

NATIONAL CAPITAL COMMISSION
COMMISSION DE LA CAPITALE NATIONALE

Annual Report to Parliament

ACCESS TO INFORMATION ACT

APRIL 1, 2021 TO MARCH 31, 2022

Canada



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INTRODUCTION

The *Access to Information Act* gives Canadian citizens, as well as people and corporations present in Canada, the right to have access to federal government records that are not of a personal nature. The *Access to Information Act* complements, but does not replace, other procedures for obtaining government information. It is not intended to limit in any way the access to government information that is normally available to the public upon request. This annual report to Parliament was prepared and shall be tabled in accordance with section 94 of the *Access to Information Act*.

The National Capital Commission (NCC) is a Crown corporation created by Parliament in 1959 as the steward of federal lands and buildings in the National Capital Region. The corporation is responsible for planning, as well as taking part in the development, conservation, and improvement of the National Capital Region. The NCC is governed by a national board of directors. The NCC reports to Parliament through the minister of Public Services and Procurement.

The *National Capital Act* defines the NCC's mandate. The NCC fulfills its mandate through the following areas of activity:

- setting the long-term planning direction for federal lands in the National Capital Region;
- regulating the use and development of federal lands in the National Capital Region;
- managing, conserving and protecting NCC assets (including Gatineau Park, the Greenbelt, urban parks, real property, and other assets such as bridges, pathways and parkways); and
- maintaining heritage sites in the National Capital Region, such as the official residences and commemorative sites.

STRUCTURE OF THE ATIP OFFICE

The Access to Information and Privacy (ATIP) Office is part of the Public, Legal and Corporate Affairs Branch of the NCC. It is responsible for the administration of the *Access to Information Act* and the *Privacy Act* for the corporation. The chief of ATIP acts as the institutional coordinator, and is assisted by three ATIP analysts.

The ATIP Office ensures that the NCC meets its legislated obligations in replying to requests with support from a network of ATIP branch representatives in each of the corporation's program areas.

STATISTICS

The following statistics describe the administration of the *Access to Information Act* within the NCC for the period of April 1, 2021, to March 31, 2022, as found in the attached Appendix A.

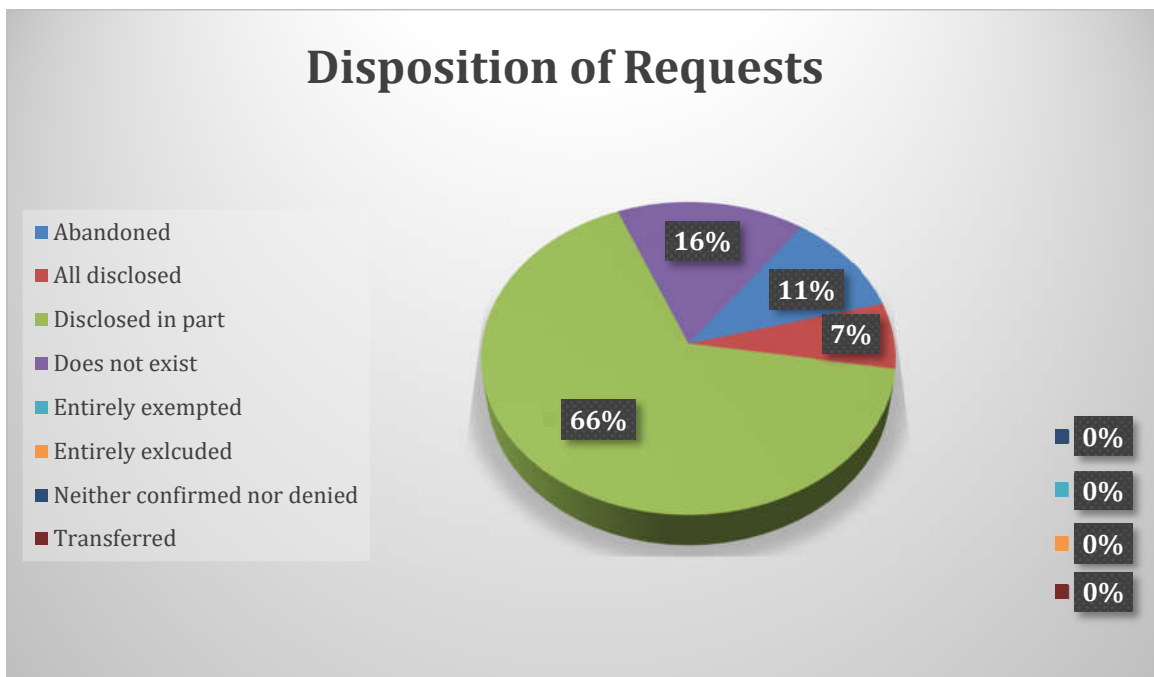
Requests Received Under the *Access to Information Act*

During the period, 77 *Access to Information Act* requests were received. This is less than were received in 2020–2021. Including the 32 requests carried over from the previous reporting periods, the ATIP Office worked on processing 109 requests in total, and completed 75 in 2021–2022.

