



**NATIONAL ARTS CENTRE
CENTRE NATIONAL DES ARTS**

Canada is our stage. Le Canada en scène.

Annual Reports on the Administration of the *Access to Information and Privacy Acts*

**National Arts Centre
2013-2014**

National Arts Centre

Annual Report on the Administration of the *Access to Information Act*

2013-2014

1. Introduction

The National Arts Centre (NAC) is pleased to provide its fifth annual report on the administration of the *Access to Information Act* (ATIA) for the fiscal year 2013-2014, as required by section 72 of the Act.

The ATIA is based on the following principles:

- government information should be made available to Canadians and permanent residents of Canada;
- exceptions to the right of access should be limited and specific, and;
- decisions on the disclosure of government information should be reviewed independently of government.

2. Mandate

The National Arts Centre Corporation was established in 1966 pursuant to the *National Arts Centre Act* and began operating the Centre in 1969. The NAC reports to Parliament through the Minister of Canadian Heritage and Official Languages.

The NAC is a federal cultural organization dedicated primarily to developing and showcasing the performing arts in the National Capital Region and across Canada. It is a multidisciplinary performing arts centre that features classical music, dance, English and French language theatre, regional programming, special events and variety shows. The NAC takes part in co-productions with other organizations throughout the country, hosts festivals, and, through its new technologies and international tours, reaches out to audiences across Canada and around the world. It is at the forefront of youth and educational activities, supporting programmes for young and emerging artists and programmes for young audiences and producing resources and study materials for teachers.

In furtherance of its objectives to operate and maintain the Centre, the Corporation may arrange for and sponsor performing arts activities at the centre; encourage and assist in the development of performing arts companies resident at the Centre; arrange for or sponsor radio and television broadcasts and the screening of films in the Centre; provide accommodation at the Centre, on such terms and conditions as the Corporation may fix, for national and local organizations whose objectives include the development and encouragement of the performing arts in Canada; and, at the request of the Government of Canada or the Canada Council for the Arts, arrange for performances elsewhere in Canada by performing arts companies, whether resident or non-resident in Canada, and arrange for performances outside Canada by performing arts companies resident in Canada.

The Corporation is deemed, under Section 15 of the *National Arts Centre Act*, to be a registered charity within the meaning of that expression in the *Income Tax Act*.

3. Institution and Delegation Order

The NAC is presided by a Board of Trustees consisting of eight members from across Canada who are appointed by the Governor in Council and two ex-officio members. It has the authority to appoint a President of the Centre, who is Chief Executive Officer, responsible for the operation and administration of the Corporation and its Centre.

The NAC's Access to Information and Privacy (ATIP) Office consists of one ATIP Coordinator on a contract basis.

Pursuant to Section 73 of the ATIA, delegated authority has been designated to the person holding the position of ATIP Coordinator, to exercise or perform all powers, duties and functions of the CEO and President under the Act insofar as they may be exercised or performed in relation to the NAC.

4. Summary of the NAC's access to information activities during the fiscal year 2013-2014

The NAC received six access to information requests. Two requests were completed during this fiscal year and four were carried forward.

The statistical report for the period April 1, 2013 to March 31, 2014 is appended.

Interpretation of the statistical report

During this fiscal period, all requests processed by the NAC were from the media.

Disposition of the requests

Of the two access to information requests completed during this reporting period, information was disclosed in part for one request and information all exempted for the other. One of the requests was processed and completed within the 30 day statutory limit, while the other required an extension due to a delay needed to compile the requested records.

5. Education and Training

No access to information-related training took place during the 2013-2014 fiscal period.

6. Administration of the *Access to Information Act*

There were no events of note affecting the Office of the NAC ATIP Coordinator in the last year.

7. Complaints, Investigations and Reviews to the Federal Court

No complaints were lodged with the Office of the Information Commissioner of Canada during this fiscal period. There are currently no outstanding complaints from previous years. There were no appeals or reviews made to the Federal Court for the 2013-2014 fiscal year.

