

Annual Report - Access to Information Act 2021-2022

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1. INTRODUCTION

The *Access to Information Act* gives Canadian citizens the right to access information in federal government records.

This report is prepared pursuant to the provisions of section 94 of the *Access to Information Act*, which states that “every year the head of every government institution shall prepare a report on the administration of this Act within the institution during the period beginning on April 1 of the preceding year and ending on March 31 of the current year.” This particular report is being prepared in the capacity of the Minister of Environment and Climate Change as the head of the Historic Sites and Monuments Board of Canada (HSMBC).

Under the *Historic Sites and Monuments Act*, the HSMBC 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*.

Two Parks Canada officials assume full delegated authority in relation to the *Access to Information Act* as it relates to the HSMBC, including the Vice-President, Indigenous Affairs and Cultural Heritage Directorate and the Director, Heritage Designations and Programs.

This report will be tabled in Parliament pursuant to the provisions of section 94 of the *Access to Information Act*.

2. ORGANIZATIONAL STRUCTURE

Access to information requests are typically received by the Director, Heritage Designations and Programs. The director processes requests made under the Act; provides strategic advice on the interpretation and application of the Act; provides advice on the collection, use and disclosure of personal information; conducts information sessions regarding the Act; ensures the statutory obligation to abide

by the Act's deadlines; and prepares the annual report for submission to Parliament by the Minister of Environment and Climate Change.

Once a request is received, the Director works with the Manager, Heritage Designations, and their team to locate and retrieve records that have been requested under the Act; identifies information that is sensitive or personal in nature; if necessary, proceeds to consultations with other Directorates within Parks Canada in order to retrieve necessary information; and, if required, seeks guidance from Parks Canada's Access to Information and Privacy Office. The final release package is reviewed by the Manager and Director and released to the requester. Data for reporting purposes is collected by the Directorate throughout the process.

Officials of the Directorate, acting on behalf of the HSMBC, handle a relatively low number of requests received under the *Access to Information Act*.

3. ACCESS TO INFORMATION ACT DELEGATION ORDER

The *Access to Information Act* Delegation Order is attached.

4. PERFORMANCE 2021-2022

The Statistical Report submitted on behalf of the HSMBC to the Treasury Board of Canada Secretariat (TBS) for the period of April 1, 2021, to March 31, 2022, is also attached.

Because the majority of information requests from the public, media, scholars, businesses and heritage organizations are related to publicly available information and submitted directly to the Directorate, very few requests are submitted under the *Access to Information Act*. In 2021-2022 three (3) requests were received under the *Access to Information Act*.

Disposition and Completion Times

- All requests, or 100%, were responded to within the 30-day time period as prescribed by the Act.
- Number of requests for which records were "all disclosed" = 1 or 33.3%
- Number of requests for which records were "partially disclosed" = 1 or 33.3%
- Number of requests for which "no records exist" = 1 or 33.3%
- No active requests or active complaints were outstanding from previous reporting periods.

- No consultations were completed for other institutions.

Covid-19 impacts

The Directorate had full capacity to process email and digital requests for the entire year, but only partial capacity to process mail-in requests due to the continuation of remote work.

5. TRAINING AND AWARENESS

No training or awareness activities took place during this period.

6. POLICIES, GUIDELINES, PROCEDURES AND INITIATIVES

Given the small number of requests and their infrequent nature, the HSMBC has not instituted any new or revised institution-specific policies, guidelines, procedures or initiatives above those already available from TBS. All of the HSMBC's information holdings are accessible to the public upon release by the Minister of Environment and Climate Change, subject to the exemptions provided for in the *Access to Information Act* and *Privacy Act*. Access to the material is encouraged through informal mechanisms such as email, the HSMBC website, and telephone messaging.

7. SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS OR AUDITS

The HSMBC did not receive any complaints and no audits or investigations were concluded in 2021-2022; there are no issues to report in this regard.

8. MONITORING COMPLIANCE

All Directorate officials with management responsibilities related to the HSMBC (supervisors, managers, and directors) are advised of team members' work hours dedicated to the completion of access to information requests. In 2021-2022, Directorate officials with work responsibilities related to HSMBC records were aware that employees were tracking the work hours dedicated to complete all three (3) access to information requests.



Statistical Report on the Access to Information Act

Name of institution: Historic Sites and Monuments Board of Canada

Reporting 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		3
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		3
Closed during reporting period		3
Carried over to next reporting period		0
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	0	

1.2 Sources of requests

Source	Number of Requests
Media	1
Academia	0
Business (private sector)	1
Organization	0
Public	1
Decline to Identify	0
Total	3

1.3 Channels of requests

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

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

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	0	3	0	0	0	0	0	3

4.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	0	18(d)	0	21(1)(a)	0
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	0
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	1	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	0
15(1) - Def.*	0	16.3	0	20(1)(b)	0	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)	0	26	0
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	16.6	0				
16(1)(b)	0	17	0				
16(1)(c)	0						
16(1)(d)	0						

* I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities

4.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	0	69(1)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(a)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	0
68.1	0	69(1)(c)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(d)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

4.4 Format of information released

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	2	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
305	305	2

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	0	0	1	280	0	0	0	0	0	0
Disclosed in part	1	25	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
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0	0	0
Total	1	25	1	280	0	0	0	0	0	0

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
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All disclosed	0	0	0	0
Disclosed in part	0	0	0	0
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
Total	0	0	0	0

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

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

4.7 Deemed refusals

4.7.1 Reasons for not meeting legislated timelines

Number of requests closed past the legislated timelines	Principal Reason			
	Interference with operations/ Workload	External Consultation	Internal Consultation	Other
0	0	0	0	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	0	0
Disclosed in part	0	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
No records exist	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	0	0	0	0

5.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations/ Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	0	0	0	0
31 to 60 days	0	0	0	0
61 to 120 days	0	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	0	0	0	0

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	3	\$15.00	0	\$0.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	3	\$15.00	0	\$0.00	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	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

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
0	0	0

9.2 Investigations and Reports of finding

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

Section 10: Court Action

10.1 Court actions on complaints

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

10.2 Court actions on third party notifications under paragraph 28(1)(b)

Section 44 - under paragraph 28(1)(b)
0

Section 11: Resources Related to the *Access to Information Act*

11.1 Allocated Costs

Expenditures	Amount
Salaries	\$1,720
Overtime	\$0

Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$1,720

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.020
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
Total	0.020

Note: Enter values to three decimal places.