



CANADIAN
MUSEUM
OF HISTORY
-
MUSÉE
CANADIEN
DE L'HISTOIRE



CANADIAN
WAR
MUSEUM
-
MUSÉE
CANADIEN
DE LA GUERRE

Annual Report to Parliament on the Administration
of the *Access to Information Act*
2021–2022

Canada

**Annual Report on Administration of the Access to
Information Act — 2021–2022
Canadian Museum of History**

Introduction

The Canadian Museum of History (CMH) submits an Annual Report on its administration of the *Access to Information Act* (the “Act”) to Parliament each year, which is laid before each House of Parliament in accordance with Section 94 of the Act. This report covers the 2021–2022 fiscal year, with a reporting period of April 1, 2021 to March 31, 2022.

The purpose of the Act is to provide the 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 CMH activities in the administration of its responsibilities under the Act.

Mandate

The CMH is a federal Crown corporation 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, while also enhancing their awareness of world history and cultures.

Access to Information and Privacy Office

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

The ATIP Office consists of the Director, Policy and Intergovernmental Relations, Regulatory Affairs and the ATIP and Integrity Officer. A part-time consultant was retained during the reporting period to support the continuity of ATIP office operations.

Delegation Order

In accordance with Section 95(1) of the *Access to Information Act*, the President and Chief Executive Officer (CEO), as head of the CMH, has delegated the powers, duties and functions for administration of the Act to the Vice-President, Corporate Strategy and Government Affairs. The signed and dated Delegation Order is provided as Appendix A of this report.

Highlights of the *Access to Information Act* Statistical Report

Throughout the pandemic, information and privacy staff at the Canadian Museum of History and the Canadian War Museum had limited onsite access for the processing of paper records. Beyond this restriction, staff at both Museums were not affected by COVID-19 in carrying out their responsibilities under the *Access to Information Act*.

During the reporting period, the CMH received 15 new requests and carried over five requests from the previous reporting period, for a total of 20 requests. Of the five requests carried over, three were closed during the 2021–2022 reporting period. Further information about carried-over requests can be seen in Table 1. Six of the total 20 requests were closed during the 2021–2022 fiscal year, with 1,530 pages processed. The remaining 14 requests were carried over into the 2022–2023 reporting period.

Table 1: Requests Carried Over to Fiscal Year 2021–2022*

Fiscal Year Received	Number of Carried-Over Requests	Number of Carried-Over Requests Closed In 2021-2022 Within Legislative Timeline	Number of Carried-Over Requests Closed In 2021-2022 Beyond Legislative Timeline	Number of Carried-Over Requests Outstanding Within Legislative Timeline As Of March 31, 2022	Number of Carried-Over Requests Outstanding Beyond Legislative Timeline As Of March 31, 2022
2020–2021	4	0	3	0	1
2018–2019	1	0	0	0	1

*There were no request carried over from the 2019–2020 fiscal year.

Of the six requests completed, the CMH closed three (50%) of them within the statutory timeframe. Please see Table 2 for completion times for requests closed during the 2021–2022 fiscal year.

Table 2: Completion Times for Closed Requests, Fiscal Year 2021–2022

Number of Days to Complete	Number of Requests
1–30 days	1
31–60 days	1
61–120 days	1
121–180 days	1
181–365 days	2

Of the six completed requests, four were resolved with records disclosed in part (66.7%); one was completed with records exempted from release (16.7%); and one was closed with no records found (16.7%). None of the six requests was completed with a disposition of all disclosed.