June 2014



Statistical Report on the *Access to Information Act*

Name of institution: National Arts Centre

Reporting period: 2013-04-01 to 2014-03-31

1.1 Number of Requests

	Number of Requests
Received during reporting period	6
Outstanding from previous reporting period	0
Total	6
Closed during reporting period	2
Carried over to next reporting period	4

1.2 Sources of requests

Source	Number of Requests
Media	6
Academia	0
Business (Private Sector)	0
Organization	0
Public	0
Total	6

2.1 Disposition and completion time

Disposition of requests	Completion Time							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	1	0	0	0	1
All exempted	1	0	0	0	0	0	0	1
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Treated informally	0	0	0	0	0	0	0	0
Total	1	0	0	1	0	0	0	2

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less than 100 pages processed		101-500 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
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	1	6	0	0	0	0	0	0	0	0
All exempted	1	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Abandoned	0	0	0	0	0	0	0	0	0	0
Total	2	6	0	0	0	0	0	0	0	0

2.5.3 Other complexities

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	0	0	0	0	0
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
Total	0	0	0	0	0

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of requests closed past the statutory deadline	Principal Reason			
	Workload	External consultation	Internal consultation	Other
1	0	0	1	0

2.6.2 Number of days past deadline

Number of days past deadline	Number of requests past deadline where no extension was taken	Number of requests past deadline 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	1	1
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	1	1

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	1	\$5	1	\$5
Search	0	\$0	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
Total	1	\$5	1	\$5

5.1 Consultations received from other government institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during reporting period	9	350	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	9	350	0	0
Closed during the reporting period	9	350	0	0
Pending at the end of the reporting period	0	0	0	0

5.2 Recommendations and completion time for consultations received from other government institutions

Recommendation	Number of days required to complete consultation requests							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	than 365 days	Total
Disclose entirely	5	4	0	0	0	0	0	9
Disclose in part	0	0	0	0	0	0	0	0
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	5	4	0	0	0	0	0	9

7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	0,00	0,00	0,00
Part-time and casual employees	0,00	0,00	0,00
Regional staff	0,00	0,00	0,00
Consultants and agency personnel	0,00	0,17	0,17
Students	0,00	0,00	0,00
Total	0,00	0,17	0,17

Appendix A

Previously released ATI package released informally

Institution	Number of informal releases of previously released ATI packages
National Arts Centre	0

Completed Privacy Impact Assessments (PIAs)

Institution	Number of Completed PIAs
National Arts Centre	0

Completion Time of Consultations on Cabinet Confidences under the ATIA - Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101–500 Pages Processed		501–1,000 Pages Processed		1,001–5,000 Pages Processed		More Than 5,000 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

Completion Time of Consultations on Cabinet Confidences under the ATIA - Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101–500 Pages Processed		501–1,000 Pages Processed		1,001–5,000 Pages Processed		More Than 5,000 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

Completion Time of Consultations on Cabinet Confidences under the PA - Requests with Legal Services

	Fewer Than 100	101–500	501–1,000	1,001–5,000	More Than 5,000
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National Arts Centre

Annual Report on the Administration of the *Privacy Act*

2013-2014

1. Introduction

The National Arts Centre (NAC) is pleased to provide its annual report on the administration of the *Privacy Act* for the fiscal year 2013-2014, as required by section 72 of the Act.

The *Privacy Act* protects the privacy of individuals with respect to personal information about themselves held by the NAC. The Act recognizes that the right to privacy entails the right to control the use and disclosure of information about oneself.

2. Mandate

The National Arts Centre Corporation was established in 1966 pursuant to the *National Arts Centre Act* and began operating the Centre in 1969. The NAC reports to Parliament through the Minister of Canadian Heritage and Official Languages.

The NAC is a federal cultural organization dedicated primarily to developing and showcasing the performing arts in the National Capital Region and across Canada. The NAC is a multidisciplinary performing arts centre that features classical music, dance, English and French language theatre, regional programming, special events and variety shows. The NAC takes part in co-productions with other organizations throughout the country, hosts festivals, and, through its new technologies and international tours, reaches out to audiences across Canada and around the world. It is at the forefront of youth and educational activities, supporting programmes for young and emerging artists and programmes for young audiences and producing resources and study materials for teachers.

