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MUSEUM
OF HISTORY
-
MUSÉE
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DE L'HISTOIRE



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DE LA GUERRE

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

April 1, 2022 to March 31, 2023

Canada

Annual Report on Administration of the Access to Information Act — 2022–2023

Canadian Museum of History

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 2022–2023 fiscal year, with a reporting period of April 1, 2022 to March 31, 2023.

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.

Access to Information and Privacy Office

The Access to Information and Privacy (ATIP) Office at the Museum is the focal point for access to information and privacy matters, and is responsible for the corporation’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 corporation fulfills its obligations under the *Act*.

The ATIP Office consists of the Director, Evaluation, Audit and Regulatory Affairs and the ATIP and Integrity Officer. Two part-time consultants were retained during the reporting period to support the continuity of ATIP office operations.

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*.

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. 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 on-site 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 *Act*.

During the reporting period, the Museum received five new requests and carried over 14 requests from the previous reporting period, for a total of 19 requests. Of the 14 requests carried over, twelve were closed during the 2022–2023 reporting period. Further information about carried-over requests can be seen in Table 1. 16 of the total 19 requests were closed during the 2022–2023 fiscal year, with 3,637 pages processed. The remaining 3 requests were carried over into the 2023–2024 reporting period. One of the three remained within the legislative deadline while the time limit had elapsed for the other two.

Table 1: Requests Carried Over to Fiscal Year 2022–2023*

Fiscal Year Received	Number of Carried-Over Requests	Number of Carried-Over Requests Closed Within Legislative Timeline	Number of Carried-Over Requests Closed Beyond Legislative Timeline	Number of Requests Outstanding Within Legislative Timeline	Number of Requests Outstanding Beyond Legislative Timeline
2021–2022	12	9	2	0	1
2020–2021	1	0	0	0	1
2018–2019	1	0	0	0	1

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

Of the 16 requests completed, the Museum closed eleven (69%) of them within the statutory timeframe. Please see Table 2 for completion times for requests closed during the 2022–2023 fiscal year.

Table 2: Completion Times for Closed Requests, Fiscal Year 2022–2023

Number of Days to Complete	Number of Requests
1–30 days	1
31–60 days	9
61–120 days	1
121–180 days	4
181–365 days	1

Of the 16 completed requests, three were resolved with all records disclosed (18.75%); seven were completed with records disclosed in part (43.75%); five were closed with no records found (31.25%); and one was closed as abandoned (06.25%).