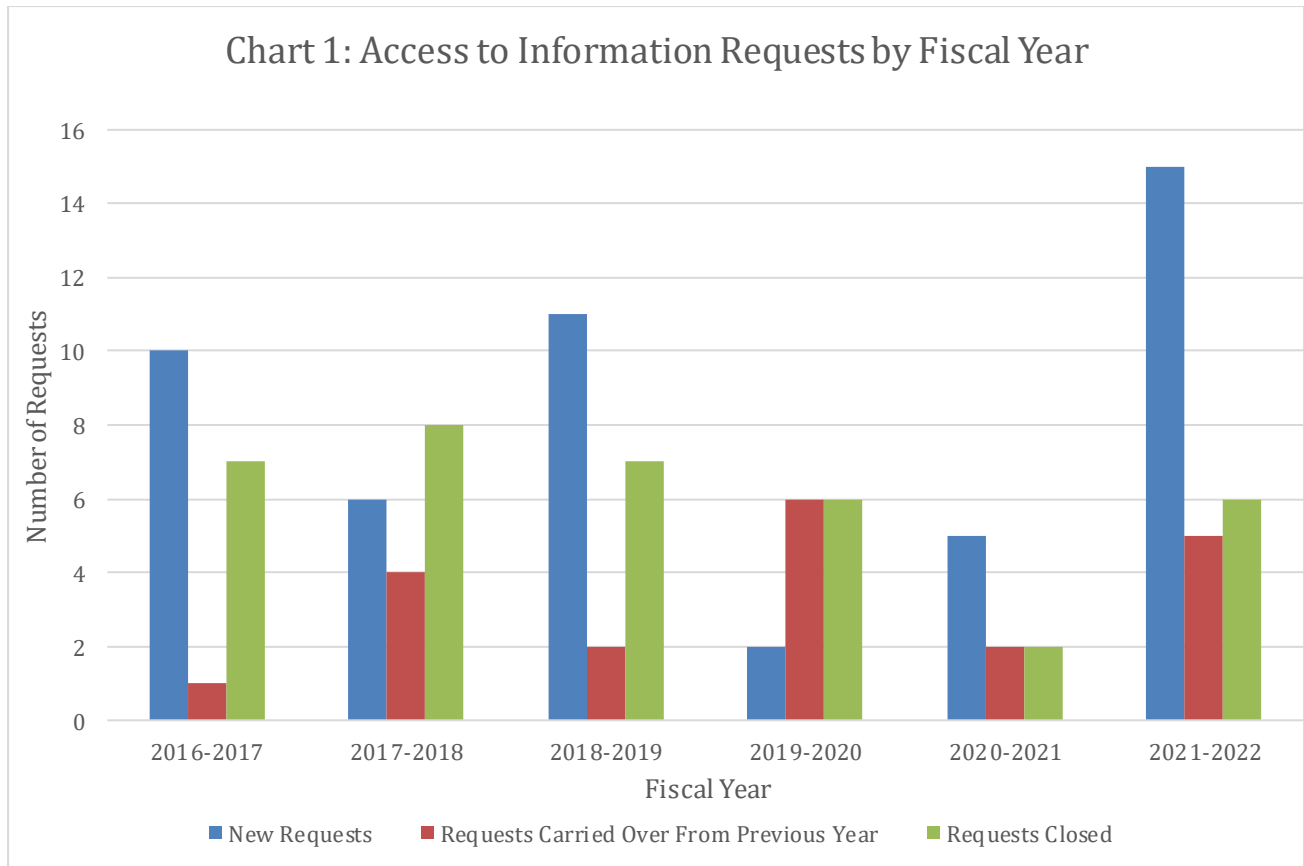


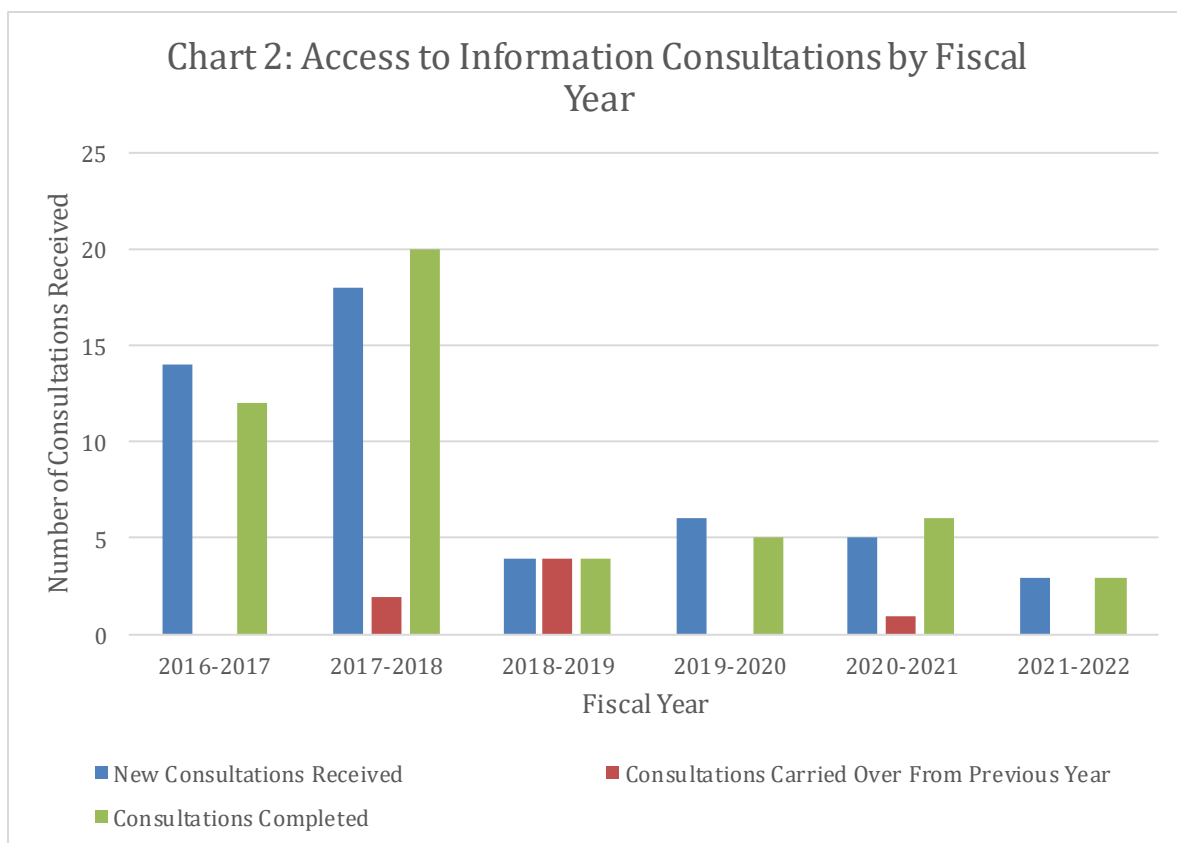
Table 3: Access to Information Requests — Number of Pages Processed by Fiscal Year

Fiscal Year	Number of Requests Closed	Number of Pages Processed for Closed Requests	Number of Pages Disclosed
2016–2017	7	1,250	1,242
2017–2018	8	890	854
2018–2019	7	3,203	1,610
2019–2020	6	958	817
2020–2021	2	0	0
2021–2022	6	1,530	1,518

Chart 1 and Table 3 illustrate six-year trends in relation to CMH processing of access to information requests. Chart 1 demonstrates that the volume of new requests received (15) was three times greater than the previous year's total (5), and greater than any number during the preceding six years. As indicated in Table 1, the total number of requests closed, and the total number of pages processed, have been consistent for the past six years.

Section 9(1)(a) of the Act permits an extension to the original 30-day statutory time limit, if a large number of records have been requested, and their processing would unreasonably interfere with regular operations. Likewise, Section 9(1)(b) of the Act permits an extension if consultations are required that cannot be completed within the

original time limit. The CMH applied extensions to five of the six requests closed during the reporting period. The Museum applied Section 9(1)(a) to five requests and invoked Section 9(1)(b) for two of the same five requests.



In addition to processing access to information requests, three consultations under the *Access to Information Act* were received from other government institutions during the reporting period. All three consultations were closed during the reporting period, with the status “disclosed in part.” These requests took 52 days, 15 days and 12 days to process, respectively. In total, 13 pages were reviewed and released. Chart 2 shows that fewer consultations were received during the 2021–2022 fiscal year than the six-year average.

Further information can be found in the statistical report and the supplemental statistical report on the Act for the 2021–2022 fiscal year, provided as Appendix B and Appendix C of this report. In addition, summaries of access to information requests completed by the CMH may be found on its website at:

<https://www.historymuseum.ca/about/the-corporation/corporate-reports/access-information-privacy/>

Training and Awareness

During the reporting period, 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, and offered informal training sessions throughout the year. In addition, the ATIP office provides ongoing advice to employees during the processing of requests, to ensure the fulfillment of the CMH's obligations under the Act.

