



Annual Report to Parliament on the  
Administration of the *Access to  
Information Act*  
April 1, 2023 to March 31, 2024



CANADIAN  
MUSEUM  
OF HISTORY  
-  
MUSÉE  
CANADIEN  
DE L'HISTOIRE



CANADIAN  
WAR  
MUSEUM  
-  
MUSÉE  
CANADIEN  
DE LA GUERRE

# Annual Report on Administration of the Access to Information Act — 2023–2024

## Canadian Museum of History

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### Introduction

The Canadian Museum of History (the “Museum” or the “corporation”) submits an Annual Report on its administration of the *Access to Information Act* (the “Act”) to Parliament each year, which is tabled in the House of Commons in accordance with Section 94 of the *Act*. This report covers the 2023–2024 fiscal year, with a reporting period of April 1, 2023 to March 31, 2024.

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 Museum activities in the administration of its responsibilities under the *Act*.

### Mandate

The Canadian Museum of History is a federal Crown corporation responsible for two national museums: the Canadian Museum of History and the Canadian War Museum. The corporation is also responsible for administering Digital Museums Canada and presenting the Virtual Museum of New France. The corporation’s mandate 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.

The Canadian Museum of History did not have any non-operating subsidiaries during the reporting period in question.

### Access to Information and Privacy Office

The Access to Information and Privacy (ATIP) Office is the dedicated unit within the Museum responsible for coordinating compliance activities under the *Privacy Act*. The ATIP Office is found within the Reconciliation, Engagement, and Government Affairs Portfolio.

The ATIP Office is responsible for processing all requests for personal information submitted to the Canadian Museum of History. It provides privacy advice to senior management and prepares reports to Parliament, the Treasury Board Secretariat, and senior management. The ATIP Office is accountable for developing and implementing effective policies, guidelines, systems, and procedures to ensure that the corporation fulfills its obligations under the *Act*. The ATIP Division represents the Department in complaints and investigations conducted by the Information Commissioner and Privacy Commissioner of Canada, and in any Federal Court applications arising from ATIP matters.

The ATIP Office consists of the Director, Evaluation, Audit, and Regulatory Affairs and the ATIP and Integrity Officer. Three part-time consultants were retained during the

reporting period – one of whom worked on supporting the continuity of operations under the *Access to Information Act*.

The corporation is responsible for exercising powers, duties, and functions under the *Act*. The corporation has not entered into any service agreements with another federal institution under section 96 of the *Access to Information Act*.

### **Proactive Disclosure Responsibilities**

The Reconciliation, Engagement, and Government Affairs portfolio works collaboratively with Museum officials to fulfill the proactive publication requirements under Part 2 of the *Access to Information Act*. Please see Table 5 for units responsible for specific proactive disclosure requirements.

### **Delegation Order**

In accordance with section 95(1) of the *Act*, the President and Chief Executive Officer (CEO), as head of the Museum, has delegated the powers, duties, and functions for administration of the *Act* to the Vice-President, Corporate Strategy and Government Affairs.<sup>1</sup> The signed and dated Delegation Order is provided as Appendix A of this Report.

### **Highlights of the *Access to Information Act* Statistical Report**

During the reporting period, the Museum received six new requests and carried over 3 requests from the previous reporting period, for a total of 19 requests. All three carried over requests were closed during the 2023–2024 reporting period. Eight of the total 9 requests were closed during the 2023-2024 fiscal year, with 7,417 pages processed. The remaining request was carried over into the 2024–2025 reporting period within the legislated deadline.

Of the 8 requests completed, the Museum closed five (62.5%) of them within the statutory timeframe. Please see Table 1 for completion times for requests closed during the 2023–2024 fiscal year.