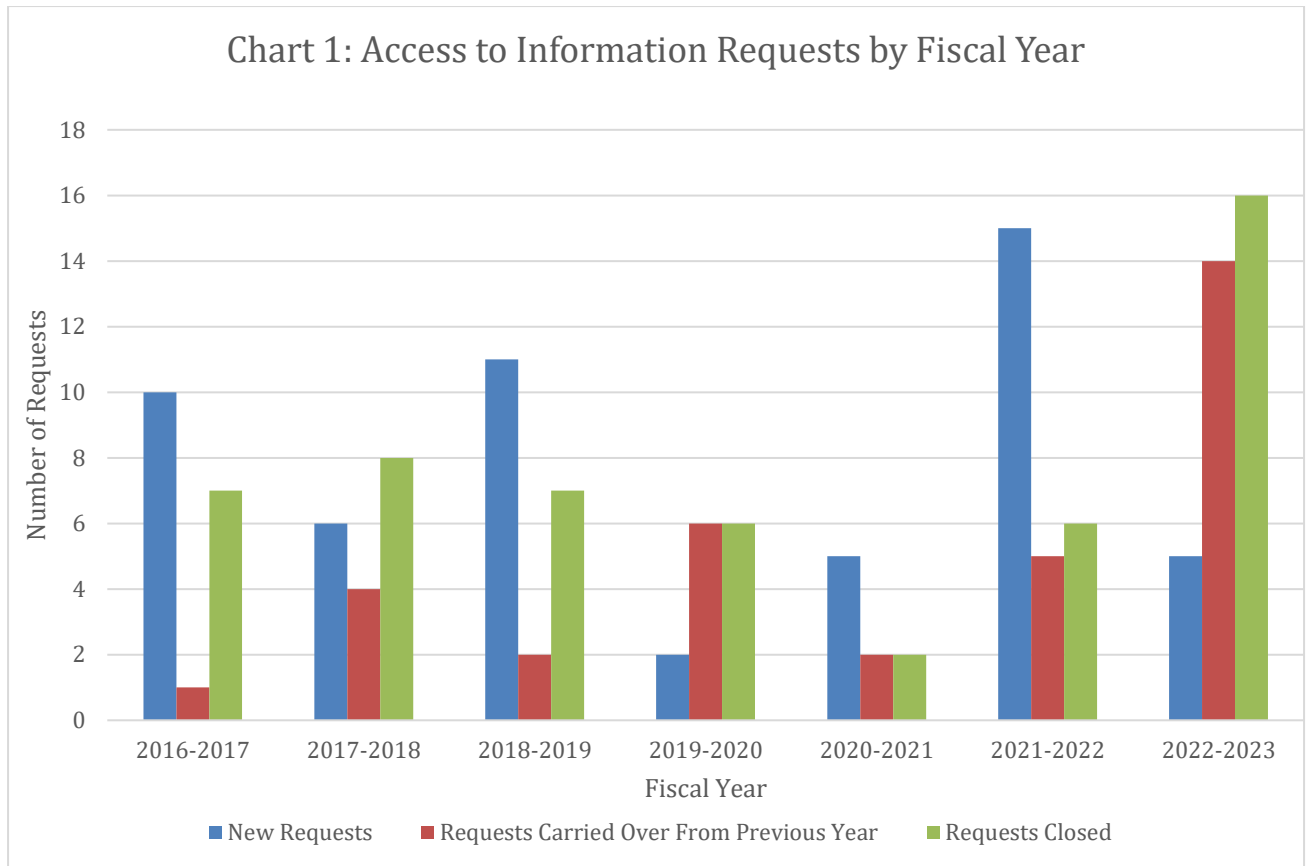


Table 3: Access to Information Requests — Number of Pages Processed by Fiscal Year

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
2022–2023	16	3,637	3,398

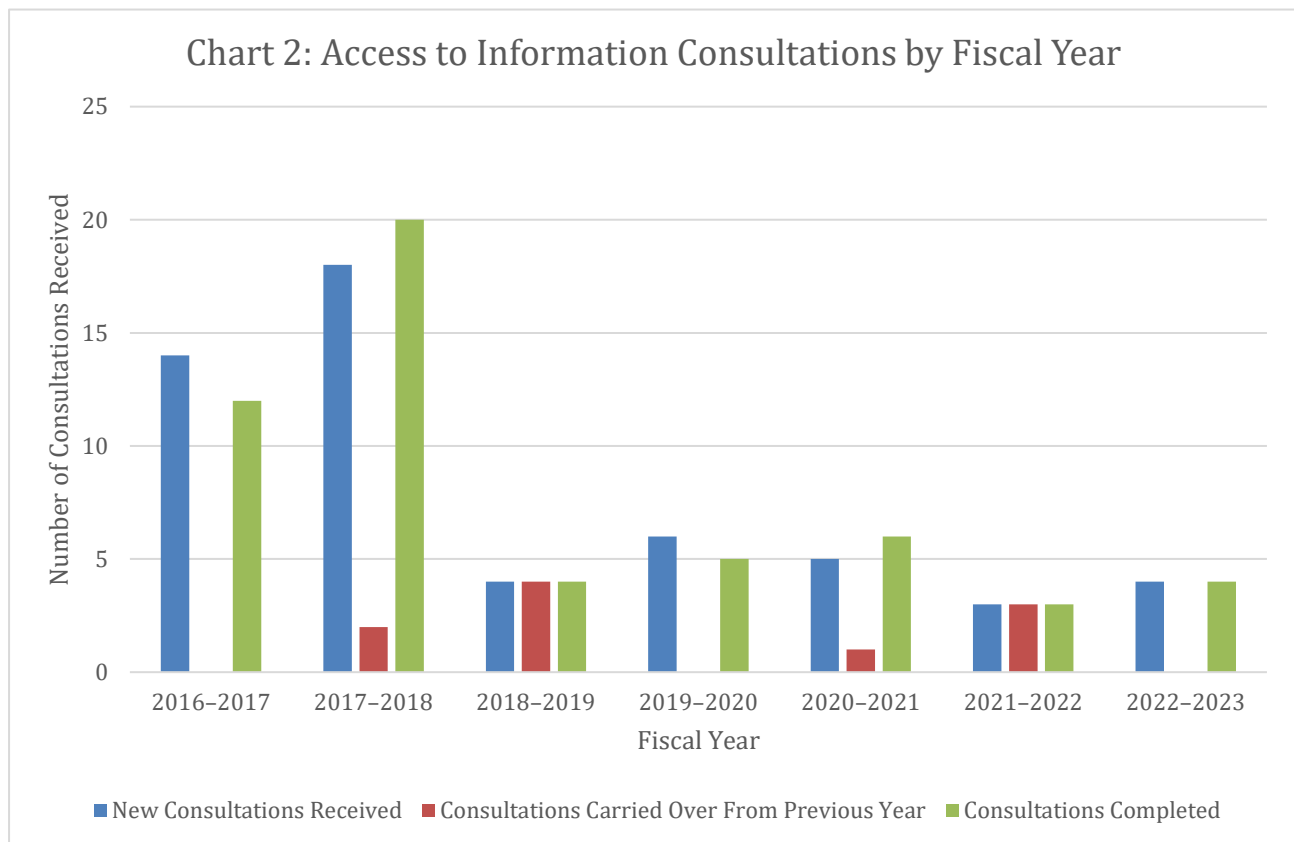
Chart 1 and Table 3 illustrate seven-year trends in relation to Museum processing of access to information requests. Chart 1 demonstrates that the volume of new requests received (5) was below the seven-year average (8) and one-third of the 2021-2022 amount. As indicated in Table 1, the requests closed, pages processed, and pages released are all significantly more than any of the preceding 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 Museum applied extensions to fifteen of the sixteen requests closed during the reporting period. The Museum applied Section 9(1)(a), 9(1)(b) and 9(1)(c) to fourteen, three, and two closed requests respectively.

