



CANADIAN
MUSEUM
OF HISTORY
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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, 2024 to March 31, 2025

Canada

**Annual Report on the Administration of the Access to
Information Act
2024–2025
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 for tabling in accordance with section 94 of the Act. This report covers the 2024–2025 fiscal year, with a reporting period of April 1, 2024 to March 31, 2025.

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 *Access to Information Act*. The ATIP Office is found within the Reconciliation, Engagement and Government Affairs Portfolio.

The ATIP Office is responsible for processing all access to information requests submitted to the Canadian Museum of History. It provides access to information 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 Office represents the Museum in complaints and investigations conducted by the Information 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. In addition, two part-time consultants supported *Access to Information Act* responsibilities. One of them worked on supporting the continuity of

operations under the *Access to Information Act*, while the other engaged in general access to information training.

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*. For a breakdown of the group(s) and/or positions(s) responsible for meeting each applicable proactive publication requirement under Part 2 of the *Access to Information Act*, see the section “Proactive Publication under Part 2 of the ATIA,” below.

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.¹ 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 five new requests and carried over one request from the previous reporting period, for a total of six requests. All six requests were closed during the 2024–2025 fiscal year, with 16 pages processed. As a result, the Museum did not have any active requests as of March 31, 2025.

All (100%) of the six completed requests were closed within the statutory time frame. Please see Table 1 for completion times for requests closed during the 2024–2025 fiscal year.

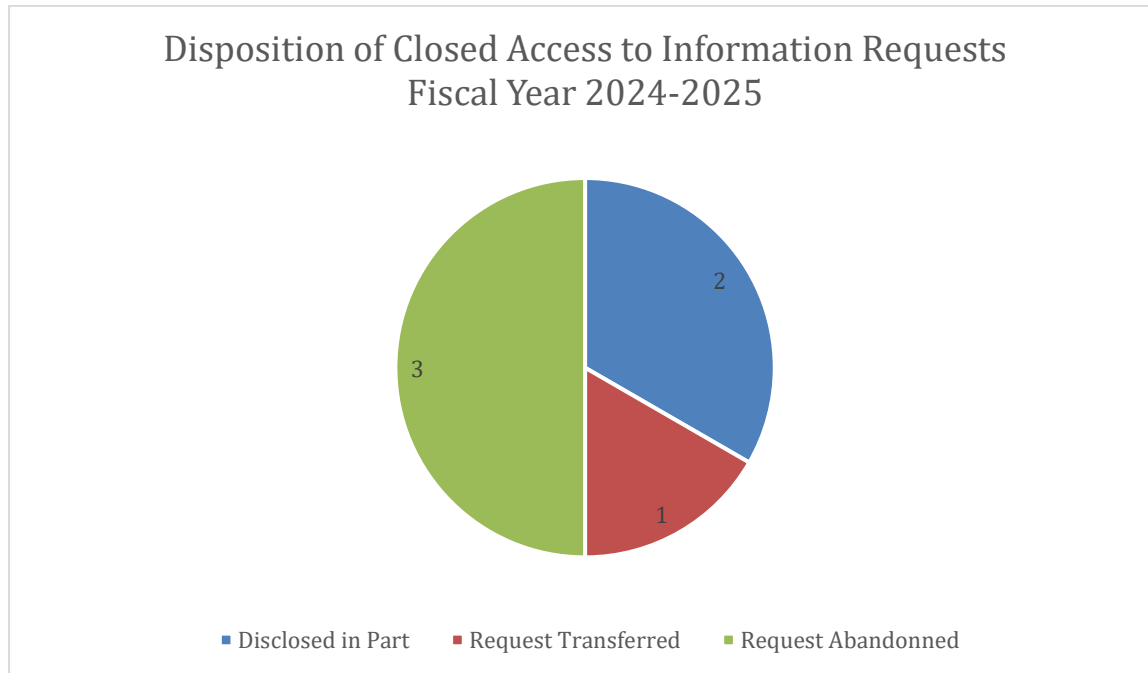
Table 1: Completion Times for Closed Requests, Fiscal Year 2024–2025

Number of Days to Complete	Number of Requests
1–30 days	5
31–60 days	1
61–120 days	0
121–180 days	0
181–365 days	0
More than 365 days	0

Zero requests were closed with a status of “all disclosed” while two of the six requests (33.3%) were closed with a status of “disclosed in part.” Please see Chart 1 for more information about the disposition of closed requests.

