



CANADIAN
MUSEUM
OF HISTORY
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MUSÉE
CANADIEN
DE L'HISTOIRE



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WAR
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DE LA GUERRE

2018-2019 Annual Report on the Administration of the Access to Information Act

April 1, 2018 to March 31, 2019

Canada

2018-2019 Annual Report on the Administration of the Access to Information Act Canadian Museum of History

Introduction

The Canadian Museum of History (CMH) presents to Parliament its Annual Report on the Administration of the *Access to Information Act* (the “Act”) for fiscal year 2018-2019 (reporting period April 1, 2018 to March 31, 2019). This report is tabled in Parliament in accordance with section 72 of the Act.

The purpose of the Act is to provide a right of access to records under the control of a government institution. The Act maintains that government records should be made available to the public, that necessary exceptions to the right of access should be limited and specific, and that decisions on the disclosure of records should be reviewed independently of government.

In accordance with Treasury Board of Canada Secretariat (TBS) requirements, this report provides an overview of the activities of the CMH in administering its responsibilities under the Act.

Mandate

The CMH is a federal Crown corporation that is responsible for two national museums: the Canadian Museum of History and the Canadian War Museum. The mandate of the CMH is to enhance Canadians’ knowledge, understanding and appreciation of events, experiences, people and objects that reflect and have shaped Canada’s history and identity and also to enhance their awareness of world history and cultures.

Access to Information and Privacy Office

The Access to Information and Privacy (ATIP) office is the focal point for access to information and privacy matters and is responsible for the effective administration of the Act at the CMH. The ATIP office is accountable for developing and implementing effective policies, guidelines, systems and procedures to ensure that the CMH fulfils its access to information obligations.

During the reporting period, the ATIP office at the CMH had two employees: the ATIP Coordinator, who is also the Corporate Secretary and Director of Strategic Planning; and, the ATIP and Integrity Officer. The ATIP and Integrity Officer position became vacant in the final quarter of the reporting period and a part-time consultant was therefore retained to support the continuity of ATIP office operations.

Delegation Order

As head of the institution and in accordance with section 73 of the Act, the President and Chief Executive Officer (CEO) has delegated the powers, duties and functions for the administration of the Act to the ATIP Coordinator and Corporate Secretary and Director

of Strategic Planning. The signed and dated delegation of authority order is included at Appendix A of this report.

Highlights of the *Access to Information Act* Statistical Report

The statistical report on the Act for the 2018–2019 fiscal year is included at Appendix B of this report.

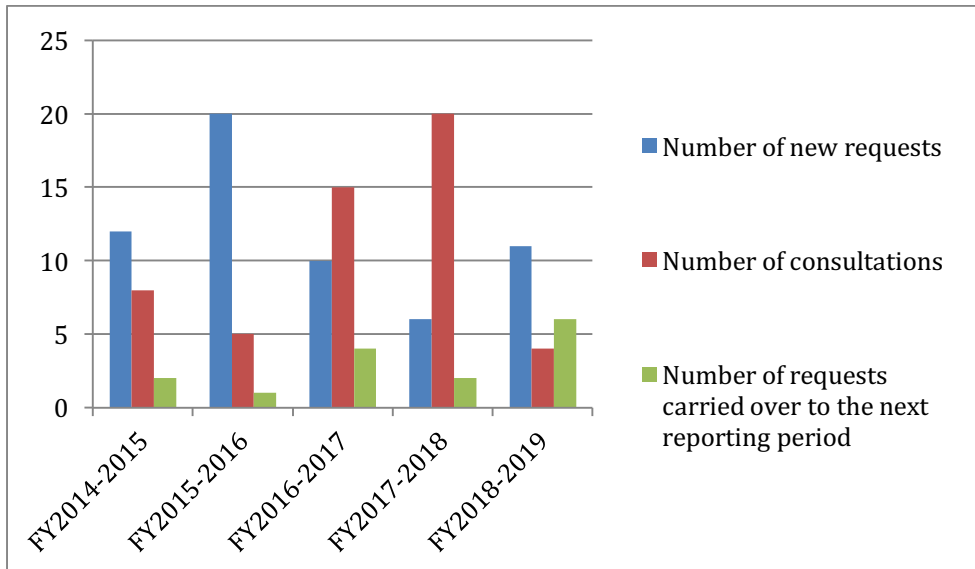
During the reporting period, the CMH received 11 new requests, representing an 83% increase in new requests received from the last reporting period. Two requests were carried over from the previous reporting period, for a total of 13 requests in process. The CMH completed seven out of the 13 requests and processed 3203 pages in completing these requests.