In furtherance of its objectives to operate and maintain the Centre, the Corporation may arrange for and sponsor performing arts activities at the centre; encourage and assist in the development of performing arts companies resident at the Centre; arrange for or sponsor radio and television broadcasts and the screening of films in the Centre; provide

accommodation at the Centre, on such terms and conditions as the Corporation may fix, for national and local organizations whose objectives include the development and encouragement of the performing arts in Canada; and, at the request of the Government of Canada or the Canada Council for the Arts, arrange for performances elsewhere in Canada by performing arts companies, whether resident or non-resident in Canada, and arrange for performances outside Canada by performing arts companies resident in Canada.

The Corporation is deemed, under Section 15 of the *National Arts Centre Act*, to be a registered charity within the meaning of that expression in the *Income Tax Act*.

3. Institution and Delegation Order

The NAC is presided by a Board of Trustees consisting of eight members from across Canada who are appointed by the Governor in Council and two ex-officio members. It has the authority to appoint a President of the Centre, who is Chief Executive Officer, responsible for the operation and administration of the Corporation and its Centre.

The NAC's Access to Information and Privacy (ATIP) Office consists of one ATIP Coordinator on a contract basis.

Pursuant to Section 73 of the *Privacy Act*, delegated authority has been designated to the person holding the position of Access to Information and Privacy Coordinator, with the exception of paragraphs 8(2) (e) and 8(2) (m), to exercise or perform all powers, duties and functions of the CEO and President under the Act insofar as they may be exercised or performed in relation to the NAC.

4. Summary of the NAC's privacy activities during the fiscal year

The NAC did not receive any requests under the *Privacy Act* during this fiscal year.

5. Information on Privacy Impacts Assessments (PIA)

No Privacy Impact Assessments were conducted this past year, as none were required.

6. Data Matching and Data Sharing

There were no new data matching and data sharing activities undertaken during this reporting period.

7. Education and Training

No *Privacy Act*-related training took place during the 2013-2014 fiscal period.

8. Disclosures under Section 8(2) (e), (f), (g) and (m) of the *Privacy Act*

There were no 8(2) (e), (f), (g) and (m) requests for the 2013-2014 fiscal year.

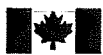
9. Exempt Banks

The NAC has no designated exempt banks based on Section 18(2) of the *Privacy Act*.

10. Complaints, Investigations and Appeals to the Federal Court

No complaints or investigations were lodged with the Office of the Privacy Commissioner of Canada and no appeals were made to the Federal Court for the 2013-2014 fiscal year.

June 2014

**Statistical Report on the *Privacy Act***Name of institution: National Arts CentreReporting period: 4/1/2013 to 3/31/2014**PART 1 – Requests under the *Privacy Act***

	Number of Requests
Received during reporting period	0
Outstanding from previous reporting period	0
Total	0
Closed during reporting period	0
Carried over to next reporting period	0

PART 2 – Requests closed during the reporting period**2.1 Disposition and completion time**

Disposition of requests	Completion Time							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests
18(2)	0	22(1)(a)(i)	0	23(a)	0
19(1)(a)	0	22(1)(a)(ii)	0	23(b)	0
19(1)(b)	0	22(1)(a)(iii)	0	24(a)	0
19(1)(c)	0	22(1)(b)	0	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	0
19(1)(f)	0	22.1	0	27	0
20	0	22.2	0	28	0
21	0	22.3	0		

2.3 Exclusions

Section	Number of requests	Section	Number of requests	Section	Number of requests
69(1)(a)	0	70(1)(a)	0	70(1)(d)	0
69(1)(b)	0	70(1)(b)	0	70(1)(e)	0
69.1	0	70(1)(c)	0	70(1)(f)	0
				70.1	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	0	0	0
Disclosed in part	0	0	0
Total	0	0	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of requests	Number of pages processed	Number of pages disclosed	Number of requests
All disclosed	0	0	0
Disclosed in part	0	0	0
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less than 100 pages processed		101-500 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
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Abandoned	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