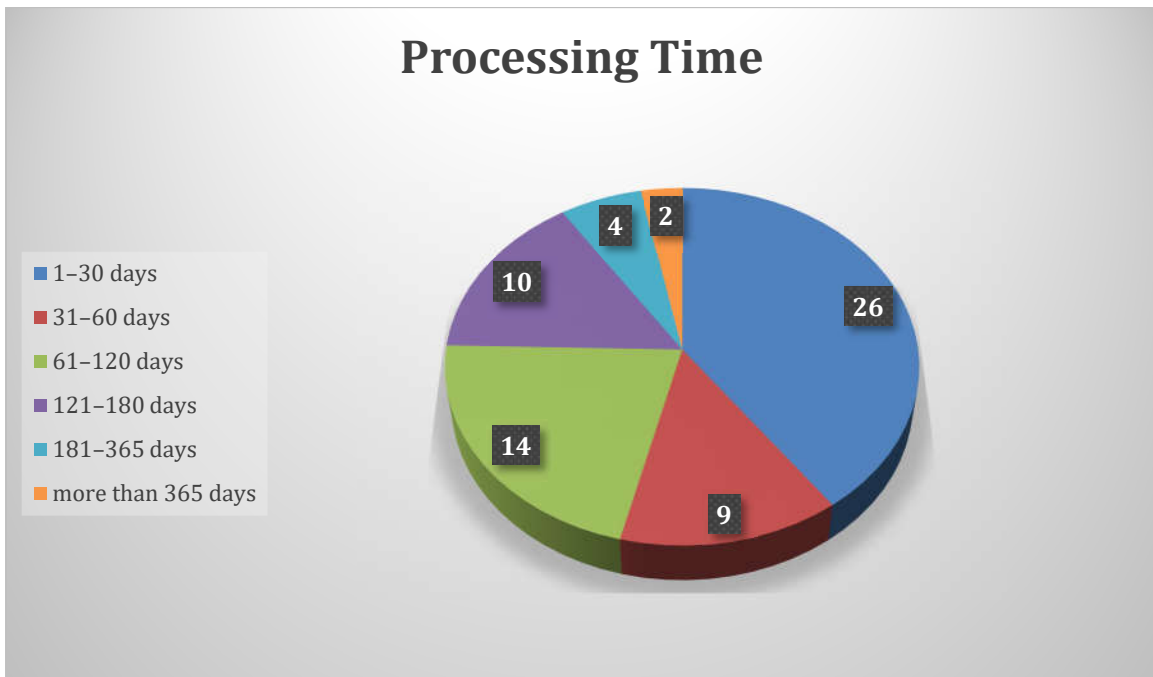
The number of pages reviewed for the purpose of responding to access requests increased from 28,187 pages in 2020–2021 to 32,909 pages in 2021–2022. These figures represent only those formal *Access to Information Act* requests completed, and do not account for the number of pages reviewed for currently active files.

The statistics show that most of the 77 requests received during the period originated from organizations (31), followed by the general public (24), media (15) and the business community (2). Five requesters did not identify themselves.