Of the seven requests completed, the CMH responded to six of these requests within the Act's statutory timeframe. Accordingly, 86% of completed requests were responded to within the timelines prescribed by the Act.

The CMH carried six requests forward into the 2019-2020 reporting period.

In addition to processing access to information requests, four consultations were received from other government institutions, representing 32 pages requiring the CMH's review. The number of consultations received decreased by 80% from the previous reporting period.

The chart below provides a visual depiction of multi-year trends concerning the number of new requests, consultations and carry-over requests for the last five reporting periods.



In addition, a multi-year trend is notable on the application of exemptions invoked to requested records. The sections of the Act used most often used to withhold information are: 18, 19(1), 20(1) and 21(1).

Section 9 of the Act permits the extension of the original 30-day statutory timeframe if consultations are necessary or if a large number of records have been requested, the processing of which would unreasonably interfere with the CMH's operations. Of the requests closed during the reporting period, the CMH found it necessary to seek extensions in three instances when consultations were deemed necessary, and, in three instances when unreasonable interference with the CMH's operations was confirmed.

Summaries of the CMH's completed access to information requests may be found on the CMH's website: <https://www.historymuseum.ca/about/the-corporation/corporate-reports/completed-access-to-information-requests/>

Training and Awareness

No formal training sessions on the Act were held due to a realignment of priorities and resource challenges.

The ATIP office remains responsible for providing education and training activities upon employee request. In addition, the ATIP office provides ongoing advice to employees during the processing of requests, to ensure the fulfilment of the CMH's access to information obligations.

Policies, Guidelines, Procedures, and Initiatives

The CMH did not implement any new policies, guidelines, procedures or initiatives during the reporting period.

Complaints, Investigations, and Audits

The Act provides a system of review to help ensure government institutions comply with their obligations. Under this system of review, a requester may file a complaint with the Office of the Information Commissioner of Canada (OIC), who will investigate the matter on behalf of the requester. After the complaint investigation is carried out, the Commissioner issues a finding on the matter and determines whether an institution handled the request properly.

The CMH received two complaints during the reporting period, one related to potential missing records and one regarding exemptions invoked. By the end of the reporting period, the complaints had not yet been assigned to an investigator and, accordingly, the investigations were not initiated.

No audits in relation to the CMH's obligations under the Act were carried out during the reporting period.

Monitoring Compliance

Throughout the processing of a request, the ATIP office carefully monitors the proceedings and associated timelines. Clear deadlines are indicated in record retrieval letters received by the Office of Primary Interest (OPI). An OPI is the holder of relevant records identified in an access request. If a deadline is not met, the ATIP office promptly contacts the OPI to follow-up on the status of their response and, when required, escalates the issue to the OPI's immediate supervisor.

Weekly status reports are provided to the ATIP Coordinator advising on all key actions and timelines associated with request processing. Pertinent information is shared by the ATIP Coordinator with the President and CEO during regular bi-lateral meetings.

