

**2022–2023 ANNUAL REPORT**  
***ACCESS TO INFORMATION ACT***



Published by: National Film Board of Canada  
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ISSN 2816-2617  
Cat.No. NF1-8E-PDF

## **1. INTRODUCTION**

The *Access to Information Act* (the “Act”) gives Canadian citizens as well as individuals and corporations present in Canada the right to access records under the control of federal government institutions, subject to limited and specific exceptions. The Act is intended to complement existing procedures for access to government information and not to limit in any way information that is normally available to the public.

Section 94 of the Act requires the head of every government institution shall prepare a report on the administration of this Act within the institution during the period beginning on April 1 of the preceding year and ending on March 31 of the current year.

This report, prepared and tabled in Parliament pursuant to section 20 of the *Service Fees Act* and section 94 of the Act, describes how the National Film Board of Canada (the “NFB”) administered the Act in fiscal year 2022–2023.

The NFB’s mandate is to create relevant and innovative audiovisual content that interprets Canada and its diversity to Canadians and people around the world. The NFB works with filmmakers and artists from every region of Canada to produce exceptional documentaries, animated films, and interactive/immersive works rooted in Canadian experiences and realities. The NFB has long been a champion of technological and film innovation, both nationally and internationally. The NFB seeks to reflect the perspectives and experiences of communities that are systematically under-represented in the media and to develop innovative new storytelling forms and approaches.

## **2. ORGANIZATIONAL STRUCTURE**

In accordance with section 95 of the Act, the Minister of Canadian Heritage appoints the following individuals to administer the *Access to Information Act*.

- The Government Film Commissioner;
- The Director General, Institutional, Legal and Human Resources Services;
- The Access to Information Coordinator;
- The Legal Counsel.

The NFB has no official entity tasked with processing access to information requests. The requests are forwarded to the Access to Information Coordinator, who is part of the Business Affairs and Legal Services department.

The Access to Information Coordinator is also responsible for coordination pursuant to the *Privacy Act*. There are no other ATIP (Access to Information and Privacy) officers at the NFB.

The NFB was not party to any service agreement under section 96 of the Act during the period covered by this report.

The NFB implements Proactive Publication through various departments. The Department of Finance and Administration plays a crucial role in identifying and collecting relevant contract and expense information for publication. Additionally, they are responsible for reporting the expenses prescribed by the *Financial Administration Act*.

The Department of Strategic Planning and Government Relations is responsible for proactively publishing most reports tabled in Parliament.

The NFB uses the following approaches to meet its proactive publication requirements:

a document-management system (to organize and categorize documents for proactive publication, such as contracts); a publication schedule; a section of our institutional website dedicated to documents for the public to find and access; and lastly, regular monitoring by the head of financial operations to ensure adherence to legislated timelines and quality standards.

Regular verification processes are conducted to assess the compliance of the methods and information with relevant legislation and directives.

### **3. DELEGATION ORDER**

A copy of the Delegation Order is attached as Appendix A.

### **4. 2022–2023 PERFORMANCE**

A copy of the 2022–2023 Statistical Report on the *Access to Information Act* and a copy of the Supplemental ATIP Statistical Report for 2022-2023 are attached as Appendix B.

#### **Percentage of requests responded to within legislated timelines**

From April 1, 2022, to March 31, 2023, the NFB responded to 6 requests, and all of them were fully processed within the deadlines prescribed by the Act (100%).

## **Completion times and extensions**

The 6 requests that were fully processed by the NFB in 2022–2023 were completed within the following timeframes:

- 2 requests processed within not more than 30 days (33.3%);
- 2 requests processed within 31 to 60 days (33.3%); and
- 2 requests processed within 61 to 120 days (33.3%).

The original time limit for responding to the requests would have unreasonably disrupted the operations of the NFB. Given the complexity and volume of information requested, meeting the initial deadline would have hindered our ability to ensure a thorough and accurate response. The extensions were also necessary to conduct internal consultations. These consultations involve various departments who possess the relevant knowledge required to review and process the requested information appropriately.

