

NATIONAL CAPITAL COMMISSION
COMMISSION DE LA CAPITALE NATIONALE

Annual Report to Parliament

ACCESS TO INFORMATION ACT

APRIL 1, 2023 TO MARCH 31, 2024

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 that was created by Parliament in 1959 as the steward of federal lands and buildings in Canada's Capital Region. The corporation is responsible for planning, as well as taking part in the development, conservation and improvement of Canada's 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 Canada's Capital Region;
- regulating the use and development of federal lands in Canada's 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 Canada's Capital Region, such as the official residences and commemorative sites.

ORGANIZATIONAL STRUCTURE

During the reporting period, the Access to Information and Privacy (ATIP) Office was part of the Public, Legal and Corporate Affairs (PLCA) Branch of the NCC. It was responsible for the administration of the *Access to Information Act* and the *Privacy Act* for the corporation. The chief of ATIP acted as the institutional coordinator and was assisted by three ATIP analysts and one part-time consultant.

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

Regarding the proactive requirements found in Part 2 of the *Access to Information Act*, the Corporate Services Branch was responsible for coordinating and validating the

publication of the Travel and Hospitality expenses, whereas the publication of reports tabled to Parliament was coordinated by the PLCA Branch.

The NCC was not party to any service agreements pursuant to section 96 of the *Access to Information Act*.

STATISTICS

The following statistics describe the administration of the *Access to Information Act* within the NCC for the period of April 1, 2023, to March 31, 2024, as found in the attached Appendix A.

Requests Processed Under the *Access to Information Act*

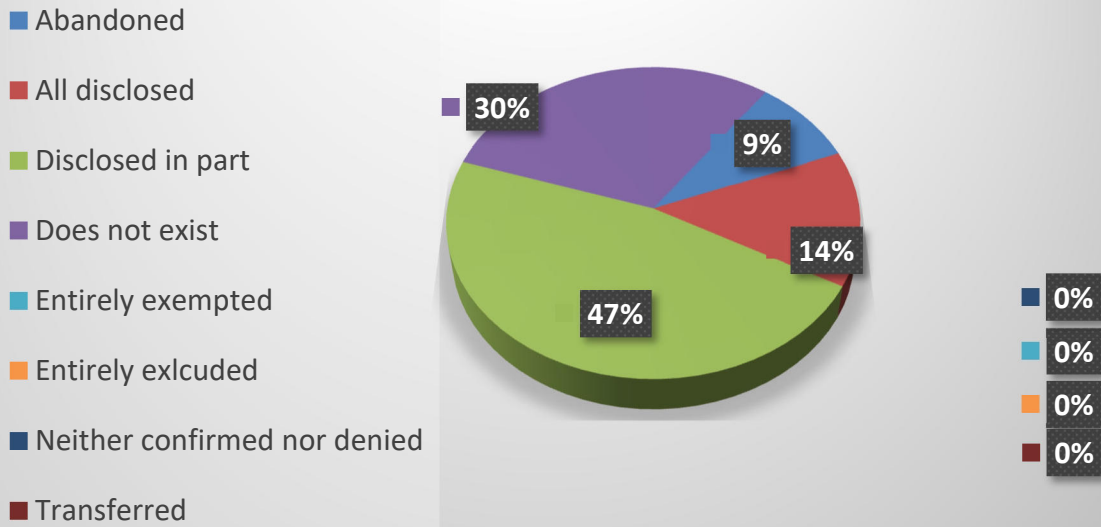
During the period, 198 *Access to Information Act* requests were received. This is more than were received in 2022–2023. Including the 29 requests carried over from the previous reporting periods, the ATIP Office worked on processing 227 requests in total and completed 174 in 2023–2024.

The number of pages reviewed for the purpose of responding to access requests slightly increased from 27,373 pages in 2022–2023 to 27,677 pages in 2023–2024. 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 198 requests received during the period originated from the public (70), followed by organizations (22), the media (18) and the business community (12). Seventy-six requesters did not identify themselves.

