



Gouvernement du Canada

Government of Canada

Commission des champs
de bataille nationaux

The National Battlefields
Commission



Annual reports 2021-22

ON ACCESS TO INFORMATION ACT

National Battlefields Commission | June 2022 |



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ANNUAL REPORT ON THE ACCESS TO INFORMATION ACT, 2021-22

INTRODUCTION

The purpose of the *Access to Information Act* is to facilitate Canadians' access to government records, subject to limited and specific exceptions.

The National Battlefields Commission (NBC) is an institution subject to the *Access to Information Act* and must, pursuant to section 94 of the said *Act*, it is required to submit to Parliament an annual report on the administration of this *Act* within the institution.

The NBC is an agency of the Government of Canada and is part of the portfolio of the Minister of Canadian Heritage. Created in 1908 under the *Act respecting the National Battlefields at Quebec City*, SC 1908, c 57, the NBC, in accordance with its mandate, is responsible for the administration, management, conservation and promotion of Battlefields Park (located in Quebec City), and manages funds allocated for this purpose.

ORGANIZATIONAL STRUCTURE

Requests concerning the *Access to Information Act* are sent to the NBC's ATIP box and are followed up by the staff of the Institutional Affairs Branch, who inform the Secretary-Director General. The Director of Institutional Affairs ensures that they are processed within the limits prescribed by the *Act*. There is no Access to Information and Privacy (ATIP) Office since the NBC is a small organization.

The NBC has not entered into an agreement for the provision of services with another institution with respect to section 96 of the *Access to Information Act*.

DELEGATION ORDER

The President, Secretary-Director General, Director of Institutional Affairs and Director of Administration all hold full authority for the purposes of administering the *Access to Information Act*, as per the signed copy of the delegation order attached to this report.



PERFORMANCE FOR 2021-2022

As shown in the attached statistical report, the NBC received only one request under the *Access to Information Act* for the reference period from April 1, 2021 to March 31, 2022. The request was processed within a period of less than 30 days for the reporting period, and no extension requests were required. There are no active requests or complaints pending from previous reporting periods.

The percentage of requests answered in the fiscal year is 100%.

The NBC received two fewer applications than in 2020-2021.

The table below shows the multi-year trends concerning the access to information received and processed requests:

Period	Number of requests received during the period	Number of requests processed during the period
2021-2022	1	1
2020-2021	3	3
2019-2020	3	3
2018-2019	0	0
2017-2018	2	2

For the request, the disposition of records was "no records exist".

No institution has requested consultation with the NBC.

Despite the challenges presented by the COVID-19 pandemic, the NBC managed to adequately process the requests received. As a result, no issues were raised with respect to access to information requests.

The *Access to Information Act* statistical report form is attached.

TRAINING AND AWARENESS

No training or awareness activities related to access to information requests were provided during the reporting period

POLICIES, GUIDELINES, PROCEDURES AND INITIATIVES

The NBC has developed a new written procedure on access rights to employee files in the context of requests for access to information or requests for protection of personal information. The NBC did not develop any new policies, guidelines or initiatives during this reporting period.



SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS

In the context where the NBC did not receive any complaints during the reporting period, no specific issues were raised.

MONITORING COMPLIANCE

Follow-up on the processing time for requests is usually carried out by the NBC's Director of Institutional Affairs, on a weekly basis when there are requests in progress. In this case, the Secretary Director General is kept informed of the follow-up given to requests. For the 2021-2022 reporting period, diligent monitoring was carried out.

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 section 20 of the *Service Fees Act*.

During the 2021-2022 period, the NBC collected \$5 from the *Access to Information Act's* enabling authority.

There is no fee revenue and no fees have been reimbursed for the fiscal year 2021 to 2022.

The cost of operating the program is \$13,080 for the same period.

DOCUMENT DE DÉLÉGATIONDU MINISTRE DU PATRIMOINE
CANADIENPOUR LACOMMISSION DES CHAMPS DE
BATAILLE NATIONAUX

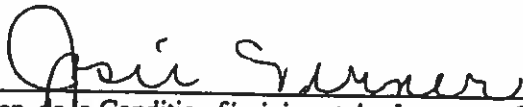
Afin d'habiliter la direction et les employés de la Commission des champs de bataille nationaux à fournir le meilleur service possible aux clients et de façon la plus efficiente, je délègue, par la présente, les pouvoirs suivants :

1. Dans les limites des crédits affectés à la Commission et sous réserve des lois applicables et de la politique des organismes centraux, telles qu'amendées périodiquement s'il y a lieu, je délègue les pleins pouvoirs de signature au président et au secrétaire ou leurs remplaçants et des pouvoirs de signature limités à d'autres titulaires ou leurs remplaçants, tel que décrits à l'annexe A.
2. En vertu de l'article 3 de la *Loi sur les immeubles fédéraux*, j'autorise le président et le secrétaire de la Commission ainsi que leurs remplaçants respectifs à exercer en mon nom tous les pouvoirs qui me sont conférés sous le régime de cette *Loi*, notamment, celui prévu au paragraphe 16 (3) de la *Loi* ainsi que celui de signer un acte.

CANADIAN HERITAGEDELEGATION DOCUMENTFORTHE NATIONAL BATTLEFIELDS
COMMISSION

In order to enable the management and staff of the National Battlefields Commission to provide the best and most efficient service to clients, I hereby delegate authority within the Commission, as follows:

1. Within the limits of the appropriations voted to the Commission, and subject to applicable legislation and central agency policies, as amended from time to time, I delegate full signing authority to the Chairman and Secretary or their respective replacements, as well as limited signing authority to other incumbents or their respective replacements as defined in Schedule A.
2. Under the terms of section 3 of the *Federal Real Property Act*, I authorize the Chairman and Secretary of the Commission or their respective replacements to exercise on my behalf all the powers vested in me under the said *Act*, in particular as provided in section 16 (3) of the *Act*, and to sign instruments.