Table 1: Completion Times for Closed Requests, Fiscal Year 2023–2024

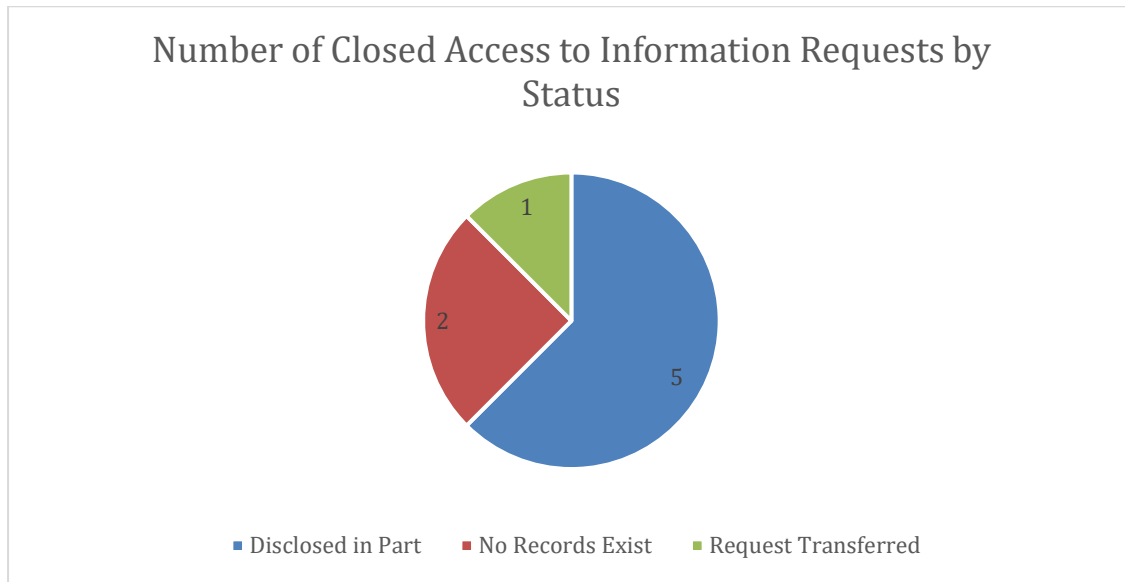
Number of Days to Complete	Number of Requests
1–30 days	3
31–60 days	0
61–120 days	2
121–180 days	1
181–365 days	0
More than 365 days	2

Zero requests were closed with a status of “All Disclosed” while five of eight requests (62.5%) were closed with a status of “Disclosed in Part”. Please see Chart 1 for more information about the disposition of closed requests.

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<sup>1</sup> In May 2024, the title Vice-President, Corporate Strategy and Government Affairs was changed to Vice-President, Reconciliation, Engagement, and Government Affairs. Except for the Delegation of Authority Order the new title has been used throughout the report to ensure consistency and currency.