## **Number of active requests that are outstanding from previous reporting periods**

There is one outstanding request from the reporting period of 2021–2022. A portion of the file was submitted to the requester; however, the remaining part underwent consultation with another federal institution. Due to multiple staffing changes in the role of ATIP officer at the institution being consulted, they were unable to meet their self-imposed deadlines. Consequently, we had to send them a letter, indicating that we would proceed with the request accordingly if they failed to respond on one final notice. Regardless of their lack of response and significant delays, this request will be processed and closed shortly. The statutory deadlines for responding to this request were missed.

## **Number of active complaints that are outstanding from previous reporting periods**

An outstanding complaint from the reporting period of 2017–2018 was discontinued and the NFB received the official notice from the Office of the Information Commissioner of Canada. Consequently, there are no complaints that are outstanding from previous reporting periods.

## **Consultations**

In 2022–2023, the NFB processed 4 consultation requests. All 4 consultation requests were completed within 30 days. These requests originated from other federal institutions.

## **Disposition of records**

In 2022–2023, the NFB disposed of records as follows:

- 2 requests for which the NFB fully disclosed the requested records (33.3%);
- 3 requests for which the NFB released the requested records in part (50%);
- 1 request for which no records existed (16.7%).

## **Impact of COVID-19-related measures on the ability to fulfil the responsibilities imposed by the Act**

For most of the 2022–2023 year, the vast majority of the NFB staff worked remotely and activities related to the administration of the Act were conducted remotely as well. The NFB's ability to fulfil its Access to Information Act responsibilities remained unaffected by COVID-19-related measures.

## **5. TRAINING AND AWARENESS**

During this reporting period, the ATIP Coordinator maintained regular communication with the Department of Finance and Administration to assess proactive publication practices. Additionally, the ATIP Coordinator diligently monitored the completion by newly hired employees of the mandatory training course "Access to Information and Privacy Fundamentals" (COR502), from the Canada School of Public Service.

## **6. POLICIES, GUIDELINES, PROCEDURES AND INITIATIVES**

In this reporting period, no new organizational policies or procedures relating to the administration of the Act were implemented at the NFB.

## **7. PROACTIVE PUBLICATION UNDER PART 2 OF THE ACT**

The NFB is a government entity as listed in Schedule I of the Act and Schedule I.1 Column 1 of the *Financial Administration Act* for the purposes of Part 2 of the Act. The Department of Finance and Administration is responsible for proactively publishing travel, hospitality expenses and contracts exceeding \$10,000, in accordance with sections 82, 83 and 86 of the Act.

The Department of Strategic Planning and Government Relations is responsible for proactively publishing most reports tabled in Parliament, pursuant to section 84 of the Act.

Throughout the designated reporting period, the NFB completed its prescribed proactive publication obligations (100%) within the legislated timelines.

Here are the links to access the proactive publication requirements that were due during this reporting period : <https://open.canada.ca/en> and <https://www.canada.ca/en/national-film-board/corporate/transparency.html>

## **8. INITIATIVES AND PROJECTS TO IMPROVE ACCESS TO INFORMATION**

In this reporting period, the ATIP Coordinator, conducted a thorough review of information-request processing at the NFB's archives department. Collaborating closely with the head of the archives department, the ATIP Coordinator identified areas for improvement in information provision and explored innovative approaches to enhance public accessibility to archival documents. The resulting procedural changes may account for the reduction in formal information requests.

Furthermore, the Information Technology department took proactive measures to overhaul the NFB's websites, aiming to enhance the user experience for individuals in search of historical documents.

The ATIP Coordinator uses the ATIP Online platform for the purpose of receiving and addressing inquiries.

In conclusion, it is also noteworthy that NFB employees have undergone training in Indigenous reconciliation, which has instilled in them a heightened sensitivity towards facilitating services for Indigenous requesters.