Table 4: Access to Information Consultations

Consultation	Sending Institution Type	Number of Days to Complete	Status	Number of Pages Released
AC-2022-01	Federal Institution	30	Disclosed in Part	10 pages
AC-2022-02	Provincial Institution	31	Disclosed in Part	113 pages
AC-2022-03	Federal Institution	28	All Disclosed	2 pages
AC-2022-04	Federal Institution	12	Abandoned	0 pages



As demonstrated by Table 4, four consultations under the *Access to Information Act* were received and closed during the reporting period. In total, 125 pages were reviewed and released. Chart 2 demonstrates that fewer consultations were received during the 2022–2023 fiscal year than the seven-year average.

Further information can be found in the statistical report and the supplemental statistical report on the *Act* for the 2022–2023 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, 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. 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 did not implement any new policies, guidelines, procedures, or initiatives during the reporting period. However, the Museum did update its info sheet for employees to better reflect the *Act* and Treasury Board Secretariat guidance.

Proactive Publication

As a Crown corporation responsible to the Minister 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. During the 2022-2023 fiscal year, the Museum met 70% of its proactive publication requirements within legislated timelines.

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	Unit Responsible	Description	URL
Expense Reporting			
Travel Expenses	Finance and Infrastructure Branch	The Canadian Museum of History publishes the travel expenses of executives and senior level employees on a quarterly basis.	https://www.historymuseum.ca/about/the-corporation/corporate-reports/travel-and-hospitality-expenses/
Hospitality Expenses	Finance and Infrastructure Branch	The Canadian Museum of History publishes the hospitality expenses of executives and senior level employees on a quarterly basis.	https://www.historymuseum.ca/about/the-corporation/corporate-reports/travel-and-hospitality-expenses/
Annual Travel and Hospitality Expenses	Finance and Infrastructure Branch	The Canadian Museum of History discloses the total annual expenditures for travel, hospitality, and	https://www.historymuseum.ca/about/the-corporation/corporate-reports/annual-expenditures-