**APPENDIX A:
DELEGATION ORDER**



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ACCESS TO INFORMATION ACT

Delegation of Authority

In accordance with the *Access to Information Act*, I, Mark O'Neill, President and Chief Executive Officer of the Canadian Museum of History hereby delegate the powers, duties and functions stipulated in the under-listed sections and subsections of the *Act*, to the CMH's Corporate Secretary and Director of Strategic Planning and Access to Information Coordinator:

Sections and subsections	Sections and subsections	Sections and subsections	Sections and subsections
7 (a)	16	24	37 (4)
8 (1)	17	25	43 (1)
9	18	26	44 (2)
11 (2), (3), (4), (5),(6)	19	27 (1), (4)	52 (2) (3)
12 (2), (3)	20	28 (1), (2), (4)	69
13	21	29 (1)	71 (2)
14	22	33	77
15	23	35 (2)	6 (1) and 8 of the <i>Access to Information Regulations</i> .

Mark O'Neill
President and Chief Executive Officer

Chrissie Unterhoffer
Corporate Secretary and Director of
Strategic Planning

Date: May 25, 2017

Date: May 25, 2017

100 rue Laurier Ouest
Gatineau QC J1A 0H5
Canada
museum@history.ca
historymuseum.ca

1 place Vimy Place
Ottawa ON K1A 0H8
Canada
museum@cmh.ca
cmhmuseum.ca

Canada

APPENDIX B:
STATISTICAL REPORT
ON THE
ACCESS TO INFORMATION ACT



Statistical Report on the *Access to Information Act*

Name of institution: CANADIAN MUSEUM OF HISTORY

Reporting period: 2018-04-01 to 2019-03-31

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

1.1 Number of requests

	Number of Requests
Received during reporting period	11
Outstanding from previous reporting period	2
Total	13
Closed during reporting period	7
Carried over to next reporting period	6

1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	2
Business (private sector)	0
Organization	0
Public	9
Decline to Identify	0
Total	11

1.3 Informal 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	
0	0	0	0	0	0	0	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	1	0	0	0	1
Disclosed in part	0	1	2	0	0	0	1	4
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	2	0	0	0	0	0	2
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
Total	0	3	2	1	0	0	1	7

2.2 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)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	1	20.2	0
13(1)(c)	1	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	0	18(d)	0	21(1)(a)	0
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	1
14	1	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	4	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)	0	24(1)	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	0		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	17	0				
16(1)(b)	0						
16(1)(c)	0						
16(1)(d)	0						

* I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities

Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	3	34	1	92	0	0	1	1484	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	1	1
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	0	0	0	1	1

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

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: Extensions

3.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	1	0	0	0
Disclosed in part	2	0	3	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	3	0	3	0

3.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	0	0	1	0
31 to 60 days	0	0	0	0
61 to 120 days	3	0	2	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
Total	3	0	3	0

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	5	\$25	6	\$30
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	5	\$25	6	\$30

Part 5: Consultations Received From Other Institutions and Organizations

5.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	4	0	0	32
Outstanding from the previous reporting period	0	0	0	0
Total	4	0	0	32
Closed during the reporting period	4	0	0	32
Pending at the end of the reporting period	0	0	0	0

5.2 Recommendations and completion time for consultations received from other Government of Canada 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	More Than 365 Days	
Disclose entirely	2	0	0	0	0	0	0	2
Disclose in part	0	2	0	0	0	0	0	2
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	2	2	0	0	0	0	0	4

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

Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
2	0	0	2

Part 8: Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0

Part 9: Resources Related to the Access to Information Act

9.1 Costs

Expenditures		Amount
Salaries		\$81,771
Overtime		\$0
Goods and Services		\$12,399
• Professional services contracts	\$12,399	
• Other	\$0	
Total		\$94,170

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1.00
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.06
Students	0.00
Total	1.06

New Exemptions Tables
CANADIAN MUSEUM OF HISTORY
2018-04-01 TO 2019-03-31

Access to Information Act	
Section	Number of requests
16.31 Investigation under the Elections Act	0
16.6 National Security and Intelligence Committee	0
23.1 Patent or Trademark privilege	0