Chart 1: Number of Closed Access to Information Requests by Status

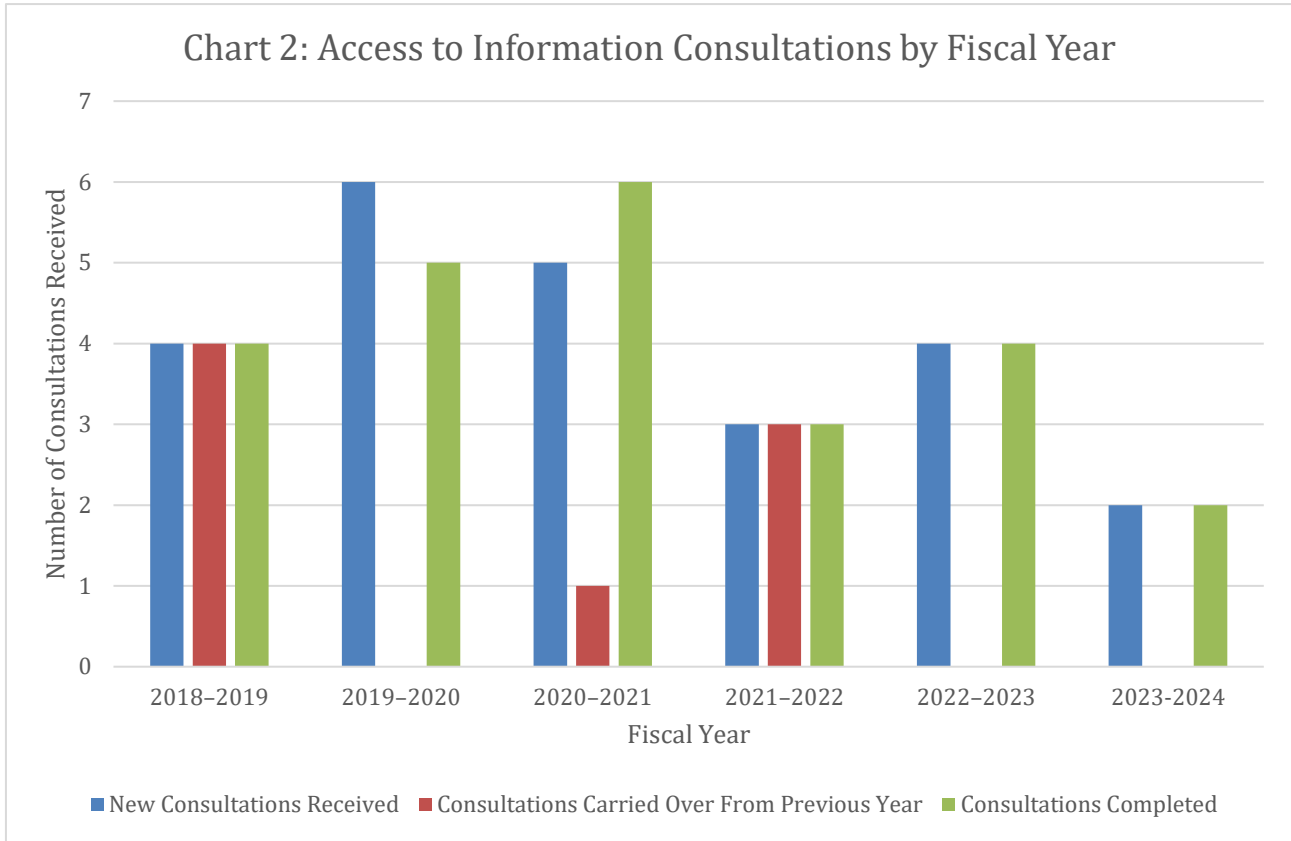


Section 9(1)(a) of the *Act* permits an extension to the original 30-day statutory time limit, if a large number of records have been requested and their processing would unreasonably interfere with regular operations. Likewise, Section 9(1)(b) of the *Act* permits an extension if consultations are required that cannot be completed within the original time limit. The Museum applied extensions to five of the eight requests closed during the reporting period. The Museum applied Section 9(1)(a) to five requests, Section 9(1)(b) to three requests and Section 9(1)(c) to one request.

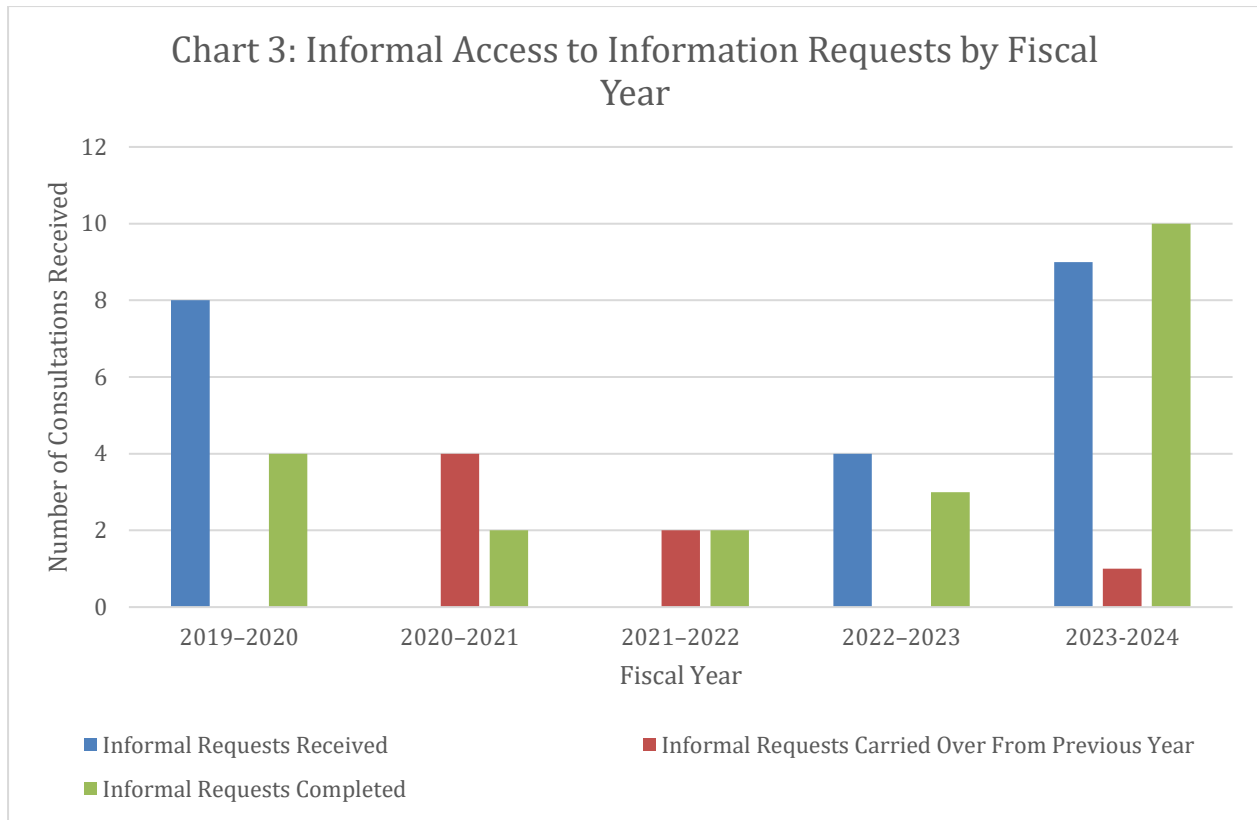
Table 2: Access to Information Consultations