Policies, Guidelines, Procedures and Initiatives

The CMH did not implement any new policies, guidelines, procedures or initiatives during the reporting period. However, related sections of the existing Board of Trustees Manual were updated.

Complaints, Investigations and Audits

The Act provides a system of review to help ensure that government institutions comply with their obligations. Under this system, the individual making a request may file a complaint with the Office of the Information Commissioner of Canada (OIC), which will investigate the matter on behalf of the requester. After the complaint has been investigated, the Commissioner will issue a finding on the matter, indicating whether or not an institution has handled the request properly.

The CMH received no complaints in 2021–2022. However, there are still two outstanding complaints received during the 2018–2019 fiscal year. No investigator has yet been assigned to these files; accordingly, these investigations have not yet been initiated.

No audits relating to CMH obligations under the Act were carried out during the reporting period.

Monitoring Compliance

During 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 to information request. If a deadline is not met, the ATIP office promptly contacts the OPI to follow up on the status of its response and, when required, escalates the issue to the OPI's immediate supervisor.

Weekly status reports are provided to the Vice-President, Corporate Strategy and Government Affairs, indicating all key actions and timelines associated with request processing.

APPENDIX A: DELEGATION ORDER



ACCESS TO INFORMATION ACT

Delegation of Authority

In accordance with section 95(1) of the *Access to Information Act*, I, Caroline Dromaguet, Interim President and Chief Executive Officer (the head) of the Canadian Museum of History (CMH) hereby delegate the powers, duties and functions stipulated in the under-listed sections and subsections of the *Act*, to the Vice-President, Corporate Strategy and Government Affairs:

Sections and subsections	Sections and subsections	Sections and subsections	Sections and subsections
7 (a)	16	24	43 (2)
8 (1)	17	25	44 (2)
9	18	26	52 (2) (3)
11 (2)	19	27 (1), (4)	71 (1)
12 (2)(b), (3)(b)	20	28 (1)(b), (2), (4)	94(1)
13	21	33	94(4)
14	22	35 (2)(b)	6 (1) and 8 of the <i>Access to Information Regulations</i> .
15	23	37 (4)	

Caroline Dromaguet
Interim President and Chief Executive Officer

Date: February 10, 2022

Heather Paszkowski
Vice-President, Corporate Strategy and
Government Affairs

Date: February 8, 2022

100, rue Laurier Street
Gatineau QC K1A 0M8
Canada
museedelhistoire.ca
historymuseum.ca

1, place Vimy Place
Ottawa ON K1A 0M8
Canada
museedelaguerre.ca
war-museum.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 and Canadian War Museum

Reporting Period: 2021-04-01 to 2022-03-31

Section 1: Requests Under the Access to Information Act

1.1. Number of Requests

		Number of Requests
Received during reporting period		15
Outstanding from previous reporting periods		5
• Outstanding from previous reporting period	4	
• Outstanding from more than one reporting period	1	
Total		20
Closed during reporting period		6
Carried over to next reporting period		14
• Carried over within legislated timeline	11	
• Carried over beyond legislated timeline	3	

1.2. Sources of Requests

Source	Number of Requests
Media	3
Academia	1
Business (private sector)	0
Organization	0
Public	4
Declined to Identify	7
Total	15

1.3. Channels for Requests

Source	Number of Requests
Online	8
E-mail	1
Mail	6
In Person	0
Phone	0
Fax	0
Total	15

Section 2: Informal Requests

2.1. Number of Informal Requests

		Number of Requests
Received during reporting period		0
Outstanding from previous reporting periods		2
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	2	
Total		2
Closed during reporting period		2
Carried over to next reporting period		0

2.2. Channels for Informal Requests

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

2.3. Completion Times for Informal Requests

Completion Time							Total
1–15 Days	16–30 Days	31–60 Days	61–120 Days	121–180 Days	181–365 Days	More than 365 Days	
0	0	0	0	0	0	2	2