¹ In May 2024, the title of Vice-President, Corporate Strategy and Government Affairs was changed to Chief Strategy Officer and 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



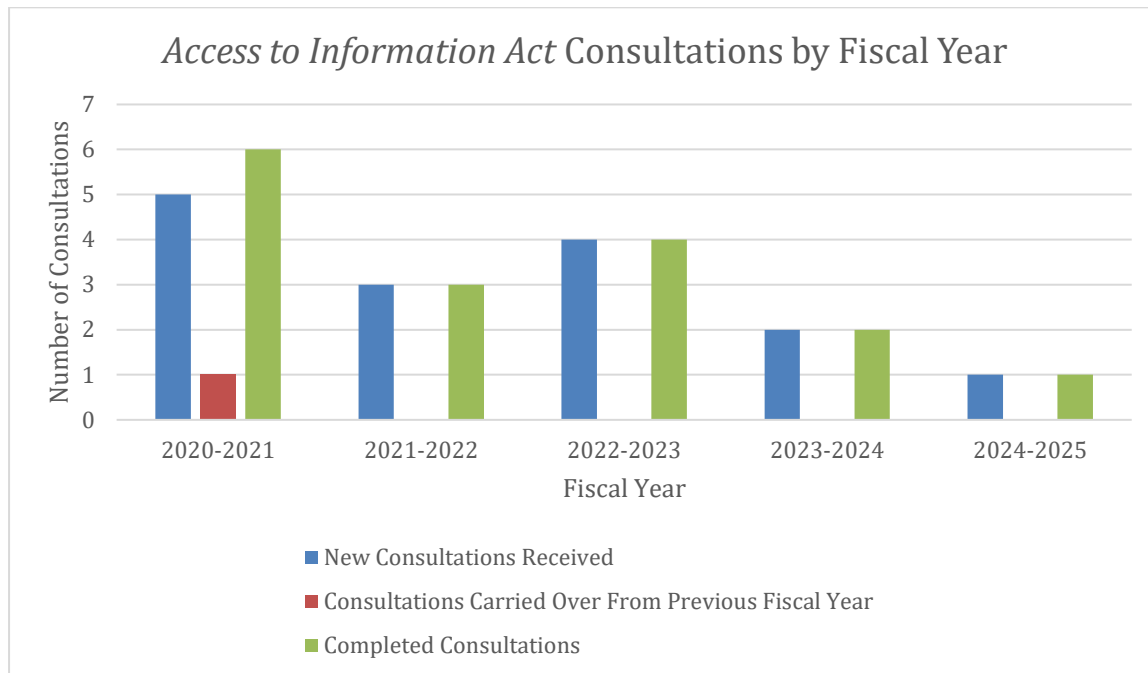
Section 9(1)(a) of the Act permits an extension to the original 30-day statutory time limit if a large number of records have been requested and their processing would unreasonably interfere with regular operations. Likewise, section 9(1)(b) of the Act permits an extension if consultations are required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

Table 2: Access to Information Consultations

Consultation	Sending Institution Type	Number of Days to Complete	Status	Number of Pages Released
AC-2024-01	Federal Institution	17	All Disclosed	6 pages

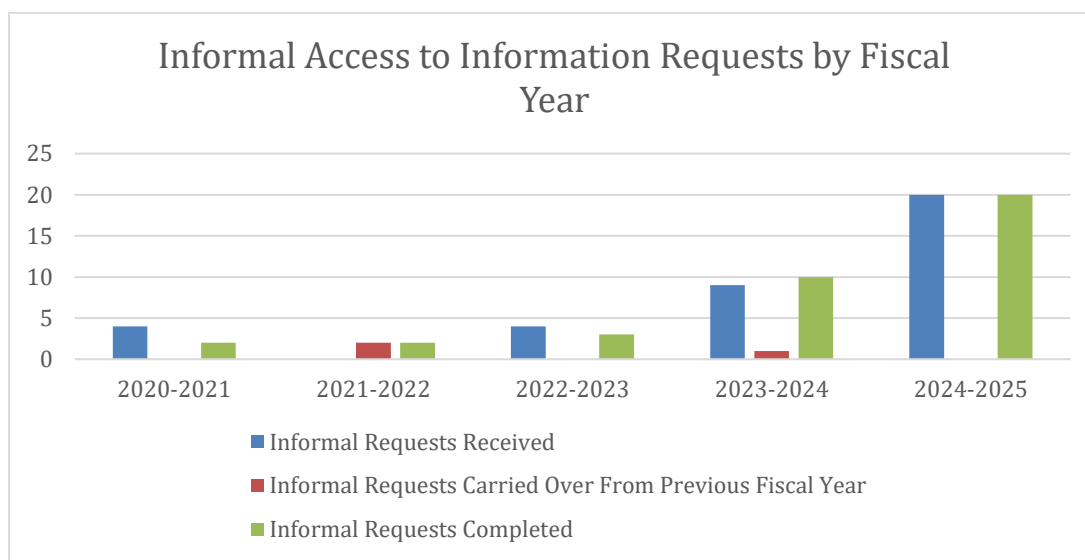
As demonstrated by Table 2, the Museum received and closed one consultation under the *Access to Information Act* during the reporting period. In total, six pages were reviewed and released. Fewer consultations were received during the 2024–2025 fiscal year than the average (3 requests) for fiscal years 2020-2021 to 2024-2025.