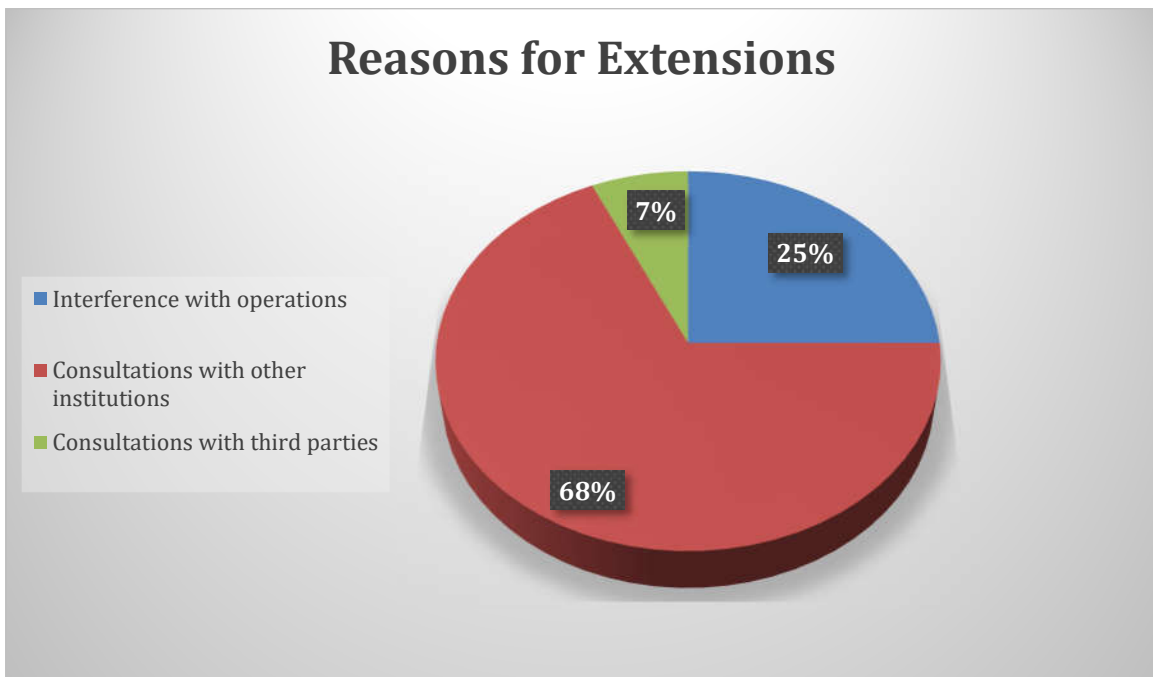
The following pie chart shows the disposition of the 75 requests that were completed during the year.



The NCC responded to 76 percent of the completed requests within the legislated time frame, and was able to provide records electronically in all cases. The NCC was unable to meet the statutory deadline for 18 requests processed in 2021–2022.



Extensions were invoked several times. Most of these exceeded 30 days. The vast majority were to enable consultations with other institutions.



Since the 2017–2018 fiscal year, the NCC has received 357 *Access to Information Act* requests. The following charts show the work completed during this period.



Consultations Completed for Other Government Institutions

The NCC also received 19 requests for consultation from other government institutions, an increase from the 15 of the previous reporting period. Seventeen consultations had been completed at the end of 2021–2022. For the 17 requests closed, 542 pages required review, which is a slight decrease from the 558 pages reviewed in the previous reporting period. All consultations but two were responded to within 30 days, with nine of these completed within 15 days after being received.

Exemptions Invoked

For the NCC, the majority of the exemptions invoked fell under subsection 19(1), Personal information; subsection 16(2), Security; section 20, Third party information and section 21, Operations of Government—Advice. Other exemptions applied included section 18, Economic interests of Canada; section 23, Solicitor-client privilege; subsection 13(1), Information that was obtained in confidence, and subsection 14(a), federal-provincial consultations or deliberations.

Exclusions Invoked

No exclusions were invoked during the reporting period.

Outstanding Requests From Previous Reporting Periods

At the end of the current fiscal year, there were 11 requests that were still active from previous reporting periods. Two were from 2019–2020 and nine from 2020–2021. All these requests were past the legislated deadline at the end of the current reporting period.

Operational Costs to Administer the *Access to Information Act*

A total of 4.05 full-time equivalents were used to administer the *Access to Information Act* within the NCC. Salaries and administration costs amounted to \$496,540. Operational costs for this fiscal year amounted to \$62,262. Application fees totalling \$370 were collected during this reporting period. No other fees were collected. Fees were waived three times, and no refunds were made during the reporting period.

Posting of Closed Requests

Following Treasury Board guidelines, the NCC maintained a list of completed *Access to Information Act* requests on the [Open Government](#) website. The public could view this list and then contact the ATIP Office to obtain copies of the previously released records. In some cases, requesters contacted the ATIP Office and asked about current, active

requests. These individuals asked to receive copies of the requests once processing had been completed. In 2021–2022, the ATIP Office received 77 requests for records either previously released or to be released through a formal request still being processed. This number is the same amount as received in the previous reporting period. No requests were carried over from previous fiscal years, and all the requests received were completed, resulting in the release of 20,218 pages of records.

