



NATIONAL
GALLERY
OF CANADA

MUSÉE
DES BEAUX-ARTS
DU CANADA

Annual Report

Access to Information Act

April 1, 2021 to March 31, 2022

Table of Contents

Introduction	1
Organizational Structure and Delegation Order	1
Performance 2021-2022	3
Training and Awareness	7
Policies, Guidelines, Procedures, and Initiatives.....	7
Summary of Key Issues and Actions Taken on Complaints or Audits	7
Monitoring Compliance	7
Additional Information.....	7
Appendix 1 – Access to Information Act Delegation Order	8
Appendix 2 – Statistical Report on the Access to Information Act and Supplemental ATIP Statistical Report.....	8

Introduction

Purpose of the Access to Information Act

The *Access to Information Act* (“the Act”) provides Canadian citizens, permanent residents and any individual or corporation present in Canada the right to access information in records under the control of a government institution, in accordance with the principle 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.

Section 94 of the Act requires that the head of every government institution submit an annual 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 report describes how the National Gallery of Canada (“the Gallery”) administered the Act from April 1, 2021 to March 31, 2022. The Annual Report is prepared and tabled in Parliament in accordance with section 94 of the Act.

NGC Background

The National Gallery of Canada was founded in 1880 by the then-Governor General, the Marquess of Lorne, in concert with the Royal Canadian Academy of Arts. With the enactment of the 1913 *National Gallery of Canada Act*, the federal government assumed responsibility for the Gallery. The federal government continued its stewardship through successive Acts of Parliament, culminating with the *Museums Act* of July 1, 1990, which established the Gallery as a Crown corporation.

NGC Mandate

As per the *Museums Act*, 1990, c. 5, the National Gallery of Canada’s mandate is to *develop, maintain, and make known, throughout Canada and internationally, a collection of works of art, both historic and contemporary, with special, but not exclusive, reference to Canada, and to further knowledge, understanding, and enjoyment of art in general among all Canadians.*

Organizational Structure and Delegation Order

The Gallery’s *Access to Information Act* is managed on a part-time basis by a member of the Corporate Secretariat who also holds the position of Board Administrator and serves as the Gallery’s Access to Information and Privacy (ATIP) Coordinator, and to whom the Director and CEO has delegated all the powers, duties, and functions for the

administration of the Act. A copy of the signed and dated Delegation Order that was in effect at the end of the reporting period is attached as Appendix 1.

The ATIP Coordinator is assisted in her duties by an external consultant who provides services on a project basis.

The ATIP Coordinator position is responsible for the following activities:

- processing formal requests under the *Access to Information Act* and *Privacy Act* (together “the Acts”), as well as informal requests for information and consultation requests from other government institutions;
- providing ongoing advice and guidance to senior management and Gallery staff on access to information and privacy legislation and related policies, privacy risk management activities, and other related matters;
- monitoring Gallery compliance with the Acts, regulations and relevant policies and procedures;
- acting, on behalf of the Gallery, in dealings with the Treasury Board of Canada Secretariat (TBS), the Offices of the Information Commissioner and Privacy Commissioner, as well as other government institutions, regarding the administration of the Act as it relates to the Gallery;
- preparing annual reports to Parliament, in addition to other statutory reports and material that may be required by central agencies;
- coordinating the annual update to *Info Source* and informing TBS of any changes to the Gallery’s Personal Information Banks (PIBs);
- promoting awareness of the Acts, regulations, and relevant procedures throughout the Gallery; and
- participating in government-wide forums for the ATIP community, including TBS community and ATIP Coordinator meetings, as well as ad-hoc working groups and training sessions.

Section 96 of the Act authorizes a government institution to provide services related to any power, duty or function conferred or imposed on the head of a government institution under the Act to another government institution that is presided over by the same Minister or that is under the responsibility of the same Minister and may receive such services from any other such government institution. Such services may be provided only if the government institution enters into a written agreement with the other institution. During the reporting period, the Gallery was not party to any agreement pursuant to section 96 of the Act.

Performance 2021-2022

This section includes information about the processing of requests under the *Access to Information Act* in 2021-22 and an interpretation of the 2021-22 Statistical Report found at Appendix 2.