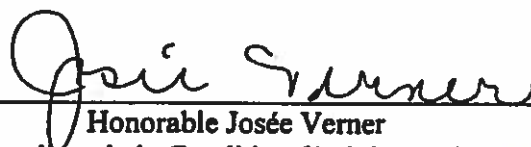

Ministre du Patrimoine canadien, de la Condition féminine et des Langues officielles – Minister
of Canadian Heritage, Status of Women and Official Languages

25 OCT. 2007

DATE

En vertu des pouvoirs qui me sont conférés à l'article 9 de la *Loi sur le ministère du Patrimoine canadien*, j'autorise par la présente le président et le secrétaire de la Commission des champs de bataille nationaux ainsi que leurs remplaçants à exercer mes pouvoirs de fixer le prix à payer pour la fourniture de produits ou l'attribution de droits ou avantages par la Commission.

By virtue of the powers conferred upon me by section 9 of the *Department of Canadian Heritage Act*, I hereby delegate to the Chairman and Secretary of the National Battlefields Commission or their respective replacements my authority to fix the fees payable in respect of products, rights and privileges provided by the Commission.



Honorable Josée Verner

Minsitre du Patrimoine canadien, de la Condition féminine et des Langues officielles –
Minister of Canadian Heritage, Status of Women and Official Languages

25 OCT. 2007

Date

The National Battlefields Commission		Spending Authority																				Other Authorities													
Delegated Financial Signing Authorities Chart		Expenditure Initiation Section 32 FAA - Commitment Authority															Section 34 FAA Contract Performance																		
Position Title	Area Of Authority	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
		Salaries & Other Personnel Costs	Recognition	Travel	Relocation	Isolated Posts	Training and Development	Hospitality	Conferences	Memberships	Standing Advances	Approval of Grants and Contributions	Approval of Grants and Contributions plus Amendments	Grant or Contribution arrangements	Refunds of Revenue	Claims by and against the Crown	EX-Gratia Payments	Other Goods and Services	Travel, Relocation and Hospitality Claims	Grants and Contributions	Salaries & Other Personnel Costs	Other Goods and Services	Section 33 FAA Payment Authority	Leases and Licences (Crown as Tenant)	Loan Agreement (Material/Artifacts/Objects)	Losses of Money	Approve Debt Write-Off	Request or Acceptance of Set-Offs	Write-Off Material	Interest & Admin Charges Waiver	Access to Information and Privacy	TB Submissions & other related Documents			
Chairman	Commission	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	
Secretary	Commission	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	
Assistant Secretary	Commission	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	
Financial Services Agent	Commission	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	
Pay & Benefits Assistant	Commission																																		
Material Management Officer & Accountant Assistant	Commission																																		
Surety Service Chief	Service																																		
Maintenance Service Officer	Service																																		
Green Environment Officer	Service																																		
Cultural and Technical Service Officer	Service																																		
Customer's Service Officer	Service																																		
Communication Officer	Service																																		
Executive Assistant	Service																																		

RECOMMENDED BY:
President of The National Battlefields Commission

APPROVED BY: 
Minister of Canadian Heritage, Status of Women and Official Languages

NOTES: 

Chart must be read in conjunction with the Notes to the Delegated Financial Signing Authorities Chart and Appendix A, which defines terms/conditions and financial limitations to the Delegated Financial Signing Authorities Chart.

~ (F) means that the position has been delegated full authorities subject to specific authorities and dollar limitations as described in Appendix A for the corresponding column.

*amounts are specified in g 2 = \$2,000, these amounts cannot be exceeded. In addition, a blank cell means that no authority has been granted.



Statistical Report on the *Access to Information Act*

Name of institution: National Battlefields Commission

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

Section 1: Requests Under the *Access to Information Act*

1.1 Number of requests

		Number of Requests
Received during reporting period		1
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		1
Closed during reporting period		1
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	0
Academia	0
Business (private sector)	0
Organization	0
Public	1
Decline to Identify	0
Total	1

1.3 Channels of requests

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

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							
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
0	0	0	0	0	0	0	0

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
0	0	0	0	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
0	0	0	0	0	0	0	0	0	0

Section 3: Applications to the Information Commissioner on Declining to Act on Requests

	Number of Requests
Outstanding from previous reporting period	0
Sent during reporting period	0
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	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	1	0	0	0	0	0	0	1
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
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	1	0	0	0	0	0	0	1

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)	0	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	0	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
0	0	0

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	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
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	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
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	1
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 Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	1	\$5,00	0	\$0,00	0	\$0,00
Other fees	0	\$0,00	0	\$0,00	0	\$0,00
Total	1	\$5,00	0	\$0,00	0	\$0,00

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	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0

181 to 365	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0
Total	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		\$13 080
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$13 080

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0,080
Part-time and casual employees	0,000
Regional staff	0,000
Consultants and agency personnel	0,000
Students	0,000
Total	0,080

Note: Enter values to three decimal places.

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

Name of institution: National Battlefields Commission

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	0	52	52
Protected B Paper Records	0	0	52	52
Secret and Top Secret Paper Records	52	0	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
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	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 or earlier	0	0	0
Total	0	0	0

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	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0

Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016 or earlier	0
Total	0

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	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 or earlier	0	0	0
Total	0	0	0

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	0
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	0

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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