Proactive Publication Type	Unit Responsible	Description	URL
		conferences for the current year and previous year (with significant variance explained) through its website.	for-travel-hospitality-and-conferences/?_ga=2.234140893.29340887.1683123895-1512407535.1674593377
Reports Tabled in Parliament			
<i>Access to Information Act</i> Annual Report	Access to Information and Privacy Office	As per section 94 of the <i>Access to Information Act</i> , the Canadian Museum of History produces statistical reports and annual reports (including a narrative and statistics) on the administration of its access to information program, and submits the reports to the Treasury Board Secretariat. The reports includes statistics and details on requests, consultations, and complaints processed; access to information training provided to staff; and the resources needed to support the program. The Annual Report is tabled in Parliament and is published on the Canadian Museum of History's website within 30 days of tabling.	https://www.historymuseum.ca/about/the-corporation/corporate-reports/access-information-privacy/
<i>Privacy Act</i> Annual Report	Access to Information and Privacy Office	As per section 72 of the <i>Privacy Act</i> , the Canadian Museum of History produces statistical reports and annual reports (including a narrative and statistics) on the administration of its privacy program, and submits the reports to the Treasury Board Secretariat. The reports include statistics and details on requests,	https://www.historymuseum.ca/about/the-corporation/corporate-reports/access-information-privacy/

Proactive Publication Type	Unit Responsible	Description	URL
		consultations, and complaints processed; privacy training provided to staff; and the resources needed to support the program. The Annual Report is tabled in Parliament and is published on the Canadian Museum of History's website within 30 days of tabling.	
Corporate Plan Summary	Corporate Strategy and Government Affairs Branch	The Canadian Museum of History is required to produce a summary of the approved Corporate Plan, suitable for public posting. This summary is tabled in Parliament by the Minister of Canadian Heritage 30 sitting days after the Corporate Plan is approved by the Treasury Board. The Canadian Museum of History is required to post the document publicly simultaneously with its tabling in Parliament.	https://www.historymuseum.ca/about/the-corporation/#tabs
Annual Report	Corporate Strategy and Government Affairs Branch	The Canadian Museum of History is required to produce an Annual Report on the corporation's operations for each fiscal year, including Financial Statements audited by the Office of the Auditor General. This audit includes assurance that the Canadian Museum of History has fulfilled its financial obligations (e.g., payment of salaries, payment of invoices). It is submitted to the Minister of Canadian Heritage and the Treasury Board within	https://www.historymuseum.ca/about/the-corporation/#tabs

Proactive Publication Type	Unit Responsible	Description	URL
		three months of the fiscal year end. The Minister tables the report in Parliament within the first fifteen sitting days after receiving it. It is then published on the Canadian Museum of History's website.	
Other Proactive Publications			
Special Examination Report- Office of the Auditor General	Corporate Strategy and Government Affairs Branch	The Office of the Auditor General conducts periodic Special Examinations every ten years. Within 30 days of receiving the final special examination report, the Canadian Museum of History must submit a copy of the report to the Minister of Canadian Heritage and the Treasury Board. Within 60 days of receiving the final special examination report, the Canadian Museum of History must make the report available to the public.	https://www.historymuseum.ca/about/the-corporation/#tabs
Completed Access to Information Requests	Access to Information and Privacy Office	The Canadian Museum of History proactively provides the public with access to relevant records, publishing summaries of completed access to information requests on its website and on the Open Government platform. The Museum is also required to publish the contact information for the ATIP Office in an easily accessible format on its website.	https://www.historymuseum.ca/about/the-corporation/corporate-reports/access-information-privacy/ ; https://open.canada.ca/en/search/ati?ati%5B0%5D=ati_organization_en%3ACanadian%20Museum%20of%20History
<i>Info Source</i>	Access to Information and Privacy Office	Per Section 11 of the <i>Privacy Act</i> , the Canadian Museum of History is	https://www.historymuseum.ca/about/the-corporation/corporate-

Proactive Publication Type	Unit Responsible	Description	URL
		required to produce an annual publication entitled <i>Info Source</i> that is submitted to the Treasury Board Secretariat and published on the Museum's website. <i>Info Source</i> describes program responsibilities and information holdings of the Museum and must include sufficient information to facilitate the exercise of the right of access under the <i>Access to Information Act</i> .	reports/access-information-privacy/

Initiatives and Projects to Improve Access to Information

The Museum is committed to making available information about Canada’s history and identity available to the public. In 2022-2023, the Museum continued to streamline its process of accessing records under the Museum’s control.

In July 2022, the Museum began accepting access to information requests through the federal government’s [ATIP Online Request Service](#). This service offers Canadians and permanent residents the opportunity to submit access to information requests and receive responses through a single automated system.