Section 1: Requests Received

Formal Requests

Number of Requests	2021-2022	2020-2021	2019-2020
Received during the reporting period	1	8	1
Outstanding from previous period	1	1	0
TOTAL (All requests)	2	9	1

The Gallery received one formal request for information under the Act during the reporting period. The number of requests in 2021-22 represents a significant decrease of 87.5% requests received over the 2020-21 reporting period, however the number of requests received remains the same as in 2019-20.

As one request was carried over from the 2020-21 reporting period, the Gallery had a total of two active requests during 2021-22.

Section 2: Informal Requests

During the reporting period, the Gallery received four informal requests for information, a significant decrease from the fourteen informal requests received in 2020-21, and slight increase from the three requests received in 2019-20. The four informal requests received were completed during the reporting period.

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

During the reporting period, the Gallery did not apply to the Information Commissioner on declining to act on requests.

Section 4: Requests Closed During the Reporting Period

Legislated Timelines and Completion Times

Of the Gallery's two active requests, two were completed of which one was closed within the legislated timelines stipulated by the Act. The percentage of requests closed within legislated timelines was therefore 50%.

The following are the completion times for the two completed requests:

- One request was completed within 1 to 15 days.
- One request was completed within 181 to 365 days.

Disposition of Requests

Of the two completed requests, both were “disclosed in part” (i.e. some information was exempt from disclosure). As such, 100% of completed requests were disclosed in part.

Exemptions

The Statistical Reports identify the number of requests for which specific types of exemptions were invoked. If the Gallery applied two different exemptions to a request, one exemption under each relevant section is reported. If the same exemption was claimed several times in the same request, it is captured only once in the statistics.

Exemptions invoked	2021-22	2020-21	2019-20
Section 15(1)	0	1	0
Section 16(2)	0	1	0
Section 16(2)(c)	0	0	0
Section 18(a)	2	6	0
Section 18(b)	1	5	0
Section 18(d)	0	1	0
Section 19(1)	2	6	0
Section 20(1)(b)	1	4	0
Section 20(1) (c)	0	3	0
Section 20(1)(d)	1	1	0
Section 21(1) (a)	0	3	0
Section 21(1) (b)	0	4	0
Section 23	1	2	0
Total:	8	37	0

Exclusions

The Act does not apply to published material pursuant to section 68 and to Confidences of the Queen’s Privy Council pursuant to Section 69. No exclusions were invoked during the reporting period.

Relevant Pages Processed and Disclosed

For the two closed requests, 1,643 pages were processed, and 1,643 pages were disclosed in full and/or in part. Of note, the number of pages processed as reported in the Statistical Report does not include pages that required review for relevancy, scope, or duplicates, and does not consider work conducted on active requests. Accordingly, the number of pages reviewed by the ATIP Office was significantly higher than what is captured in the Statistical Report.

Covid-19 Related Impacts

During the reporting period, COVID-19 had minimal impact on access to information operations. As reported in the Supplemental Statistical Report at Appendix 2, the Gallery maintained either partial or full capacity to process records in different formats and levels of security.

The Gallery had the ability to receive and process requests through email for the entire reporting period but experienced short delays due to reduced access to physical files stored on-site.

Section 5: Extensions

Section 9 of the Act provides for the extension of the statutory time limits if consultations are necessary or if the request is for a large volume of records and processing the request within the original time would unreasonably interfere with the operations of the institution.

Of the two completed requests, one required an extension for interference with operations and one required an extension for consultation.

Section 6: Fees

Application fees collected during the reporting period amounted to \$5.00, no fees were waived by the Gallery.

Section 7: Consultations Received from Other Institutions and Organizations

No consultations were received by the Gallery in 2021-22 which reflected a decrease over the last reporting period, as referenced in the following table:

Number of Consultations	2021-22	2020-21	2019-20
Received during the reporting period	0	6	0
Total	0	6	0

Section 8: Completion Time of Consultations on Cabinet Confidences

There were no consultations on Cabinet confidences.

Section 9: Complaints, Audits, and Investigations

No complaints, investigations or audits were received or carried out during the reporting period.

Section 10: Court Action

As was the case for the last three fiscal years, there were no complaints concerning the Gallery that were subject to court action during the 2021-22 reporting period.

Section 11: Resources

Costs

For 2021-22, the cost directly associated with the administration of the *Access to Information Act* was estimated at \$11,737.00, a large decrease of 86.8% when compared to 2020-21 (\$88,946.00), and another large decrease of 74.1% when compared to the (\$45,255.00) reported for the 2019-20 fiscal year.