Chart 2: *Access to Information Act* Consultations by Fiscal Year



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 20 informal access to information requests during the 2024–2025 fiscal year. In total, 19,099 pages were released. Chart 3 illustrates that more informal access to information requests were received and processed during the 2024–2025 fiscal year than any of the previous four years.

Chart 3: Informal Access to Information Requests by Fiscal Year



Summaries of completed access to information requests and the process for making an access to information request are available on the Museum's [website](#).

Training and Awareness

During the reporting period, the ATIP Office hired a consultant who delivered 11 general ATIP training sessions, which were attended by 116 employees from across the Museum. Training supported the rollout of the Museum's new Access to Information Policy. In addition, the ATIP Office delivered a version of the general ATIP training to the Museum's Senior Leadership Team.

As a follow-up to the general training sessions, the ATIP Office conducted four specific awareness sessions addressing the needs of specific teams within the Museum.

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 new ATIP Board Guidelines covering access to information requests related to the Board of Trustees in fiscal year 2024–2025. The policy sets out roles and responsibilities for Board members for access to information requests received by the Canadian Museum of History.

The Museum uses general conditions as the foundation for its contracting processes. The Museum updated its general conditions to better reflect the *Access to Information Act*.

The Museum finalized a new delegation of authorities under the *Access to Information Act* to better reflect TBS policies and directives.

Proactive Publication Under Part 2 of the ATIA

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*.

Table 2 below details the Museum's proactive publication requirements.

Table 2: Canadian Museum of History Proactive Publication Summary

Legislative requirement	Section of the ATIA	Publication timeline	Does requirement apply to your institution (Y/N)?	Internal group(s) or position(s) responsible for fulfilling requirement	% of proactive publication requirements published within legislated timelines*	Management response	Link to webpage where published
Apply to all government institutions as defined in section 3 of the <i>Access to Information Act</i>							
Travel expenses	82	Within 30 days after the end of the month of reimbursement	Yes	Finance, Infrastructure and Visitor Services – Finance	0%	The Museum is currently working towards publishing travel and hospitality expenses for members of the Board of Trustees and executives on the Open Government website. This will ensure that the Museum meets the requirements of the Directive on Proactive Publication under the <i>Access to Information Act</i> . The posting of travel and hospitality expenses from April 1, 2024 to March 31, 2025 on the Open Government website is anticipated to be completed	Government Travel Expenses

Legislative requirement	Section of the ATIA	Publication timeline	Does requirement apply to your institution (Y/N)?	Internal group(s) or position(s) responsible for fulfilling requirement	% of proactive publication requirements published within legislated timelines*	Management response	Link to webpage where published
						by May 31, 2025.	
Hospitality expenses	83	Within 30 days after the end of the month of reimbursement	Yes	Finance, Infrastructure and Visitor Services – Finance	0%	The Museum is working towards publishing travel and hospitality expenses for members of the Board of Trustees and executives on the Open Government website. This will ensure that the Museum meets the requirements of the Directive on Proactive Publication under the <i>Access to Information Act</i> . The posting of travel and hospitality expenses from April 1, 2024 to March 31, 2025 on the Open Government website is anticipated to be completed by May 31, 2025.	Hospitality Expenses