Consultation	Sending Institution Type	Number of Days to Complete	Status	Number of Pages Released
AC-2023-01	Provincial Institution	14	Disclosed in Part	4 pages
AC-2023-02	Federal Institution	5	All Disclosed	2 pages

As demonstrated by Table 2, the Museum received and closed two consultations under the *Access to Information Act* during the reporting period. In total, 6 pages were reviewed and released. Chart 2 demonstrates that fewer consultations were received during the 2023-2024 fiscal year than the six-year average.



An informal access to information request is a request for information made to the ATIP Office of a Government of Canada institution that is either not made or not processed under the Act. The Museum completed 10 informal access to information requests during the 2023-2024 fiscal year. In total, 9,799 pages were released. Chart 3 illustrates that more consultations were received and processed during the 2023-2024 fiscal year than any of the previous four years.



Further information can be found in the statistical report and the supplemental statistical report on the *Act* for the 2023–2024 fiscal year, provided as Appendix B and Appendix C of this report. In addition, you can review summaries of completed access to information requests and learn more about the process of making an access to information request by consulting the Museum’s [website](#).

**Training and Awareness**

During the reporting period, the ATIP Office presented the Museum’s new Access to Information Policy to the senior leadership team and the draft Board of Trustee ATIP guidelines to the Governance and HR Committee of the Board of Trustees. As part of the roll out of the new Access to Information Policy, the Museum will hold ATIP awareness sessions in fiscal year 2024-2025.

The ATIP Office remains responsible for providing education and training activities. The ATIP Office provides ongoing advice to employees during the processing of requests, to ensure the fulfillment of the Museum’s obligations under the *Act*.

**Policies, Guidelines, Procedures, and Initiatives**

The Museum implemented a new Access to Information Policy in fiscal year 2024-2025. The Policy sets out roles and responsibilities for the access to information function within the Canadian Museum of History.

**Proactive Publication**

As a Crown corporation responsible to the Department of Canadian Heritage, the Museum qualifies as a government institution as defined in sections 3 and 81 of the *Access to Information Act*. As such, sections 82-84 of the *Access to Information Act* apply. The Canadian Museum of History is required to proactively publish travel expenses, hospitality expenses, and reports tabled in Parliament.

Each year, the Museum completes a report summarizing its legislative and regulatory reporting requirements. This document outlines proactive publication requirements as required by Part 2 of the *Access to Information Act*.