Impact of the COVID-19 Pandemic

On March 14, 2020, all NCC employees, with a few exceptions, were asked to work from home. ATIP staff were able to continue processing requests with few difficulties, as the ATIP office had already transformed most of its processes to enable teleworking. The retrieval of paper-based records was virtually halted, but all requesters were understanding and focused their requests on electronically available records. With the easing of public health measures, the retrieval of paper records resumed in mid-November 2021.

Although the NCC ATIP Office was able to process requests, some third parties and government institutions did not have the capacity to reply in a timely manner to NCC consultations to enable the complete review of all the records.

INSTITUTIONAL POLICIES AND PROCEDURES

The NCC has several corporate administrative policies and procedures (CAPPs). Specifically, the CAPP on access to information helps to ensure that the NCC fulfills its obligations under the *Access to Information Act*.

This policy provides guidance to employees with respect to the application of the *Access to Information Act*, and outlines the responsibilities of the Executive Management Committee, senior managers, branch representatives, managers and employees. This policy was last updated in 2019.

DELEGATION OF AUTHORITY

The chair of the NCC is designated as head of the institution by virtue of the “*Access to Information Act* Heads of Government Institution Delegation Order (SI/83-113, as amended).” The chair is responsible for administering the *Access to Information Act*.

The chair has delegated the authority under the *Access to Information Act* to key officials within the organization, in accordance with section 95 of the *Access to Information Act*.

The chief executive officer and the chief of ATIP had complete delegated authority. The ATIP analysts had limited delegation for the application of specific exemptions.

A copy of the delegation order, signed July 22, 2018, is attached for reference (*see Appendix B*).

EDUCATION AND TRAINING

ATIP awareness/information sessions are offered, in both official languages, to NCC employees at large. The Canada School of Public Service Access to Information and Privacy online course was completed by 83 new permanent employees, representing a 91 percent completion rate.

COMPLAINTS AND INVESTIGATIONS

Three complaints were received in 2021–2022. All the complaints alleged that the exemptions had been improperly applied. There were no outstanding complaints from previous years at the end of 2021–2022.

Two complaints were closed before the end of this reporting period. One complaint related to the application of exemptions was not substantiated by the Office of the Information Commissioner (OIC). The other complaint closed was received within the previous reporting period and alleged that the NCC had not performed a reasonable search. A new search uncovered additional records which were disclosed to the requester. The OIC therefore concluded that the complaint was well-founded and resolved.

MONITORING OF PROCESSING TIME

ATIP staff regularly monitored the time taken to process active access to information requests, and met weekly to review all active requests.

APPENDIX A

**Statistical Report on the Access to Information Act**Name of institution: National Capital CommissionReporting 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		77
Outstanding from previous reporting periods		32
• Outstanding from previous reporting period	28	
• Outstanding from more than one reporting period	4	
Total		109
Closed during reporting period		75
Carried over to next reporting period		34
• Carried over within legislated timeline	22	
• Carried over beyond legislated timeline	12	

1.2 Sources of requests

Source	Number of Requests
Media	15
Academia	0
Business (private sector)	2
Organization	31
Public	24
Decline to Identify	5
Total	77

1.3 Channels of requests

Source	Number of Requests
Online	0
E-mail	53
Mail	24
In person	0
Phone	0
Fax	0
Total	77

Section 2: Informal Requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		77
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		77
Closed during reporting period		77
Carried over to next reporting period		0

2.2 Channels of informal requests

Source	Number of Requests
Online	53
E-mail	22
Mail	1
In person	0
Phone	1
Fax	0
Total	77

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
77	0	0	0	0	0	0	77

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
12	348	12	2268	2	1169	2	3985	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
29	665	6	1604	10	9074	4	11028	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	2	3	0	0	0	0	0	5
Disclosed in part	0	9	6	14	6	8	7	50
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	5	7	0	0	0	0	0	12
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	8	0	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	15	19	6	14	6	8	7	75

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)	4	18(a)	0	20,1	0
13(1)(b)	0	16(2)(a)	1	18(b)	3	20,2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20,4	0
13(1)(d)	1	16(2)(c)	38	18(d)	4	21(1)(a)	12
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	19
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	3
14(a)	1	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)	36	22.1(1)	0
15(1) - I.A.*	1	16.2(1)	0	20(1)(a)	0	23	12
15(1) - Def.*	0	16,3	0	20(1)(b)	10	23,1	0
15(1) - S.A.*	1	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)	17	26	0
16(1)(a)(ii)	0	16,5	0	20(1)(d)	2		
16(1)(a)(iii)	1	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	55	0	2	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
32909	29064	63