Legislative requirement	Section of the ATIA	Publication timeline	Does requirement apply to your institution (Y/N)?	Internal group(s) or position(s) responsible for fulfilling requirement	% of proactive publication requirements published within legislated timelines*	Management response	Link to webpage where published
Reports tabled in Parliament	84	Within 30 days after tabling	Yes	Reconciliation, Engagement and Government Affairs	100%		Corporate Reports
Apply to 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>							
Contracts over \$10,000	86	Q1–Q3: Within 30 days after the end of the quarter Q4: Within 60 days after the end of the quarter	No				
Grants and contributions over \$25,000	87	Within 30 days after the end of 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, received by their office	88(b)	Within 30 days after the end of the month received	No				
Packages of briefing materials prepared for a deputy head or equivalent's appearance	88(c)	Within 120 days after appearance	No				

Legislative requirement	Section of the ATIA	Publication timeline	Does requirement apply to your institution (Y/N)?	Internal group(s) or positions(s) responsible for fulfilling requirement	% of proactive publication requirements published within legislated timelines*	Management response	Link to webpage where published
before a committee of Parliament							
Applies to 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 the Treasury Board is the employer)							
Reclassification of positions	85	Within 30 days after the end of the quarter	No				
Apply to Ministers' Offices (therefore apply to any institution that performs proactive publication on behalf of a Minister's Office)							
Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Within 120 days after appointment	No				
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	74(c)	Within 30 days after last sitting day of the House of Commons in June and December	No				

Legislative requirement	Section of the ATIA	Publication timeline	Does requirement apply to your institution (Y/N)?	Internal group(s) or position(s) responsible for fulfilling requirement	% of proactive publication requirements published within legislated timelines*	Management response	Link to webpage where published
June and December							
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 after the end of the month of reimbursement	No				
Hospitality expenses	76	Within 30 days after the end of the month of reimbursement	No				
Contracts over \$10,000	77	Q1–Q3: Within 30 days after the end of the quarter Q4: Within 60 days after the end of 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 end of the fiscal year	No				

Initiatives and Projects to Improve Access to Information

The Museum continues to participate in the Treasury Board Secretariat Online Request Service. The Museum received five access to information requests through the online management system during the 2024–2025 reporting period. This represents 100% of the total number of access requests received by the Crown corporation.

The Museum is committed to making information about Canada's history and identity available to the public. The Canadian Museum of History actively facilitates access to Museum records for Indigenous communities. 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 material and information.
- Revisiting copyright and other access restrictions placed on information collected from Indigenous communities; and, wherever possible, removing these restrictions to facilitate access for the Indigenous community of origin and prioritize their decision-making rights.

In the 2024–2025 fiscal year, the Museum committed to removing barriers to access of public collections, demonstrated by our work with the Towards a Recommendation on Open Cultural Heritage (TAROCH) [initiative](#) through Creative Commons. This coalition seeks to collaborate with UNESCO and its Member States to explore the development of a Recommendation or other standard-setting instrument that advances open access to out-of-copyright cultural heritage. The coalition facilitates global dialogue and proposes solutions to reduce unnecessary barriers to accessing cultural heritage.

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

historymuseum.ca/collections
warmuseum.ca/collections

The Canadian War Museum and the Canadian Museum of History offer the public access to corporate records, archives, and the library through the [Military History Research Centre](#) and the [Canadian History Research Centre](#), respectively. Please note that access may be subject to restrictions. Both Museums continue to digitize collections to make them more accessible to the public.

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, 2025. The Museum neither received nor concluded any complaints in 2024–2025.

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.

Monitoring Access to Information Request Timelines

The ATIP and Integrity Officer provides weekly written status reports to the Director, Evaluation, Audit and Regulatory Affairs and the Chief Strategy Officer and Vice-President, Reconciliation, Engagement and Government Affairs on ongoing access to information requests. This reporting identifies the due date for each request and identifies any extensions taken.

The approval process for access to information requests involves the Director, Evaluation, Audit and Regulatory Affairs, the Chief Strategy Officer and Vice-President, Reconciliation, Engagement and Government Affairs, and the Chief Experience Officer and Vice-President, Public Affairs, Advancement and Digital. 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.

The Right of Public Access and Information Sharing

On an ongoing basis, the Vice-President, Reconciliation, Engagement and Government Affairs reviews all information sharing agreements and arrangements prior to being finalized. The Vice-President ensures that these instruments reflect the right of public access to information.