Please see Table 5 below for more details about Museum proactive publication requirements:

Table 5: Canadian Museum of History Proactive Publication Summary

Proactive Publication Type	Section	Publication Timeline	Institutional Requirement	Unit Responsible	Compliance Rate	Management Response	URL
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	Yes	Finance, Infrastructure and Visitor Services - Finance	0%	The Canadian Museum of History publishes the hospitality expenses of executives and senior level employees on a quarterly basis. In addition, the Canadian Museum of History discloses the total annual expenditures for travel, hospitality, and conferences for the current year and previous year (with significant variance explained) through its	<a href="#">Travel and Hospitality Expenses; Annual Expenditures for Travel Hospitality and Conferences</a>

Proactive Publication Type	Section	Publication Timeline	Institutional Requirement	Unit Responsible	Compliance Rate	Management Response	URL
						website.	
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	Yes	Finance, Infrastructure and Visitor Services - Finance	0%	The Canadian Museum of History publishes the hospitality expenses of executives and senior level employees on a quarterly basis. In addition, the Canadian Museum of History discloses the total annual expenditures for travel, hospitality, and conferences for the current year and previous year (with significant variance explained) through its website.	<a href="#">Travel and Hospitality Expenses; Annual Expenditures for Travel Hospitality and Conferences</a>
Reports tabled in Parliament	84	Within 30 days after tabling	Yes	Reconciliation, Engagement and Government Affairs	100%		<a href="#">Corporate Reports</a>
<b>Government entities or Departments, agencies, and other bodies subject to the Act and listed in Schedules I, I.1, or II of the <i>Financial Administration Act</i></b>							
Contracts over \$10,000	86	Q1-3: Within 30 days after the quarter	No				



Proactive Publication Type	Section	Publication Timeline	Institutional Requirement	Unit Responsible	Compliance Rate	Management Response	URL
		Q4: Within 60 days after the quarter					
Grants and contributions over \$25,000	87	Within 30 days after the quarter	No				
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	No				
Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office	88(b)	Within 30 days after the end of the month received	No				
<b>Government institutions that are departments named in Schedule I to the <i>Financial Administration Act</i> or portions of the core public administration named in Schedule IV to that Act (i.e. government institutions for which Treasury Board is the employer)</b>							
Reclassification of positions	85	Within 30 days after the quarter	Reclassification of positions				
<b>Ministers</b>							
Packages of briefing materials prepared by a government	74(a)	Within 120 days after appointment	No				

<b>Proactive Publication Type</b>	<b>Section</b>	<b>Publication Timeline</b>	<b>Institutional Requirement</b>	<b>Unit Responsible</b>	<b>Compliance Rate</b>	<b>Management Response</b>	<b>URL</b>
institution for new or incoming ministers							
Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office	74(b)	Within 30 days after the end of the month received	No				
Package of question period notes prepared by a government institution for the minister and in use on the last sitting day of the House of Commons in June and December	74(c)	Within 30 days after last sitting day of the House of Commons in June and December	No				
Packages of briefing materials prepared by a government institution for a minister's appearance before a committee of Parliament	74(d)	Within 120 days after appearance	No				
Travel Expenses	75	Within 30 days	No				

Proactive Publication Type	Section	Publication Timeline	Institutional Requirement	Unit Responsible	Compliance Rate	Management Response	URL
		after the end of the month of reimbursement					
Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	No				
Contracts over \$10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	No				
Ministers' Offices Expenses *Note: This consolidated report is currently published by TBS on behalf of all institutions.	78	Within 120 days after the fiscal year	No				
<b>Other</b>							
Completed Access to Information Requests	Section 4.1.46, <i>Directive on Access to Information Requests</i>	Within 30 calendar days of the end of the month in which the request was complete	Yes	Access to Information and Privacy Office	100%		<a href="#">Completed Access to Information Requests</a>

<b>Proactive Publication Type</b>	<b>Section</b>	<b>Publication Timeline</b>	<b>Institutional Requirement</b>	<b>Unit Responsible</b>	<b>Compliance Rate</b>	<b>Management Response</b>	<b>URL</b>
		d.					
<i>Info Source</i>	Section 11, <i>Privacy Act</i>	Each year at the end of December	Yes	Access to Information and Privacy Office	100%		<a href="#">Info Source</a>

## Initiatives and Projects to Improve Access to Information

The Museum continues to participate in the Treasury Board Secretariat Online Request Service. The Museum received 8 access to information requests through the online management system during the 2023–2024 reporting period. This represents 100% of the total number of access requests received by the Crown Corporation.

