	0	0	0	2
All excluded	1	0	0	0	0	0	0	1
No records exist	7	2	0	0	0	0	0	9
Request transferred	1	0	0	0	0	0	0	1
Request abandoned	7	1	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
Total	22	38	11	27	7	11	2	118

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)	25	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	3	20.2	0
13(1)(c)	0	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)	1	16(3)	0	18.1(1)(a)	0	21(1)(b)	21
14	2	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	5
14(a)	3	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	5
14(b)	3	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	65	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	2	23	29
15(1) - Def.*	0	16.3	0	20(1)(b)	27	23.1	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	24(1)	1
16(1)(a)(i)	1	16.4(1)(b)	0	20(1)(c)	9	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	10		
16(1)(a)(iii)	1	16.6	0				
16(1)(b)	1	17	0				
16(1)(c)	2						
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)	4	69(1)(g) re (a)	2
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)	1
68.2(b)	0	69(1)(e)	1	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	
3	94	0	1	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
68102	60898	108

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	20	308	4	843	0	0	0	0	0	0
Disclosed in part	20	749	27	6537	9	8913	16	42997	1	7742
All exempted	1	0	1	0	0	0	0	0	0	0
All excluded	1	0	0	0	0	0	0	0	0	0
Request abandoned	8	13	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	50	1070	32	7380	9	8913	16	42997	1	7742

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
120	120	1

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	1	120	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	1	120	0	0

4.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Other	Total
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All disclosed	6	0	0	6
Disclosed in part	43	4	0	47
All exempted	2	0	0	2
All excluded	1	0	0	1
Request abandoned	6	0	0	6
Neither confirmed nor denied	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	58	4	0	62

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	118
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	1	4
Disclosed in part	24	4	27	38
All exempted	0	0	1	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
Total	24	4	29	42

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	1	0
31 to 60 days	0	1	4	10
61 to 120 days	9	1	9	16
121 to 180 days	2	0	2	3
181 to 365 days	7	2	8	7
365 days or more	6	0	5	6
Total	24	4	29	42

Section 6: Fees

Fee Collected	Fee Waived	Fee Refunded
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Fee Type	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	109	\$545.00	8	\$40.00	1	\$5.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	109	\$545.00	8	\$40.00	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	49	1623	0	0
Outstanding from the previous reporting period	2	502	0	0
Total	51	2125	0	0
Closed during the reporting period	49	1623	0	0
Carried over within negotiated timelines	2	502	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
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	14	26	4	0	0	0	0	44
Disclose in part	0	4	0	1	0	0	0	5
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	14	30	4	1	0	0	0	49

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

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

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	3	35	0	0	0	0	0	0	0	0
16 to 30	1	13	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	4	48	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
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
5	0	6

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
2	2	0	2	2	0

Section 10: Court Action

10.1 Court actions on complaints

Section 41				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
1	0	0	0	1

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	\$551,149
Overtime	\$0

Goods and Services		\$34,726
• Professional services contracts	\$0	
• Other	\$34,726	
Total		\$585,875

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: 2021-04-01 to 2022-03-31

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	52	0	52
Protected B Paper Records	0	52	0	52
Secret and Top Secret Paper Records	0	52	0	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
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	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, 2022	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2022	Total
Received in 2021-2022	23	0	23
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 or earlier	0	0	0
Total	23	0	23

Row 8, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2021-2022 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 2021-2022	5
Received in 2020-2021	0
Received in 2019-2020	2
Received in 2018-2019	1
Received in 2017-2018	46
Received in 2016-2017	1
Received in 2015-2016 or earlier	0
Total	55

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, 2022	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2022	Total
Received in 2021-2022	2	0	2
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 or earlier	0	0	0
Total	2	0	2

Row 8, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2021-2022 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 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 or earlier	0
Total	1

Section 5: Social Insurance Number (SIN)

Did your institution receive authority for a new collection or new consistent use of the SIN in 2021-2022?	No
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