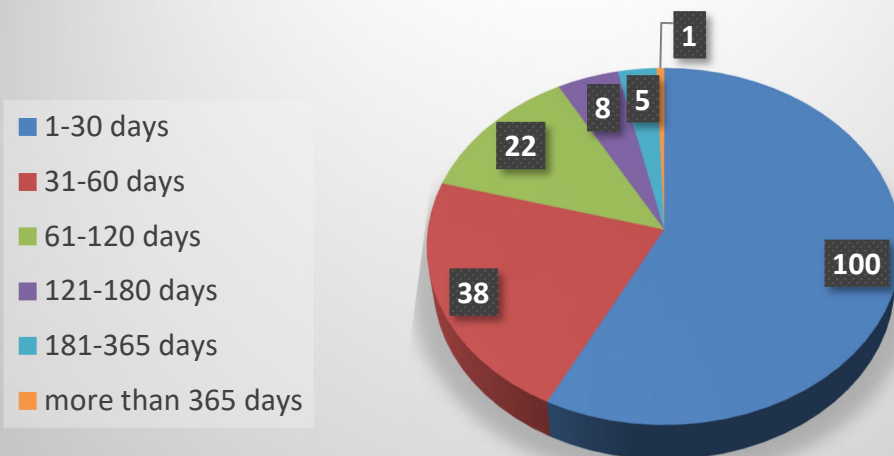
The following pie chart shows the disposition of the 174 requests that were completed during the year.

Disposition of Requests

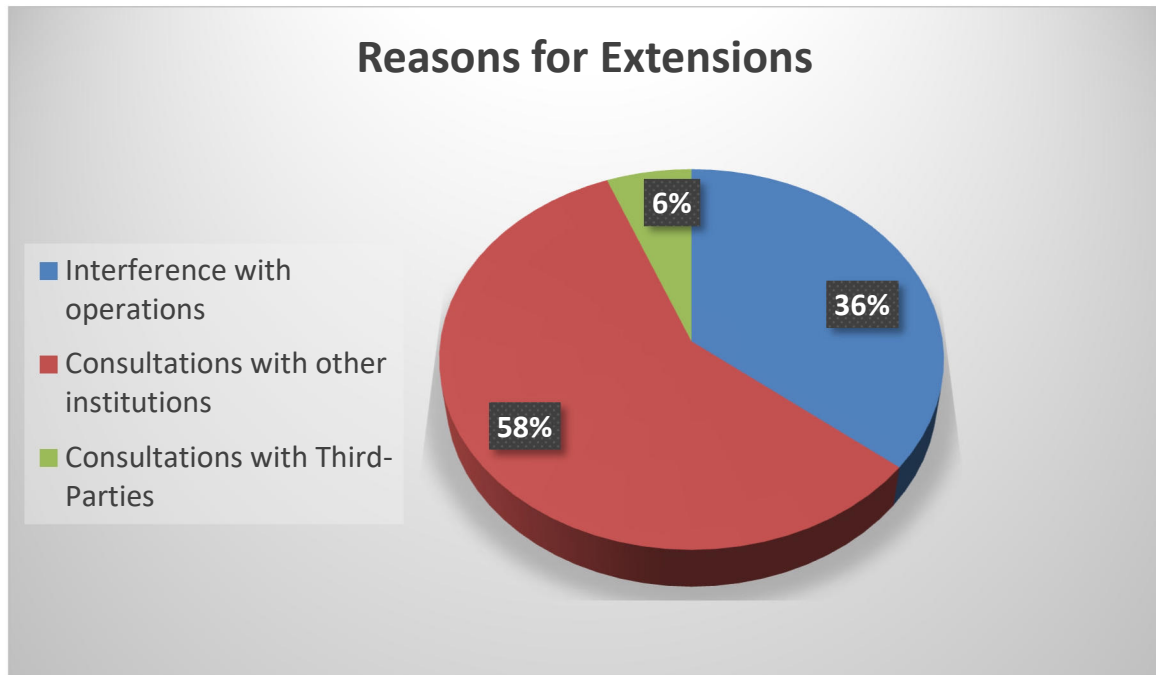


The NCC responded to 87 percent of the completed requests within the legislated timeframe and was able to provide records electronically in all cases, except when one requester wished to receive a paper copy. The NCC was unable to meet the statutory deadline for 22 requests processed in 2023–2024.

Processing Time



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



Since the 2019–2020 fiscal year, the NCC has received 479 *Access to Information Act* requests. The following charts show the work completed during this period.