## **9. SUMMARY OF KEY ISSUES AND ACTIONS TAKEN ON COMPLAINTS**

No complaints were filed against the NFB during the 2022–2023 year.

## **10. MONITORING COMPLIANCE**

The ATIP Coordinator monitors the processing time of access to information requests, analyzing each file to determine the reasonableness of the allocated time, considering the nature of the request and the NFB's ongoing operations.

The ATIP Coordinator demonstrates attentiveness towards outstanding requests from previous reporting periods. In instances where the legislated timelines were surpassed due to lack of response from another institution, appropriate measures are implemented to conclude the waiting period and progress with the requests in accordance with established procedures.

The ATIP Coordinator identified a demand for access to historical documents. In response, a dedicated working group was established in collaboration with the head of the archives department. This initiative aims to enhance public accessibility to archival materials, thereby mitigating the volume of access to information requests.

To ensure compliance and streamline procedures, the head of operations at the Department of Finance, who is responsible for proactive publication of contracts and expenses, maintains regular communication with the ATIP Coordinator. This ongoing collaboration ensures that protocols align with regulatory requirements and undergo periodic reviews for optimization.

## **11. REPORTING ON ACCESS TO INFORMATION FEES FOR THE PURPOSES OF THE SERVICE FEES ACT**

The *Service Fees Act* requires a responsible authority to report annually to Parliament on the fees collected by the institution. With respect to fees collected under the *Access to Information Act*, the information below is reported in accordance with the requirements of section 20 of the *Service Fees Act*.

- Enabling authority: *Access to Information Act*;
- Fee payable: \$5. This is the application fee for an access to information request payable pursuant to subsection 7 (1) (a) of the *Access to Information Regulations*;
- Total revenue: \$30;
- Fees waived: No fees were waived for the 2022–2023 fiscal year;
- Cost of operating the program: \$29,872.



**APPENDIX A**

**DELEGATION ORDER**

***ACCESS TO INFORMATION ACT***

Office national du film du Canada  
National Film Board of Canada

Arrêté de délégation en vertu de la *Loi sur l'accès à l'information* et de la *Loi sur la protection des renseignements personnels*

En vertu de l'article 73 de la *Loi sur l'accès à l'information* et de l'article 73 de la *Loi sur la protection des renseignements personnels*, la ministre du Patrimoine canadien délègue aux titulaires des postes mentionnés ci-dessous, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, les attributions dont elle est, en qualité de responsable de l'Office national du film du Canada, investie par les dispositions de la *Loi sur l'accès à l'information* et de la *Loi sur la protection des renseignements personnels* ainsi que de leurs règlements. Le présent document remplace et annule tout arrêté antérieur.

Postes

1. Commissaire du gouvernement à la cinématographie — Autorité absolue
2. Directeur général, services institutionnels, services juridiques et ressources humaines — Autorité absolue
3. Coordonnateur de l'accès à l'information et de la protection des renseignements personnels — Autorité absolue
4. Conseiller juridique - Autorité absolue

Daté, en la ville de GATINEAU  
ce 22 jour de juin 2017  
  
L'honorable Mélanie Joly  
Ministre du Patrimoine canadien

*Access to Information Act and Privacy Act*  
Delegation Order

The Minister of Canadian Heritage, pursuant to section 73 of the *Access to Information Act* and section 73 of the *Privacy Act*, hereby designates the persons holding the positions set out below, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Minister as the head of the National Film Board of Canada, under the provisions of the *Access to Information Act* and the *Privacy Act* and related regulations. This designation replaces all previous delegation orders.