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.

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 received no complaints in 2022–2023. However, there are still two outstanding complaints received during the 2018–2019 fiscal year. The OIC has assigned an investigator to the complaints during the 2022-2023 fiscal year. The Museum responded to investigator questions and sent the OIC a copy of the original release package.

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

Activity	Canadian Museum of History Employee Responsible	Measures Taken	Frequency
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,	As needed

Activity	Canadian Museum of History Employee Responsible	Measures Taken	Frequency
		the ATIP and Integrity Officer follows up.	
Access to Information Request Approval Process	Vice-President, Corporate Strategy and Government Affairs	The Director, Evaluation, Audit and Regulatory Affairs and Vice-President, Corporate Strategy and Government Affairs review and approve Access to Information release packages prior to release.	Ongoing
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 on 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	Weekly

Activity	Canadian Museum of History Employee Responsible	Measures Taken	Frequency
		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 the access to information request tracking spreadsheet.	
How the institution reviews frequently requested types of information and assesses the feasibility of making that information available by other means.	Vice-President, Corporate Strategy 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, Corporate Strategy and Government Affairs, who decides if the information	As needed

Activity	Canadian Museum of History Employee Responsible	Measures Taken	Frequency
		should be made available proactively.	
Access to Information Provisions in Contracts, Agreements, and Arrangements	Vice-President, Corporate Strategy and Government Affairs; Manager, Contracting	The Vice-President Corporate Strategy and Government Affairs reviews all information sharing agreements and arrangements prior to being finalized. The Vice-President ensures that these instruments take access to information into account. The Manager, Contracting ensures that contracting language requiring access to information provisions is added to all contracts.	As needed
How the institution monitors the accuracy and completeness of proactively published information under Part 2 of the Act.	Vice-President, Corporate Strategy and Government Affairs; Chief Financial Officer and Vice-President, Finance and Infrastructure	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

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

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

1.1 Number of requests

		Number of Requests
Received during reporting period		5
Outstanding from previous reporting periods		14
• Outstanding from previous reporting period	12	
• Outstanding from more than one reporting period	2	
Total		19
Closed during reporting period		16
Carried over to next reporting period		3
• Carried over within legislated timeline	1	
• Carried over beyond legislated timeline	2	

1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	4
Business (private sector)	0
Organization	0
Public	0
Decline to Identify	1
Total	5

1.3 Channels of requests

Source	Number of Requests
Online	4
E-mail	0
Mail	1
In person	0
Phone	0
Fax	0
Total	5

Section 2: Informal Requests

2.1 Number of informal requests

		Number of Requests
Received during reporting period		5
Outstanding from previous reporting periods		0
• Outstanding from previous reporting period	0	
• Outstanding from more than one reporting period	0	
Total		5
Closed during reporting period		4
Carried over to next reporting period		1

2.2 Channels of informal requests

Source	Number of Requests
Online	1
E-mail	4
Mail	0
In person	0
Phone	0
Fax	0
Total	5

2.3 Completion time of 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	
2	1	1	0	0	0	0	4

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
1	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		501-1000 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
1	11	0	0	1	660	1	1990	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
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 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	3	0	0	0	0	3
Disclosed in part	0	0	1	1	4	0	1	7
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	5	0	0	0	0	5
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	1	0	0	0	0	0	1
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
Total	0	1	9	1	4	0	1	16

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)	2	18(a)	2	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	6	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)	2	21(1)(a)	2
13(1)(e)	1	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)	1
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	6	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	2
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)	1
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	1				
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	7	3	0	0	0

4.5 Complexity

4.5.1 Relevant pages processed and disclosed for paper and e-record formats

Number of Pages Processed	Number of Pages Disclosed	Number of Requests
3637	3398	11

4.5.2 Relevant pages processed per request disposition for paper and e-record 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	3	3	0	0	0	0	0	0	0	0
Disclosed in part	3	86	1	288	2	1577	1	1683	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	1	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
Total	7	89	1	288	2	1577	1	1683	0	0

4.5.3 Relevant minutes processed and disclosed for audio formats

Number of Minutes Processed	Number of Minutes Disclosed	Number of Requests
2	0	1

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	1	2	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
Total	1	2	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
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	1	1	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 the approval of the Information Commissioner	0	0	0	0
Total	1	1	0	2