The NCC also received 26 requests for consultation from other government institutions, an increase from 11 in the previous reporting period. Twenty-one of the consultations had been completed at the end of 2023–2024. For the 21 consultation requests closed, 2,062 pages required review, which is a significant increase from the 935 pages reviewed in the previous reporting period. All consultations were responded to on time, with six 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; section 16, Law enforcement and investigations, and Security; section 20, Third party Information; section 21, Operations of Government—Advice. Other exemptions applied included section 18, Economic interests of Canada, and section 23, Solicitor-client privilege.

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 53 outstanding requests. Twenty-five of these requests were past the legislated deadline at the end of the current reporting period. Two were from 2019–2020, nine from 2020–2021, one from 2022–2023 and 13 from 2023–2024.

Operational Costs to Administer the *Access to Information Act*

A total of 3.1 full-time equivalents were used to administer the *Access to Information Act* within the NCC. Salaries and administration costs amounted to \$387,214. Operational costs for this fiscal year amounted to \$40,221. Application fees totalling \$960 were collected during this reporting period. No other fees were collected. Fees were waived three times, and three 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 2023–2024, the ATIP Office received 919 requests for records previously released. This number is a very important increase in comparison to 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 173,133 pages of records.

PROACTIVE PUBLICATION UNDER PART 2 OF THE ATIA

For the purposes of Part 2 of the ATIA, the National Capital Commission is an institution.

The NCC has put procedures in place to ensure that the proactive disclosures it must published are available to the public within the required timeframes.

[Travel and Hospitality expense reports](#) are generated for each division. Once received, the divisions validate and fill a proactive disclosure form. These are returned to the accounting staff by the 15th day of the month for a final review before the Director of Finance and the Chief Financial Officer approve them. The reports are then provided to the Creative and Digital Services (CSD) division to publish on the NCC website within the expected deadline. Once the information is uploaded, the accounting staff are notified so they can confirm the website content is complete.

The [NCC annual report](#) and the [ATIP annual report](#), tabled to Parliament, follow a similar procedure. Once a report has been tabled, the responsible division forwards it to the CSD division to publish on the NCC website. An employee of the division validates that the report has been properly posted as soon as the CSD division confirms the documents have been uploaded to the website.

The NCC does not have an automated system to publish proactively disclosed information.

During the 2023–2024 year, the NCC published 100 percent of its proactive publications on time.

Proactive Publication Requirements Table

Legislative Requirement	Section	Publication Timeline	Institutional Requirement
All government Institutions as defined in section 3 of the <i>Access to Information Act</i>			
Travel expenses	82	Within 30 days after the end of the month of reimbursement	Yes
Hospitality expenses	83	Within 30 days after the end of the month of reimbursement	Yes
Reports tabled in Parliament	84	Within 30 days after tabling	Yes
Government entities or departments, agencies, and other bodies subject to the Act and listed in Schedules I, I.1, or II of the <i>Financial Administration Act</i>			
Contracts over \$10,000	86	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	No
Grants and contributions over \$25,000	87	Within 30 days after the quarter	No
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	No
Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office	88(b)	Within 30 days after the end of the month received	No

Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament	88(c)	Within 120 days after appearance	No
Government institutions that are departments named in Schedule I to the <i>Financial Administration Act</i> or portions of the core public administration named in Schedule IV to that Act (i.e. government institutions for which Treasury Board is the employer)			
Reclassification of positions	85	Within 30 days after the quarter	No
Ministers			
Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Within 120 days after appointment	No
Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office	74(b)	Within 30 days after the end of the month received	No
Package of question period notes prepared by a government institution for the minister and in use on the last sitting day of the House of Commons in June and December	74(c)	Within 30 days after last sitting day of the House of Common in June and December	No
Packages of briefing materials prepared by a government institution for a minister's appearance before a committee of Parliament	74(d)	Within 120 days after appearance	No
Travel expenses	75	Within 30 days after the end of the month of reimbursement	No
Hospitality expenses	76	Within 30 days after the end of the month of reimbursement	No

Contracts over \$10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	No
Ministers' offices expenses *Note: This consolidated report is currently published by TBS on behalf of all institutions.	78	Within 120 days after the fiscal year	No

INITIATIVES AND PROJECTS TO IMPROVE ACCESS TO INFORMATION

The NCC started exploring the options to change its ATIP processing system, as it will no longer be supported by the vendor in the coming years.