2.4. Pages Released Informally

Less than 100 Pages Released		100–500 Pages Released		501–1,000 Pages Released		1,001–5,000 Pages Released		More than 5,000 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
0	0	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		501–1,000 Pages Re-released		1,001–5,000 Pages Re-released		More than 5,000 Pages Re-released	
Number of Requests	Pages Rereleased	Number of Requests	Pages Rereleased	Number of Requests	Pages Rereleased	Number of Requests	Pages Rereleased	Number of Requests	Pages Rereleased
0	0	2	254	0	0	0	0	0	0

Section 3: Applications to the Information Commissioner — 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 Times

Disposition of Requests	Completion Time							Total
	1–15 Days	16–30 Days	31–60 Days	61–120 Days	121–180 Days	181–365 Days	More than 365 Days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	1	1	2	0	4
All exempted	0	0	1	0	0	0	0	1
All excluded	0	0	0	0	0	0	0	0
No records exist	0	1	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 approval of Information Commissioner	0	0	0	0	0	0	0	0
Total	0	1	1	1	1	2	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)	1	18(a)	1	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)	0	18(d)	0	21(1)(a)	1
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	1
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)	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)	5	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)	1	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)	1	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)	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 Released Information

Paper	Electronic				Other
	E-record	Data set	Video	Audio	
0	4	0	0	0	0

4.5. Complexity

4.5.1. Relevant Pages Processed and Disclosed — Paper and E-records

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
1,530	1,518	5

4.5.2. Relevant Pages Processed Per Request — Paper and E-records, by Size of Request

Disposition	Less than 100 Pages Processed		100–500 Pages Processed		501–1,000 Pages Processed		1,001–5,000 Pages Processed		More than 5,000 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	0	0	0	0	0	0	0	0	0	0
Disclosed in part	2	54	1	253	0	0	1	1,212	0	0
All exempted	1	11	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	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 approval of Information Commissioner	0	0	0	0	0	0	0	0	0	0
Total	3	65	1	253	0	0	1	1,212	0	0

4.5.3. Relevant Minutes Processed and Disclosed — Audio Formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

4.5.4. Relevant Minutes Processed Per Request — Audio Formats, by Size of Request

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 approval of Information Commissioner	0	0	0	0	0	0
Total	0	0	0	0	0	0

4.5.5. Relevant Minutes Processed and Disclosed — Video Formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
0	0	0

4.5.6. Relevant Minutes Processed Per Request — Video Formats, by Size of Request

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 approval of Information Commissioner	0	0	0	0	0	0
Total	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	2	0	0	2
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 approval of Information Commissioner	0	0	0	0
Total	2	0	0	2

4.6. Closed Requests

4.6.1. Requests Closed Within Legislated Timelines

Number of requests closed within legislated timelines	3
Percentage of requests closed within legislated timelines (%)	50

4.7. Deemed Refusals

4.7.1. Reasons for not Meeting Legislated Timelines

Number of requests closed past the legislated timelines	Principal Reason			
	Interference of Operations/Workload	External Consultation	Internal Consultation	Other
3	3	0	0	0

4.7.2. Requests Closed Beyond Legislated Timelines (including any extensions)

Number of Days Past Legislated Timelines	Number of Requests Past Legislated Timelines, with no Extension Taken	Number of Requests Past Legislated Timeline with Extension Taken	Total
1–15 days	0	0	0
16–30 days	0	0	0
31–60 days	0	1	1
61–120 days	0	0	0
121–180 days	0	1	1
181-365 days	0	1	1
More than 365 days	0	0	0
Total	0	3	3

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 with Extension Taken	9(1)(a) Interference with Operations/Workload	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	4	0	2	0
All exempted	1	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 approval of Information Commissioner	0	0	0	0
Total	5	0	2	0

5.2. Lengths of Extensions

Length of Extension	9(1)(a) Interference With Operations/Workload	9(1)(b) Consultation		9(1)(c) Third- Party Notice
		Section 69	Other	
30 days or less	1	0	0	0
31–60 days	0	0	0	0
61–120 days	4	0	2	0
121–180 days	0	0	0	0
181–365 days	0	0	0	0
365 days or more	0	0	0	0
Total	5	0	2	0

Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	13	\$65.00	2	\$10.00	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	13	\$65.00	2	\$10.00	0	\$0.00

Section 7: Consultations from Other Institutions and Organizations

7.1. Consultations 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	3	13	0	0

Outstanding from the previous reporting period	0	0	0	0
Total	3	13	0	0
Closed during the reporting period	3	13	0	0
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