2.5.3 Other complexities

Disposition	Consultation required	Legal Advice Sought	Interwoven Information	Other	Total
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All disclosed	0	0	0	0	0
Disclosed in part	0	0	0	0	0
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
Total	0	0	0	0	0

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of requests closed past the statutory deadline	Principal Reason			
	Workload	External consultation	Internal consultation	Other
0	0	0	0	0

2.6.2 Number of days past deadline

Number of days past deadline	Number of requests past deadline where no extension was taken	Number of requests past deadline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	0	0

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

PART 3 – Disclosures under subsection 8(2)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Total
0	0	0

PART 4 – Requests for correction of personal information and notations

	Number
Requests for correction received	0
Requests for correction accepted	0

Requests for correction refused	0
Notations attached	0

PART 5 – Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of requests where an extension was taken	15(a)(i) Interference with operations	15(a)(ii) Consultation		15(b) Translation or conversion
		Section 70	Other	
All disclosed	0	0	0	0
Disclosed in part	0	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	0	0	0	0

5.2 Length of extensions

Length of extensions	15(a)(i) Interference with operations	15(a)(ii) Consultation		15(b) Translation purposes
		Section 70	Other	
1 to 15 days	0	0	0	0
16 to 30 days	0	0	0	0
Total	0	0	0	0

PART 6 – Consultations received from other institutions and organizations

6.1 Consultations received from other government institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during the reporting period	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	0	0	0	0
Closed during the reporting period	0	0	0	0
Pending at the end of the reporting period	0	0	0	0

6.2 Recommendations and completion time for consultations received from other government institutions

Recommendation	Number of days required to complete consultation requests							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	than 365 days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
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	0	0	0	0	0	0	0	0

6.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							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	than 365 days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
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	0	0	0	0	0	0	0	0

PART 7 – Completion time of consultations on Cabinet confidences

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	0	0
16 to 30	0	0
31 to 60	0	0
61 to 120	0	0
121 to 180	0	0
181 to 365	0	0
More than 365	0	0
Total	0	0

PART 8 – Resources related to the *Privacy Act*

8.1 Costs

Expenditures		Amount
Salaries		\$0
Overtime		\$0
Goods and Services		\$29,315
• Contracts for privacy impact assessments	\$21,750	
• Professional services contracts	\$7,565	
• Other	\$0	
Total		\$29,315

8.2 Human Resources

Resources	Dedicated full-time	Dedicated part-time	Total
Full-time employees	0.00	0.00	0.00
Part-time and casual employees	0.00	0.00	0.00
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.00	0.17	0.17
Students	0.00	0.00	0.00
Total	0.00	0.17	0.17



CENTRE NATIONAL DES ARTS
NATIONAL ARTS CENTRE

Access to Information Act
Designation Order

BY THIS ORDER made pursuant to Section 73 of the *Access to Information Act*, I hereby designate the person holding the position of Access to Information and Privacy Coordinator to exercise or perform all of the powers, duties and functions of the head of a government institution under the Act insofar as they may be exercised or performed in relation to the **National Arts Centre**, effective September 1, 2007.

Arrêté sur la délégation en vertu de la
Loi sur l'accès à l'information

PAR LE PRÉSENT ARRÊTÉ pris en vertu de l'article 73 de la *Loi sur l'accès à l'information*, je délègue, à compter du 1^{er} septembre 2007, au titulaire du poste de Coordinatrice de l'accès à l'information et de la protection des renseignements personnels, les attributions se rapportant au **Centre National des Arts** qui me sont confiées aux termes de cette loi en ma qualité de responsable d'une institution fédérale.

President and Chief Executive Officer/
Président et chef de la direction

R.S. 1985, c. A-1, s. 73