The Museum is committed to making available information about Canada's history and identity available to the public. The Canadian Museum of History actively facilitates Indigenous access to Museum records. This includes the following practices:

- proactively sharing information related to cultural heritage, both tangible and intangible, with the relevant Indigenous communities in the context of research, repatriation, and other discussions;
- distilling and collating data from multiple sources and databases into digestible formats and reports;
- incorporating cultural protocols into access practices for sensitive data;
- revisiting copyright and other access restrictions placed on information collected from Indigenous communities. Wherever possible, removing these restrictions in favour of access by the Indigenous community of origin.

The Canadian Museum of History and the Canadian War Museum make their collections databases available online:

<https://www.historymuseum.ca/collections/>  
<https://www.warmuseum.ca/>

The Canadian War Museum offers the public access to its archives and library through the [Military History Research Centre](#). Likewise, the Canadian Museum of History provides access to its print, photographic, audio, and object holdings through its [Resource Centre](#).

## 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 Museum did not have any active complaints under the *Act* as of March 31, 2024. The Museum received no new complaints in 2023–2024 and resolved its two existing complaints dating from fiscal year 2018-2019. Both complaints related to the same access to information request. The Museum made formal representations to the Office of the Information Commissioner of Canada under section 35 of the *Act*. The Museum located and released a missing record to the requester. In addition, the Museum released additional information from records previously released to the requester. Both complaints were concluded with a status of well-founded.

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

## Monitoring Compliance

The Museum monitors compliance with activities on the *Act* on an ongoing basis. Please see Table 6 for further details.

Table 6: *Access to Information Act* Compliance Monitoring

<b>Compliance Activity</b>	<b>Canadian Museum of History Employee Responsible</b>	<b>Measures Taken</b>	<b>Frequency</b>
Access to Information Request Processing	Director, Evaluation, Audit and Regulatory Affairs	The ATIP and Integrity Officer provides weekly verbal and written status reports to the Director, Evaluation, Audit and Regulatory Affairs on ongoing access to information requests.	Weekly
Access to Information Request Processing	ATIP and Integrity Officer	The ATIP and Integrity Officer sends record retrieval emails to program areas who may have records. Should the program area not respond, the ATIP and Integrity Officer follows up.	As needed
Access to Information Request Approval Process	Vice-President, Reconciliation, Engagement and Government Affairs	The Director, Evaluation, Audit and Regulatory Affairs and Vice-President, Reconciliation, Engagement and Government Affairs review and approve Access to	Ongoing

Compliance Activity	Canadian Museum of History Employee Responsible	Measures Taken	Frequency
		Information release packages prior to release.	
Access to Information Request Approval Process	ATIP and Integrity Officer	The ATIP and Integrity Officer sets the timeframe for the approval process and tracks the progress of each individual file. Follow up with management is done as needed.	Ongoing
Inter-Institutional Consultation for Access to Information Requests	Director, Evaluation, Audit and Regulatory Affairs	The ATIP and Integrity Officer and the Director, Evaluation, Audit and Regulatory Affairs discuss ongoing access to information requests at a weekly meeting. The ATIP and Integrity Officer must justify to the Director, Evaluation, Audit and Regulatory Affairs why an interinstitutional consultation should be undertaken. Any interinstitutional consultations are recorded in	Weekly

Compliance Activity	Canadian Museum of History Employee Responsible	Measures Taken	Frequency
		the access to information request tracking spreadsheet.	
Disclosure of Frequently Requested Information by Alternative Means	Vice-President, Reconciliation, Engagement and Government Affairs	The Director, Evaluation, Audit and Regulatory Affairs and the ATIP and Integrity Officer monitor formal and informal requests for access to information through its tracking spreadsheet. Frequently requested subjects are brought to the attention of the Vice-President, Reconciliation, Engagement and Government Affairs, who decides if the information should be made available proactively.	As needed
Access to Information Provisions in Contracts, Agreements, and Arrangements	Vice-President, Reconciliation, Engagement and Government Affairs; Manager, Contracting	The Vice-President, Reconciliation, Engagement and Government Affairs reviews all information sharing agreements and	As needed