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 chairperson 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 chairperson is responsible for administering the *Access to Information Act*.

The chairperson 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, the vice-president of the PLCA Branch and the chief of ATIP have complete delegated authority. The ATIP analysts have limited delegation for the application of specific exemptions.

A copy of the delegation order, signed May 2nd, 2022, 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 99 new permanent employees, representing an 88 percent completion rate.

COMPLAINTS AND INVESTIGATIONS

Thirteen complaints were received in 2023–2024 and there were two outstanding complaints carried over from fiscal year 2022–2023.

The NCC cooperated with the Office of the Information Commissioner (OIC) throughout the year. Eight complaints were closed by the OIC before the end of this reporting period. The OIC discontinued three complaints, found that four were not substantiated and only one was substantiated. This complaint challenged the application of certain exemptions to withhold information. A portion of the information was subsequently disclosed to the requester.

MONITORING COMPLIANCE

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

To limit inter-institutional consultation and reduce the processing times, the ATIP office:

- Performs a search for previously processed records in its processing system;
- Performs a search on internet to assess what information is already publicly available;
- Keeps track of certain types of information for which external institutions and the NCC have agreed should always be disclosed or should always be exempted.

The Information Technologies and Geomatic Services division works with NCC program areas to render datasets, and other information of interest, available on the Open Government portal.

There are generic paragraphs included in contracts and agreements to inform the parties that these documents could be disclosed if requested, as they are subject to the *Access to Information Act*.

APPENDIX A



Statistical Report on the *Access to Information Act*

Name of institution: National Capital Commission

Reporting period: 2023-04-01 to 2024-03-31

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

1.1 Number of requests

		Number of Requests
Received during reporting period		198
Outstanding from previous reporting periods		29
• Outstanding from previous reporting period	16	
• Outstanding from more than one reporting period	13	
Total		227
Closed during reporting period		174
Carried over to next reporting period		53
• Carried over within legislated timeline	28	
• Carried over beyond legislated timeline	25	

1.2 Sources of requests

Source	Number of Requests
Media	18
Academia	0
Business (private sector)	12
Organization	22
Public	70
Decline to Identify	76
Total	198

1.3 Channels of requests

Source	Number of Requests
Online	170
E-mail	4
Mail	24
In person	0
Phone	0
Fax	0
Total	198

Section 2: Informal Requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		919
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		919
Closed during reporting period		919
Carried over to next reporting period		0

2.2 Channels of informal requests

Source	Number of Requests
Online	914
E-mail	3
Mail	0
In person	0
Phone	2
Fax	0
Total	919

2.3 Completion time of informal requests

Completion Time							
0 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
919	0	0	0	0	0	0	919

2.4 Pages released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1000 Pages Released		1001-5000 Pages Released		More Than 5000 Pages Released	
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released
1	8	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
657	24409	190	39467	37	31484	34	77773	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
	0 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	1	14	9	1	0	0	0	25
Disclosed in part	0	22	24	21	8	5	1	81
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	3	50	0	0	0	0	0	53
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	8	2	5	0	0	0	0	15
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	12	88	38	22	8	5	1	174

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)	3	18(a)	0	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)	42	18(d)	17	21(1)(a)	14
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	15
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)	1
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)	55	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	8
15(1) - Def.*	0	16.3	0	20(1)(b)	13	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)	33	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)	1						
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)	2	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	
1	105	0	0	0	0

4.5 Complexity

4.5.1 Relevant pages processed and disclosed for paper, e-record and dataset formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
27677	23736	121

4.5.2 Relevant pages processed per request disposition for paper, e-record and dataset 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	24	200	1	214	0	0	0	0	0	0
Disclosed in part	47	1648	23	4898	4	3261	7	17456	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	15	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	86	1848	24	5112	4	3261	7	17456	0	0

4.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
9	9	1

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	1	9	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	1	9	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
11	9	3

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	2	4	0	0	0	0
Disclosed in part	1	7	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	3	11	0	0	0	0

4.5.7 Other complexities

Disposition	Consultation Required	Legal Advice Sought	Other	Total
All disclosed	7	0	0	7
Disclosed in part	43	0	2	45
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	50	0	2	52

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	152
Percentage of requests closed within legislated timelines (%)	87.35632184