Proactive Publication

On an ongoing basis, all proactively published information under Part 2 of the *Access to Information Act* undergoes a process of review and approval by the responsible Vice-President.

APPENDIX A: DELEGATION ORDER

Access to Information Act – Delegation Order

Pursuant to section 95 of the *Access to Information Act*, I, as head of the Canadian Museum of History, hereby designate the persons holding the positions set out in the schedule hereto, or persons occupying on an acting basis those positions, to exercise the powers and functions conferred on me under certain Acts, which are specified in relation to each position.

This Delegation Order supersedes all previous *Access to Information Act* Delegation Orders.



Caroline Dromaguet
President and CEO, Canadian Museum of History

Date:

Date: August 02, 2024

ACCESS TO INFORMATION ACT

Delegation of Authority²

The *Access to Information Act* grants certain powers, duties and functions to the President and CEO of the Canadian Museum of History as the head of a government institution. However, under section 95(1) of the Act, the head can delegate any of the powers, duties, or functions to one or more officers or employees of the institution. Delegates are accountable to the head of the institution for any decisions they make; however, ultimate responsibility rests with the head of the institution.

The below table lists sections of the Act that may be delegated by the President and CEO. To provide clarity, a description accompanied by a brief explanation of the relevant section of the Act is provided. The furthest three columns to the right indicate the appropriate level of responsibility for each section that may be delegated.

Section and Subsection of the <i>Access to Information Act</i>	Description	Explanation	President and CEO	Chief Strategy Officer, Vice-President, Reconciliation, Engagement and Government Affairs	Director, Evaluation, Audit and Regulatory Affairs
<i>Access to Information Act</i>					
4(2.1)	Duty to assist	The head of a government institution will respond to a request without regard for the identity of the person submitting the request and will make every reasonable effort to assist the requester.	Yes	Yes	Yes
6.1(1)	Reason for declining to act on a request	The head of a government institution may make an application to the Information Commissioner of Canada to refuse to process a request for information that is vexatious, made in bad faith or is an abuse of the right of access.	Yes	No	No
6(1.3)	Reason for declining to act on a request: Notice – Suspension	When submitting a refusal to act on an access to information request to the Information Commissioner of Canada, the time limit for processing an access to information request is	Yes	No	No

² * In the *Access to Information Act* delegation table, some sections of the Act are marked with a *. This symbol identifies sections of the Act where responsibility is delegated solely to the Chief Strategy Officer and Vice-President, Reconciliation, Engagement and Government Affairs. In the absence of the Chief Strategy Officer and Vice-President, Reconciliation, Engagement and Government Affairs, responsibility for these sections of the Act rests with the President and CEO.

Section and Subsection of the Access to Information Act	Description	Explanation	President and CEO	Chief Strategy Officer, Vice-President, Reconciliation, Engagement and Government Affairs	Director, Evaluation, Audit and Regulatory Affairs
		suspended. Section 6(1.3) indicates that the head of the government institution must notify the requester of the suspension and the reason behind it. This notice must occur at the same time as the refusal application is submitted to the Information Commissioner of Canada.			
6(1.4)	Reason for declining to act on a request: Notice – End of suspension	The Information Commissioner of Canada may reject the application for refusal to process an access to information request. If so, the head of the government institution must inform the requester that the refusal to process application has been rejected and must indicate the day on which the processing of the request resumes (i.e., the suspension of processing ends).	Yes	No	No
6(2)*	Reason for declining to act on a request: Notice	The Information Commissioner of Canada may agree with the application for refusal to process an access to information request. If so, the head of the government institution must inform the requester in writing about the refusal and the reasoning behind it.	Yes	Yes	No
7*	Notice where access requested	The head of a government institution must communicate to the requester whether access to the desired records will be granted and, if so, whether in whole or in part (i.e., response letter).	Yes	Yes	No
8(1)	Transfer of request	The head of a government institution may transfer an access to information request that it has received to another institution.	Yes	Yes	Yes
9	Extension of time	The head of a	Yes	Yes	Yes