Human Resources

The Access to Information (ATI) function is estimated to have had 0.094-full time equivalent (FTE) dedicated to it throughout 2021-22, a decrease over the 0.563 FTE reported in 2020-21, and a decrease over the 0.25 FTE reported for 2019-20.

The 0.094 FTE for 2021-22 consisted of 0.090 FTE for full-time employees and 0.004 FTE for consultants and others.

Training and Awareness

An Access to Information and Privacy review was offered to management-level staff at the NGC. This session was delivered by an external ATIP consultant

The ATIP Coordinator provided periodic one-on-one advice and guidance as required, to NGC staff and Senior Management on Access to Information.

Policies, Guidelines, Procedures, and Initiatives

No new or revised institution-specific policies, guidelines, or procedures related to access to information were implemented during the reporting period.

Summary of Key Issues and Actions Taken on Complaints or Audits

No complaints were received, and no audits or investigations were concluded during this reporting period in relation to the Gallery's administration of the Act.

Monitoring Compliance

Requests are regularly monitored through a tracking log, which captures detailed information concerning the timeline of each request. As the Gallery receives a modest number of requests each year, its monitoring of the time required to process information requests is a straightforward exercise.

Additional Information

Whenever possible, information is provided informally to the public. For example, both the Communications Division and Visitor Services respond to many requests for information from the media and the public, respectively. The Gallery's website also serves as a valuable source of information about the institutions, and its programs, services, and activities.

Appendix 1 – *Access to Information Act* Delegation Order

Appendix 2 – Statistical Report on the *Access to Information Act* and Supplemental ATIP Statistical Report

The Director of the National Gallery of Canada, as designated head of the institution by virtue of Order-in-Council and pursuant to section 73 of the *Access to Information Act* (the *Act*) hereby designates the persons holding the positions set out herein or the persons occupying those positions on an acting basis, to exercise the powers, duties or functions of the Director as the head of a government institution, under the section or sections of the *Act* set out hereunder opposite each position.

Position	<i>Access to Information Act</i>	
Access to Information and Privacy Coordinator	4(2.1)	Reasonable effort to assist, respond accurately and completely and provide timely access in the format requested
Access to Information and Privacy Coordinator	7(a)	Notice where access requested
Access to Information and Privacy Coordinator	7(b)	Giving access to record
Access to Information and Privacy Coordinator	8(1)	Transfer of request to another institution
Access to Information and Privacy Coordinator	9	Extension of time limits
Access to Information and Privacy Coordinator	11(2), (3), (4), (5), (6)	Additional fees
Access to Information and Privacy Coordinator	12(2)	Language of access
Access to Information and Privacy Coordinator	12(3)	Access in an alternative format
Access to Information and Privacy Coordinator	13	Exemption—Information obtained in confidence
Access to Information and Privacy Coordinator	14	Exemption—Federal—provincial affairs
Access to Information and Privacy Coordinator	15	Exemption—International affairs and defence
Access to Information and Privacy Coordinator	16	Exemption—Law enforcement and investigations

Position	<i>Access to Information Act</i>	
Access to Information and Privacy Coordinator	16.1	Exemption—Records related to investigations, examinations and audits of the Auditor General, the Commissioner of Official Languages, the Information Commissioner and the Privacy Commissioner
Access to Information and Privacy Coordinator	16.2	Exemption—Records related to investigations by the Commissioner of Lobbying
Access to Information and Privacy Coordinator	16.3	Exemption—Records related to investigations, examinations or reviews under the Canada Elections Act
Access to Information and Privacy Coordinator	16.31	Exemption—Records related to investigations, under the Canada Elections Act
Access to Information and Privacy Coordinator	16.4	Exemption—Records related to investigations by the Public Sector Integrity Commissioner
Access to Information and Privacy Coordinator	16.5	Exemption—for records related to a disclosure under the Public Servants Disclosure Protection Act
Access to Information and Privacy Coordinator	16.6	Exemption—for records related to the National Security and intelligence Committee
Access to Information and Privacy Coordinator	17	Exemption—Safety of individuals
Access to Information and Privacy Coordinator	18	Exemption—Economic interests of Canada
Access to Information and Privacy Coordinator	18.1	Exemption—Economic interest of the Canada Post Corporation, Export Development Canada, the Public Sector Pension Investment Board and VIA Rail Canada Inc.
Access to Information and Privacy Coordinator	19	Exemption—Personal information
Access to Information and Privacy Coordinator	20	Exemption—Third party information
Access to Information and Privacy Coordinator	20.1	Exemption—Third party information obtained by the Public Sector Pension Investment Board