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
22	12	2	2	6

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	5	5	10
16 to 30 days	0	3	3
31 to 60 days	1	2	3
61 to 120 days	1	3	4
121 to 180 days	0	1	1
181 to 365 days	0	1	1
More than 365 days	0	0	0
Total	7	15	22

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	4	0	3	0
Disclosed in part	20	0	36	4
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	24	0	39	4

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	18	0	12	0
31 to 60 days	2	0	13	4
61 to 120 days	4	0	10	0
121 to 180 days	0	0	4	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	24	0	39	4

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	192	\$960.00	3	\$15.00	3	\$15.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	192	\$960.00	3	\$15.00	3	\$15.00

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	22	2581	4	86
Outstanding from the previous reporting period	0	0	0	0
Total	22	2581	4	86
Closed during the reporting period	17	2062	4	86
Carried over within negotiated timelines	5	519	0	0
Carried over beyond negotiated timelines	0	0	0	0

7.2 Recommendations and completion time for consultations received from other Government of Canada institutions

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	0 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	6	7	1	0	0	0	0	14
Disclose in part	0	0	0	3	0	0	0	3
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	6	7	1	3	0	0	0	17

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

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	0 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	3	0	0	0	0	0	0	3
Disclose in part	1	0	0	0	0	0	0	1
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	4	0	0	0	0	0	0	4

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
11	3	3

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 an intent to issue an order by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
0	0	0	7	0	1

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		\$323,465
Overtime		\$23,528
Goods and Services		\$40,221
• Professional services contracts	\$36,849	
• Other	\$3,372	
Total		\$387,214

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	3.087
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.177
Students	0.000
Total	3.264

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: 2023-04-01 to 2024-03-31

Section 1: Open Requests and Complaints Under the *Access to Information Act*

1.1 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, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
Received in 2023-24	28	13	41
Received in 2022-23	0	1	1
Received in 2021-22	0	0	0
Received in 2020-21	0	9	9
Received in 2019-20	0	2	2
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16	0	0	0
Received in 2014-15 or earlier	0	0	0
Total	28	25	53

1.2 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 2023-24	6
Received in 2022-23	1
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16	0
Received in 2014-15 or earlier	0
Total	7

Section 2: Open Requests and Complaints Under the *Privacy Act*

2.1 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, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
Received in 2023-24	0	0	0
Received in 2022-23	0	0	0
Received in 2021-22	0	0	0
Received in 2020-21	0	0	0
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16	0	0	0
Received in 2014-15 or earlier	0	0	0
Total	0	0	0

2.2 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 2023-24	0
Received in 2022-23	0
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16	0
Received in 2014-15 or earlier	0
Total	0

Section 3: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2023-24?	No
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Section 4: Universal Access under the Privacy Act

How many requests were received from foreign nationals outside of Canada in 2023-24?	25
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Canada

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 95 of the *Access to Information Act* and section 73 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 95 de la *Loi sur l'accès à l'information* et à l'article 73 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 & Regulations</i> / Articles de la <i>Loi sur l'accès à l'information et Règlements</i>	Provisions of the <i>Privacy Act & Regulations</i> / Articles de la <i>Loi sur la Protection des renseignements personnels et Règlements</i>
Chief Executive Officer / Premier dirigeant	Full authority/Autorité absolue	Full authority/Autorité absolue
Vice-President Public, Legal and Corporate Affairs / Vice- président Affaires publiques, juridiques et d'entreprise	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)	Full authority/Autorité absolue	Full authority except for 8(2)(m) /Autorité absolue sauf pour 8(2)(m)
ATIP Analyst / Analyste de l'AIPRP (RE-04)	Act / Loi: 4(2.1), 7, 8(1), 9, 10, 11(2), 19(1), 24(1), 25, 26, 27(1), (4), 33, 44(2), 35(2)(b) Regulations / Règlements: 6(1)	14, 15, 17(2)(b), 26, 33(2)
Junior ATIP Analyst / Analyste sub-alterne de l'AIPRP (RE-03)	Act / Loi: 4(2.1), 8(1), 11(2), 27(1), (4) Regulations / Règlements: 6(1)	
Director AREE and Chief Audit Executive / Directeur ARÉÉ et dirigeante de l'audit interne	10, 16.5, 35(2)(b)	22.3, 33(2)

DocuSigned by:

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Marc Seaman
Chairperson/Président

2022-May-02

Date