Section and Subsection of the Access to Information Act	Description	Explanation	President and CEO	Chief Strategy Officer, Vice-President, Reconciliation, Engagement and Government Affairs	Director, Evaluation, Audit and Regulatory Affairs
	limits	government institution may extend the time limit for processing an access to information request past the initial 30 days.			
10*	Where access is refused	The head of a government institution may refuse access to a record requested under the <i>Access to Information Act</i>. If so, the head of the institution will state in the response letter (see section 7): (a) that the record does not exist; (b) the section of the Act on which refusal was based;³ and c) that the requester has the right to make a formal complaint to the Information Commissioner of Canada about the refusal.	Yes	Yes	No
11(2)	Application fee – Waiver	The head of a government institution may agree to waive or refund the \$5.00 application fee for submitting an access to information request.	Yes	Yes	Yes
12(2)(b)*	Language of access	The head of a government institution may cause records included in an access to information request to be translated into the official language of choice of the requester.	Yes	Yes	No
12(3)(b)*	Access to record in alternative format	The head of a government institution may provide the requester with access to public records in an alternative format (Braille, audio recording, etc.).	Yes	Yes	No

³ The head of the institution must inform the requester what section of the *Access to Information Act* would apply if records existed. The head of the institution may, but is not required to, indicate whether records exist.

Section and Subsection of the Access to Information Act	Description	Explanation	President and CEO	Chief Strategy Officer, Vice-President, Reconciliation, Engagement and Government Affairs	Director, Evaluation, Audit and Regulatory Affairs
13	Exemption – Information obtained in confidence	The head of a government institution must withhold from public release information received in confidence from another government body (foreign state, international organization of states, province, municipal or regional government, or aboriginal government).	Yes	Yes	Yes
14	Exemption – Federal-provincial affairs	The head of a government institution may withhold from public release information about the conduct of federal-provincial affairs.	Yes	Yes	Yes
15	Exemption – International affairs and defence	The head of a government institution may withhold from public release information related to international affairs, defence, and national security.	Yes	Yes	Yes
16	Exemption – Law enforcement and investigations	The head of a government institution may withhold from public release information related to law enforcement, investigations, and security.	Yes	Yes	Yes
16.5*	Exemption – <i>Public Servants Disclosure Protection Act</i>	The <i>Public Servants Disclosure Protection Act</i> (PSDPA) enables public servants to make a disclosure of workplace wrongdoing. Under section 16.5 of the <i>Access to Information Act</i> , the head of a government institution must withhold information created as part of the disclosure of wrongdoing and investigation of wrongdoing processes.	Yes	Yes	No
17	Exemption – Safety of individuals	The head of a government institution may withhold from public release information related to the safety of individuals.	Yes	Yes	Yes
18	Exemption –	The head of a	Yes	Yes	Yes

Section and Subsection of the Access to Information Act	Description	Explanation	President and CEO	Chief Strategy Officer, Vice-President, Reconciliation, Engagement and Government Affairs	Director, Evaluation, Audit and Regulatory Affairs
	Economic interests of Canada	government institution may withhold from public release the following types of information: (a) Trade secrets, as well as financial, commercial, scientific and technical information belonging to the Government of Canada that has or is likely to have substantial value. (b) Information that would damage the competitive position of the government if disclosed or information that would interfere with contractual or other negotiations of a government institution. (c) Original scientific or technical research that is intended to be published by a government employee. (d) Information that would damage the financial interests of a government institution if disclosed. (e) Information that would damage the Government of Canada's ability to manage the economy (i.e., details about fiscal or monetary policy). (f) Information that would reasonably be expected to result in an undue benefit to any individual if disclosed.			
18.1	Exemption – Economic interest of certain government institutions	The head of a government institution may withhold from public release trade secrets or financial, commercial, scientific or technical information that belongs to, and has consistently been treated as	Yes	Yes	Yes

Section and Subsection of the Access to Information Act	Description	Explanation	President and CEO	Chief Strategy Officer, Vice-President, Reconciliation, Engagement and Government Affairs	Director, Evaluation, Audit and Regulatory Affairs
		confidential by, one of the following institutions: (a) the Canada Post Corporation (b) Export Development Canada (c) the Public Sector Pension Investment Board (d) VIA Rail Canada Inc.			
19	Exemption – Personal information	The head of a government institution must withhold from public release personal information as defined in the <i>Privacy Act</i> .	Yes	Yes	Yes
20	Exemption – Third party information	The head of a government institution may withhold from public release confidential third-party information.	Yes	Yes	Yes
21	Exemption – Advice, etc.	The head of a government institution may withhold from public release advice or recommendations, consultations, deliberations, negotiating positions, or government operations and personnel plans that have not yet been implemented.	Yes	Yes	Yes
22	Exemption – Testing procedures, tests, and audits	The head of a government institution may withhold from public release information about procedures and techniques involved in testing and auditing, and details relating to specific tests about to be given and audits about to be conducted.	Yes	Yes	Yes
22.1	Exemption – Internal audits	The head of a government institution may withhold from release any record containing the draft report of an internal audit of a government institution or any related audit working	Yes	Yes	Yes