Compliance Activity	Canadian Museum of History Employee Responsible	Measures Taken	Frequency
		arrangements prior to being finalized. The Vice-President ensures that these instruments take access to information into account. The Museum is in the process of updating its ATIP contracting language.	
Proactive Publication	Vice-President, Reconciliation, Engagement and Government Affairs; Chief Financial Officer and Vice-President, Finance, Infrastructure and Visitor Services	All proactively published information under Part 2 of the <i>Access to the Information Act</i> undergoes a review and approval process up to the responsible Vice-President.	Ongoing

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

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

#### 1.1 Number of requests

		Number of Requests
Received during reporting period		6
Outstanding from previous reporting periods		3
• Outstanding from previous reporting period	1	
• Outstanding from more than one reporting period	2	
<b>Total</b>		9
Closed during reporting period		8
Carried over to next reporting period		1
• Carried over within legislated timeline	1	
• Carried over beyond legislated timeline	0	

#### 1.2 Sources of requests

Source	Number of Requests
Media	1
Academia	0
Business (private sector)	3
Organization	0
Public	1
Decline to Identify	1
<b>Total</b>	6

#### 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>	6

## Section 2: Informal Requests

### 2.1 Number of informal requests

		Number of Requests
Received during reporting period		9
Outstanding from previous reporting periods		1
• Outstanding from previous reporting period	1	
• Outstanding from more than one reporting period	0	
<b>Total</b>		10
Closed during reporting period		10
Carried over to next reporting period		0

### 2.2 Channels of informal requests

Source	Number of Requests
Online	9
E-mail	0
Mail	0
In person	0
Phone	0
Fax	0
<b>Total</b>	9

### 2.3 Completion time of informal requests

Completion Time							
0 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	Total
8	1	0	0	0	0	1	10

### 2.4 Pages released informally

Less Than 100 Pages Released		100-500 Pages Released		501-1000 Pages Released		1001-5000 Pages Released		More Than 5000 Pages Released	
Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released	Number of Requests	Pages Released
0	0	0	0	0	0	0	0	0	0

Withdrawn during reporting period	0
Carried over to next reporting period	0

### 2.5 Pages re-released informally

Less Than 100 Pages Re-released		100-500 Pages Re-released		501-1000 Pages Re-released		1001-5000 Pages Re-released		More Than 5000 Pages Re-released	
Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released	Number of Requests	Pages Re-released
4	114	2	556	1	996	3	8133	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>	<b>0</b>
Approved by the Information Commissioner during reporting period	0
Declined by the Information Commissioner during reporting period	0
Withdrawn during reporting period	0
Carried over to next reporting period	0

### Section 4: Requests Closed During the Reporting Period

#### 4.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	0 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	0	0	0	0	0	0	0
Disclosed in part	0	0	0	2	1	0	2	5
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	1	0	0	0	0	0	0	1
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>	<b>1</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>8</b>

#### 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)	4	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	1	18(d)	3	21(1)(a)	4
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	4
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	2
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)	3	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)	3	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)	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, e-record and dataset formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
7417	6845	5



4.5.2 Relevant pages processed per request disposition for paper, e-record and dataset formats by size of requests

Disposition	Less Than 100 Pages Processed		100-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed	Number of Requests	Pages Processed
All disclosed	0	0	0	0	0	0	0	0	0	0
Disclosed in part	1	93	1	162	0	0	3	7162	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	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 the approval of the Information Commissioner	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	1	93	1	162	0	0	3	7162	0	0

4.5.3 Relevant minutes processed and disclosed for audio formats

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

4.5.4 Relevant minutes processed per request disposition for audio formats by size of requests

Disposition	Less Than 60 Minutes Processed		60 - 120 Minutes Processed		More than 120 Minutes Processed	
	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed	Number of Requests	Minutes Processed
All disclosed	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

#### 4.5.5 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	3	1	0	4
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>	3	1	0	4

#### 4.6 Closed requests

##### 4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	5
Percentage of requests closed within legislated timelines (%)	62.5