Positions

1. Government Film Commissioner— Full authority
2. Director General, Institutional, Legal and Human Resources Services — Full authority
3. Access to Information and Privacy Coordinator— Full authority
4. Legal Counsel — Full authority

Dated, at the City of GATINEAU, this  
22nd day of June, 2017  
  
The Honourable Mélanie Joly  
Minister of Canadian Heritage

**APPENDIX B**

**2022–2023 STATISTICAL REPORTS**



## Statistical Report on the Access to Information Act

Name of institution: NATIONAL FILM BOARD OF CANADA

Reporting period: 4/1/2022 to 3/31/2023

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

#### 1.1 Number of requests

		Number of Requests
Received during reporting period		6
Outstanding from previous reporting periods		1
• Outstanding from previous reporting period	1	
• Outstanding from more than one reporting period	0	
<b>Total</b>		<b>7</b>
Closed during reporting period		6
Carried over to next reporting period		1
• Carried over within legislated timeline	0	
• Carried over beyond legislated timeline	1	

#### 1.2 Sources of requests

Source	Number of Requests
Media	1
Academia	1
Business (private sector)	0
Organization	2
Public	2
Decline to Identify	0
<b>Total</b>	<b>6</b>

#### 1.3 Channels of requests

Source	Number of Requests
Online	6
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	<b>6</b>



## 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
<b>Total</b>	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	2	0	0	0	0	2
Disclosed in part	1	0	0	2	0	0	0	3
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	1	0	0	0	0	0	0	1
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0	0	0	0	0
<b>Total</b>	2	0	2	2	0	0	0	6

## 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)	0	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	0	18(d)	0	21(1)(a)	1
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)	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)	2	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	0
15(1) - Def.*	0	16.3	0	20(1)(b)	2	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	5	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
2523	2523	5





**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
<b>Total</b>	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	1	0	1
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
<b>Total</b>	0	1	0	1

#### 4.6 Closed requests

##### 4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	6
Percentage of requests closed within legislated timelines (%)	100

#### 4.7 Deemed refusals

##### 4.7.1 Reasons for not meeting legislated timelines

Number of requests closed past the legislated timelines	Principal Reason			
	Interference with operations/ Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

##### 4.7.2 Requests closed beyond legislated timelines (including any extension taken)

Number of days past legislated timelines	Number of requests past legislated timeline where no extension was taken	Number of requests past legislated timeline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
<b>Total</b>	0	0	0

#### 4.8 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	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	2	0	0	0
Disclosed in part	1	0	1	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
<b>Total</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>0</b>

### 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	1	0	0	0
61 to 120 days	0	0	1	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
<b>Total</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>0</b>

## Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	6	\$30.00	0	\$0.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
<b>Total</b>	<b>6</b>	<b>\$30.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>



## 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
<b>Total</b>	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
<b>Total</b>	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)**

<b>Section 44 - under paragraph 28(1)(b)</b>
0

**Section 11: Resources Related to the Access to Information Act****11.1 Allocated Costs**

Expenditures		Amount
Salaries		\$29,872
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
<b>Total</b>		<b>\$29,872</b>

**11.2 Human Resources**

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.400
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.000
Students	0.000
<b>Total</b>	<b>0.400</b>

**Note:** Enter values to three decimal places.

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

Name of institution: National Film Board of Canada

Reporting period: 2022-04-01 to 2023-03-31

### 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	50
Able to receive requests through the digital request service	50

### 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	2	3	47	52
Protected B Paper Records	2	3	47	52
Secret and Top Secret Paper Records	2	3	47	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	2	1	49	52
Protected B Electronic Records	2	1	49	52
Secret and Top Secret Electronic Records	2	1	49	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, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	0	0	0
Received in 2021-2022	0	1	1
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	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
<b>Total</b>	<b>0</b>	<b>1</b>	<b>1</b>

Row 11, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 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 2022-2023	0
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	0
Received in 2014-2015	0
Received in 2013-2014 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, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	0	0	0
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	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Row 11, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 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 2022-2023	0
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	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
<b>Total</b>	<b>0</b>

**Section 5: Social Insurance Number**

Has your institution begun a new collection or a new consistent use of the SIN in 2022-2023?	No
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**Section 6: Universal Access under the Privacy Act**

How many requests were received from confirmed foreign nationals outside of Canada in 2022-2023?	0
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Row 1, Col. 1 of Section 6 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the *Privacy Act*