Position	<i>Access to Information Act</i>	
Access to Information and Privacy Coordinator	20.2	Exemption—Third party information obtained by the Canada Pension Plan Investment Board
Access to Information and Privacy Coordinator	20.4	Exemption—Contracts of performing artists and identity of confidential donors to the National Arts Centre Corporation
Access to Information and Privacy Coordinator	21	Exemption—Operations of Government
Access to Information and Privacy Coordinator	22	Exemption—Testing procedures
Access to Information and Privacy Coordinator	22.1	Exemption—Audit working papers and draft audit reports
Access to Information and Privacy Coordinator	23	Exemption—Solicitor-client privilege
Access to Information and Privacy Coordinator	23.1	Exemption—Patent or trademark privilege
Access to Information and Privacy Coordinator	24	Exemption—Statutory prohibitions
Access to Information and Privacy Coordinator	25	Severability
Access to Information and Privacy Coordinator	26	Exception—Information to be published
Access to Information and Privacy Coordinator	27(1), (4)	Third party notification
Access to Information and Privacy Coordinator	28(1), (2), (4)	Third party notification
Access to Information and Privacy Coordinator	33	Advising Information Commissioner of third-party involvement
Access to Information and Privacy Coordinator	35(2)	Right to make representations
Access to Information and Privacy Coordinator	37(4)	Access to be given to complainant

Position	<i>Access to Information Act</i>	
Access to Information and Privacy Coordinator	43(1)	Notice to third party (application to Federal Court for review)
Access to Information and Privacy Coordinator	44(2)	Notice to applicant (application to Federal Court by third party)
Access to Information and Privacy Coordinator	52(2), (3)	Special rules for hearings
Access to Information and Privacy Coordinator	71(1)	Exempt information severed from manuals
Access to Information and Privacy Coordinator	72	Prepare annual report to Parliament
Access to Information and Privacy Coordinator	77	Responsibilities conferred on the head of the institution by the regulations made under section 77 which are not included above

Position	<i>Access to Information Regulations</i>	
Access to Information and Privacy Coordinator	6(1)	Transfer of request
Access to Information and Privacy Coordinator	8	Providing access to record(s)
Access to Information and Privacy Coordinator	8.1	Limitations in respect of format

Dated at Ottawa on __May 2_____, 2022



Sasha Suda, PhD
Director and CEO, National Gallery of Canada

**Statistical Report on the *Access to Information Act***Name of institution: The National Gallery of CanadaReporting 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		1
Outstanding from previous reporting periods		1
• Outstanding from previous reporting period	1	
• Outstanding from more than one reporting period	0	
Total		2
Closed during reporting period		2
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	0
E-mail	1
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		4
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	

• Outstanding from more than one reporting period	0
Total	4
Closed during reporting period	4
Carried over to next reporting period	0

2.2 Channels of informal requests

Source	Number of Requests
Online	0
E-mail	4
Mail	0
In person	0
Phone	0
Fax	0
Total	4

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
4	0	0	0	0	0	0	4

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
3	20	1	244	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	1	0	0	0	0	0	1	2
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
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	1	2

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)	2	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	1	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	1	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)	2	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	1
15(1) - Def.*	0	16.3	0	20(1)(b)	1	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)	1		
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
1643	1603	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	0	0	0	0	0	0	0	0
Disclosed in part	1	6	0	0	0	0	1	1637	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	6	0	0	0	0	1	1637	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 (%)	50

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
1	1	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	1	1
More than 365 days	0	0	0
Total	0	1	1

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	1	1	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	1	1	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	1	1	0	0
365 days or more	0	0	0	0
Total	1	1	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		\$6,810
Overtime		\$0
Goods and Services		\$4,927
• Professional services contracts	\$4,027	
• Other	\$900	
Total		\$11,737

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.090
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.004
Students	0.000
Total	0.094

Note: Enter values to three decimal places.

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

Name of institution: The National Gallery of Canada

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	50
Able to receive requests by email	52
Able to receive requests through the digital request service	0

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	15	17	20	52
Protected B Paper Records	15	17	20	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 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
--	----