7.2. Recommendations and Completion Times for Consultations from Other Government of Canada Institutions

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1–15 Days	16–30 Days	31–60 Days	61–120 Days	121–180 Days	181–365 Days	More than 365 Days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	2	0	1	0	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	2	0	1	0	0	0	0	3

7.3. Recommendations and Completion Times for Consultations from Other Organizations Outside the Government of Canada

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1–15 Days	16–30 Days	31–60 Days	61–120 Days	121–180 Days	181–365 Days	More 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

Section 8: Completion Times for Consultations on Cabinet Confidences

8.1. Requests to Legal Services

Number of Days	Fewer than 100 Pages Processed		100–500 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
1–15	0	0	0	0	0	0	0	0	0	0
16–30	0	0	0	0	0	0	0	0	0	0
31–60	0	0	0	0	0	0	0	0	0	0
61–120	0	0	0	0	0	0	0	0	0	0
121–180	0	0	0	0	0	0	0	0	0	0
181–365	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		501–1,000 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
1–15	0	0	0	0	0	0	0	0	0	0
16–30	0	0	0	0	0	0	0	0	0	0
31–60	0	0	0	0	0	0	0	0	0	0
61–120	0	0	0	0	0	0	0	0	0	0
121–180	0	0	0	0	0	0	0	0	0	0
181–365	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 Findings

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 Findings

Section 37 (1) Initial Reports			Section 37(2) Final Reports		
Received	Containing Recommendations Issued by Information Commissioner	Containing Orders Issued by Information Commissioner	Received	Containing Recommendations Issued by Information Commissioner	Containing Orders Issued by Information Commissioner
0	0	0	0	0	0

Section 10: Court Actions

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		\$66,369
Overtime		\$0
Goods and Services		\$54,075
• Professional Services Contracts	\$54,075	
• Other	\$0	
Total		\$120,444

11.2. Human Resources

Resources	Person-Years Dedicated to Access to Information Activities
Full-time employees	0.700
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.200
Students	0.000
Total	0.900

APPENDIX C: SUPPLEMENTAL
STATISTICAL
REPORT ON THE *ACCESS TO
INFORMATION ACT*



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

Name of Institution: Canadian Museum of History and Canadian War Museum

Reporting Period: 2021-04-01 au 2022-03-31

Section 1: Capacity to Receive Requests under the *Access to Information Act* and the *Privacy Act*

Enter the number of weeks your institution was able to receive ATIP requests through the different channels.

	Number of Weeks
Able to receive requests by mail	52
Able to receive requests by email	52
Able to receive request through the digital request service	52

Section 2: Capacity to Process Records under the *Access to Information Act* and the *Privacy Act*

2.1. Enter the number of weeks your institution was able to process paper records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Paper Records	0	52	0	52
Protected B Paper Records	0	52	0	52
Secret and Top Secret Paper Records	0	52	0	52

2.2. Enter the number of weeks your institution was able to process electronic records in different classification levels.

	No Capacity	Partial Capacity	Full Capacity	Total
Unclassified Electronic Records	0	0	52	52
Protected B Electronic Records	0	0	52	52
Secret and Top Secret Electronic	0	0	0	52

Records				
---------	--	--	--	--

Section 3: Open Requests and Complaints Under the *Access to Information Act*

3.1. Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2022	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2022	Total
Received in 2021-2022	0	12	12
Received in 2020-2021	0	1	1
Received in 2019-2020	0	0	0
Received in 2018-2019	0	1	1
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016 or earlier	0	0	0
Total	0	14	14

Row 8, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2021-2022 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 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	2
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016 or earlier	0
Total	2

Section 4: Open Requests and Complaints Under the *Privacy Act*

4.1 Enter the number of open requests that are outstanding from previous reporting periods.

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2022	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2022	Total
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016 or earlier	0	0	0
Total	0	0	0

Row 8, col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2021-2022 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 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016 or earlier	0
Total	0

Section 5: Social Insurance Number (SIN)

Did your institution receive authority for a new collection or new consistent use of the SIN in 2021-2022?	No
------------------------------------------------------------------------------------------------------------	----