Section and Subsection of the Access to Information Act	Description	Explanation	President and CEO	Chief Strategy Officer, Vice-President, Reconciliation, Engagement and Government Affairs	Director, Evaluation, Audit and Regulatory Affairs
		paper.			
23	Exemption – Protected information: solicitors, advocates and notaries	The head of a government institution may withhold from public release information classified as solicitor-client privilege.	Yes	Yes	Yes
23.1	Exemption – Protected information: patents and trademarks	The head of a government institution may withhold from release confidential patent or trademark discussions. Cross-reference with sections 16.1 of the <i>Patent Act</i> or section 51.13 of the <i>Trademarks Act</i> .	Yes	Yes	Yes
24	Exemption – Statutory prohibitions against disclosure	This section of the Act references prohibitions against disclosure included in other government legislation (i.e., section 540, <i>Canada Elections Act</i>). The head of the institution must withhold information from public release based on the limitations imposed by the other government legislation(s).	Yes	Yes	Yes
25	Severability	Records cannot be withheld from public release without undue cause. The head of an institution must review records line by line to determine what can be released and what must be protected.	Yes	Yes	Yes
26	Exception – Refusal of access if information is to be published ⁴	The head of a government institution may withhold from release a record or part of a record if the material is to be published by a government institution.	Yes	Yes	Yes
27(1)	Notice to third	If a government institution	Yes	Yes	Yes

⁴ In order to apply section 26 to a record, the final version of the record must be prepared in at least one official language within 90 days of receipt of the request. In other words, only translation and printing of the record remain to be done. The record's release may then be delayed for as many days as are normally required for it to be translated and printed. If publication is not to occur within 90 days, then section 26 does not apply.

Section and Subsection of the Access to Information Act	Description	Explanation	President and CEO	Chief Strategy Officer, Vice-President, Reconciliation, Engagement and Government Affairs	Director, Evaluation, Audit and Regulatory Affairs
	parties ⁵	intends to disclose third-party information described in section 20(1) of the Act, then the head of the institution has a duty to notify the third party within 30 days of receipt of the request.			
27(4)	Notice to third parties – Extension of time limits	The head of a government institution may extend the time limit after the initial 30 days in order to notify a third party, provided that the request-processing deadline has been formally extended under paragraphs 9(1)(a) or 9(1)(b) of the <i>Access to Information Act</i> .	Yes	Yes	Yes
28(1)(b)*	Representations of third party and decisions	In cases where a third party is notified under section 27(1), the head of a government institution must decide within 30 days after the notice is given whether to release the third-party information in whole or in part, and give notice of the decision to the third party.	Yes	Yes	No
28(2)*	Representations to be made in writing	The response of the third party to a notice issued under section 27(1) of the Act must be made in writing unless the head of the government institution agrees otherwise, in which case it may be made orally.	Yes	Yes	No
28(4)*	Disclosure of record	A government institution decides to disclose third-party information following notification. In this case, the head of the institution must wait for 20 days to allow the third party to challenge the disclosure in Federal Court. Once this time has elapsed, the head must provide the individual who	Yes	Yes	No

Section and Subsection of the Access to Information Act	Description	Explanation	President and CEO	Chief Strategy Officer, Vice-President, Reconciliation, Engagement and Government Affairs	Director, Evaluation, Audit and Regulatory Affairs
		requested the record with access, unless the release of records is challenged in Federal Court.			
33	Notice to third parties	The Office of the Information Commissioner may investigate a formal complaint related to a government institution's refusal to provide access to a record. In such cases, the head of the government institution must inform the Information Commissioner of any third parties formally consulted under section 27(1) of the Act.	Yes	Yes	Yes
35(2)(b)*	Right to make representations	During the course of an investigation by the Office of the Information Commissioner, the head of the government institution will be given an opportunity to represent their institution (i.e., formal representations).	Yes	Yes	No
37(4)	Access to be given	As a result of an investigation, the Office of the Information Commissioner may issue a finding asking or ordering a government institution to release records, in part or in whole, to the individual who made the request. The head of the government institution must comply with this request within a set timeframe.	Yes	No	No
41(2)	Review by Federal Court – Government institution	The head of a government institution may apply to Federal Court for review of the outcome of the complaint investigation as issued by the Office of the Information Commissioner.	Yes	No	No
43(2)*	Service or notice	In a formal complaint	Yes	Yes	No