4.6 Closed requests

4.6.1 Requests closed within legislated timelines

Number of requests closed within legislated timelines	11
Percentage of requests closed within legislated timelines (%)	68.75

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
5	5	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	2	0	2
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	2	0	2
181 to 365 days	0	0	0
More than 365 days	1	0	1
Total	5	0	5

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 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	3	0	0	0
Disclosed in part	6	0	3	2
All exempted	0	0	0	0
All excluded	0	0	0	0
Request abandoned	0	0	0	0
No records exist	5	0	0	0
Declined to act with the approval of the Information Commissioner	0	0	0	0
Total	14	0	3	2

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	3	0	1	0
31 to 60 days	6	0	0	0
61 to 120 days	3	0	1	2
121 to 180 days	2	0	1	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	14	0	3	2

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	0	\$0.00
Other fees	0	\$0.00	0	\$0.00	0	\$0.00
Total	5	\$25.00	0	\$0.00	0	\$0.00

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	3	12	1	128
Outstanding from the previous reporting period	0	0	0	0
Total	3	12	1	128
Closed during the reporting period	3	12	1	128
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
	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	0	1	0	0	0	0	0	1
Disclose in part	0	1	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	1	0	0	0	0	0	0	1
Total	1	2	0	0	0	0	0	3

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
	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	0	0	0	0	0	0	0	0
Disclose in part	0	0	1	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
Total	0	0	1	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
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		501-1000 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
Total	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 orders issued by the Information Commissioner	Received	Containing recommendations issued by the Information Commissioner	Containing orders issued by the Information Commissioner
0	0	0	0	0	0

Section 10: Court Action

10.1 Court actions on complaints

Section 41				
Complainant (1)	Institution (2)	Third Party (3)	Privacy Commissioner (4)	Total
0	0	0	0	0

10.2 Court actions on third party notifications under paragraph 28(1)(b)

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	\$55,117
Overtime	\$0
Goods and Services	\$22,637
• Professional services contracts	\$22,637
• Other	\$0
Total	\$77,754

11.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.500
Part-time and casual employees	0.000
Regional staff	0.000
Consultants and agency personnel	0.370
Students	0.000
Total	0.870

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

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

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

	Number of Weeks
Able to receive requests by mail	52
Able to receive requests by email	52
Able to receive requests 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	30	22	52
Protected B Paper Records	0	30	22	52
Secret and Top Secret Paper Records	0	30	22	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 Records	0	52	0	52

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

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

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	1	0	1
Received in 2021-2022	0	1	1
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	1	1
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	1	2	3

Row 11, Col. 3 of Section 3.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the Access to Information Act

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

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	1
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	1

Section 4: Open Requests and Complaints Under the Privacy Act

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

Fiscal Year Open Requests Were Received	Open Requests that are <i>Within</i> Legislated Timelines as of March 31, 2023	Open Requests that are <i>Beyond</i> Legislated Timelines as of March 31, 2023	Total
Received in 2022-2023	0	0	0
Received in 2021-2022	0	0	0
Received in 2020-2021	0	0	0
Received in 2019-2020	0	0	0
Received in 2018-2019	0	0	0
Received in 2017-2018	0	0	0
Received in 2016-2017	0	0	0
Received in 2015-2016	0	0	0
Received in 2014-2015	0	0	0
Received in 2013-2014 or earlier	0	0	0
Total	0	0	0

Row 11, Col. 3 of Section 4.1 must equal Row 7, Col. 1 of Section 1.1 of the 2022-2023 Statistical Report on the *Privacy Act*

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

Fiscal Year Open Complaints Were Received by Institution	Number of Open Complaints
Received in 2022-2023	0
Received in 2021-2022	0
Received in 2020-2021	0
Received in 2019-2020	0
Received in 2018-2019	0
Received in 2017-2018	0
Received in 2016-2017	0
Received in 2015-2016	0
Received in 2014-2015	0
Received in 2013-2014 or earlier	0
Total	0

Section 5: Social Insurance Number

Has your institution begun a new collection or a new consistent use of the SIN in 2022-2023?	No	<input type="checkbox"/>
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Section 6: Universal Access under the Privacy Act

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