#### 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
3	3	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	1	1
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	1	1
<b>Total</b>	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
<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	0	0	0	0
Disclosed in part	5	0	3	1
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>	5	0	3	1

### 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	0	0	0	0
31 to 60 days	1	0	1	0
61 to 120 days	4	0	2	1
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>	5	0	3	1

## Section 6: Fees

Fee Type	Fee Collected		Fee Waived		Fee Refunded	
	Number of Requests	Amount	Number of Requests	Amount	Number of Requests	Amount
Application	5	\$25.00	0	\$0.00	1	\$5.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
<b>Total</b>	5	\$25.00	0	\$0.00	1	\$5.00

## Section 7: Consultations Received From Other Institutions and Organizations

### 7.1 Consultations received from other Government of Canada institutions and other organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during the reporting period	1	2	1	4
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	1	2	1	4
Closed during the reporting period	1	2	1	4
Carried over within negotiated timelines	0	0	0	0
Carried over beyond negotiated timelines	0	0	0	0

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

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	0 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	1	0	0	0	0	0	0	1
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
<b>Total</b>	1	0	0	0	0	0	0	1

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

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

## 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	1

### 9.2 Investigations and Reports of finding

Section 37(1) Initial Reports			Section 37(2) Final Reports		
Received	Containing recommendations issued by the Information Commissioner	Containing an intent to issue an order by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
0	0	0	2	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)**

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		\$50,994
Overtime		\$0
Goods and Services		\$28,081
• Professional services contracts	\$28,081	
• Other	\$0	
<b>Total</b>		<b>\$79,075</b>

**11.2 Human Resources**

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.450
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.110
Students	0.000
<b>Total</b>	<b>0.560</b>

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

# APPENDIX C: SUPPLEMENTAL STATISTICAL REPORT





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

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

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

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

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
Received in 2023-24	1	0	1
Received in 2022-23	0	0	0
Received in 2021-22	0	0	0
Received in 2020-21	0	0	0
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16	0	0	0
Received in 2014-15 or earlier	0	0	0
<b>Total</b>	<b>1</b>	<b>0</b>	<b>1</b>

Row 11, Col. 3 of Section 1.1 must equal Row 7, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the *Access to Information Act*

1.2 Enter the number of open complaints with the Information Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2023-24	0
Received in 2022-23	0
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16	0
Received in 2014-15 or earlier	0
<b>Total</b>	<b>0</b>

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

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

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
Received in 2023-24	0	1	1
Received in 2022-23	0	0	0
Received in 2021-22	0	0	0
Received in 2020-21	0	0	0
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16	0	0	0
Received in 2014-15 or earlier	0	0	0
<b>Total</b>	<b>0</b>	<b>1</b>	<b>1</b>

Row 11, Col. 3 of Section 2.1 must equal Row 7, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the *Privacy Act*

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

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

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2024	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2024	Total
Received in 2023-24	0	1	1
Received in 2022-23	0	0	0
Received in 2021-22	0	0	0
Received in 2020-21	0	0	0
Received in 2019-20	0	0	0
Received in 2018-19	0	0	0
Received in 2017-18	0	0	0
Received in 2016-17	0	0	0
Received in 2015-16	0	0	0
Received in 2014-15 or earlier	0	0	0
<b>Total</b>	<b>0</b>	<b>1</b>	<b>1</b>

Row 11, Col. 3 of Section 2.1 must equal Row 7, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the *Privacy Act*

2.2 Enter the number of open complaints with the Privacy Commissioner of Canada that are outstanding from previous reporting periods.

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2023-24	0
Received in 2022-23	0
Received in 2021-22	0
Received in 2020-21	0
Received in 2019-20	0
Received in 2018-19	0
Received in 2017-18	0
Received in 2016-17	0
Received in 2015-16	0
Received in 2014-15 or earlier	0
<b>Total</b>	<b>0</b>

**Section 3: Social Insurance Number**

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

How many requests were received from foreign nationals outside of Canada in 2023-24?	0
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Row 1, Col. 1 of Section 4 must be equal to or less than Row 1, Col. 1 of Section 1.1 of the 2023-24 Statistical Report on the *Privacy Act*