Section and Subsection of the Access to Information Act	Description	Explanation	President and CEO	Chief Strategy Officer, Vice-President, Reconciliation, Engagement and Government Affairs	Director, Evaluation, Audit and Regulatory Affairs
		under the <i>Access to Information Act</i> , involved parties may apply to Federal Court for review of the outcome of the complaint investigation as issued by the Office of the Information Commissioner. If the government institution applies to Federal Court or receives notice that another party has done so, then the head must notify the Information Commissioner, the complainant, third parties (if necessary), and the Office of the Privacy Commissioner (if necessary).			
44(2)*	Notice to person who requested record	The head of a government institution must send the person who requested records written notice of any third-party court proceedings with respect to the access to information request in question.	Yes	Yes	No
52(2)	Special rules for hearings	In the event that a refusal to disclose records is reviewed in Federal Court, the head of a government institution may request that proceedings take place in the National Capital Region.	Yes	No	No
52(3)	<i>Ex parte</i> representations	In the event that a refusal to disclose records is reviewed in Federal Court, the head of a government institution may represent the institution before the Court.	Yes	No	No
94(1)	Annual Report – Government institutions	At the end of each fiscal year, the head of a government institution or his or her delegate must prepare an annual report to Parliament about institutional activities undertaken during the	Yes	Yes	Yes

Section and Subsection of the Access to Information Act	Description	Explanation	President and CEO	Chief Strategy Officer, Vice-President, Reconciliation, Engagement and Government Affairs	Director, Evaluation, Audit and Regulatory Affairs
		previous 12 months under the <i>Access to Information Act</i> .			
94(4)	Copy of report to designated minister	The head of a government institution or his or her delegate must submit the institution's annual report on <i>Access to Information Act</i> activities to the designated minister (i.e., TBS) immediately after the document is tabled in Parliament.	Yes	Yes	Yes
96(3)	Provision of services related to access to information – Notice ⁶	The head of the government institution receiving the services must provide a copy of the written agreement to the Office of the Information Commissioner and the designated minister as soon as possible after the agreement is entered into. The head of the institution shall also notify the Information Commissioner and the designated minister of any material change to that agreement.	Yes	No	No
96(4)	Provision of services related to access to information – Fees (See footnote 4)	The head of the government institution providing the services may charge a fee for those services. The fee is not to exceed the cost of providing the service.	Yes	No	No
96(5)	Provision of services related to access to information – Spending authority (see footnote 4)	The head of the government institution that charges the fee may spend the revenues that are received from the provision of the services for any purpose of that institution. If the head of the institution spends the	Yes	No	No

⁶ A federal institution may delegate any *Access to Information Act* power, duty, or function to another federal institution in the same ministerial portfolio provided that:

- The power, duty, or function is granted to or imposed on the head of the institution (section 96(1)).
- A written agreement is in place prior to delegating (section 96(2)).

Section and Subsection of the Access to Information Act	Description	Explanation	President and CEO	Chief Strategy Officer, Vice-President, Reconciliation, Engagement and Government Affairs	Director, Evaluation, Audit and Regulatory Affairs
		revenues, he or she must do so in the fiscal year in which they are received or, unless an appropriation Act provides otherwise, in the next fiscal year.			
Access to Information Regulations⁷					
6(1)	Transfer of request	The head of a government institution or his or her delegate may transfer an access to information request to another government institution, provided that the institution agrees to process the request within the specified time limit.	Yes	Yes	Yes
8	Providing access to records	The head of a government institution or his or her delegate may allow a requester to examine the record in person rather than receive a copy, in certain circumstances.	Yes	Yes	Yes
8.1*	Limitations in respect of format	The head of a government institution may deny a request for a record to be released in an alternate format if doing so is unreasonable. In this case, the head of the institution must release the record either in an existing format or a feasible alternative format.	Yes	Yes	No

⁷ <https://laws-lois.justice.gc.ca/eng/Regulations/SOR-83-507/index.html>