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	4	69	1	102	0	0	0	0	0	0
Disclosed in part	18	490	17	4331	5	4458	10	23255	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	7	0	1	204	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	29	559	19	4637	5	4458	10	23255	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
5	4	2

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	1	4	0	0	0	0
Disclosed in part	1	1	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	2	5	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	34	0	0	34
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	34	0	0	34

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	57
Percentage of requests closed within legislated timelines (%)	76

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
18	11	5	0	2

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	1	2	3
16 to 30 days	0	1	1
31 to 60 days	0	2	2
61 to 120 days	0	1	1
121 to 180 days	1	2	3
181 to 365 days	0	5	5
More than 365 days	0	3	3
Total	2	16	18

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	11	0	30	3
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	11	0	30	3

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	2	0	0	0
31 to 60 days	0	0	8	0
61 to 120 days	4	0	12	0
121 to 180 days	1	0	6	1
181 to 365 days	0	0	0	0
365 days or more	4	0	4	2
Total	11	0	30	3

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	74	\$370,00	3	\$15,00	0	\$0,00
Other fees	0	\$0,00	0	\$0,00	0	\$0,00
Total	74	\$370,00	3	\$15,00	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
3	1	2

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	1	1	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		\$428 238
Overtime		\$6 040
Goods and Services		\$62 262
• Professional services contracts	\$55 370	
• Other	\$6 892	
Total		\$496 540

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	3,800
Part-time and casual employees	0,000
Regional staff	0,000
Consultants and agency personnel	0,250
Students	0,000
Total	4,050

Note: Enter values to three decimal places.



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

Name of institution: National Capital 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	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	0	35	17	52
Protected B Paper Records	0	35	17	52
Secret and Top Secret Paper Records	0	35	17	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	22	1	23
Received in 2020-2021	0	9	9
Received in 2019-2020	0	2	2
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	22	12	34

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	2
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	2

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

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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APPENDIX B

Delegation Order / Arrêté de délégation

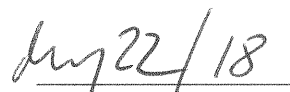
Access to Information Act and Privacy Act / Loi sur l'accès à l'information et de la Loi sur la Protection des renseignements personnels

In accordance with Section 73 of the *Access to Information Act* and of the *Privacy Act*, the Chairperson of the National Capital Commission hereby delegates authority granted for the provisions of these *Acts* as indicated below. Any prior Delegation Orders are hereby revoked.

Conformément à l'article 73 de la *Loi sur l'accès à l'information* et de la *Loi sur la Protection des renseignements personnels*, le président de la Commission de la capitale nationale délègue, par le présent, l'autorité prévue dans les articles de ces *Lois*, ci-dessous mentionnés. Tous les arrêtés préalablement en vigueur sont révoqués.

Position/Poste	Provisions of the <i>Access to Information Act</i> / Articles de la <i>Loi sur l'accès à l'information</i>	Provisions of the <i>Privacy Act</i> / Articles de la <i>Loi sur la Protection des renseignements personnels</i>
Chief Executive Officer / Premier dirigeant	Full authority/Autorité absolue	Full authority/Autorité absolue
General Counsel and Commission Secretary / Avocat général et secrétaire de la Commission	Full authority/Autorité absolue	Full authority/Autorité absolue
Chief, Access to Information and Privacy (ATIP) / Chef, Accès à l'information et la protection des renseignements personnels (AIPRP)	Full authority/Autorité absolue	Full authority/Autorité absolue
Senior Analyst, ATIP / Analyste principal, AIPRP (RE-05)	7(a), 8(1), 9, 10(1), 11(2), (3), (4), (5), (6), 19(1), 24(1), 26, 27(1), (4), 33, 35(2)	14, 15, 17(2)(b), 26
Analyst, ATIP / Analyste, AIPRP (RE-04)	7(a), 8(1), 9, 10(1), 19(1), 24(1), 26, 27(1), (4), 33	14, 15, 17(2)(b), 26
Director AREE and Chief Audit Executive / Directeur ARÉE et dirigeante de l'audit interne	10(2), 16.5	22.3


Marc Seaman
Chairperson/Président


Date